



## Search Committee Electronic Applicant Review

Human Resources is using HireMojo as one of our recruitment tools for full-time faculty and professional staff job openings.

### Why HireMojo?

HireMojo is a cloud hiring platform and uses a variety of premium and specialty job boards, email campaigns and social networks to attract the most qualified candidates. HireMojo is a self-service platform that gives hiring managers the most streamlined and effective way to conduct job searches.

### Benefits of HireMojo?

- Allows the candidates to complete an online application file that allows the candidate to upload their resume, cover letter, transcripts and any other relevant documents.
- Provides the advertisement of the position on the major job boards which include Monster, Indeed, Juju, ZipRecruiter, Craigslist, Vetjobs, as well as niche and specialty boards (over 150 total), social media, our career network, and referral sources.
- Provides convenient access to candidate's application material from a single electronic location and eliminates paper copies.
- Software saves time by automatically handles the initial screening of the candidates and eliminates unqualified candidates.
- Provides automated email messages to candidates when application file is completed and when the position status changes or a candidate is hired.

### Navigating HireMojo

As a member of the search committee, you will be provided online access to the applicants for the position. You will receive an email from HireMojo with directions on how to set up your account with HireMojo. **Do not share your account information with others due to the confidentiality of the search committee.** If you serve on future search committees, you will use the same username and password.

Search Committee members are asked to sign the confidentiality statement, comply with the search committee guidelines, and College Hiring policy 5.16. Please do not print copies.

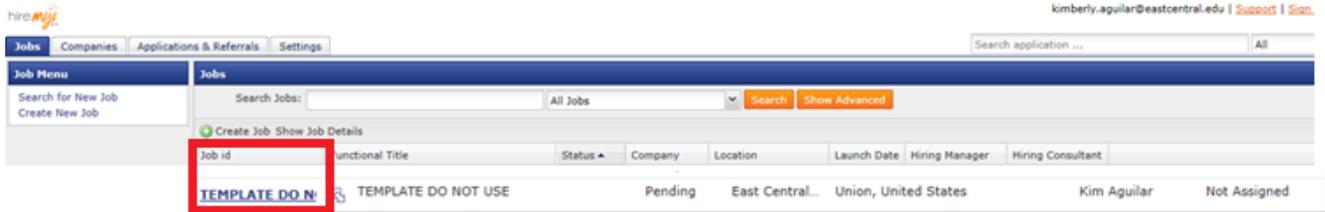
Access HireMojo at <https://www.hiremojo.com/>

Login in using your username and password. Once logged in, select the [View my jobs link](#)

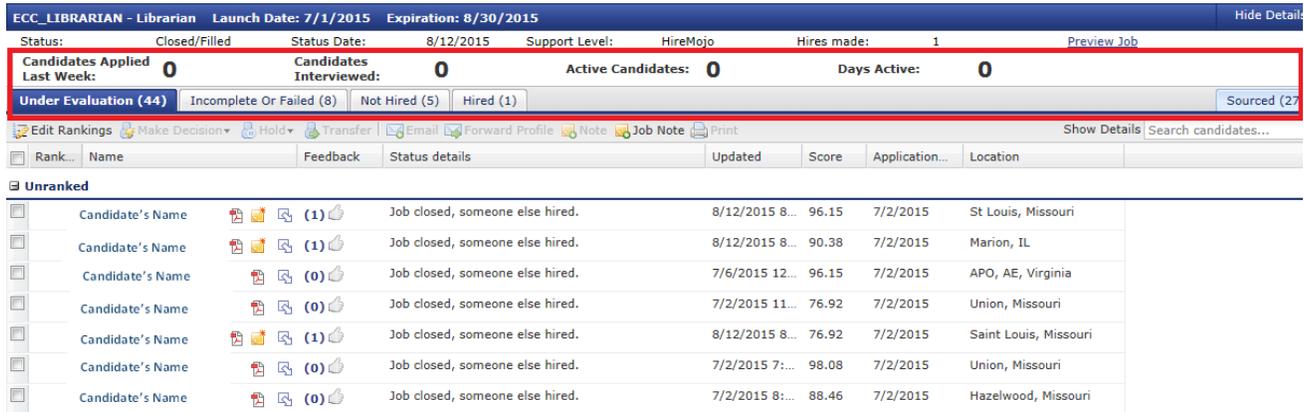
Your login name (see classic view) | [View my jobs](#) | [Upgrade](#) | [Home](#) | [Help](#)



