



OPENHIRE USER MANUAL:

***HIRING MANAGER GUIDE FOR SELECTING
PRINCIPAL AND ASSISTANT PRINCIPALS***

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Introduction

The New York City Department of Education aims to employ the most talented and highly qualified instructional leaders for our school system.

In September 2005, the Department of Education began using an online application and vacancy management system, OpenHire, for all principal and assistant principal vacancies that are governed by Chancellor's Regulation C-30. Based on the success of the one year pilot, the use of OpenHire was expanded to assist in the hiring of educational administrators in 2006. Today, Hiring Managers use OpenHire to review applications of candidates who apply for all supervisory and managerial positions, as well as to make and communicate hiring decisions.

This *User Manual* provides detailed instructions on how to use the online vacancy management system to review candidates and make hiring decisions throughout the C-30 process.

For step-by-step instructions on completing the C-30 process, please see *The C-30 Process Implementation Guide: Making Principal and Assistant Principal Hiring Easy*. This guide and other important information can be accessed via the Supervisory Hiring Resources page of the Division of Human Resources website:

<http://schools.nyc.gov/Offices/DHR/Employees/PrincipalsApsSupervisory/SupervisoryHiring.htm>

Accessing OpenHire

OpenHire can be accessed via the internet at www.OpenHire.com. Hiring Managers can log into OpenHire using their assigned OpenHire username and password.

NOTE: It is important to always log out of OpenHire after using the program. Use the **Logout** button on the top menu to log out and close the OpenHire session. Users will be automatically logged out after 60 minutes of inactivity.

Receiving a Review Request Email Notification

Once the applications for a vacancy have been submitted and the Division of Human Resources has checked to ensure that the candidates are eligible, an email will be sent to the Hiring Manager from OpenHire to inform him/her that he/she can begin reviewing applications. The Hiring Manager will receive an email(s) containing the names (up to 25 names per email) of the candidates to be reviewed and the job to which they are associated. The email(s) will also contain a link to the OpenHire login page.

Reviewing Resumes and Applications in OpenHire

When a Hiring Manager logs into OpenHire to review applications or track a candidate's status, he/she will first come to the **Track My Jobs** screen. This screen lists all open jobs that are assigned to that Hiring Manager.

The **Job Review Requests** screen lists all of the candidates for a given position and allows a Hiring Manager to review applications so that they can be moved through the hiring stages outlined in the C-30 Regulation. The Review Requests screen can be accessed by clicking on the **Review Requests** button on the left menu of the Hiring Manager interface or by clicking on the number of candidates to review (the blue number) under the heading Review Requests on the **Track My Jobs** screen.

