

Contents

Overview	1
Running the Resume Screen & Routing Resumes to Raters	1
Running the Resume Screen	2
Why am I running the resume screening now versus routing applicants from the Applicants Tab?	4
Routing Resumes to Raters	4
Raters who don't have an active IAM	4
Adding Raters After Initial Routing	11
Removing Raters After Initial Routing.....	11
How Raters Enter a Score.....	13
Entering/Updating a Score on a Rater's Behalf.....	13
Entering ALL Scores on a Rater's Behalf.....	15
Attaching documents to the job opening	15
Raters who have more than 1 active IAM.....	16
Running Resume Screen Once All Scores are Entered.....	16
Updating the Passing Point and Re-Running the Screening Results	18
Rejecting Candidates from Screening Results Page	19
Multiple Screening Levels	21

Overview

This job aid goes through the steps for running a Resume Screen, including how to route information to raters and how to enter scores on a rater's behalf. For information about how to set up a resume screening, see the **How to Create a Resume Screen** section of the [Screening Levels Job Aid](#).

Running the Resume Screen & Routing Resumes to Raters

Prior to routing a resume, you must set up the resume screening level and enter your Maximum and Passing Points. The values entered here drive the values available for selection by the rater.

IMPORTANT: **Do not change your rating scale after you route materials to the raters.** Once the rater accesses the materials, even if you change the rating scale on the job opening, it will NOT change for the raters.

wisc.jobs

Running a Resume Screen

Screening Criteria

Job Opening ID 1449
 Job Posting Title MEAT SAFETY INSPECTOR-ENTRY
 Job Code 70401 (MEAT SAFETY INSPECTOR-ENTRY)
 Position Number 023193 (MEAT SAFETY INSPECTOR-ENTRY)

▼ Screening Option Description ⓘ

	Name Resume Screen	Screening ID 2003
Pass Status	030 Screen	
Pass Reason	Passed Resume Screen	
Fail Status	110 Reject	
Fail Reason	Lacks Required Credentials	

Scoring Definition ⓘ

Maximum Points

Passing Point

Once you have closed your recruitment (or are using a continuous recruitment and want to create or update your register), you can administer the resume screen.

Note: If there were screening levels before the Resume Screening (Online and/or Manual Screening), all screening must be complete prior to running the Resume Screening.

Running the Resume Screen

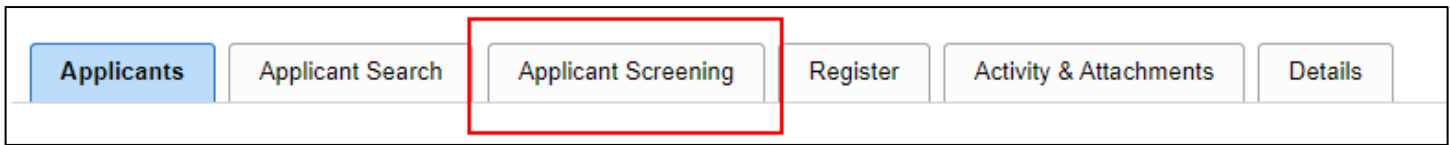
1. Go to the **Applicants tab** within the Job Opening.
2. If the Resume Screen is the only screening level, go to the **Applied** section of the **Applicants tab** for a list of all applicants available for routing.
 - a. If any applicants have withdrawn their application (or you withdrew the application), the applicant will display in the **All** section of the **Applicants tab**, but not the **Applied** section.

	Applicants	Applicant Search	Applicant Screening	Register	Activity & Attachments	Details
	All (8)	Applied (7)	Reviewed (0)	Screen (0)		
Applicants ⓘ						
	<input type="checkbox"/>	Buffy Summers	1013	External	Applied	
	<input type="checkbox"/>	Captain Sisko	1014	External	Applied	
	<input type="checkbox"/>	Dean Winchester	1008	External	Applied	

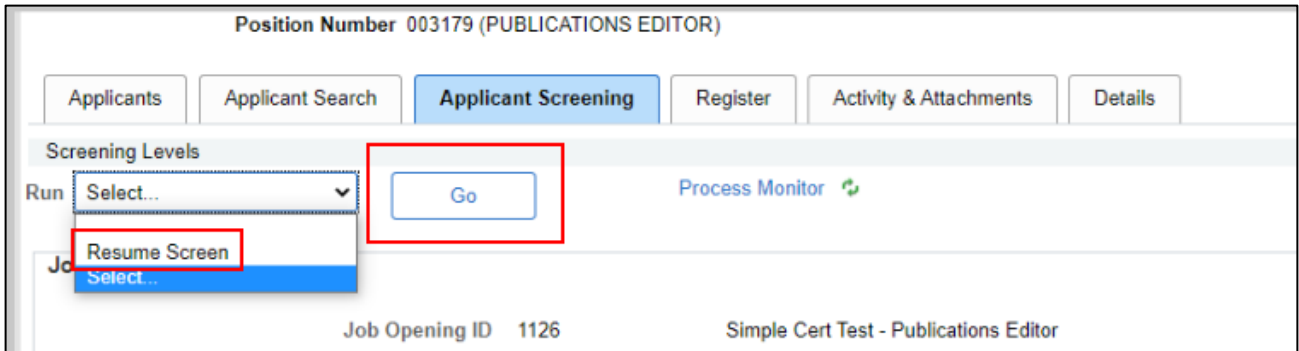
- b. If there was an Online Screening on the job opening, the applicants who passed the Online Screening will be on the **Screen** page instead of the **Applied** page.

