

TOPIC 5: JOB INTERVIEW AND APPLICANT EVALUATION

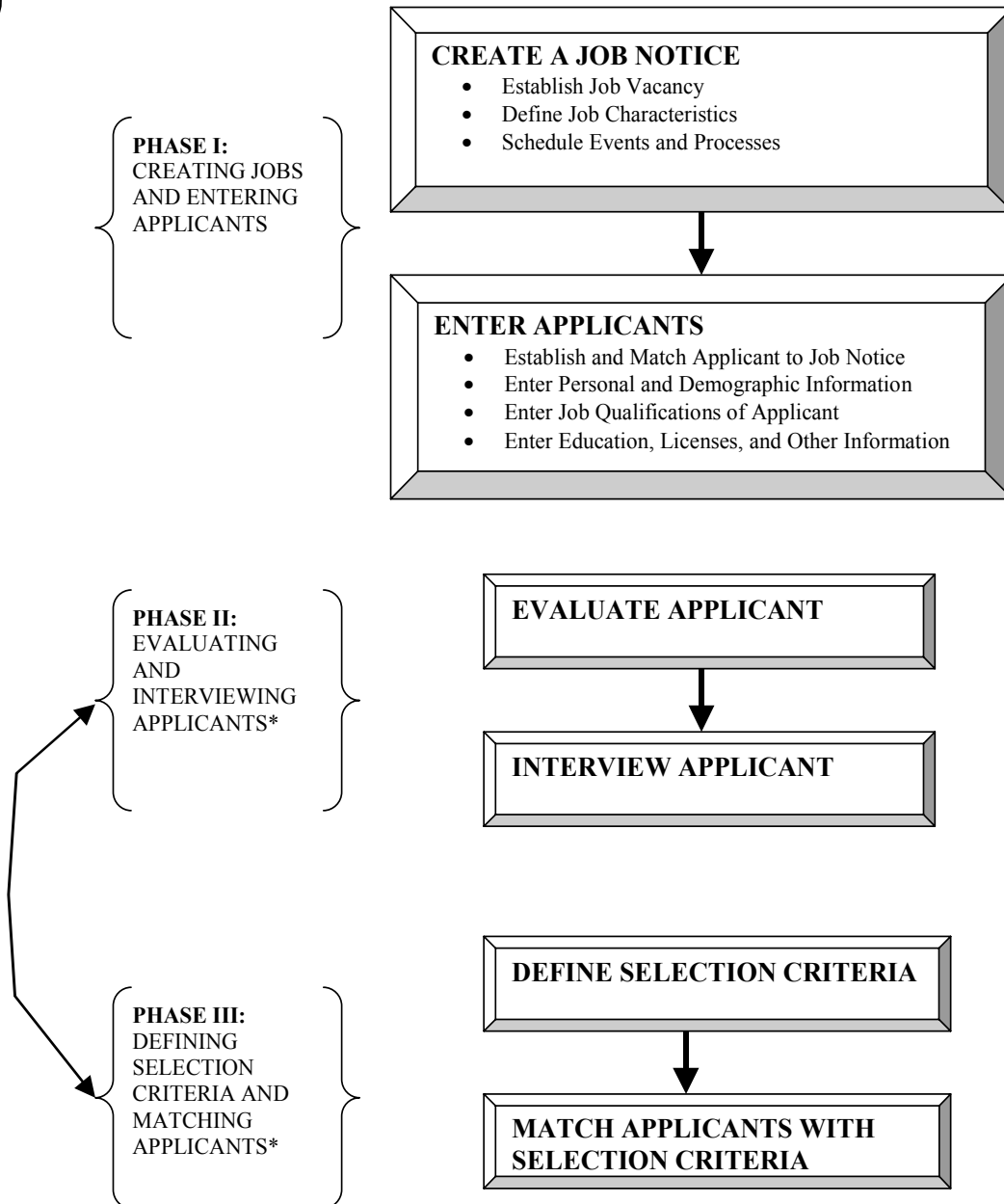
The purpose of this topic is to learn how to record and view interview and testing information for the applicant. The interview information includes interview date and time, who interviewed the applicant, the interviewer's comments, and recommendations about the applicant. The testing information includes the tests that an applicant has to take to qualify for the job and the scores that this applicant receives. The type of tests depends on the nature of the job.