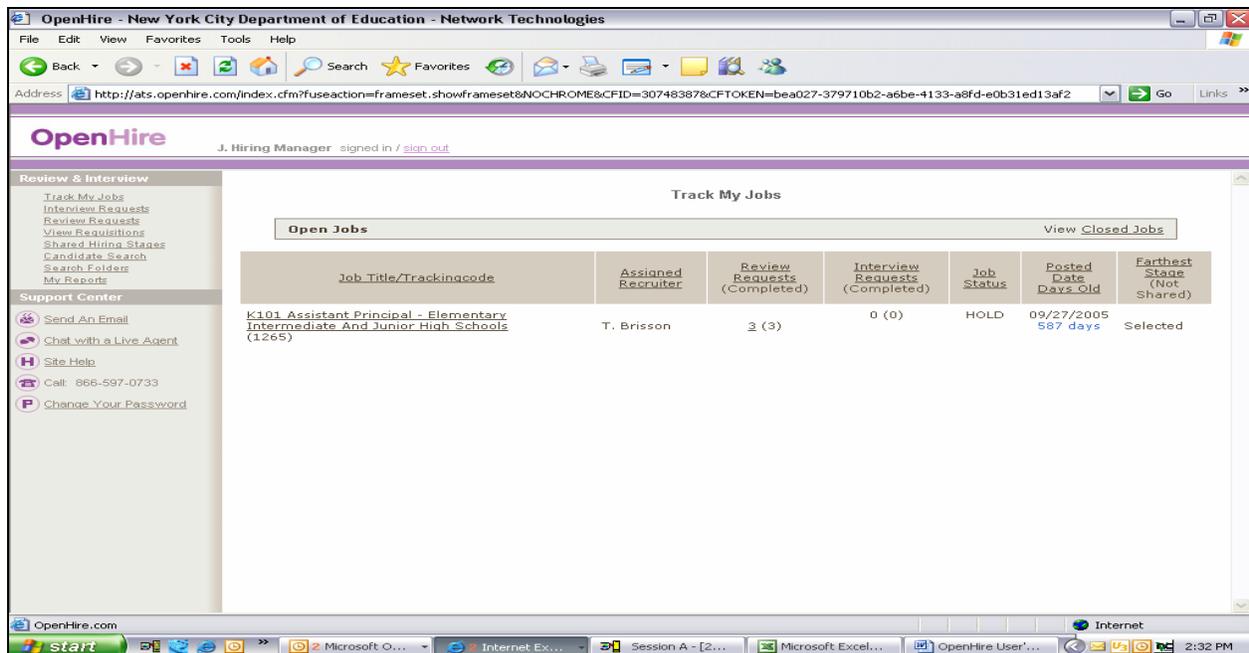


Figure 1: Track My Jobs

Near the top of the **Job Review Requests** screen there is a **Review Filter** drop-down menu. This allows Hiring Managers to easily track which applications they have reviewed. For example, if a Hiring Manager wants to see the reviews that he/she has not completed, selecting "Incomplete Reviews" will show only those applicants who have not been reviewed. Hiring managers can also sort the applicant list by clicking on any column heading (ex. Candidate, Location).

