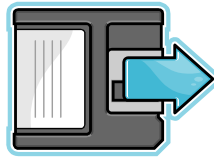




From



To



Interview Exchange Process

Office of Human Resources Management

UAB 300

518-437-4700

<http://hr.albany.edu>

www.interviewexchange.com

Sign In



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HR Software Solutions

IN THE NEWS

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ABOUT US

- Interview Exchange integrates with HigherEdJobs
- Interview Exchange integrates JobTarget OneClick "Job Posting Distribution Interface"
- Interview Exchange Launches Employee Referral Portal
- New solutions reduce recordkeeping expense, while finding better applicants
- "The CRM model for HR"
- Weddle's selects IE as one of the best employment-related resources available online

EVENTS

- **March 27-29, 2011**
CUPA-HR Western Region Conference
Hyatt Regency Lost Pines
Austin, Texas

Interview Exchange is a leader in delivering HR Software Solutions. Our clients benefit from a vastly improved paperless process that our flexible and scalable solutions deliver. We offer on-demand solutions, industry-leading implementation time, comprehensive reporting and top-class, real-person support.

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- Performance Evaluation
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 Employer

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 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

[Add New Job](#) [All Users](#) [Job Search](#)

Open Jobs Closed Jobs

Manage Open Jobs

ID	Title	Department	Posted	Ends	Applies	Hits	% Applies
23541	***Staff Assistant - Undergraduate Admissions (P11-23656) <i>Posted by: Joanne Bocchino</i>	Undergraduate Admissions	Feb 09, '11	Feb 09, '12	7	54	12.96%

* — Jobs for Review

1 to 1 of 1 Open Jobs

Interview Exchange - Applicant Short List

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."

https://www.interviewexchange.com

Department of Taxation... Imm_Visa Tax Code

Home

- Manage Jobs
- Post New Job
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- Help Desk
- Sign out

- Folders (Add)
- Inbox (8)
- Maybe (0)
- No (0)
- Yes (0)
- Finalists (0)
- Hired for this job (0)
- Interview Scheduled (0)
- Preferred List (0)
- Semi Finalists (0)
- All Folders (8)

Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Quick Report

Qualified Applicants All Applicants

Qualified Applicants in *Inbox*

Select	Name : (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. Christina M. Heston	Castleton on Hudson, NY	(518) 662-1114	christinaheston@unialbany.edu	100.00	02/10/2011
<input type="checkbox"/>	2. Elizabeth G. Givens	Menands, NY	(678) 373-0101	elizabethg@unialbany.edu	100.00	02/10/2011
<input type="checkbox"/>	3. Marybeth M. Heston	Watervliet, NY	(518) 401-0377	marybethm@unialbany.edu	100.00	02/10/2011
<input type="checkbox"/>	4. Taylor M. Gray	Rensselaer, NY	(518) 211-1070	taylorm@unialbany.edu	100.00	02/10/2011
<input type="checkbox"/>	5. Jacqueline Gray	Albany, NY	(518) 862-1100	jacquelinegray@unialbany.edu	100.00	02/10/2011
<input type="checkbox"/>	6. Steven D. Heston	Coxsackie, NY	(518) 401-1288	stevend@unialbany.edu	100.00	02/10/2011
<input type="checkbox"/>	7. Emily C. Heston	Albany, NY	(518) 662-7705	emilyc@unialbany.edu	100.00	02/09/2011

1 to 7 of 7 Qualified Applicants

Move Selected: - Select One -

Check All | Uncheck All | Reverse

Submit Clear

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.

Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone
 COREquisites Reviewers Review Notes Quick Report

Qualified Applicants **All Applicants**

All Applicants in *Inbox*

Select	Name : (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. [Name]	Menands, NY	(518) 720 2500	[Email]	75.00	02/10/2011
<input type="checkbox"/>	2. [Name]	Castleton on Hudson, NY	(518) 730 2111	[Email]	100.00	02/10/2011
<input type="checkbox"/>	3. [Name]	Menands, NY	(678) 407 0401	[Email]	100.00	02/10/2011
<input type="checkbox"/>	4. [Name]	Watervliet, NY	(518) 210 3377	[Email]	100.00	02/10/2011
<input type="checkbox"/>	5. [Name]	Rensselaer, NY	(518) 720 1070	[Email]	100.00	02/10/2011
<input type="checkbox"/>	6. [Name]	Albany, NY	(518) 400 0700	[Email]	100.00	02/10/2011
<input type="checkbox"/>	7. [Name]	Coxsackie, NY	(518) 411 1000	[Email]	100.00	02/10/2011
<input type="checkbox"/>	8. [Name]	Albany, NY	(518) 200 1700	[Email]	100.00	02/09/2011

