**Employee Self Service Job Aid:**
Reviewing Applicant Materials and
**Entering Scores for a Resume Screen**

This Job Aid is designed to help resume raters review applicant materials and enter their scores through Employee Self Service.

Once Human Resources staff routes applicant resumes/letters of qualifications to you, you will receive an email with the list of the applicants and a link to Employee Self Service where you can review applicant materials and rate the applicants.
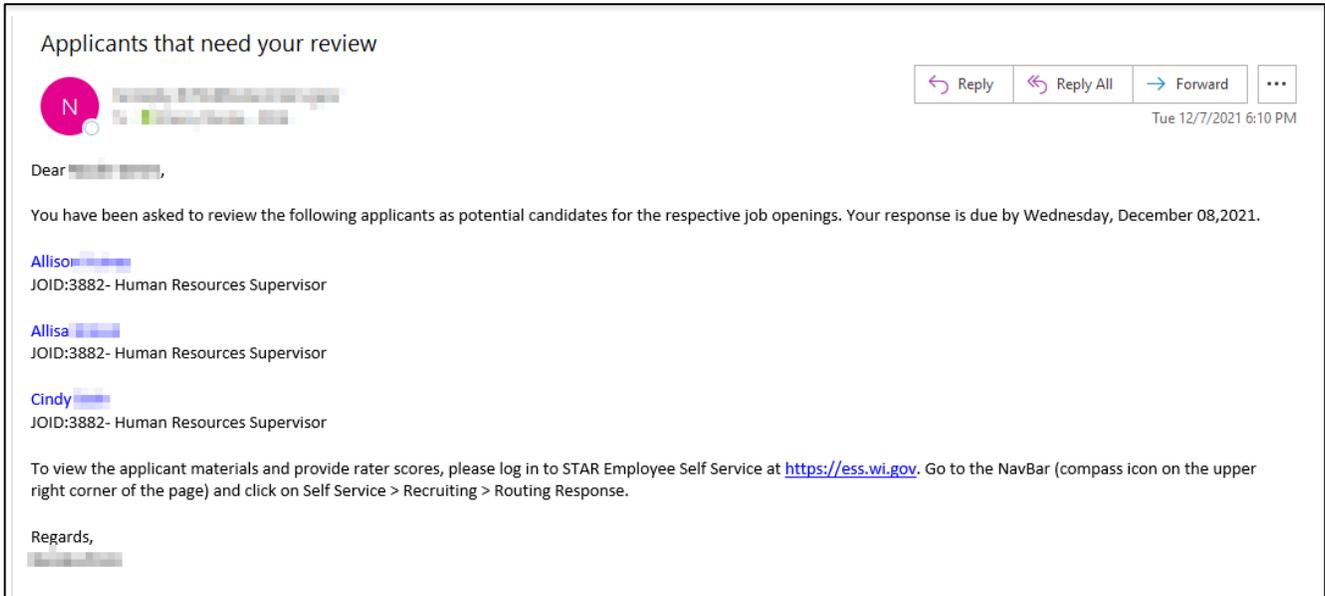
How Raters Access Applicant Materials

1. In some cases, applicant materials will be shared with raters as attachments to an email from the recruiter.

2. Raters can access the page in STAR Human Resources Employee Self-Service through the navigation menu at the top right-hand of the page.
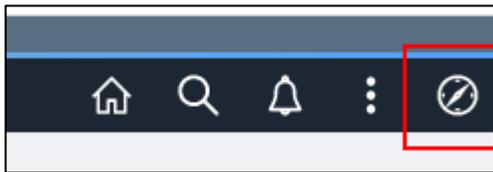
   a. From the Navigation Menu, go to **Self Service > Recruiting > Routing Response**

3. All applicants that have been assigned to you to rate will appear on the **Routing Response** page.

4. Click on the name of the applicant to review their materials.

Routing Response

The applicants listed were routed to you with a request for a response. To enter a routing response, select the applicant's name. To filter the applicant list, enter your filtering criteria in the date fields and in t