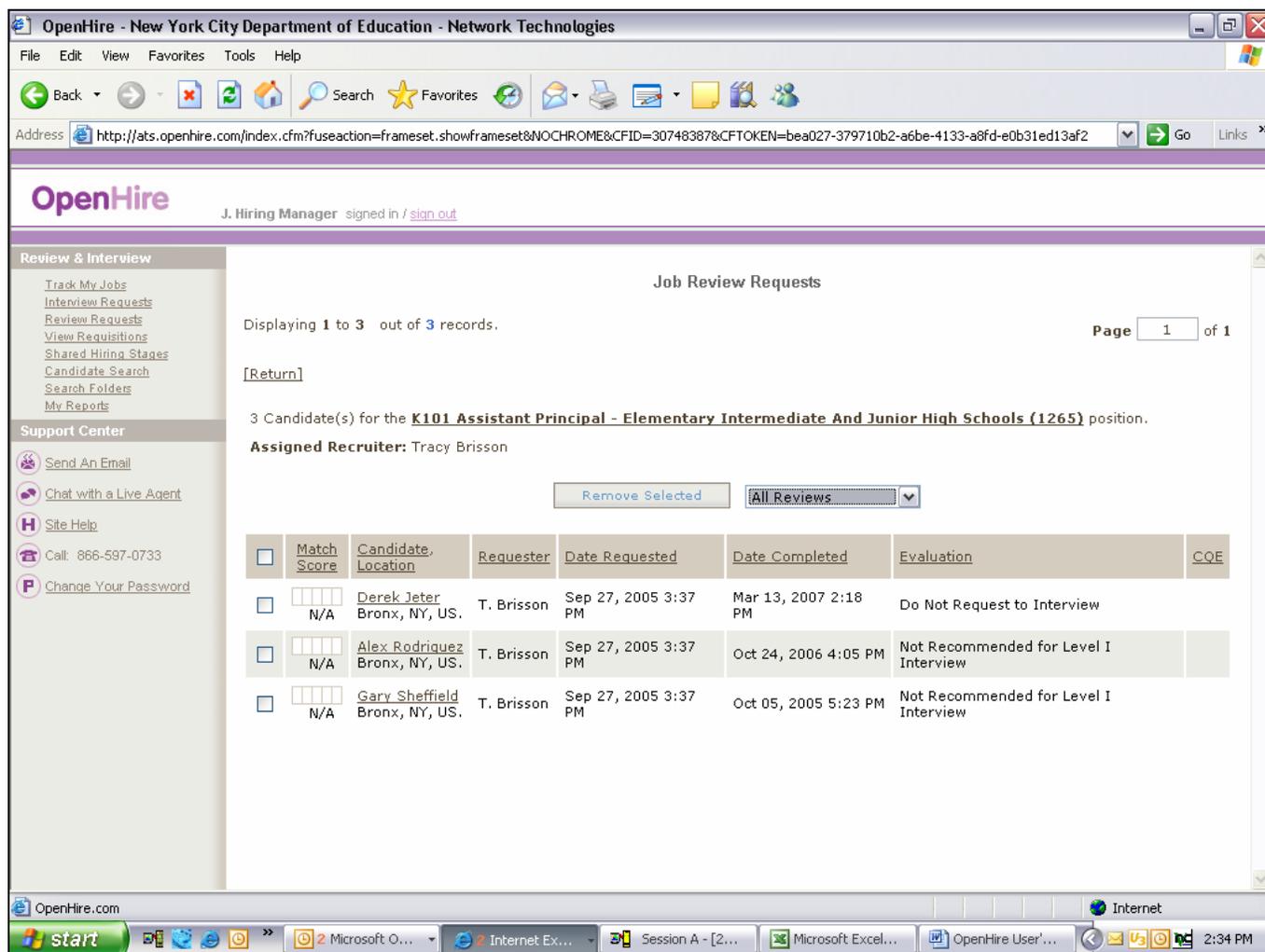


Figure 2: Job Review Requests

Clicking on a candidate's name will access their application and resume.

Application and Resume Tabs:

- **Resume/CV:** contains the candidate's resume;
- **Attachments:** contains attachments, such as cover letters and resumes if provided by the applicant;
- **eForms:** contains the candidate's submitted application and essay questions;
- **History:** contains a record of all transactions regarding the candidate since an application was submitted.

The screenshot displays the OpenHire web application interface. The browser window title is "OpenHire - New York City Department of Education - Network Technologies". The address bar shows the URL: <http://ats.openhire.com/index.cfm?fuseaction=frameset.showframeset&NOCHROME&CFID=30995362&CFTOKEN=14709fc-4b3d2e1c-d079-462f-9b8e-ddabee5c35fc>. The page header includes the OpenHire logo and the text "J. Hiring Manager signed in / sign out".

The main content area is titled "Results \ Candidate: Derek Jeter" and displays the following information:

Job Score	Qualified	Source	Recruiter
N/A	Unknown	CENTRAL STAFF	Tracy Brisson

Below the table, there is a dropdown menu labeled "What would you like to do with this Candidate?" with the option "Selected" highlighted. The candidate's details are as follows:

Candidate: **Derek Jeter**
yankee stadium , Bronx, NY, US. 10048
derek@yahoo.com
primary: 7181111111

Primary Contact: derek@yahoo.com

Tracked For: [K101 Assistant Principal - Elementary Intermediate And Junior High Schools \(1265\)](#)

The interface includes a navigation menu on the left with options like "Track My Jobs", "Interview Requests", "Review Requests", "View Requisitions", "Shared Hiring Stages", "Candidate Search", "Search Folders", and "My Reports". Below this is a "Customer Care" section with links for "Send An Email", "Site Help", "Call: 866-803-9663", and "Change Your Password".