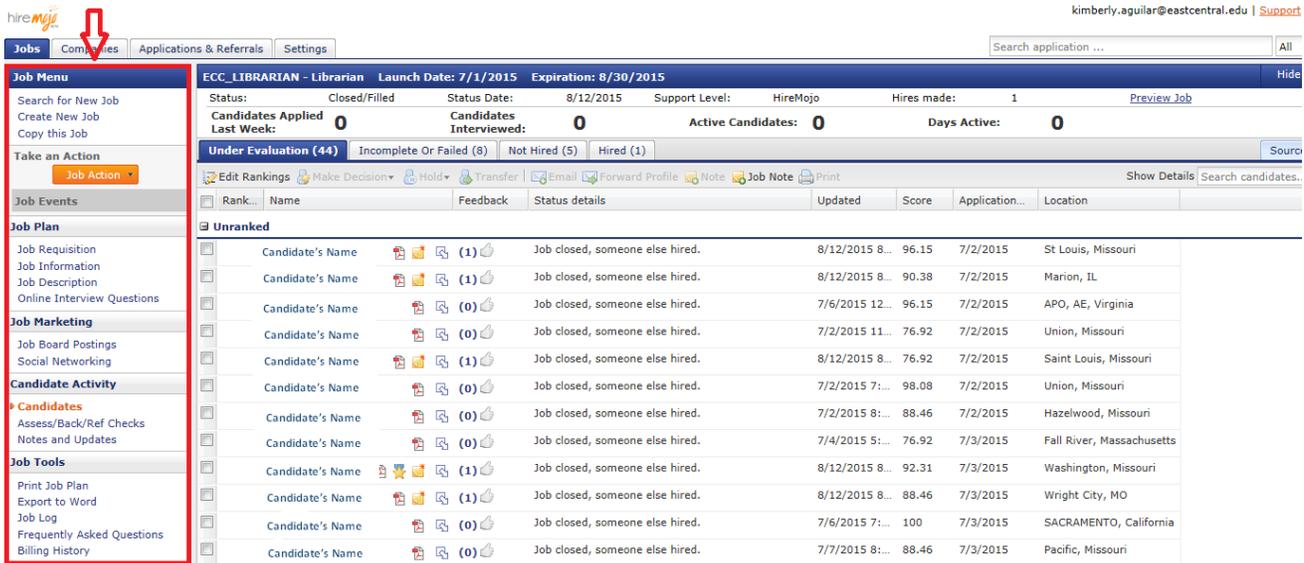
Under the Job Id Tab click on the position code for the job opening:



The page will show you how many applicants and will have the list of names who have applied.



You will not use the links under the Job Menu Box on the left hand side.



## Candidate Review and Management

The candidate's application file will be automatically screened based the online interview questions and will be placed in the under evaluation or incomplete or failed categories.

## Under Evaluation Tab

You will review the candidates listed in the Under Evaluation Tab. These candidates have passed and completed both levels of screening based on the questions developed by Human Resources or hiring manager. The first scored section is the Initial Interview Questions that help determine qualifications for the position which are multiple choice questions. The next scored section is the Secondary Interview Questions which provides why the candidate is interested in the position which are the opened questions.

Rank...	Name	Feedback	Status details	Updated	Score	Application...	Location
<b>Unranked</b>							
	Candidate's Name	(1)	Job closed, someone else hired.	8/12/2015 8...	96.15	7/2/2015	St Louis, Missouri
	Candidate's Name	(1)	Job closed, someone else hired.	8/12/2015 8...	90.38	7/2/2015	Marion, IL

To review the candidate's application file, click on the PDF logo which will give you a report summary of the applicant. This report does not include the transcripts.

Rank...	Name	Feedback	Status details	Updated	Score	Application...	Location
<b>Unranked</b>							
	Candidate's Name	(1)	Job closed, someone else hired.	8/12/2015 8...	96.15	7/2/2015	St Louis, Missouri
	Candidate's Name	(1)	Job closed, someone else hired.	8/12/2015 8...	90.38	7/2/2015	Marion, IL

Or click on the applicant's name

Rank...	Name	Feedback	Status details	Updated	Score	Application...	Location
<b>Unranked</b>							
	Candidate's Name	(1)	Job closed, someone else hired.	8/12/2015 8...	96.15	7/2/2015	St Louis, Missouri
	Candidate's Name	(1)	Job closed, someone else hired.	8/12/2015 8...	90.38	7/2/2015	Marion, IL

You will see the record for that candidate for the online interview questions and cover letter, attached resume and contact, notes and attachments and history.