*Show Applicants Routed Between [04/18/2021] and [05/18/2021]   Route Response [000 Pending ⌄]   Refresh

Applicant List for Routing Response

	Applicant ID	Name	Route ID	Route Response	Rating Value	Unable to Rate	Route Date	Posting Title
1	51█	Laura ▒▒	4786				05/18/2021	Accountant - Senior
2	107█	Luis S▒▒	4788				05/18/2021	Accountant - Senior
3	158█	Harrie▒ ▒▒▒▒▒	4792				05/18/2021	Accountant - Senior
4	155█	Jamie▒▒▒▒	4789				05/18/2021	Accountant - Senior

5. On the **Routing Response** page, click on the information under **Attachments** to view the applicant's resume and any other application materials that have been routed to you.

Routing Response

Submit | ⬅Return | ◄Previous | Next►   Personalize

Applicant Name ▒▒▒ ▒▒▒   Job Opening ID 1382
Applicant ID ▒▒▒▒   Job Opening Status 010 Open
Job Posting Title Accountant - Senior   Business Unit 50500 (Administration)
Job Code 00264 (ACCOUNTANT-SEN)

Response Details

Routing Date 05/18/2021   Response Due Date   Save For Later

Rating Value [⌄]   ☐ Unable to Rate

Comments [   ]

Attachments

Attachment	Attachment Title	Attachment Type
Resume_luis_ACCT_1.docx	Resume_luis_ACCT_1.docx	Resume
letter_of_q_05-10-21.doc	letter_of_q_05-10-21.doc	Letter of Qualifications

6. If you are reviewing materials only at this point and not entering scores, click either the **Return** button on the bottom of the page to go back to the full list of applicants, or click the **Next** button to review the next applicant's materials.
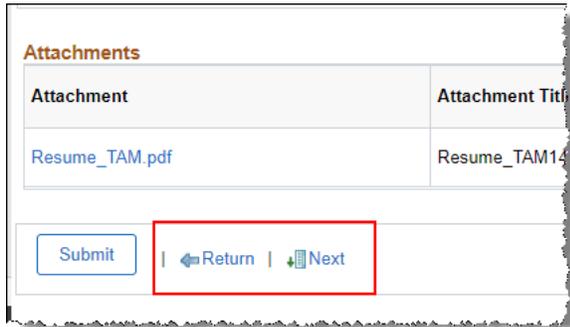
How to Enter Scores

1. Raters should determine initial scores in accordance with benchmarks provided by the recruiter. The recruiter may provide a spreadsheet to use to record initial scores, or you can follow the Downloading a List of Applicants section of the job aid for details about how to create a spreadsheet of your own.

    a. In some cases, raters will be instructed to review scores with other panelists prior to submitting final scores.

    b. Raters can initially save the scores without submitting them.

    c. Do not submit the score until you have entered the final score for the applicant.

2. Once scores are ready for initial entry and/or final submittal, raters can access the page in STAR Human Resources Employee Self-Service through the navigation menu at the top right-hand of the page.
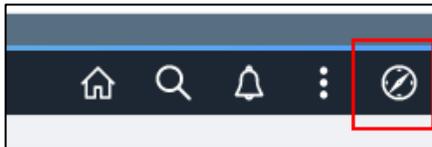
    a. From the Navigation Menu, go to **Self Service > Recruiting > Routing Response**