At the bottom of the candidate details, there are tabs for "Summary", "Resume / CV", "Attachments", "eForms", "Evaluations", and "History". The "Details" section shows the following information:

Disposition:	Not Defined
Resume number:	4025254
Date found:	September 27, 2005
Last modified:	June 11, 2007 12:23 PM

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Mic..., OpenHire - ..., New York Ci..., Document1 ..., OpenHire Us..., Supervisory), and the system clock showing 11:42 AM on 6/11/2007.

Figure 3: Application and Resume Tabs

We currently do not use the **Summary** and **Evaluations** tabs.

Viewing the Resume

To view a candidate's resume, click on the **Resume/CV** tab. The candidate's resume will appear here along with the cover letter, if one was written. You can also click on the **Attachments** tab to check if the candidate has attached their resume as a MS Word document. To print the candidate's resume copy and paste the text on the **Resume/CV** tab into a Word document or see if the candidate has the resume as a printable attachment on the **Attachments** tab.

The screenshot shows a web browser window titled "OpenHire - New York City Department of Education - Network Technologies". The address bar shows the URL: <http://ats.openhire.com/index.cfm?fuseaction=frameset.showframeset&NOCHROME&CFID=309953628&CFTOKEN=14709fc-4b3d2e1c-d079-462f-9b8e-ddabee5c35fc>. The page header includes the "OpenHire" logo and the user "J. Hiring Manager" signed in, with a "sign out" link.

The main content area is titled "Results \ Candidate: Derek Jeter" and displays the following information:

Job Score	Qualified	Source	Recruiter	Hiring Stages
N/A	Unknown	CENTRAL STAFF	Tracy Brisson	Level I Interview Level II Interview Needs Background Check Selected Accepted Offer Hired/appointed Rejected- Opening Withdrawn

Below the table, there is a dropdown menu for "What would you like to do with this Candidate?" with the option "Select an Action".