At the end of this topic, you will be able to:

- Describe the functionality of the Job Interview (JOBI) and the Applicant Evaluation (APEV) windows
- Complete the Job Interview (JOBI) and Applicant Evaluation (APEV) windows



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



JOB INTERVIEW AND APPLICANT EVALUATION

The Job Interview (JOBI) window is used to record and view basic interview information such as interview date, interview start and end time, interviewer ID and interview location. The interviewer may also enter the interview report by using the comment lines provided at the bottom of the window. The Job Interview (JOBI) window stores subjective evaluations of applicants.

The Applicant Evaluation (APEV) window is used to record test and "other factor" information for an applicant. Examples of tests are typing, stenography, etc. An example of "other factor" is fluency in a language. Each test or factor can be paired with a raw score. Each raw score is multiplied by a weighting factor defined on the Job Requirements (JBRQ) window entry associated with the job notice for which the application was submitted. The weighted scores are then added to provide totals for test scores and other factors, as well as a combined score.

SCENARIO

The Department of Transportation (MODOT) received an application for the Construction Technician position from an applicant. Prior to the interview the applicant took the written examination and scored 95. The interview took place yesterday between 9:00 a.m. to 12:00 p.m. in Jefferson City, Missouri. The interview was divided into 2 different elements:

Prior Work Experience 50%

Education 50%

The applicant's interview went well. The applicant was given a score of 85 on prior work experience and a 100 on education.

Use this information to enter the necessary and appropriate data using the following procedures.



JOB INTERVIEW (JOBI)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

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Job Interview

Name: NASS, DIANE

Applicant ID: R03 - 04 - 10001 Job Notice ID: RAT04w1001 Interviewer ID: 0A134

Interview Date: 05 / 30 / 00 Location: 9HST04 Start Time: 9:00

End Time: 12:00 Interview Rating: Interview Rating Recommendation:

Weighted Total: 0.000 Minimum Interview Score: 80.000

Interview: EDUC EXPER

Score: [] [] [] [] []

Sequence Number	Comments
1	
2	
3	
4	
5	
6	
7	

END OF SCAN Messages Tran ID: 3:02 PM 05/31/00



NOTES



JOB INTERVIEW (JOBI)

The Missouri Department of Transportation (MODOT) has interviewed applicants for the Construction Technician position. The interviewer may utilize the JOBI window to record information regarding the applicant's interview.

Step 1 To open the JOBI from the SAM II Desktop Navigator window click on the Go To icon. Type JOBI in the Code field. Click on the OPEN button.

Step 2 Complete the following fields to access the applicant.

NAME – Inferred. The applicant's full name is displayed.

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. Enter the applicant identification number you wish to retrieve.
SEE STUDENT CARD

JOB NOTICE ID - Required. Enter the job notice identification number for which the applicant is a candidate. Valid values are on Job Notice Roster (QJNT). Type **RAT04W1001**

INTERVIEWER ID - Required. Enter the interviewer's identification number. This is usually the employee identification number of the interviewer. Type **YOUR USER IDENTIFICATION NUMBER**

INTERVIEW DATE - Required. Enter the interview date. Type **YESTERDAY'S DATE**

LOCATION – Required. Enter the location code of interview. Valid values are located on the Location (LOC) window. Type **9HST04**

Select **Process: Update**. This will populate some of the fields on the JOBI.

Step 3 Select **Display: Browse Data**. This will refresh the window for a new transaction. Continue populating the remaining fields.

START TIME - Required. Enter the start time of the interview in HH:MM format. Type **9:00**

END TIME - Optional. Enter the end time of the interview in HH:MM format. Type **12:00**

INTERVIEW RATING - Optional. Enter the rating code for the interview. Valid values are located on the Interview Rating (IRTG) window.