1 to 8 of 8 Applicants

Check All | Uncheck All | Reverse Submit Clear Move Selected: - Select One -

- Manage Jobs
- Post New Job
- Find Candidates
- QuickList
- Create Folders
- Registration
- User Account
- User Manual
- Help Desk
- Sign out
- Folders (Add)
- Inbox (8)**
- Maybe (0)
- No (0)
- Yes (0)
- Finalists (0)
- Hired for this job (0)
- Interview Scheduled (0)
- Preferred List (0)
- Semi Finalists (0)
- All Folders (8)

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.

Manage Jobs
 Post New Job

Find Candidates
 QuickList

Create Folders
 Registration
 User Account
 User Manual

Help Desk
 Sign out

Recently Viewed

Staff Assistant - Undergraduate Admissions... (23541) 1 of 8 Next >>
Return to ShortList

Contact Information	Application Details
516-221-7211 37 College Road Menands, NY 12054 Phone: (518) 721-2252 douglas@uac.edu	Apply Date: Feb 10 2011, 4:35 PM Source: Other , Monster Application #: 826000 Current Folder: Inbox
	Move to: <input type="text" value="- Select One -"/> <input type="button" value="Submit"/>

Documents	Other Application
Resume (Updated) Submitted: Feb 10 2011, 4:35 PM	1. Staff Assistant Applied: Nov 12 20
Cover Letter Submitted: Feb 10 2011, 4:36 PM	2. Staff Assistant Applied: Oct 13 2010, 6:34 PM, Folder: No
References	

COREquisites: Score: 75.00%

*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?	✓
*2) Are you able to work with a culturally diverse population?	✓
*3) Do you have 2 years experience managing an information and tour program, a visitor center, or reception in a high volume environment?	✓
*4) Do you have experience interviewing, hiring, training and scheduling staff?	✗

Responses to Additional Questions:

Notes from Review Team

Add a Note:

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).

Responses to Additional Questions:

Notes from Review Team

Add a Note:

Attach Document: Browse...

Note Type: Public

Follow-up Questions

Ask this Candidate a Question

Report Dates	Date	Time (Optional)
Interview Date	<input type="text"/>	<input type="text"/>
Hire Date	<input type="text"/>	<input type="text"/>

Click on alerts to receive an email immediately, daily, or weekly as new applications come in.

Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites **Reviews** Review Notes Quick Report

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 - Yes (0)
 - Finalists (0)
 - Hired for this job (0)
 - Interview Scheduled (0)
 - Preferred List (0)
 - Semi Finalists (0)
 - All Folders (8)

Qualified Applicants All Applicants

All Applicants in Inbox

Select	Name: (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. [Name]	Menands, NY	(518) 720 2500	[Email]	75.00	02/10/2011
<input type="checkbox"/>	2. [Name]	Castleton on Hudson, NY	(518) 730 2111	[Email]	100.00	02/10/2011
<input type="checkbox"/>	3. [Name]	Menands, NY	(678) 407 0401	[Email]	100.00	02/10/2011
<input type="checkbox"/>	4. [Name]	Watervliet, NY	(518) 210 3377	[Email]	100.00	02/10/2011
<input type="checkbox"/>	5. [Name]	Rensselaer, NY	(518) 720 1070	[Email]	100.00	02/10/2011
<input type="checkbox"/>	6. [Name]	Albany, NY	(518) 400 0700	[Email]	100.00	02/10/2011
<input type="checkbox"/>	7. [Name]	Coxsackie, NY	(518) 411 1000	[Email]	100.00	02/10/2011
<input type="checkbox"/>	8. [Name]	Albany, NY	(518) 200 1700	[Email]	100.00	02/09/2011

1 to 8 of 8 Applicants

Move Selected: - Select One -

Check All | Uncheck All | Reverse

Submit

Clear

✉ - Emails Sent ■ - Internal Candidate



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.