Candidate details:

- Candidate: **Derek Jeter**
yankee stadium , Bronx, NY, US. 10048
derek@yahoo.com
primary: 7181111111
- Primary Contact: derek@yahoo.com
- Tracked For: [K101 Assistant Principal - Elementary Intermediate And Junior High Schools \(1265\)](#)

Navigation tabs include: Summary, **Resume / CV**, Attachments, eForms, Evaluations, and History.

The "Resume/CV" tab is active, showing "APPLICATION CHANGES" with the following text:

Reasons for proposed changes:

- ⌘ Current application is too long, causing managers to skim it or not use it at all
- ⌘ Encourages people to submit the same application for every position without customizing it
- ⌘ Questions are redundant and not specific enough for candidates- responses become laundry lists of

The browser's taskbar shows several open windows: "Inbox - Mic...", "OpenHire - ...", "New York Ci...", "Document1 ...", "OpenHire Us...", and "Supervisory". The system clock shows 11:41 AM.

Figure 4: Resume/CV tab

Viewing the Application

To view a candidate's application, which includes information regarding a candidate's education and work history as well as the answers to two essay questions, click the **eForms** tab. Then, click the **View** link next to **NYC DOE Application** to pull up the candidate's application.

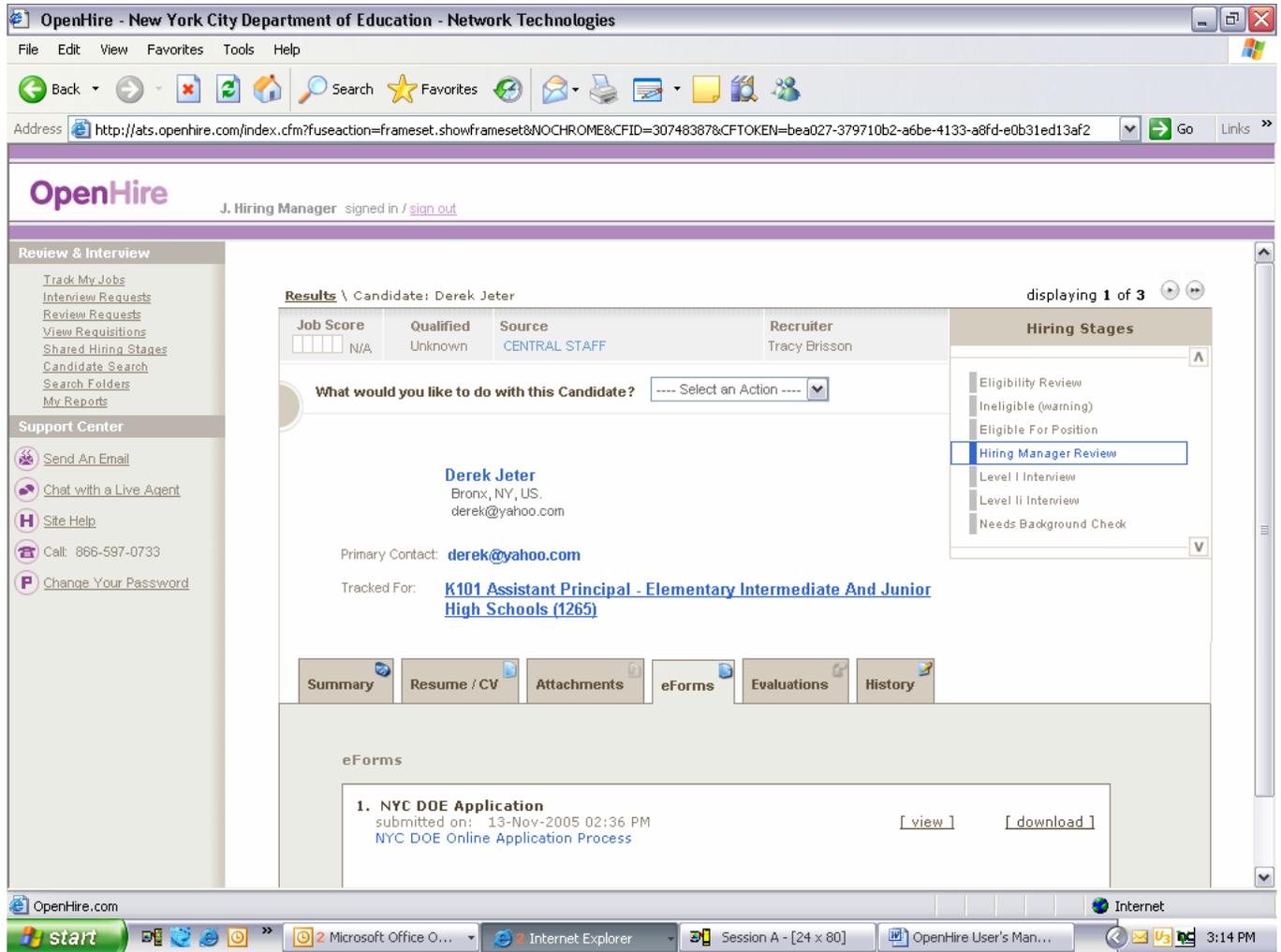


Figure 5: Accessing the Application

Parts of the NYC DOE Application screen:

- The candidate's contact information;
- Information regarding the open position;
- Information regarding a candidate's certification;
- Education information;
- Work experience from the candidate's last three education related positions;
- Performance record criteria;
- Professional references;
- Responses to the two essay questions; and
- An electronic signature.

To print a candidate's application, click on the **Print Application Form** button at the top of the application display.