3. Go to the **Applicant Screening Tab**

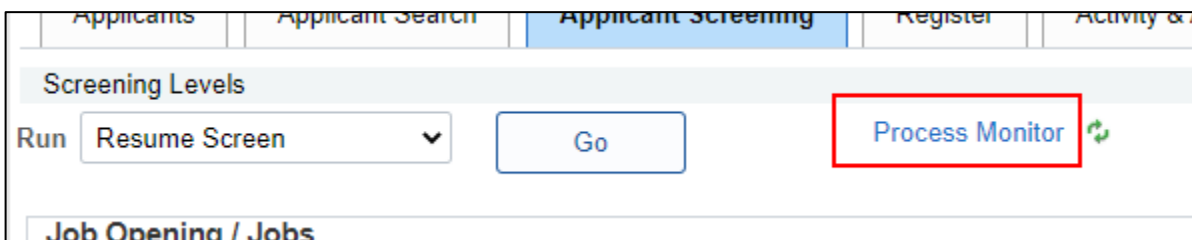
Running a Resume Screen



4. Select **Resume Screen** from the drop down in the field next to Run and click **Go**.



5. Click on **Process Monitor** to review the status of the request (Process Monitor will open in a new tab).

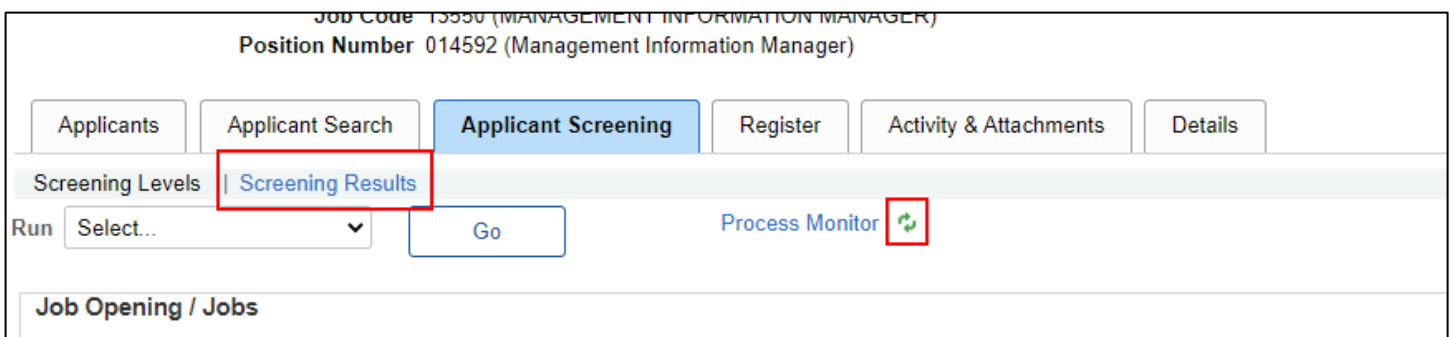


6. Go to the Process Monitor tab and when the **Run Status = Success** and the **Distribution Status = Posted**, the process is complete.

A screenshot of the Process List table. The table has columns for Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. A single row is shown with Instance 2950739, Process Type Application Engine, Process Name HRS_JO_SCR, Run Date/Time 02/03/2021 8:50:14AM CST, Run Status Success, and Distribution Status Posted.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2950739		Application Engine	HRS_JO_SCR		02/03/2021 8:50:14AM CST	Success	Posted	Details

7. Go back to the **Applicant Screening Tab** and click the **refresh button** next to Process Monitor. You will now see a **Screening Results** link next to Screening Levels.



Running a Resume Screen

8. Click on the **Screening Results** link.

Why am I running the resume screening now versus routing applicants from the Applicants Tab? If you route the applicants from the Applicants tab without running the Resume Screening, there is no way for you to review rater scores and/or enter scores on the rater's behalf. You must run the Resume Screening prior to having access to that information.

Routing Resumes to Raters

Routing is the mechanism in TAM that allows raters the ability to review and evaluate candidate materials (e.g., resume and letter of qualifications), as well as enter scores through the system. Raters must have an active IAM in order for resumes to be routed to them.

Raters who don't have an active IAM

Some assessment raters, such as retirees or subject matter experts outside of state service, will not have an active IAM. If the rater doesn't have an active IAM, the best practice is to enter them into PeopleSoft as a person of interest (POI). The HCM User Guide contains [instructions for adding a POI](#). Alternatively, you can [enter ALL scores on the rater's behalf](#).

9. To route the resumes for screening, go to the **Applicants** section of the Screening Results page and either **Select All** or check the boxes next to the individual applicants and click the **Route** button.

The screenshot shows the 'Applicant Screening' interface. At the top, there are tabs for 'Applicants', 'Applicant Search', 'Applicant Screening' (selected), 'Register', 'Activity & Attachments', and 'Details'. Below the tabs, there are sections for 'Screening Levels' and 'Applicants'. The 'Applicants' section contains a table with the following data:

Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening
<input checked="" type="checkbox"/>	0.000	0.0	Alyson [redacted]	6385	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Valentin [redacted]	6630	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Tad Ot [redacted]	17441	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Jeffrey [redacted]	21851	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Jenny [redacted]	31492	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Craig V [redacted]	32287	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Noel V [redacted]	32407	010 Applied	
<input checked="" type="checkbox"/>	0.000	0.0	Jack G [redacted]	39125	010 Applied	

At the bottom of the 'Applicants' section, there are buttons for 'Select All', 'Deselect All', 'Route', 'Merge', and 'Reject'. The 'Route' button is highlighted with a red box.






Running a Resume Screen

10. You will see the applicants that will be routed on the top of the page. If any should not be routed, delete them by clicking the trash can icon.

Route Applicant

Submit | Return

Applicants to Route

Applicant ID	Name	Job Opening	
6385	Alys	Budget & Policy Analyst Division - Advanced	
6630	Vale	Budget & Policy Analyst Division - Advanced	
17441	Tad	Budget & Policy Analyst Division - Advanced	
21851	Jeffr	Budget & Policy Analyst Division - Advanced	
31492	Jenr	Budget & Policy Analyst Division - Advanced	

11. Under **Routing Details**

- a. **Routing Status** = 010 Route
- b. **Reason** = Expert Review Requested

Routing Details ?

*Routing Status Reason

Recipients ?

12. Enter the raters in the **Routing Details – Recipients** section of the page.

- a. Under Recipients, enter the first and last name of the person of who will be rating the materials. Click the **Tab** key. If nothing happens, the system found and validated the person entered.

Routing Details ?

*Routing Status Reason

Recipients ?

