Silkroad Recruiting:
Resume Review

Training for Search Committee Chair and Members (Hiring Managers)
(FOR SECURITY PURPOSES, WHEN OPENHIRE IS INACTIVE FOR 60 MINUTES, YOU WILL BE TIMED OUT. YOU WILL RECEIVE AN ERROR MESSAGE – USE A DIFFERENT BROWSER TO CONTINUE)

Overview of Resume Review Request:

Resume Review are sent via email from HR to All Search Committee members. The purpose of the email is to alert the Search Committee of the candidates that have applied to the job posting is ready to be reviewed.

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

Using SilkRoad Recruiting for Resume Review Request:

1. Login to SilkRoad Recruiting – link available in the Resume Review email or can be accessed from the Employee HUB under Human Resources.

2. In the navigation menu on the left of the screen, click on **Review Requests**.

Review Request Screen:

Contains a list of all candidates that have applied to the job posting sent by HR.

Column Definitions:
Job Score:
Displays a percentile value on a comparison of the candidate resume to the job posting. A higher score indicates a closer match.
Candidate/Location:
Displays the full name of the candidate and his/her City/State/Country of residence. Clicking on the name of the candidate will start the Review Feedback process.
Requester:
Displays the name of the user who sent the review request.
Job Title:
Displays the job title of the position. Clicking the job title displays a description of the job.
Date Requested:
Displays the date/time the review request was initiated.
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 is blank
CQE*:**
Displays the candidate's CQE (Candidate Qualification Engine) score as a decimal. The maximum score for any candidate is 1.0 (or 100%). The evaluation column is calculated as Total # of points candidate received.
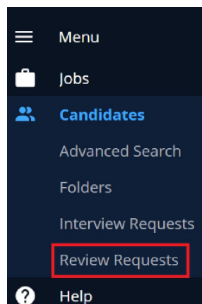
**The Evaluation score is based on a 5 point scale and will be an average of how all the search committee member's rank the candidate.

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.

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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.

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Ranking a Candidate:

The Ranking Criteria is used to provide general feedback about a candidate's ability to perform in the job. It is 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.

2. You will be ranking candidate based on the criteria of Education, Work Experience, Specific Skill Sets & Ability and Overall Summary. 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

Manage Candidate's Ranking

Elvis Presley is associated with Director, OpenHire Training (334222) (1234)
Education Requirements:
- **Poor (1):** Does not meet the education requirements
- **Below (2):** Meets the minimum education requirements but not in a field related to the position.
- **Average (3):** Meets the minimum education requirements in a field related to the position.
- **Good (4):** Meets the preferred level of education but not in a field related to the position.
- **Excellent (5):** Meets the preferred level of education in a field related to the position.

Excellent Good Average Below Poor

Place comments here.

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.

Set Ranking

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.

CQE & Ranking Criteria

Ranking Criteria Score   3.52

(scale 0 to 5)

CQE Evaluation Score

(weighted)

Failed CQE Question   N/A

(at least 1)

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 Candidate's profile, select **Complete Review** from the Action drop down menu.

| Job Score 4% | Qualified Yes No | Source CareerBuilder | Recruiter Layemi Cline-Bailey |

What would you like to do with this Candidate?   ---- Select an Action ----

---- Select an Action ----
Rank Candidate
Add Comment
Print Profile
Download this Profile
Complete Review

Candidate   **Elvis Presley**
3800 Victory Parkway
Cincinnati, Ohio 45207
United States
clinebai@xavier.edu
Primary Phone 5137453698

Primary Contact   5137453698

Tracked For   Director, OpenHire Training (334222) (1234)

[Other Candidate Jobs]

2. 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

Complete Review

The previous evaluation you made was: 1. GROUP A - Top Candidate Selection

Please evaluate candidate to complete the Review.

[Select an Evaluation]

[Select an Evaluation]
1. GROUP A - Top Candidate Selection   **Step 2**
2. GROUP B – Possible Candidate Selection
3. GROUP C – Do Not Consider
Accept – Wait to disposition candidate until first round of interviews are complete.
Accept: Move to On-Campus Interview
Accept: Move to Phone Interview
Candidate Declined Interview Offer
Candidate Withdrew

Step 3

Cancel   Save

3. Click, **Save.**