Candidate's Name					<b>Score</b> <b>96.15</b>
Address					(1)   Like
Phone #					
Email					
Job ID					
<b>Online Interview</b>   Resume & Contact Information   Notes & Attachments   History					
Secondary Interview Questions (SIQs) - Completed 7/2/2015					

To view transcripts, scroll through the online interview tab, refer to question #2. If the applicant uploaded the transcripts, you will see them. In some cases, the applicant has not uploaded the transcripts.

Candidate's Name  
Address  
Phone #  
Email  
Job ID

Score  
**96.15**  
(1) | Like

Make Decision Hold Transfer Forward Profile Note Email Print

Online Interview Resume & Contact Information Notes & Attachments History

Secondary Interview Questions (SIQs) - Completed 7/2/2015

**2. Please attach a copy of your transcripts here.**  
Transcripts are attached.  
Question attachments: [Hawkins - College Transcripts \(ID secured\).pdf](#) Remove  
[Attach another file](#)

### Thumb Up

You can use the thumb up feedback tool to quickly communicate priority clients that have met the qualifications and should be considered by the committee for the next step. You will just select the thumbs up icon and it will record the feedback next to the candidate's name. To undo the thumbs up just select the icon again. You will be able to view if other search committee members have given a thumbs up but it won't identify the committee member. TIP: Record the names of the top candidates you would like to be considered by the search committee.

ECC\_LIBRARIAN - Librarian Launch Date: 7/1/2015 Expiration: 8/30/2015 Hide Details

Status: Closed/Filled Status Date: 8/12/2015 Support Level: HireMojo Hires made: 1 View Live Job

Candidates Applied Last Week: 0 Candidates Interviewed: 0 Active Candidates: 48 Days Active: 43

Under Evaluation (44) Incomplete Or Failed (8) Not Hired (5) Hired (1) Sourced (279)

Edit Rankings Make Decision Hold Transfer Email Forward Profile Note Job Note Print Show Details Search candidates...

Rank...	Name	Feedback	Status details	Updated	Score	Application...	Location
Unranked							
	Candidate's Name	(1)	Job closed, someone else hired.	2/3/2016 8:...	96.15	7/2/2015	St Louis, Missouri

Do not use the ranking button because this feature is used by Human Resources after the Search Committee has selected the top candidates to be interviewed.

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Edit Rankings Make Decision Hold Transfer Email Forward Profile Note Job Note Print Show Details Search candidates...

Rank...	Name	Feedback	Status details	Updated	Score	Application...	Location
Unranked							
	Candidate's Name	(1)	Job closed, someone else hired.	2/3/2016 8:...	96.15	7/2/2015	St Louis, Missouri

Do not use the make decision or other features below as those as for Human Resources use only.

Candidate's Name  
Address  
Phone #  
Email  
Job ID

Score  
**96.15**  
(1) | Like

Make Decision Hold Transfer Forward Profile Note Email Print

Online Interview Resume & Contact Information Notes & Attachments History

Secondary Interview Questions (SIQs) - Completed 7/2/2015

### Incomplete or Failed Tab

The Incomplete or Failed tab shows the applicants who have not completed the application process or have not passed the screening questions. You still have access to review. There are three different subcategories within this section: applied and incomplete, failed initial interview questions, and passed initial interview questions but hasn't completed the secondary questions.

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Under Evaluation (44) **Incomplete Or Failed (8)** Not Hired (5) Hired (1) Sourced (279)

Manually Pass Send Reminder Forward Profile Email Note Job Note Print Hide Details Search candidates...

Name	Feedback	Status details	Updated	Score	Application...	Location
<b>Applied - Incomplete</b>						
Candidate's Name	(0)	Did not properly complete required application. Hiring Consultant's decision.	7/15/2015 2...	7/15/2015	Hillsboro, Missouri	
All previous notes Source Details (selected by candidate)						
<b>Failed Initial Interview Questions</b>						
Candidate's Name	(0)	Did not meet minimum qualifications. Hiring Consultant's decision.	7/25/2015 9...	69.23	7/25/2015	Sullivan, Missouri
All previous notes Candidate has applied for 2 other Jobs Source Details (selected by candidate) Other - Website						
Candidate's Name	(0)	Did not meet minimum qualifications. Hiring Consultant's decision.	7/15/2015 2...	53.85	7/15/2015	Hyderabad, TELANGAN...
All previous notes Source Details (selected by candidate)						

### Questions about HireMojo?

Please contact HireMojo for all basic support related questions email [support@hiremojo.com](mailto:support@hiremojo.com) or call [\(800\) 395-2805](tel:8003952805).