Interview Exchange Process

Office of Human Resources Management
UAB 300
518-437-4700
http://hr.albany.edu
www.interviewexchange.com
An e-mail with a temporary password has been sent to you.

Please Note:
- Temporary password is case sensitive and should be entered exactly as it appears.
- Please make sure to check your "Spam"/"Junk" folder for this e-mail.
- If you do not receive this e-mail within 10 minutes, please e-mail us at forgotpassword@interviewexchange.com.
### Test User: Manage Jobs

#### Manage Open Jobs

<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Department</th>
<th>Posted</th>
<th>Ends</th>
<th>Applies</th>
<th>Hits</th>
<th>% Applies</th>
</tr>
</thead>
<tbody>
<tr>
<td>23541</td>
<td>&quot;Staff Assistant - Undergraduate Admissions (P11-23659)&quot;</td>
<td>Undergraduate Admissions</td>
<td>Feb 09, 11</td>
<td>Feb 09, 12</td>
<td>7</td>
<td>54</td>
<td>12.96%</td>
</tr>
<tr>
<td></td>
<td>Posted by: Joanna Boochno</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* — Jobs for Review

1 to 1 of 1 Open Jobs
The qualified applicants tab will show you only those applicants who score 100% on the prescreening questions. Your list of applicants is called your “short list.”
The all applicants tab will show you all the applicants including those who did not score 100% on your prescreening questions. When viewing your “short list” you check one or all applicants to send an email or move to one of your folders.

Hiring Managers can move applicants into any one of these folders to the left. When you login to IE and click on manage jobs, you will always see you inbox first. To see applicants moved to other folders, you have to click on the individual folders, or click on “all folders.”
Here Hiring Managers can use the drop down list to send this applicant an email or move the applicant to one of your folders. You can also see how the applicant answered your prescreening questions.
Hiring Managers and Reviewers can add their own personal (private) notes on each applicant, or make the note public to the search committee (it will not be viewable by the applicants).
Click on alerts to receive an email immediately, daily, or weekly as new applications come in.
Once an applicant applies for the job, the core requisite (prescreening) questions cannot be changed; however, you can change the weight of each question if necessary.
Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23641)

COREquisites:

<table>
<thead>
<tr>
<th>Corequisite</th>
<th>New Weight</th>
<th>Calculated Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you have a Bachelor's Degree from a college or university accredited by a U.S. Department of Education or internationally recognized accrediting organization?</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>2. Are you able to work with a culturally diverse population?</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>3. Do you have 2 years experience managing an Information and Tour Program, a Visitor Center, or reception in a high volume environment?</td>
<td>25.00</td>
<td>25.00</td>
</tr>
<tr>
<td>4. Do you have experience interviewing, hiring, training, and scheduling staff?</td>
<td>25.00</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Total Weight: 100.00
Quick Report can be used for your applicant flow required by ODI. You can download this to Excel. You will have to add to the spreadsheet your reasons for hiring/not hiring each candidate.
You can always send a message to the helpdesk if you have any issues or questions.