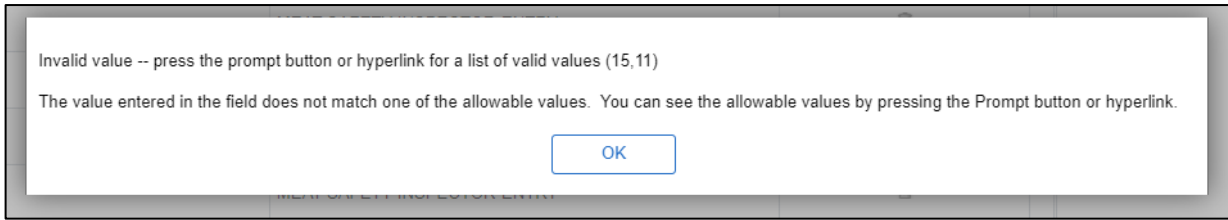
*Routing Date	*Name	Assignment	Response Due Date
04/26/2021	<input type="text" value="Nicole Zimm"/>		

Add Recipient | Add Hiring Team

- b. If you click the **Tab** key and the name does not match an employee, the following message will appear. Click **Ok** and then use the **magnifying glass** to search for the rater by name or Empl ID (or you can just use the magnifying glass at the start).

wisc.jobs

Running a Resume Screen



- c. BU and Department will display as search criteria and in the search results in case there are multiple people with the same name.

Look Up Recipient x

Empl ID Help

Name

Business Unit

Department

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 1-300 of 300

Empl ID	Name	Business Unit	Department
1000	Anthor	50500	505Y400000
1000	Cindy	41000	4103123000

- d. Enter a **Response Due Date** (if you enter the date on the first rater, the date will automatically fill in for subsequent raters). This information will appear in the email to the rater.

Routing Details ?

*Routing Status Reason

Recipients ?

*Routing Date	*Name	Assignment	Response Due Date
<input type="text" value="04/26/2021"/> <input type="button" value="Calendar"/>	<input type="text" value="Nicole Zimm"/> <input type="button" value="Q"/>	Originator	<input type="text" value="04/28/2021"/> <input type="button" value="Calendar"/>

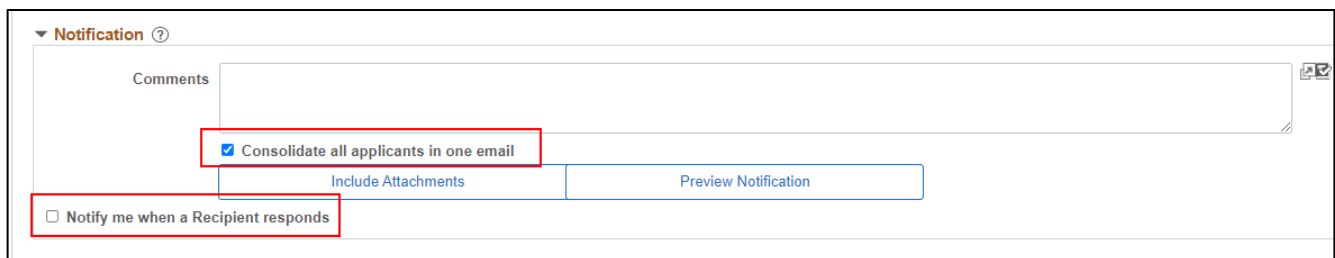
- e. Click **Add Recipient** and follow previous steps to add more raters.

Recipients ?

*Routing Date	*Name	Assignment	Response Due Date	
<input type="text" value="04/26/2021"/> <input type="button" value="Calendar"/>	<input type="text" value="Nicole"/> <input type="button" value="Q"/>	Originator	<input type="text" value="04/28/2021"/> <input type="button" value="Calendar"/>	<input type="button" value="Trash"/>
<input type="text" value="04/26/2021"/> <input type="button" value="Calendar"/>	<input type="text" value="Shari"/> <input type="button" value="Q"/>	Approver/Reviewer	<input type="text" value="04/28/2021"/> <input type="button" value="Calendar"/>	<input type="button" value="Trash"/>
<input type="text" value="04/26/2021"/> <input type="button" value="Calendar"/>	<input type="text" value="Brian"/> <input type="button" value="Q"/>		<input type="text" value="04/28/2021"/> <input type="button" value="Calendar"/>	<input type="button" value="Trash"/>

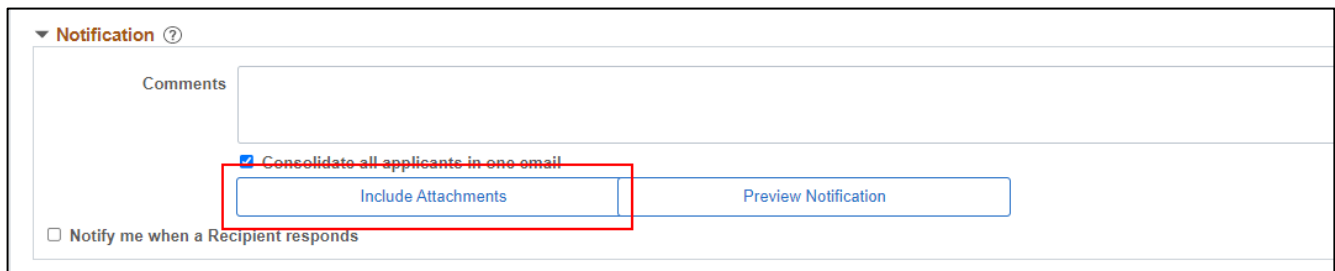
Running a Resume Screen

13. Go to the **Notification** section. Under **Notification**, the **Consolidate all applicants in one email** is checked and **Notify me when a Recipient responds** is unchecked.
- When **Consolidate all applicants in one email** is checked, all applicant names (and any materials you decide to attach to the email to the rater) will be combined into one email to the rater.
 - If you uncheck this box, the rater will receive a separate notification email for each routed applicant.
 - When **Notify me when a Recipient responds** is checked, the recruiter will receive an email every time a rater scores an applicant. If you want to receive a notification for every completed rating, you will need to check this box.
 - Check and/or uncheck the boxes based on your preferences.