JOB INTERVIEW (JOBI)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Job Interview

Name: NASS, DIANE

Applicant ID: R03 - 04 - 10001 Job Notice ID: RAT04w1001 Interviewer ID: DA134

Interview Date: 05 / 30 / 00 Location: 9HST04 Start Time: 9:00

End Time: 12:00 Interview Rating: Recommendation:

Weighted Total: 0.000 Minimum Interview Score: 80.000

Interview: EDUC EXPER

Score: 100 85

Sequence Number	Comments
1	10 APPLICANT HAS NECESSARY QUALIFICATIONS. RECOMMEND AS FINAL CANDIDATE.
2	
3	
4	
5	
6	
7	

END OF SCAN Messages Tran ID: 3:05 PM 05/31/00



JOB INTERVIEW (JOBI)

Step 3 Continue to complete the fields on the Job Interview (JOBI).

RECOMMENDATION - Optional. Enter the recommendation code. Valid values are located on the Recommendation (RCMD) window.

WEIGHTED TOTAL -Inferred. The weighted total of the Interview Scores calculated by the system is displayed.

MINIMUM INTERVIEW SCORE – Inferred. The minimum required interview score for the job notice is displayed. This value is from the Job Requirement (JBRQ) entry associated with this job notice as of the application date.

INTERVIEW SCORE – (1-5) Optional. -. Enter the applicant's interview score for each displayed interview type. Up to five scores can be entered. For the **EDUC** field, type 100. For the **EXPER** field, type 85.

SEQUENCE NUMBER - Conditional. Enter a sequence number for each comment line. The sequence number should allow for easy insertion and deletion of lines. For example, if sequence numbers are 10 and 20, you can later insert 11 and 12. Required for each comment line on which text is entered. Type 10.

COMMENTS - Optional. Enter any comments about the interview. Type APPLICANT HAS NECESSARY QUALIFICATIONS.
RECOMMEND AS FINAL CANDIDATE.



APPROVING A JOB INTERVIEW (JOBI)

ADVANTAGE Desktop - OA134

File Edit Display Process Window Help

Job Interview

Name: NASS, DIANE

Applicant ID: R03 - 04 - 10001 Job Notice ID: RAT04w1001 Interviewer ID: OA134

Interview Date: 05 / 30 / 00 Location: 9HST04 Start Time: 9:00

End Time: 12:00 Interview Rating: Recommendation:

Weighted Total: 92.500 Minimum Interview Score: 80.000

Interview: EDUC EXPER

Score: 100.000 85.000

Sequence Number	Comments
1	00010 APPLICANT HAS NECESSARY QUALIFICATIONS. RECOMMEND AS FINAL CANDIDATE.
2	
3	
4	
5	
6	
7	

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NOTES



APPROVING A JOB INTERVIEW (JOBI)

You have completed entering the field information for the JOBI. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The JOBI requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the JOBI.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPLICANT EVALUATION (APEV)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Applicant Evaluation

Name: NASS, DIANE

Applicant ID: R03 - 04 - 10001 Application Date: 04 / 27 / 00

Job Notice ID: RAT04W1001

Weighted Totals

Tests	
Other	
Combined	

Minimum Scores

Tests	75.000
Other	0.000
Combined	75.000

Test Scores

Test	Raw Score
WRITE	

Other Factor Scores

Factor	Raw Score	Factor	Raw Score

Comments

END OF SCAN--NO DATA FOUND

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NOTES



APPLICANT EVALUATION (APEV)

The Missouri Department of Transportation (MoDOT) has tested applicants for the Construction Technician job. The results from these tests and other job requirement factors can be recorded on the Applicant Evaluation (APEV) window.

Step 1 To open the APEV window for the SAM II Desktop Navigator window, click on the Go To icon. Type APEV in the Code field. Click on the OPEN button.

Step 2 Begin populating the fields on the Applicant Evaluation (APEV) window.

