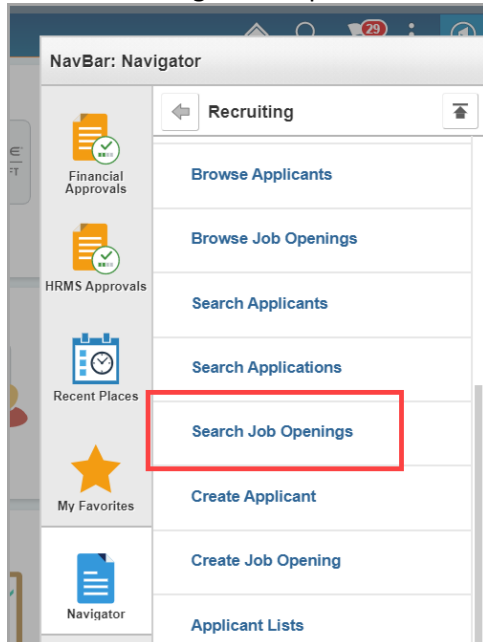




Add an Interviewer

1. Follow this navigation sequence: **Main Menu > HRMS > Recruiting > Search Job Openings.**





2. Enter the **Job Opening ID** then click **Search**

▼ Search Criteria ⓘ

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

3. Click on the **Job Opening**

Search Results ⓘ

☰ Q

Select	Job Opening	Job ID	Status
<input type="checkbox"/>	HUMAN RESOURCES SPEC II	5062	Open



4. Click on the **Details** tab

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#)

Job Opening ID 5062
Job Posting Title HUMAN RESOURCES SPEC II
Job Code 19542 (HUMAN RESOURCES SPEC II)
Position Number 10026226 (HUMAN RESOURCES SPEC II)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

All (6) | **Applied (5)** | Reviewed (1) | Screen (0)

Applicants ?

5. Click on the **Hiring Team** link

Job Opening ID 5062
Job Posting Title HUMAN RESOURCES SPEC II
Job Code 19542 (HUMAN RESOURCES SPEC II)
Position Number 10026226 (HUMAN RESOURCES SPEC II)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | **Details**

[Job Details](#) | [Posting](#) | **[Hiring Team](#)** | [HR Only - Qualifications](#) | [HR Only - Screening](#) | [Approvals](#)

Opening Information ?

6. Scroll down, then click on **Add Interviewer** to add a single interviewer or click **Add Interviewer Team** to select from a pre-determined team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer | **Add Interviewer Team**



7. Click the magnifying glass to search for an interviewer by **Empl ID, First Name, and/or Last Name**.

Interviewers ?

*Name	Interviewer I
<input type="text"/>	

Buttons: Add Interviewer, Add Interviewer Team

Look Up Interviewer ID x

Help

Empl ID begins with

First Name begins with

Last Name begins with

Display Name begins with

Buttons: Search, Clear, Cancel, Basic Lookup

Searching this table may take a long time. Enter values above before requesting Lookup.

8. Click on the correct link for the employee



Look Up Interviewer ID × [Help](#)

Empl ID begins with

First Name begins with

Last Name begins with

Display Name begins with

[Basic Lookup](#)

Search Results

View 100 1-1 of 1

Empl ID	First Name	Last Name	Display Name
0001547519	Mickey	Mouse	Mickey Mouse

9. Finally, click **Save**

Interested Parties ?

No Interested Parties have been added to this Job Opening

| [Return](#) | [Recruiting Home](#) | [Search Job](#)