The screenshot shows the 'Notification' section of the wisc.jobs interface. It features a 'Comments' text area at the top. Below it, there are two checkboxes: 'Consolidate all applicants in one email' (checked) and 'Notify me when a Recipient responds' (unchecked). Both checkboxes are highlighted with red boxes. Below the checkboxes are two buttons: 'Include Attachments' and 'Preview Notification'.

14. Click **Include Attachments**



The screenshot shows the 'Notification' section of the wisc.jobs interface. It features a 'Comments' text area at the top. Below it, there are two checkboxes: 'Consolidate all applicants in one email' (checked) and 'Notify me when a Recipient responds' (unchecked). Both checkboxes are highlighted with red boxes. Below the checkboxes are two buttons: 'Include Attachments' and 'Preview Notification'. The 'Include Attachments' button is highlighted with a red box.

- Resume and Letter of Qualification are checked by default and will be available to the raters for review.**
- Check or uncheck any attachments that you want visible to the raters on the page where the raters will enter their scores.

wisc.jobs

Running a Resume Screen

Select	Attachment Type
<input checked="" type="checkbox"/>	Resume
<input type="checkbox"/>	References
<input type="checkbox"/>	Transcripts
<input checked="" type="checkbox"/>	Letter of Qualifications
<input type="checkbox"/>	OIF
<input type="checkbox"/>	License/Certification
<input type="checkbox"/>	DD214
<input type="checkbox"/>	VA Disability Rating
<input type="checkbox"/>	At-Risk/Layoff Letter
<input type="checkbox"/>	Other

Send via Email

OK Cancel

- i. If Resume and/or Letter of Qualifications was optional for your job opening and not all applicants attached the documents, if you keep these boxes checked, the rater will receive whatever the applicant attached.
 - c. The attachments will NOT automatically be attached to the email sent to the rater. If you want to include the documents in the email to the rater, check the box next to **Send via Email**.
 - i. **Reminder** - The raters will have access to these documents on the Routing Response page in Employee Self Service, so you do not have to send them via email as well.
 - d. Click **OK** when done.
15. Enter any **Comments** you want to include in the email to the raters. You cannot add attachments at this time (we are working on it), but you can include links.

▼ Notification ?

Comments The rating panel will meet on 4/26 to review benchmarks and go over the timeline. [Send]

Consolidate all applicants in one email

Include Attachments Preview Notification

16. Click on **Preview Notification** to see what the email will say to the router.

Running a Resume Screen

17. You will be able to validate the recipients, update the email subject line, review the message, and review the attachments (if you decided to include the attachments in the email to the router).

- a. You cannot update the body of the message – only the subject line.
- b. Click **OK** when the review is complete.

18. Once everything is set up, click the **Submit** button on the bottom of the page to route the applicants to the raters and send them a notification email.

wisc.jobs

Running a Resume Screen

▼ Notification ?

Comments The rating panel will meeting on 10/19 to review benchmarks]