3. Click on the name of applicant to enter the score.
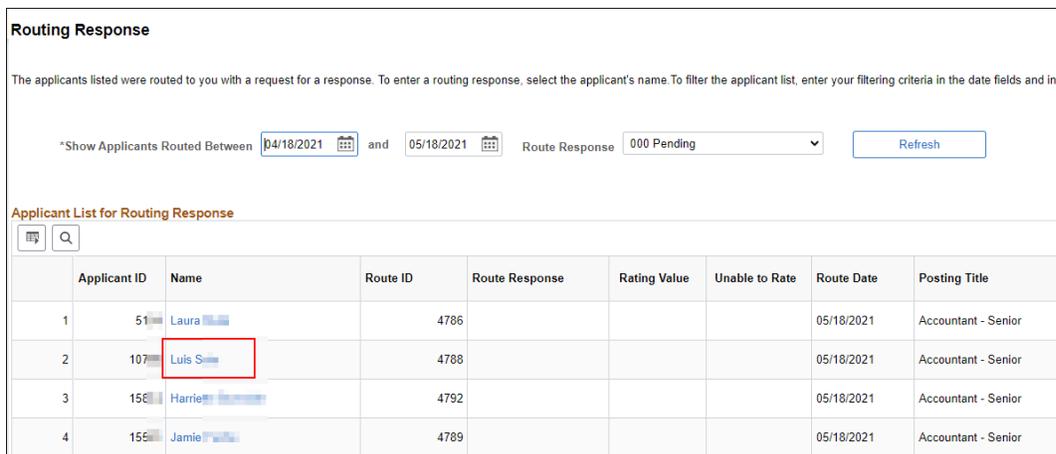
4. Select the score from the drop-down list under **Rating Value**. The rating values displayed will correspond to the scoring criteria used by the recruiter. Options available include:

    b. 3pt scale

    c. 9pt scale

    d. Pass/Fail (1pt scale where 1 = pass and 0 = fail)

5. Once you have entered your score, you can either **Save for Later** or **Submit** the score.

    a. To save the score without submitting it, click the **Save for Later** button.

        i. Once saved, the following will display on the page. Click **OK**.

        ii. At the bottom of the page, click **Return** to get back to the full list of applicants or **Next** to go to the next applicant.

iii. The saved score will display on the main Routing Response page.

b. To submit your score, follow the previous steps to enter the score, enter any applicable comments, and click **Submit** to send the scores to the recruiter.

i. You can **NOT** update your score once it is submitted – you will need to notify the recruiter to update your score if needed.

6. If you are unable to rate an applicant due to concerns about objectivity or other factors, leave the **Rating Value** blank, check the box next to **Unable to Rate**, enter a comment and **Submit**.

7. Once you have submitted your rating, the following message will display. Click **OK** and move on to the next person to rate.
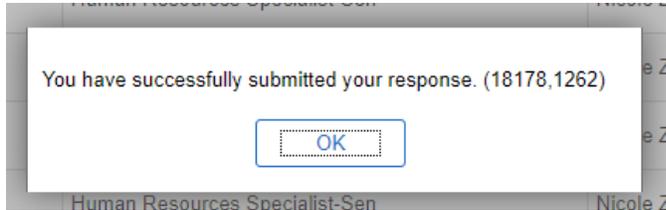
Downloading a List of Applicants

You can download the list of applicants to Excel to make scoring notes prior to submitting the final scores. Any saved scores will display in the spreadsheet. In some cases, the recruiter will provide a spreadsheet to use for this purpose.

1. From the main **Routing Response** page, click the **spreadsheet icon** and select **Download Applicant List for Routing Table to Excel**
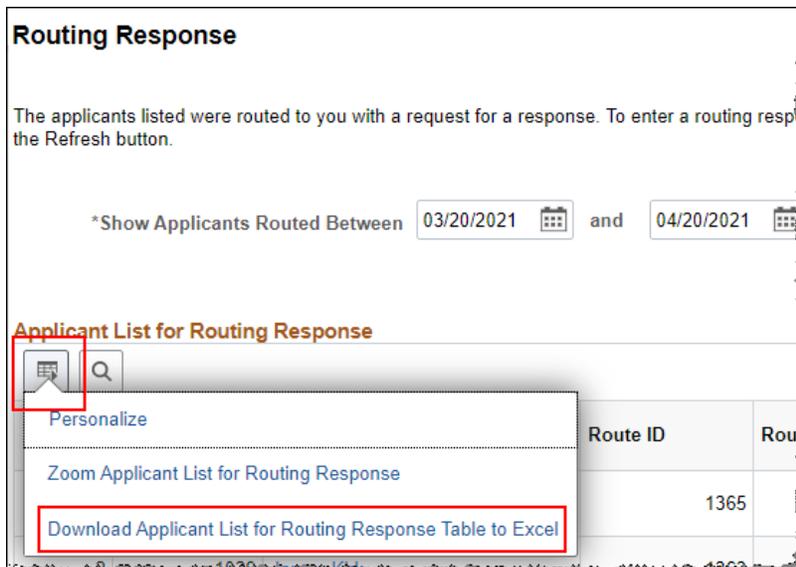

