

How to Review, Interview, and Reject Applicants (Hiring Manager)

1. Log into OneUSG (Employee Self Service)
2. Click on Recruiting Self Service Tile



3. Click on Search Job Openings



4. Enter the criteria you would like to search by and click Search.

▼ Search Criteria ⓘ

Job Posting Title

Job Opening ID 🔍

Status ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager 🔍

Recruiter 🔍

Created By 🔍

Business Unit 🔍

Department

Position Number 🔍

Recruitment Contact ▼

5. Select the Job Opening

▶ Search Criteria ⓘ

1 Results Found

Search Results ⓘ

🔍

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants
<input type="checkbox"/>	HR Assistant II	220159	Open	Standard Requisition	UNG-Dahlonega, GA	1	1	3

Select All Deselect All ▼ Group Actions

6. You should now see the list of applicants that have applied to your job opening.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#)

Job Opening ID 220159
Job Posting Title HR Assistant II
Job Code 510X50 (HR Assistant II)
Position Number 10042873 (HR Assistant II)

Status 010 Open
Business Unit 53000 (University of North Georgia)
Department 4011000 (Human Resources)

[Applicants](#) | [Activity & Attachments](#) | [Details](#)

All (3)	Applied (3)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)
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Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Applied						
<input type="checkbox"/>	Test2 Applicant2	165733	External	Applied						
<input type="checkbox"/>	Test3 Applicant3	165734	External	Applied						

[Select All](#) | [Deselect All](#) | [Group Actions](#)

7. To view an applicant's application details, cover letter, and resume click on the icon under the Application column (this will open a separate tab with the Applicants Profile).

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Applied						

core.hconvr1.onehcm.usg.edu/psp/hconvr1_7/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_PROFILE.GBL?Page=HRS_APP_PROFILE&Action=U&HRS_PERSON_ID=165732&HRS_PROFILE_SEQ=1

View Application Details

Name Test Applicant1
Applicant ID 165732
Applicant Type External Applicant
Status 010 Active

Preferred Contact Not Specified
Phone 123/456-7890
Email TestApplicant1@gmail.com
Address 82 College Circle Dahlonega, GA 30597

Job Openings ?

Job Opening ID	Posting Title	View Questionnaire
220159	HR Assistant II	View Questionnaire

Job Families ?

Job Family

Referral Source ?

How did you learn of the job? Job Board

Additional Information
Specific Referral Source

Resume

Resume Title Test_Resume.pdf
Language Code English

Resume Attachment

Attachment

Test_Resume.pdf

No Resume Text

Attachments ?

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated
	Test_Cover_Letter.pdf	Cover Letters	<input type="checkbox"/>	10/12/2013 3:52

- To view an applicant's resume without going into their Applicant Profile click on the icon under the Resume column.

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Mark Reviewed	Route	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Applied						

Search Job Openings | Test_Resume.pdf

core.hconvr1.onehcm.usg.edu/psc/hconvr1/view/qxfLb4xS_ffem.1fu0xbhN7trpZHE79wQKU11YH4JHwiTTGWst_f.Bga4QhWeqJqGV6hfQD.hApuXEKY1G5C.iZy60-/Test_Resume

Apps | HireTouch » Dashb... | Careers Job Aids | Accurate Backgrou... | Equifax Link | OneUSG | Directory | Chart of Accounts -... | My.HRTFuCheck | Sign In - SterlingONE

Test_Resume.pdf 1 / 2

Test Resume

1515 Pacific Ave, Los Angeles, CA 90291, United States, example@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [LinkedIn](#), [Facebook](#)

PROFILE *Professional receptionist with strong interpersonal skills and a friendly disposition. Excellent multi-tasking abilities coupled with a diplomatic personality to handle customer complaints with utmost courtesy. Familiar with numerous phone system management tools, scheduling software systems and presentation applications.*

EMPLOYMENT HISTORY

- To set up an interview with an applicant click on the icon under the Interview column.
*****Please note, you will need to contact the applicant to set up the interview date, time, and place outside of the OneUSG Recruitment module. This is only to send the candidate and/or interview team an email confirming the interview details.***