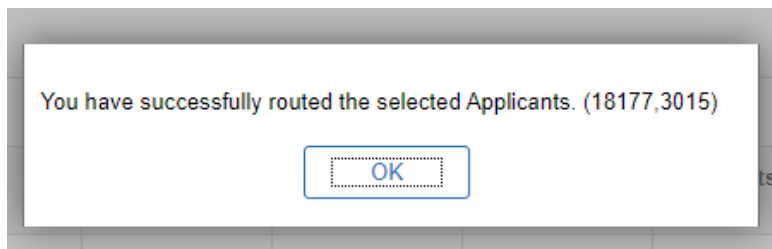
Consolidate all applicants in one email

Include Attachments Preview Notification

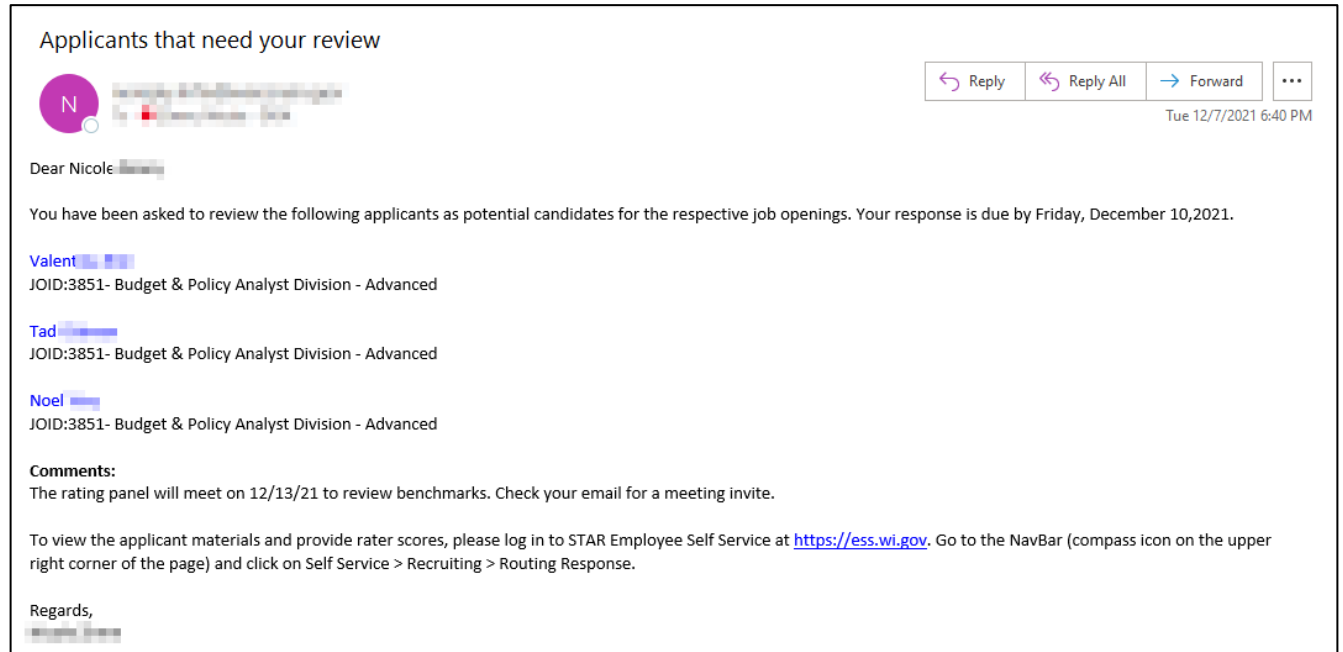
Notify me when a Recipient responds

Submit | Return

19. Once routed, this message will display:



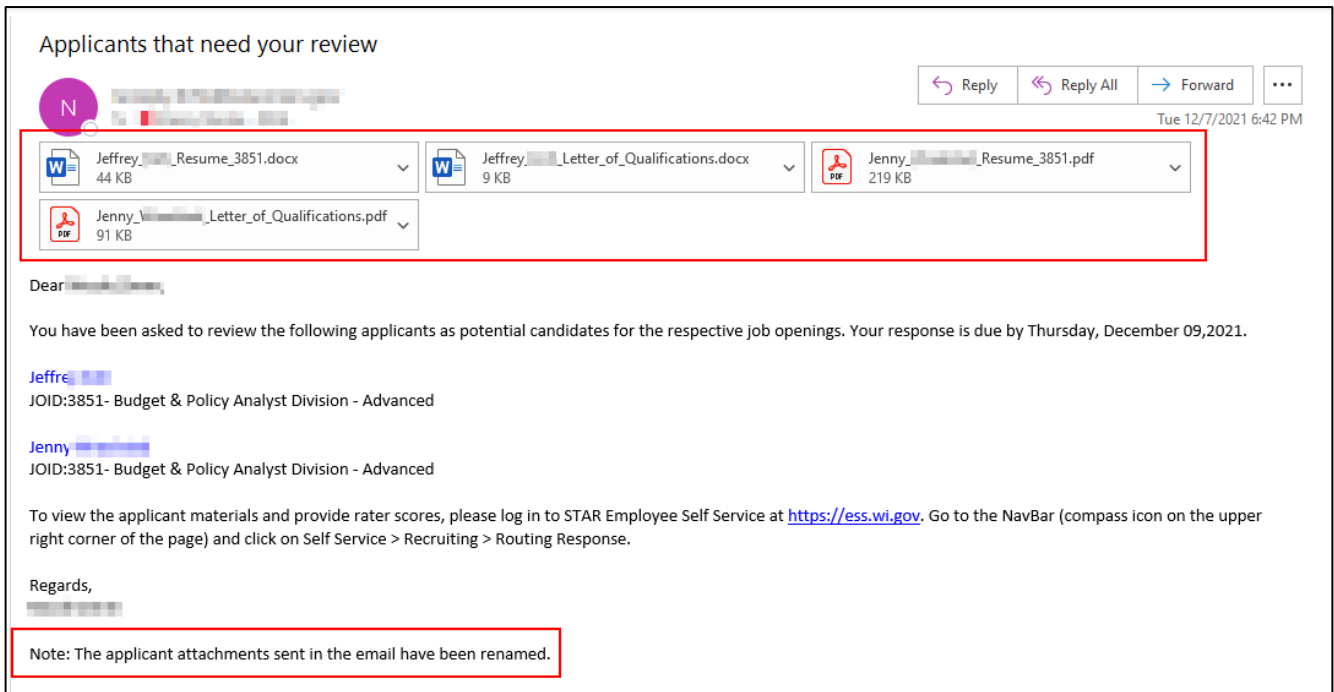
20. The raters will receive a notification email, any attachments you routed and a link to Employee Self Service.



21. If you included attachments, the attachments will be included in the email and the following note will be in the email.

wisc.jobs

Running a Resume Screen



Adding Raters After Initial Routing

Once you have routed the materials to rater, you can add more raters by following the steps outlined previously to add raters, but you will just add the additional rater. You can only route an applicant to a rater once. The system will stop you from routing the same applicant to the same rater more than once.

Removing Raters After Initial Routing

There is no option to remove a rater after the materials have been routed. There are 2 options available:

1. You can ask the rater to indicate that they are unable to rate the applicants and submit this as their response(s) via the Routing Response Self-Service page; or
2. You can indicate that the rater is unable to rate on the Screening Results page
 - a. After running the Resume Screen screening level at least once, click on **View** under **Rating Details**

Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicant Passed
13371	IS SYSTMS DEVIMNT SVCS PROF		1-Resume Screen	06/11/21 3:09PM	19	15
13371	IS SYSTMS DEVIMNT SVCS PROF		1-Resume Screen	06/10/21 10:55AM	19	15

Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Rating Details	Result Appli
88.000	7.0	Joshua		030 Screen	Passed	View	No

Running a Resume Screen

- b. Click the **Edit** button next to the rater who will not be rating.

Resume Rating Results								
	Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit
<input type="checkbox"/>	Charles [redacted]	[redacted]		<input type="checkbox"/>		06/10/21 12:11PM	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	Kris [redacted]	[redacted]		<input type="checkbox"/>		06/10/21 12:11PM	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	Dalton [redacted]	[redacted]		<input type="checkbox"/>		06/10/21 12:11PM	<input type="checkbox"/>	<input type="button" value="Edit"/>
<input type="checkbox"/>	Linda [redacted]	[redacted]		<input type="checkbox"/>		06/10/21 12:14PM	<input type="checkbox"/>	<input type="button" value="Edit"/>

- c. Check the box next to **Unable to Rate**. Click **Save**.

User ID [redacted]

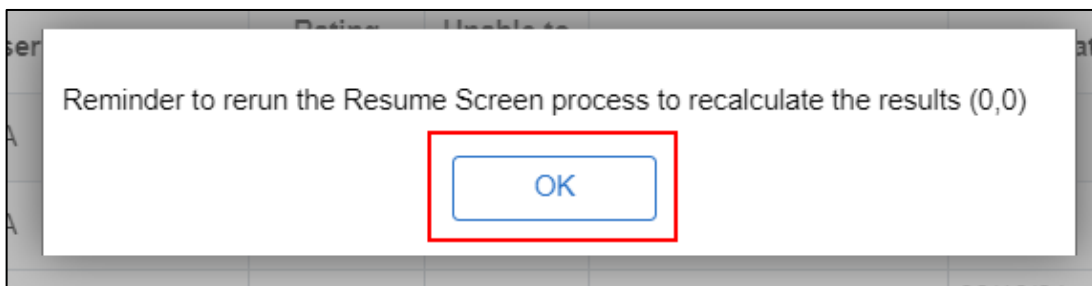
Name [redacted]

Rating Value

Unable to Rate

Include in Scoring

- d. The following will display. Click **OK**. As a note, when **Unable to Rate** is checked, it has no impact on the calculated score.



