Silkroad Recruiting: Introduction

Training for All Silkroad Recruiting Users

(FOR SECURITY PURPOSES, WHEN SILKROAD RECRUITING IS INACTIVE FOR 60 MINUTES, YOU WILL BE TIMED OUT. YOU WILL RECEIVE AN ERROR MESSAGE – USE A DIFFERENT BROWSER TO CONTINUE)

What is Silkroad Recruiting?

Silkroad Recruiting is Xavier’s new applicant tracking software. The use of Silkroad Recruiting will provide a more efficient, consistent, and easy to use solution to manage our recruitment processes.

There are numerous benefits to using Silkroad Recruiting and listed below are just a few....

- Reduce paper & support sustainability
- Customizable hiring workflow that will provide consistent candidate management.
- More efficient interview scheduling processes.
- Streamline applicant communication.
- Career Portal for candidate to electronically submit their application.
- Improve employment brand of Xavier University

Using Silkroad Recruiting

Logging in and Getting Started

Follow these steps to log in to Silkroad Recruiting:

1. Navigate to: https://xavier-Silkroad.Recruiting.silkroad.com/

   Tip: The link to Silkroad Recruiting will be located on the Employee Hub under the ‘Human Resources’ icon but it may also be helpful to save this address as a Favorite. Under Career Opportunities, click Silkroad Recruiting - Search Committee Access

2. Log in by clicking, 'Click Here to Attempt to Single Sign-on.'

   Important Note: If you are working from home you must login to Xavier's network (VPN) before you attempt to login to Silkroad Recruiting.

User Roles

All members of a Search Committee will have access to Silkroad Recruiting.

There are two types of User Roles that will be utilized:

1. **Recruiter** - This user role will be assigned to all Search Committee Chairs
   - Access to create requisitions (A requisition is defined as an unapproved job opening.)
   - Review applicant materials
2. **Hiring Manager** - All other members of the search committee will have Hiring Manager access.
   - Review applicant materials

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**Career Portal Overview**

All candidates that wish to apply to Xavier University or research current job postings will be directed to the new Career Portal page.

The Career Portal page provides our candidates increased engagement and campus awareness with content on new employment listings, benefits, diversity, mission & identity, and various other resources.

- Navigate to Xavier’s new career portal page by clicking on the link below:
  
  [https://careersatxavier.silkroad.com/](https://careersatxavier.silkroad.com/)

- This link will also be available through Human Resources homepage.

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**What Silkroad Recruiting Training is Available?**

Quick reference training guides have been developed and are accessible under the Hiring Resource Guide.

Below is a list of the training guides that have been developed:

- Introduction (all Silkroad Recruiting users)
- Requisition Creation & Approval (Search Committee Chairs)
- Resume Review (Search Committee Chairs)
- Resume Review (Search Committee Members)

In addition to the quick reference guides, when a search committee is created in their first hire meeting with HR they will be given a more in-depth training session on how to use the Silkroad Recruiting system.

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**Introduction Training Complete!**

*Please continue to the Review Requests training guide for additional training on the Silkroad Recruiting Process...*