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

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Using SilkRoad Recruiting

Logging In:

1. To access SilkRoad – you can access SilkRoad 2 ways, from:
   a. The Employee Hub under the 'Human Resources' icon. Below SilkRoad Recruiting, click on 'Search Committee Access' or,
   b. https://xavier-openhire.silkroad.com/
2. To Log in, click on 'Login with Single Sign-on'.

Important Note:

You must login to Xavier's network (VPN) if you are accessing SilkRoad outside of campus.

Below is a screen shot of the Silkroad Recruiting Login page:

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User Roles

Members of a Search Committee will have access to Silkroad Recruiting.
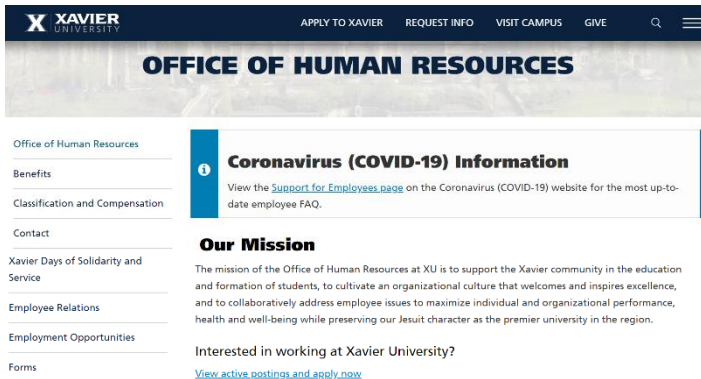
There are two types of User Roles that will be utilized:

a. **Recruiter** - A Recruiter will have access to create requisitions and review applicant materials.

b. **Hiring Manager** – This role will be assigned to members of the search committee. A Hiring Manager will have access to 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 Employment Opportunities page.

The Employment Opportunities 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 Employment Opportunities page by clicking on the link below:

  https://www.xavier.edu/working-at-xavier/

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

In addition, Requisition Creation and Resume Review training sessions are available through HR. You may schedule your training session via https://www.xavier.edu/hr/search-committee-training.

What Silkroad Recruiting Training is Available?

Quick reference training guides have been developed and are accessible under SilkRoad Recruiting Materials by clicking on Search Chairs and Committees.

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

- Introduction (all Silkroad Recruiting users)
- Offer Approval Process
- Requisition Creation & Approval (Requisition Creators/Recruiters)
- Resume Review (Search Committee Chairs & Members)