- e. Click **Return** to get back to the list of applicants.
- f. Re-run the screening level once all updates have been made.

Running a Resume Screen

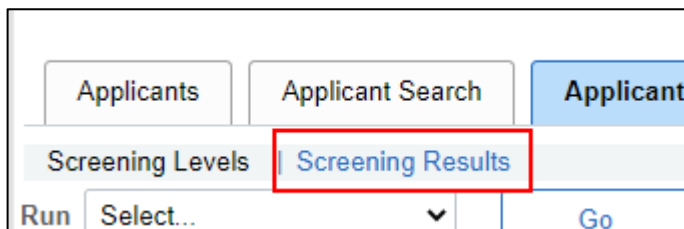
How Raters Enter a Score

See the [Reviewing Applicant Materials and Entering Scores for a Resume Screen Employee Self Service Job Aid](#) for information.

Entering/Updating a Score on a Rater's Behalf

These instructions are specific to the event where [resumes have been routed to a rater\(s\)](#), but you need to enter or update a score or multiple scores on their behalf. See the section below for information on [Entering ALL Scores on a Rater's Behalf](#).

1. Go to the **Applicant Screening** tab within the Job Opening
2. Click on the **Screening Results** link



3. In the **Applicants** section, click on **View** under Rating Details to enter/update score for an applicant.

Screening Levels [?]									
Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	A	F
<input checked="" type="radio"/>	70401	MEAT SAFETY INSPECTOR-ENTRY		1-Resume Screen	04/26/21 8:33AM	7	0		0

Applicants [?]								
Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Rating Details	Results Applied
<input type="checkbox"/>	73.000	0.0	Dean Winchester	1008	050 Route		View	No
<input type="checkbox"/>	73.000	0.0	Mary Byrd	1012	050 Route		View	No

4. You will see all the scores that have been entered. If you need to enter a score, click the **Edit** button next to the applicable rater.

wisc.jobs

Running a Resume Screen

Resume Rating Results								
Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit	
<input type="checkbox"/> Nicole [redacted]	[redacted]		<input type="checkbox"/>		04/26/21 9:33AM	<input type="checkbox"/>	<input type="button" value="Edit"/>	
<input type="checkbox"/> Shari [redacted]	[redacted]	4	<input type="checkbox"/>	220 Rating Complete	04/26/21 9:45AM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
<input type="checkbox"/> Brian [redacted]	[redacted]	5	<input type="checkbox"/>	220 Rating Complete	04/26/21 9:58AM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	

5. Enter the **Rating Value** and check the box next to **Include in Scoring**. Click **Save**.

Edit Resuming Rating

User ID [redacted]
Name [redacted]

Rating Value

Unable to Rate
 Include in Scoring

6. You will receive the following message. Click **OK**.

Reminder to rerun the Resume Screen process to recalculate the results (0,0)

7. Click **Return** to get back to the **Screening Results** page.

Resume Rating Results								
Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit	
<input type="checkbox"/> Nicole [redacted]	[redacted]	06	<input type="checkbox"/>	220 Rating Complete	04/26/21 9:33AM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
<input type="checkbox"/> Shari [redacted]	[redacted]	4	<input type="checkbox"/>	220 Rating Complete	04/26/21 9:45AM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	
<input type="checkbox"/> Brian [redacted]	[redacted]	5	<input type="checkbox"/>	220 Rating Complete	04/26/21 9:58AM	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>	

8. To update a previously entered Rating Value, follow steps 3-7, and update the Rating Value.

Running a Resume Screen

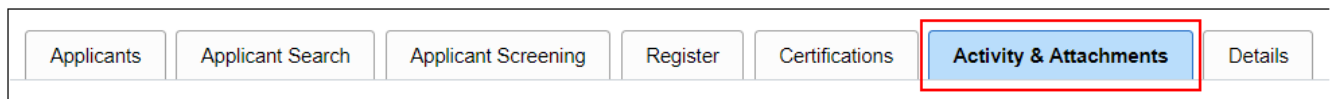
Entering ALL Scores on a Rater's Behalf

These instructions are specific to the event where a rater has NOT been entered or added to a job opening and materials are NOT routed to the rater. You need to enter ALL scores on their behalf. This applies to situations where a rater(s) prefers to record scores outside of TAM, and you have agreed to enter scores on their behalf.

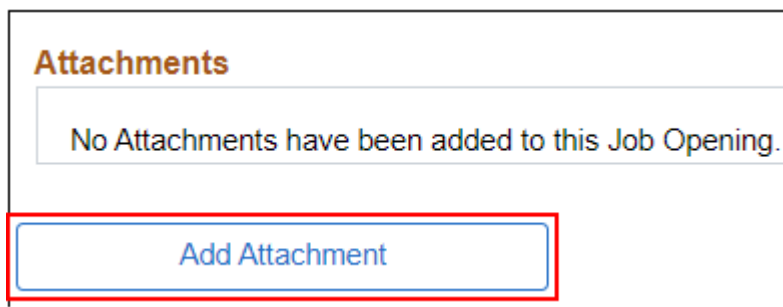
1. Follow the instructions above to [route resumes](#) to **yourself**
2. Follow the instructions in the [Employee Self Service Job Aid: Reviewing Applicant Materials and Entering Scores for a Resume Screen](#) to enter the scores provided by the rater
3. Attach a document to the job opening to keep a record of the scores originally provided by the rater. This document can be an email, Word document, Excel spreadsheet, or really anything the rater sent you containing the scores they provided. Following the instructions below to [attach documents to the job opening](#).