NAME - Inferred. The applicant's full name is displayed.

APPLICANT ID - Required. Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. Enter the applicant identification number you wish to retrieve.
SEE STUDENT CARD

APPLICATION DATE - Inferred. The date of the application is displayed from the Job Application (JOBA) window.

JOB NOTICE ID - Required. Enter the job notice identification number for which the applicant is a candidate. Valid values are on Job Notice Roster (QJNT). Type **RAT04W1001**

Select **Display: Browse Data**.

Step 3 Populate additional fields on the APEV as appropriate.

Weighted Totals

TESTS - Inferred. The weighted total of test scores that are calculated by the system is displayed.

OTHER - Inferred. The weighted total of other factor scores that are calculated by the system is displayed.

COMBINED - Inferred. The sum of the weighted total of the test scores and the weighted total of the other factor scores is displayed.



APPLICANT EVALUATION (APEV)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Applicant Evaluation

Name: NASS, DIANE

Applicant ID: R03 - 04 - 10001 Application Date: 04 / 27 / 00

Job Notice ID: RAT04W1001

Weighted Totals

Tests	
Other	
Combined	

Minimum Scores

Tests	75.000
Other	0.000
Combined	75.000

Test Scores

Test	Raw Score
WRITE	95

Other Factor Scores

Factor	Raw Score	Factor	Raw Score

Comments

END OF SCAN--NO DATA FOUND

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NOTES



APPLICANT EVALUATION (APEV)

Step 3 Continue completing the fields on the Applicant Evaluation (APEV)

Minimum Scores

TESTS - Inferred. The minimum test score required is displayed. This score is defined on the Job Requirements (JBRQ) window.

OTHER - Inferred. The minimum other factors score required is displayed. This score is defined on the Job Requirements (JBRQ) window.

COMBINED SCORES - Inferred. The minimum combined score required is displayed. This score is defined on the Job Requirements (JBRQ) window.

Test Scores

TEST - Inferred. The test type code of a test the applicant must take is displayed. Up to four test codes can be displayed. These values are defined on the Job Requirements (JBRQ) window.

RAW SCORE - Optional. Enter the applicant's test score. Up to four test scores may be entered. Type **95** next to the **WRITE** field.

Other Factor Scores

FACTOR - Inferred. The other factor codes that apply to the applicant are displayed. Up to fourteen codes are displayed. These codes are defined on the Job Requirements (JBRQ) window.

RAW SCORE - Optional. Enter the applicant's "other factors" score. Up to fourteen scores can be entered.

COMMENTS - Optional. You may enter up to 120 characters of comments (60 characters per line).



APPLICANT EVALUATION (APEV)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Applicant Evaluation

Name:

Applicant ID: Application Date:

Job Notice ID:

Weighted Totals	
Tests	<input type="text" value="95.000"/>
Other	<input type="text" value="0.000"/>
Combined	<input type="text" value="95.000"/>

Minimum Scores	
Tests	<input type="text" value="75.000"/>
Other	<input type="text" value="0.000"/>
Combined	<input type="text" value="75.000"/>

Test Scores	
Test	Raw Score
WRITE	<input type="text" value="95.000"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Other Factor Scores			
Factor	Raw Score	Factor	Raw Score
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

Comments:

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NOTES



APPROVING AN APPLICANT EVALUATION (APEV)

You have completed entering the field information for the APEV. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The APEV requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the APEV.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

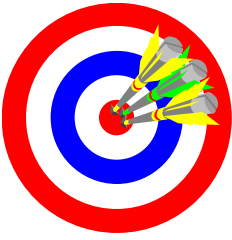
Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



TEST YOUR KNOWLEDGE

An agency wishes to improve the quality of their hires. They place a lot of emphasis upon interviewing results (people skills) and previous work experience, although they still want to know about technical competence. They want to track applicant skills, knowledge and work history for future hiring practices evaluations which will lead to qualifying-applicant standards.

How would this agency use the JOBI and APEV to meet these objectives?