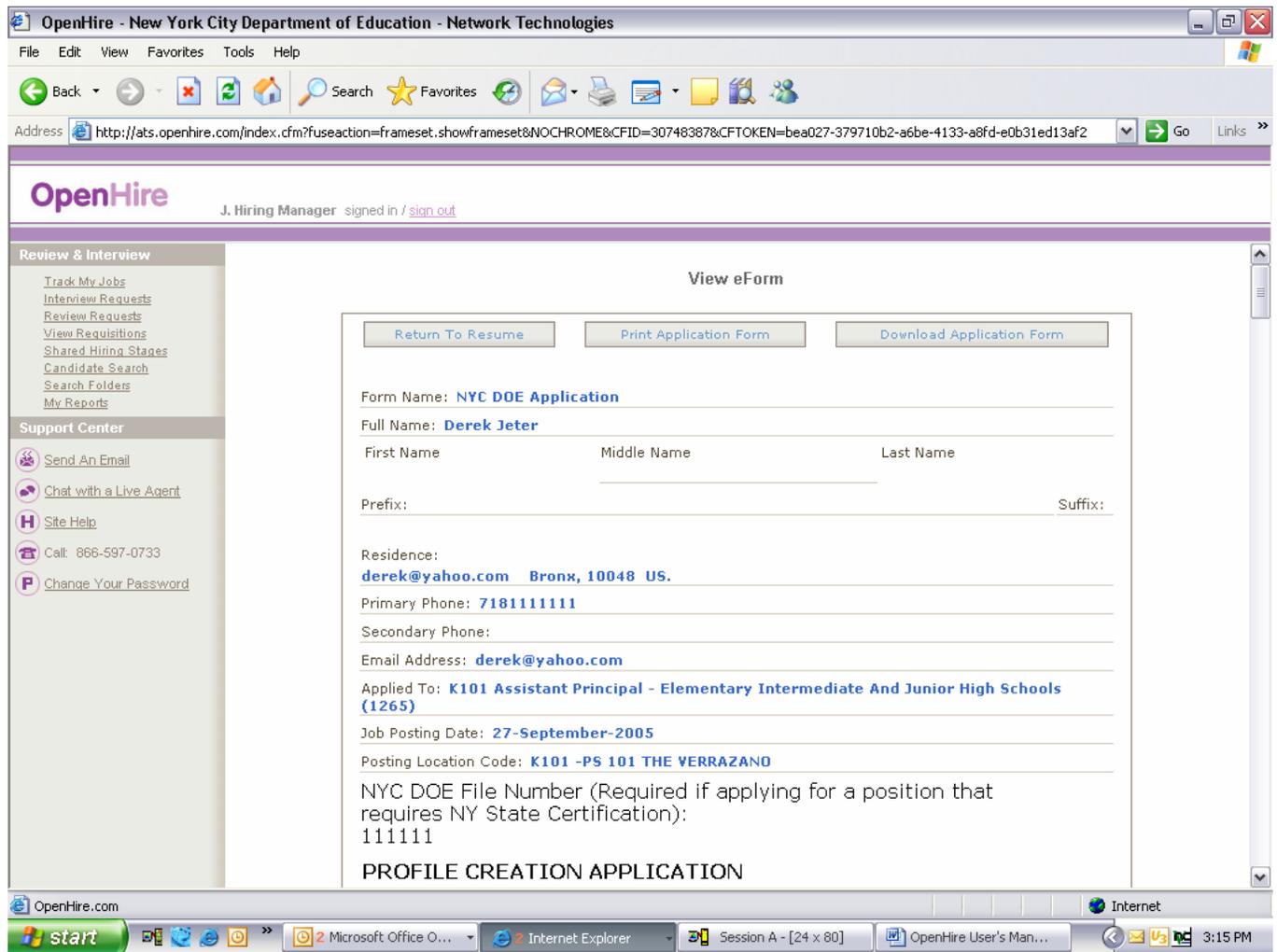


Figure 6: Application Screen

Selecting Candidates for Interviews

After reviewing all of the applications, a Hiring Manager should be prepared to select candidates to interview. For principal and assistant principal positions, Hiring Managers must select 3-5 applicants. Selecting candidates for interviews is done by conducting Review Evaluations for all candidates, whether or not they are being interviewed. Candidates who are not selected for interviews will be notified via email by designated Human Resources staff in the Integrated Service Center (ISC).

The Review Evaluation choices are (they will appear in alphabetical order):

For Principal and Assistant Principal Positions:

- Needs Background Check (Rec. for Selection);
- Not Recommended for Level I Interview ;
- Not Recommended for Level II Interview ;
- Recommended for Level I Interview (provide date);
- Recommended for Level II Interview (provide date); and
- Rejected for Position.

