Overview of the Navigation Bar:

The navigation bar on the left should be used to access menu items and navigate within Silkroad Recruiting.

As a Search Committee Chair you will have access to the Recruit, Candidates Search, Jobs Search, and Analyze tabs in the menu.

To review request you will need to select: Recruit ➔ Candidates ➔ Review Requests to review candidate resumes.

Important Note: All emails from Silkroad Recruiting come from Silkroad Recruiting Customer Support. They will not say HR.

Overview of Review Requests:

Review Requests are sent via email from HR to the Search Committee Members in order to alert the search committee of the candidates that have applied to the job posting and collect feedback about a candidate’s resume.

Below is an example of what the email will look like...

Below is an example of the Resume Review email:

Tip: Within the email there is a link to login to Silkroad Recruiting directly from the email.

Review Request Screen:

The Review Requests screen contains a listing of ALL candidates that have applied to the job posting sent to you by HR.

Column Definitions:

**Job Score** - displays a percentile value based on a content comparison of the candidate resume to the job posting. A higher percent score indicates a closer match between the candidate and the posted job.

**Candidate/Location** – displays the full name of the candidate and his/her City/State/Country of residence. Clicking on the hyperlink of the name of the candidate will start the Review Feedback process.
**Requester** – displays the first initial and last name of the user who sent the review request.

**Date Requested**—displays the date/time the user created the review request.

**Date Completed**—displays the date the review was completed. If the review was not completed, this column is blank.

**Evaluation**—displays the Review Evaluation value selected by the reviewer upon review completion. If the review is not completed, this column will be blank.

**CQE**—displays the candidate’s CQE (Candidate Qualification Engine) score as a decimal. The maximum score for any candidate is 1.00 (or 100%). The evaluation column is calculated as Total # points candidate received

**The Evaluation score is based on a 5 point scale and will be an average of how all the search committee member’s rank the candidate.**

The evaluation score will not be used for screening candidates during the resume review process because the evaluation score will not be complete until every search committee members ranks the candidates individually. (More information is under the header for ‘Evaluation Ranking’ on page 2.)

**The CQE score is based on how the candidate answers any job-specific questions that were added to the job application.**

---

**Viewing a Candidate Application:**

Click on the name of the candidate to view his/her profile.

---

There are 6 tabs on a candidate application:

1. **Summary** – Contains information on any other positions this candidate has applied to, education information, availability, location, and any answers to our custom field questions (i.e.: Have you ever been employed by XU?, Are you authorized to work in the United States?, Do you have relatives employed by XU?, Have you ever been convicted of a felony?)

2. **Resume**: Contains information on the candidates work experience with dates.

3. **Attachments**: Any attachments that the candidate submitted will be under this tab. This will be where you look for a candidate’s resume, cover letter, references, etc.

4. **Evaluations**: Contains the average Ranking Criteria Score, the CQE Evaluation Score and whether or not the candidate failed any CQE questions. This will also be where you can pull the evaluations from all other Search Committee Members.

5. **Activity Status** - Will not use this tab.

6. **History**: Any action taken on the candidate record will be recorded under the history tab.

---

**Ranking a Candidate:**

The Ranking Criteria is used to provide general feedback about a candidate’s ability to perform in the job and scored on a 1 to 5 scale.

Follow these steps to rank a candidate:

1. From the Candidate’s profile, select **Rank Candidate** from the Action drop down menu.

You will be ranking a candidate on the following criteria: Education, Work Experience, Specific Skill Sets & Ability, and an Overall Summary.
2. For each respective ranking, select the ranking value from the following options:
   - Excellent – Worth 5 points
   - Good – Worth 4 points
   - Average – Worth 3 points
   - Below Average – Worth 2 points
   - Poor – Worth 1 point

3. Enter comments beneath each criterion in order to further elaborate on the ranking selection.

4. Press the **Set Ranking** button to store the values and calculate the ranking score.

Silkroad Recruiting will calculate the average of all the selected values. When multiple users rank a candidate, Silkroad Recruiting will incorporate those numbers into the calculation.

The Ranking Score is visible in the Evaluations tab of the review requests columns of the list of candidates.

---

**Completing the Initial Review Request:**

All members of the search committee will be required to complete an initial review request for all candidates once they have completed ranking the candidate.

Follow these steps to complete an initial review request:

1. From the navigation bar under Candidates, choose **Review Requests**.
2. Click on the name of the candidate.
3. From the Candidate’s profile, select **Complete Review** from the Action drop down menu.
4. Select one of the following evaluations from the drop down menu:
   - GROUP A – Top Candidate Selection
   - GROUP B – Possible Candidate Selection
   - GROUP C – Do Not Consider
5. Click, **Submit**.

Once you have completed the initial review the candidate’s evaluation under the Evaluation header in the candidate list will update to reflect the disposition. This will be very helpful in determining what candidates you have completed the initial review for and which candidates you have not.

---

**Completing the Final Review Request:**

The Search Committee Chair will be the one responsible for completing the final review request for those candidates that the search committee has decided to move to interview.

**Important Note:** Since you have already completed the initial review request all you will be responsible for doing is updating the review request disposition for only those candidates that are moving onto an interview.

HR will automatically be notified via email of the candidates that are moving onto the interview process.

Follow these steps to complete a final review request:

1. From the navigation bar under Candidates, choose **Review Requests**.
2. Click on the name of the candidate.
3. From the Candidate’s profile, select **Complete Review** from the Action drop down menu.
4. Select one of the following evaluations from the drop down menu:
   - Accept: Move to Phone Interview
5. If you would like to enter comments you can in the comments box. Otherwise, click **Submit**.
Resume Review Training Complete!