Attaching documents to the job opening

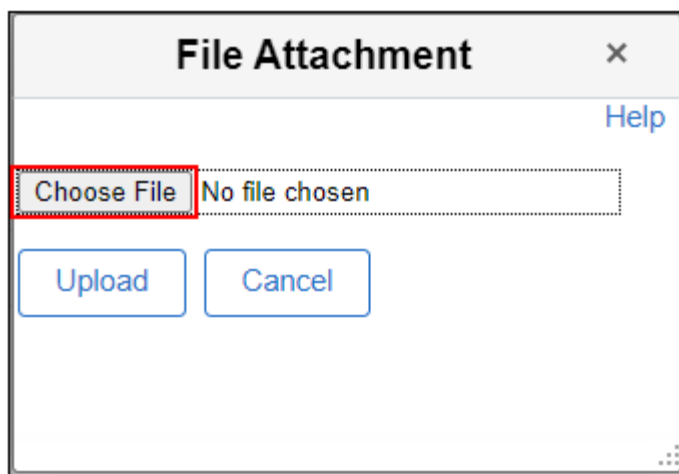
1. Go to the Activity & Attachments Tab



2. Scroll down to the Attachments sections and click on the Add Attachment button

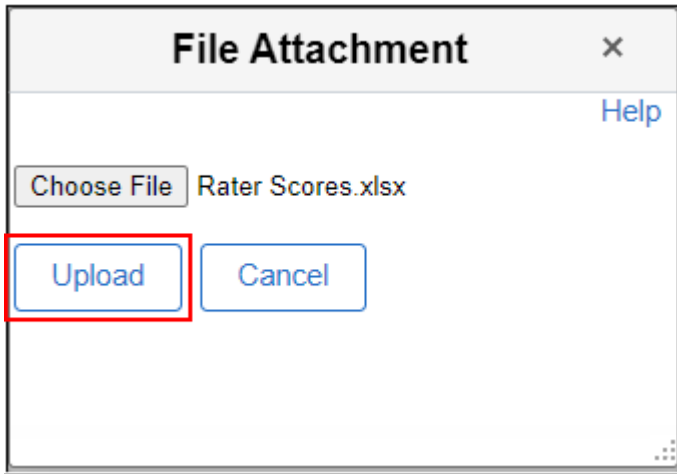


3. Click on the Choose File button and find the appropriate document to attach



Running a Resume Screen

- Click on the Upload button after ensuring the appropriate document has been chosen to attach the document



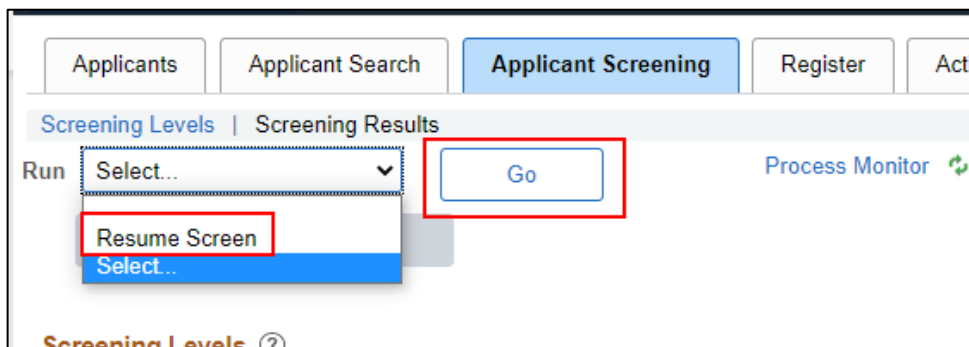
Raters who have more than 1 active IAM

When the raters are displayed on the Screening Results page, if the rater and more than 1 active, unlocked IAM, they will display on the page once for every active, unlocked IAM. This is just the display and does not impact the overall scoring – their score is only counted once even though it is displayed multiple times on the page.

	Name	User ID	Rating Value	Unable to Rate	Status Code	Status Date	Include in Scoring	Edit
<input type="checkbox"/>	Dianna Mc...	MCNADL...	9	<input type="checkbox"/>	220 Rating Complete	05/05/21 6:41AM	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	Dianna Mc...	MCNADL...		<input type="checkbox"/>		04/30/21 9:42AM	<input type="checkbox"/>	Edit
<input type="checkbox"/>	Dianna Mc...	MCNALDLK...	9	<input type="checkbox"/>	220 Rating Complete	05/05/21 11:35AM	<input checked="" type="checkbox"/>	Edit
<input type="checkbox"/>	Dianna Mc...	MCNALDLT...	9	<input type="checkbox"/>	220 Rating Complete	05/05/21 11:35AM	<input checked="" type="checkbox"/>	Edit

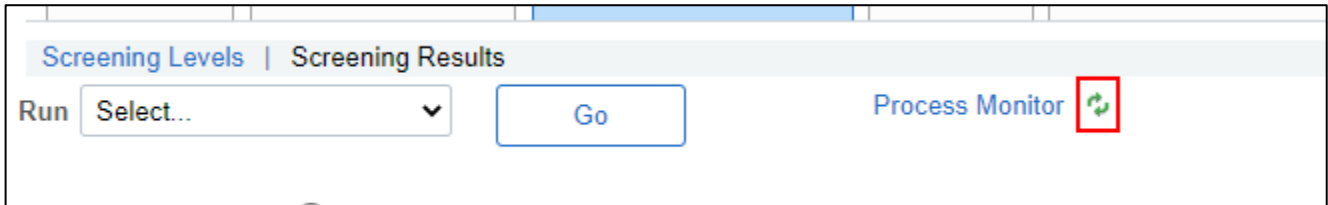
Running Resume Screen Once All Scores are Entered

- Once all scores are entered, run the Resume Screening level again
- Select **Resume Screen** and click **Go**.



Running a Resume Screen

- Click the **Refresh** button until the updated results display on the page.



- In the Screening Levels section, a summary of the results will display.