There are other choices **THESE ARE NOT FOR HIRING MANAGER USE.**

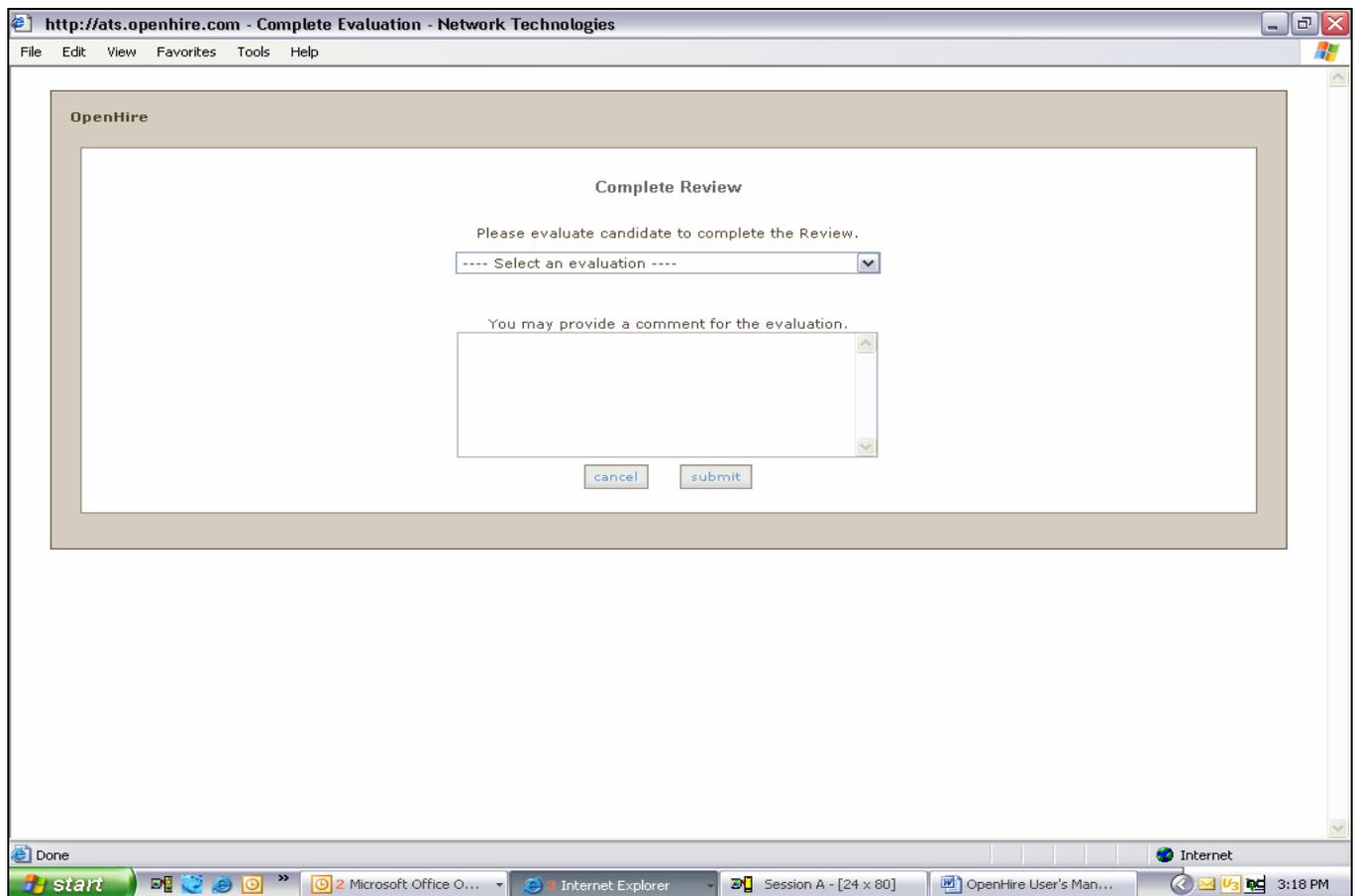


Figure 7: Complete Evaluation Dialog Box

Review evaluations can be completed while viewing any tab on the page. To conduct Review Evaluations:

- Select the candidate you would like to invite to an interview.
- Locate **What would you like to do with this Candidate?** at the top of the page and select **Complete Review**.
- To complete the applicant review, select the desired evaluation from the drop down menu.
- Click on **Recommended for Level I (provide date)** or **Request to Interview** in the drop-down box.
- The Hiring Manager also selects the date of the interviews. Enter the date of the interviews into the comments box and then click the **Submit** button to complete the resume review.
- The review evaluation and comments will be sent via email to the designated Human Resources staff. HR staff will use this information to send invites to interviews (if requested) and move candidates to the appropriate hiring stages. The review evaluation and comments will be recorded in the History tab.
- Repeat this process for each of the candidates that are being selected for interviews.
- Review Evaluations must also be conducted for those candidates that are not being selected for interviews. Following the same steps as above, select the name of each candidate that is NOT being invited to interviews and select **Not Recommended for Level I** or **Do Not Request to Interview** from the drop-down menu and click the **Submit** button. The designated HR staff will send the appropriate rejection emails to these candidates.