Applicant

(P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Quick Report

Qualified Applicants All Applicants

All Applicants in Inbox

Select	Name : (F L)	Location	Phone	E-Mail	Score	Date
<input type="checkbox"/>	1. [Name]	Menands, NY	(518) 720 2500	[Email]	75.00	02/10/2011
<input type="checkbox"/>	2. [Name]	Castleton on Hudson, NY	(518) 730 2111	[Email]	100.00	02/10/2011
<input type="checkbox"/>	3. [Name]	Menands, NY	(678) 407 0401	[Email]	100.00	02/10/2011
<input type="checkbox"/>	4. [Name]	Watervliet, NY	(518) 210 3377	[Email]	100.00	02/10/2011
<input type="checkbox"/>	5. [Name]	Rensselaer, NY	(518) 720 1070	[Email]	100.00	02/10/2011
<input type="checkbox"/>	6. [Name]	Albany, NY	(518) 400 0700	[Email]	100.00	02/10/2011
<input type="checkbox"/>	7. [Name]	Coxsackie, NY	(518) 411 1000	[Email]	100.00	02/10/2011
<input type="checkbox"/>	8. [Name]	Albany, NY	(518) 200 1700	[Email]	100.00	02/09/2011

1 to 8 of 8 Applicants

Check All | Uncheck All | Reverse

Submit

Clear

Move Selected: - Select One -

✉ - Emails Sent ■ - Internal Candidate

- Manage Jobs
- Post New Job
- Find Candidates
- QuickList
- Create Folders
- Registration
- User Account
- User Manual
- Manage Users
- Company Account
- Metrics Reports

Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Quick Report Re-Assign

COREquisites:

	New Weight	Calculated Weight
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?	25.00	25.00
2. *Are you able to work with a culturally diverse population?	25.00	25.00
3. *Do you have 2 years experience managing an information and tour program, a visitor center, or reception in a high volume environment?	25.00	25.00
4. *Do you have experience interviewing, hiring, training and scheduling staff?	25.00	25.00
Total Weight		
	<input type="button" value="Submit"/>	

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.

Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Quick Report

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 - No (0)
 - Yes (0)
 - Finalists (0)
 - Hired for this job (0)
 - Interview Scheduled (0)
 - Preferred List (0)
 - Semi Finalists (0)
 - All Folders (8)

Qualified Applicants All Applicants

All Applicants in Inbox

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<input type="checkbox"/>	3. [Name]	Menands, NY	(678) 407 0401	[Email]	100.00	02/10/2011
<input type="checkbox"/>	4. [Name]	Watervliet, NY	(518) 210 3377	[Email]	100.00	02/10/2011
<input type="checkbox"/>	5. [Name]	Rensselaer, NY	(518) 720 1070	[Email]	100.00	02/10/2011
<input type="checkbox"/>	6. [Name]	Albany, NY	(518) 400 0700	[Email]	100.00	02/10/2011
<input type="checkbox"/>	7. [Name]	Coxsackie, NY	(518) 411 1000	[Email]	100.00	02/10/2011
<input type="checkbox"/>	8. [Name]	Albany, NY	(518) 200 1700	[Email]	100.00	02/09/2011

1 to 8 of 8 Applicants

Check All | Uncheck All | Reverse

Submit

Clear

Move Selected: - Select One -

✉ - Emails Sent ■ - Internal Candidate

Applicants for: Staff Assistant - Undergraduate Admissions (P11-23656) (23541)

View Edit Job Locations Alerts Invite Applicants Distribute Close Clone

COREquisites Reviewers Review Notes Quick Report

Qualified Applicants All Applicants

You can always send a message to the helpdesk if you have any issues or questions.

	Phone	E-Mail	Score	Date
<input type="checkbox"/> 1. [Name] Menands, NY	(518) 720 2500	[Email]	75.00	02/10/2011
<input type="checkbox"/> 2. [Name] Castleton on Hudson, NY	(518) 730 2111	[Email]	100.00	02/10/2011
<input type="checkbox"/> 3. [Name] Menands, NY	(678) 407 0401	[Email]	100.00	02/10/2011
<input type="checkbox"/> 4. [Name] Watervliet, NY	(518) 210 3377	[Email]	100.00	02/10/2011
<input type="checkbox"/> 5. [Name] Rensselaer, NY	(518) 720 1070	[Email]	100.00	02/10/2011
<input type="checkbox"/> 6. [Name] Albany, NY	(518) 400 0700	[Email]	100.00	02/10/2011
<input type="checkbox"/> 7. [Name] Coxsackie, NY	(518) 411 1000	[Email]	100.00	02/10/2011
<input type="checkbox"/> 8. [Name] Albany, NY	(518) 200 1700	[Email]	100.00	02/09/2011

1 to 8 of 8 Applicants

Check All | Uncheck All | Reverse

Submit

Clear

Move Selected: - Select One -

✉ - Emails Sent ■ - Internal Candidate