2. An Excel file will either pop up or download to the bottom of the page. Click on the Excel file to open it.

3. You will likely receive a message like this when you open the file. Click **Yes** to continue.
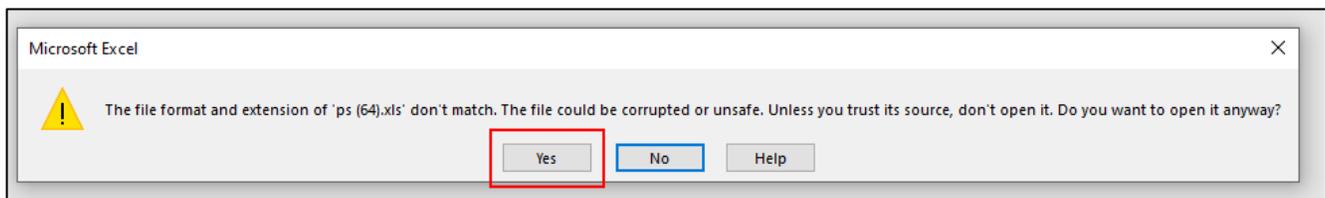
4. The file will have a list of all applicants. Save a copy of this file locally.

   a. Any saved scores will be listed under **Rating Value**.

Applicant ID	Name	Route ID	Route Response	Rating Value	Unable to Rate	Route Date	Post
47	Jennife	5794		2	N	5/25/2021	Human Resources
03	Rita Alt	5795		3	N	5/25/2021	Human Resources
66	Sandra	5789		2	N	5/25/2021	Human Resources
59	Jennife	5796		0	N	5/25/2021	Human Resources
15	Denise	5792		1	N	5/25/2021	Human Resources
74	Julia Kc	5797		2	N	5/25/2021	Human Resources
05	Amand	5790		3	N	5/25/2021	Human Resources
77	Erika M	5801		1	N	5/25/2021	Human Resources
00	Jon Stej	5798		0	N	5/25/2021	Human Resources
05	alissa	5799		1	N	5/25/2021	Human Resources

5. Once the scores are finalized, submit them on the **Routing Response** page.

Accessing Applicant Materials After Score Submitted

Once you submit a score for an applicant, you still have access to the applicant's materials if you need to review the information for any reason.

1. From the Routing Response page, update the **Route Response** to **Rating Complete** and click **Refresh**.

Routing Response

The applicants listed were routed to you with a request for a response. To enter a routing response, select the applicant's name. To filter the applicant list, enter your filtering criteria in the date fie
the Refresh button.

*Show Applicants Routed Between 03/20/2021 and 04/20/2021 Route Response [000 Pending ▾] [Refresh]

000 Pending
010 Route
020 Invite for Interview
100 Hold
110 Reject
120 Withdrawn
130 Withdrawn Application
210 Unable to Rate
220 Rating Complete
All

Applicant List for Routing Response

Applicant ID	Name ▲	Route ID	Route Response	R

2. Click on the applicant's name to access the page that contains their application materials. You may need update the dates on the top of the page if looking for older application materials.

*Show Applicants Routed Between 03/20/2021 🗓 and 04/20/2021 🗓   Route Response [220 Rating Complete ▾]   Refresh

plicant List for Routing Response

	Applicant ID	Name ▲	Route ID	Route Response	Route Date ▾	Posting Title
1	1236	Han Solo	1364	220 Rating Complete	04/20/2021	Resume Screen Training - NR Property Supervisor
2	1269	Deanna Troi	1324	220 Rating Complete	04/13/2021	Test - LTE - Route Applicants

Revised 12/7/21