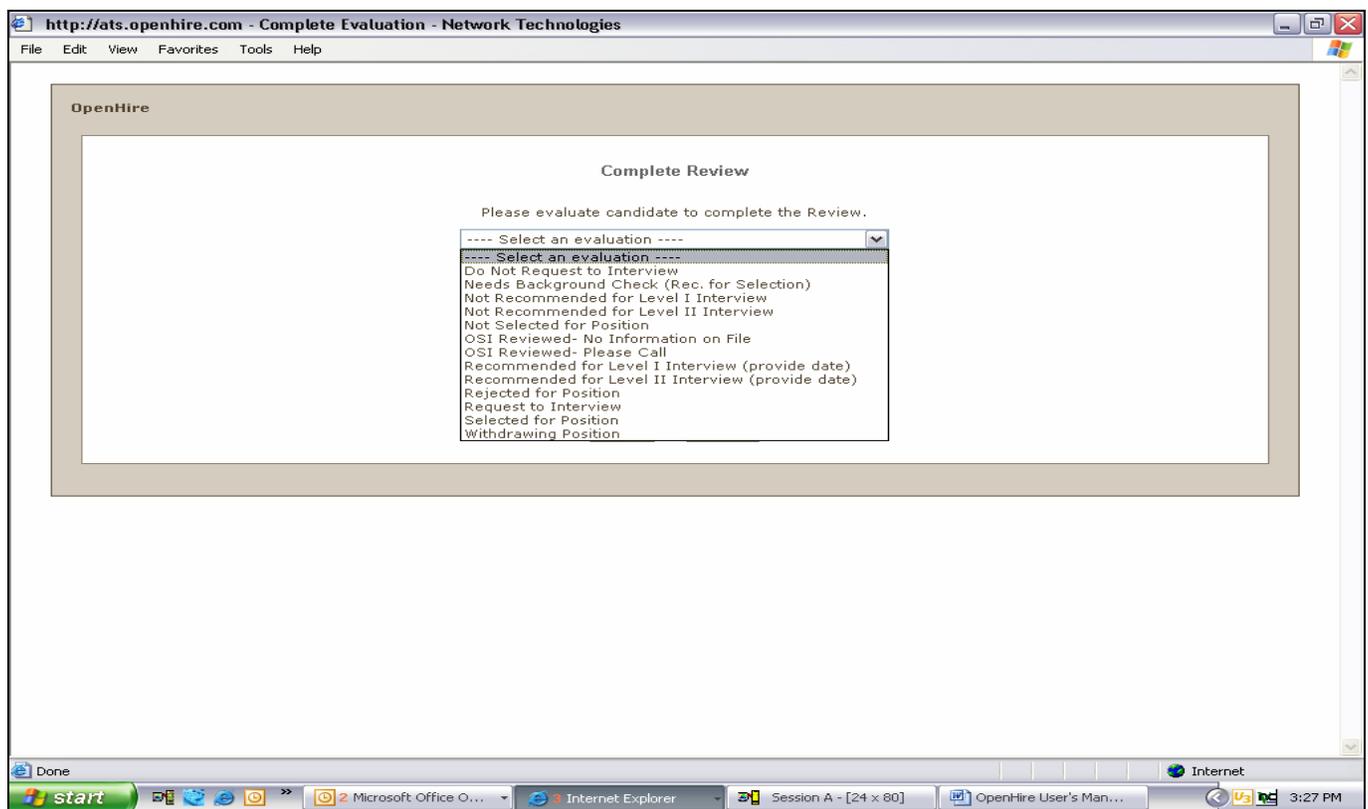


Figure 8: Review Evaluation Panel

NOTE: Everything that is recorded in the Review Evaluation fields (including the comments section) is part of the record of a candidate's application and can be viewed by Human Resources staff.

Selecting Candidates for Level II Interviews

The Level II interviews are an opportunity to have an additional interview with some or all of the candidates interviewed by the Level I Committee. The same process is used in OpenHire to select candidates for Level II interviews as was used to select candidates for Level I interviews.

To conduct Review Evaluations for Level II Interviews:

- Click on the name of the candidate to get to the Review Evaluation panel.
- To complete the resume review, locate **What would you like to do with this Candidate?** at the top of the page and select **Complete Review**.
- For each candidate that will be included in Level II interviews, select **Recommended for Level II (provide date)** from the drop-down list. Enter the date for Level II interviews in the comments box.
- Click the **Submit** button to complete the resume review.
- For any candidates that were invited to Level I interviews but are not advancing to Level II, select **Not Recommended for Level II** and click **Submit**. The designated HR staff will send the appropriate rejection letter to those candidates.

NOTE: All candidates remain visible in the Review Requests screen even after reviews are completed. Completed reviews will have a note in the Evaluation column (on the right) indicating that candidate's review for a given stage. This column can be sorted to group candidates who received the same evaluation.

Selecting a Final Candidate to Appoint

Once interviews have been completed, the Hiring Manager should be ready to select a candidate for appointment. For principal and assistant principal positions, the selected candidate will be forwarded to the Office of Special Investigation (OSI) for a background check by the designated HR staff before the appointment is finalized. Hiring Managers use the same steps in OpenHire to select a final candidate for appointment as was used to select candidates for interviews.

To conduct Review Evaluations to Select a Candidate for Appointment

- Click on the name of the selected candidate.
- To complete the resume review, locate **What would you like to do with this Candidate?** at the top of the page and select Complete Review .
- For the candidate being selected,
 - choose **Needs Background Check (Rec. for Selection)**
- Click the **Submit** button to complete the resume review.
- For any candidates who were interviewed, but are not being selected
 - choose **Rejected for Position**
- Click **Submit**. The designated HR staff at the Integrated Service Center will send the appropriate rejection letters to those candidates.

The designated HR staff at the Integrated Service Center will generate a selection letter in OpenHire and forward it to the Hiring Manager for his/her signature. If there are any issues with OSI, HR staff will be in contact with the Hiring Manager.

Frequently Asked Questions

Question: Can I have another staff member assist me with OpenHire?

Answer: Yes. However, you must take note of the following:

- **Confidentiality:** The hiring process, especially the C-30 process, is completely confidential. Applicant information and decisions should not be shared.
- **Reference Checks:** Only Hiring Managers or Human Resources staff can perform reference checks.

Question: What do I do if I need more assistance using OpenHire or have a question regarding the C-30 process?

Answer: Please contact your designated HR staff person at the Integrated Service Center.