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print
<input type="checkbox"/>	Test Applicant1	165732	External	Reviewed						

10. To complete the Interview Schedule enter a date, start time, end time, interview type, applicant response, location, and any notes or attachments. Check the boxes next to Notify Applicant and Notify Interview Team to send the interview confirmation emails shown below. *****Please note, the recruiter and any search committee members listed on the job opening will automatically be populated as an interviewer. You can remove individuals if they will not be participating in the interview process (i.e. recruiter) by clicking on the trashcan at the end of the row. To add additional interviewers click on the Add Interviewer button. Also note, all information and notes added into OneUSG Recruitment are subject to open records.***

Interview Schedule

Submit Save as Draft | Return

Job Opening ID 220159 Business Unit 53000 (University of North Georgia)
 Job Opening Status 010 Open Job Posting Title HR Assistant II
 Submitted No Position Number 10042873 (HR Assistant II)

Test Applicant1

Applicant ID 165732 Preferred Contact Not Specified
 Applicant Type External Applicant

Interview 1 - Date Not Entered ?

Date 11/02/2020 Interview Type Onsite/Campus Initiator Crystal Matthews
 Start Time 11:00AM Applicant Response Accepted Notify Applicant
 End Time 12:00PM Notify Interview Team
 *Time Zone EST

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0353836	Natalie Askey	11/02/2020	11:00AM	12:00PM	Accepted			<input checked="" type="checkbox"/>

Add Interviewer

Venue Information ?

Venue Location Dahlongega Campus - Downtown Office Building 2nd Floor Conference Room
 Response 185 characters remaining

Add/Edit Venue

Interview Materials

Notes ? Attachment ?
 No notes have been added to this Interview. No Attachments have been added to this Interview.

Add Note Load Job Opening Notes Add Attachment Load Job Opening Attachment

11. Click Submit.

Add Interview

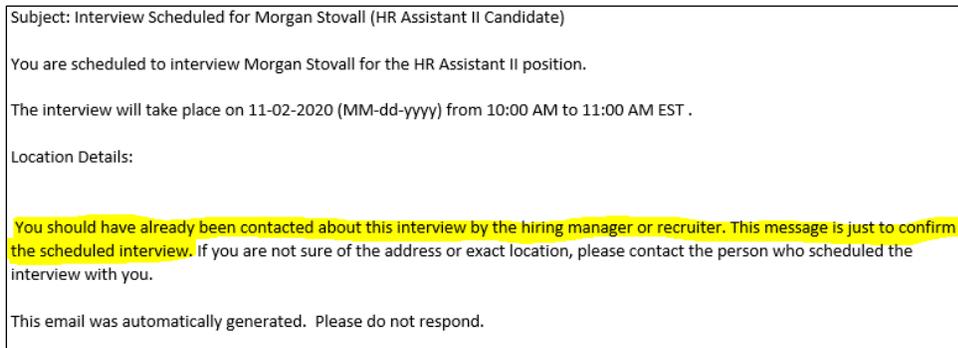
View All Interviews Expand All Collapse All

Submit Save as Draft | Return

Interview confirmation email the candidate receives:



Interview confirmation email the interview team receives:



12. After the interview schedule has been submitted the applicant will be moved over to the Interview column.

All (4)	Applied (0)	Reviewed (2)	Screen (0)	Route (0)	Interview (2)	Offer (0)	Hire (0)	Hold (0)
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13. To reject and disposition an applicant select the icon under the Reject column.
****Please note, you must select a reason when marking an applicant as rejected.**

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print
<input type="checkbox"/>	Test2 Applicant2	165733	External	Reviewed						

Reject Applicant ×

Applicant to Reject

Applicant ID	Name	Job Opening	Delete
165733	Test2 Applicant2	220159 - HR Assistant II	🗑️

Disposition

Disposition: Reject

*Reason: Not Best Qualified-Experience ▼

You have successfully rejected this Applicant. (18178,1100)

on Reason Application

Accessibility Statement

If you need this form in an additional format, reach out to Michael McLeod - 706.864.1440