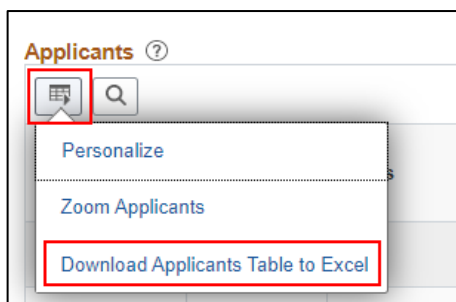
Select	Job Code	Job Code Name	Primary Job	Screening Level	Last Run Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results
<input checked="" type="radio"/>	70401	MEAT SAFETY INSPECTOR-ENTRY		1-Resume Screen	04/26/21 7:21PM	7	5	2	7

- You can click on the **Resume Screen** link to review the screening criteria.

- In the Applicants section, the Civil Service Score, average points, and the screening results will display.

Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result
<input type="checkbox"/>	78.000	5.3	Dean Winchester	1008	030 Screen	Passed
<input type="checkbox"/>	74.000	4.7	Mary Byrd	1012	030 Screen	Passed
<input type="checkbox"/>	90.000	7.3	Buffy Summers	1013	030 Screen	Passed
<input type="checkbox"/>	98.000	8.7	Captain Sisko	1014	030 Screen	Passed
<input type="checkbox"/>	64.000	3.0	Sam Hall	1016	110 Reject	Failed

- Click on the **Excel** icon to download the results to Excel.



Running a Resume Screen

A	B	C	D	E	F	G	H	I	J	K
Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result	Rating Details	Results Applied	Status Date	Applicant Type
N	78	5.3	Dean Winchester	1008	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	74	4.7	Mary Byrd	1012	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	90	7.3	Buffy Summers	1013	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	98	8.7	Captain Sisko	1014	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	64	3	Sam Hall	1016	110 Reject	Failed	View	No	4/26/2021	External Applicant
N	78	5.3	Sunny Breeze	1017	030 Screen	Passed	View	No	4/26/2021	External Applicant
N	68	3.7	Ricky Jarret	1018	110 Reject	Failed	View	No	4/26/2021	External Applicant

- Additional information will be forthcoming relative to running the Score Export Report once the report is available.
- Once you are ready to create a Register, you will click the Create Register button from the Screening Results page to start the registration creation process.

In Date	Applicants Screened	Applicants Passed	Applicants Failed	Unapplied Results	Submitted By	
1	7	5	2	7	Nicole Zimm	Create Register

Updating the Passing Point and Re-Running the Screening Results

If you determine that the passing point must be adjusted prior to creating the register, you should do the following.

- Click on the **Resume Screening** link under **Screening Levels** on the **Screening Results** page.

Select	Job Code	Job Code Name	Primary Job	Screening Level
<input type="radio"/>	70401	MEAT SAFETY INSPECTOR-ENTRY		1-Resume Screen

- This will bring you to the **Screening Criteria** page. Update the **Passing Point** and click **OK**.
 - You can enter a passing point with up to 1 decimal

Running a Resume Screen

Screening Criteria

Job Opening ID 1449
 Job Posting Title MEAT SAFETY INSPECTOR-ENTRY
 Job Code 70401 (MEAT SAFETY INSPECTOR-ENTRY)
 Position Number 023193 (MEAT SAFETY INSPECTOR-ENTRY)

▼ **Screening Option Description** ?

Name	Resume Screen
Pass Status	030 Screen ▼
Pass Reason	Passed Resume Screen ▼
Fail Status	110 Reject ▼
Fail Reason	Lacks Required Credentials ▼

Scoring Definition ?

Maximum Points	9
Passing Point	3.9

OK
Cancel
Apply

- Run the **Resume Screen** again following the steps previously outlined in this job aid.

Applicants
Applicant Search
Applicant Screening
Register
Activ

Screening Levels |
 Screening Results

Run
 Select...
Resume Screen
 Select...

Go
Process Monitor ↻

Screening Levels ?

- Review your updated results and do any required analysis.
- Once you determine there are no additional updates needed to the passing point and you have run the Resume Screen with the final passing point used, you can create the Register.

Rejecting Candidates from Screening Results Page

You have the option of rejecting applicants that didn't pass the resume screening directly from the Screening Results page.

- Click **Select Failed** at the bottom of the Screening Results page.

Running a Resume Screen

2. Any applicant who has a screening result of **Failed** will be selected.

Select	Civil Service Score	Points	Applicant Name	Applicant ID	Disposition	Screening Result
<input type="checkbox"/>	76.000	5.0	Cindy [REDACTED]	13014	030 Screen	Passed
<input checked="" type="checkbox"/>	58.000	2.0	Lauren [REDACTED]	16340	110 Reject	Failed
<input type="checkbox"/>	100.000	9.0	Bradley [REDACTED]	21907	030 Screen	Passed
<input checked="" type="checkbox"/>	58.000	2.0	Sean C [REDACTED]	22136	110 Reject	Failed

3. Once the failed applicants have been selected, click the **Reject** button on the bottom of the page.

4. You may receive some type of pop-up message. Click **OK** to move forward.

5. Select the reason the applicants have been rejected.

Disposition

Disposition 110 Reject

Reason

6. You can either select the **Reject** button to move the applicants to Reject status or select **Reject and Correspond** button to both move the applicants to Reject status and send them an email to let them know that they are no longer under consideration.

See the [Eligibility Notification Guidance](#) job aid for details regarding the rejection and correspondence process.

7. Once you either **Reject** or **Reject and Correspond**, the applicant will be moved to Reject Status. When the applicant views their application, they will see that they are no longer under consideration.

Multiple Screening Levels

If a job opening has multiple screening levels, each screening level must be complete prior to running the next screening.

1. Online Screening
 - a. If used, this is the first screening level.
 - b. Results are automatically calculated when the applicant submits their application. You do not have to manually run the screening level to see the results.
 - c. If the applicant passes, they move to the next screening level.
2. Manual screening
 - a. This would always come after an online screening but before a resume screening.
 - b. If an open-ended question is included, the evaluator should be added to the question **AFTER** the online screening results are applied.
 - c. Manually run the Manual Screening when all scores are complete.
 - d. Fully complete the Manual Screening **PRIOR TO ROUTING RESUMES** so you only route the resumes for the applicants who passed the Manual Screening.
3. Resume screening
 - a. This is always the last screening level and should only be run after all other screening levels are complete.