

Reviewing Resumes in OpenHire

A Quick Guide for Superintendents and Network Leaders

1. E-mail alert of application release

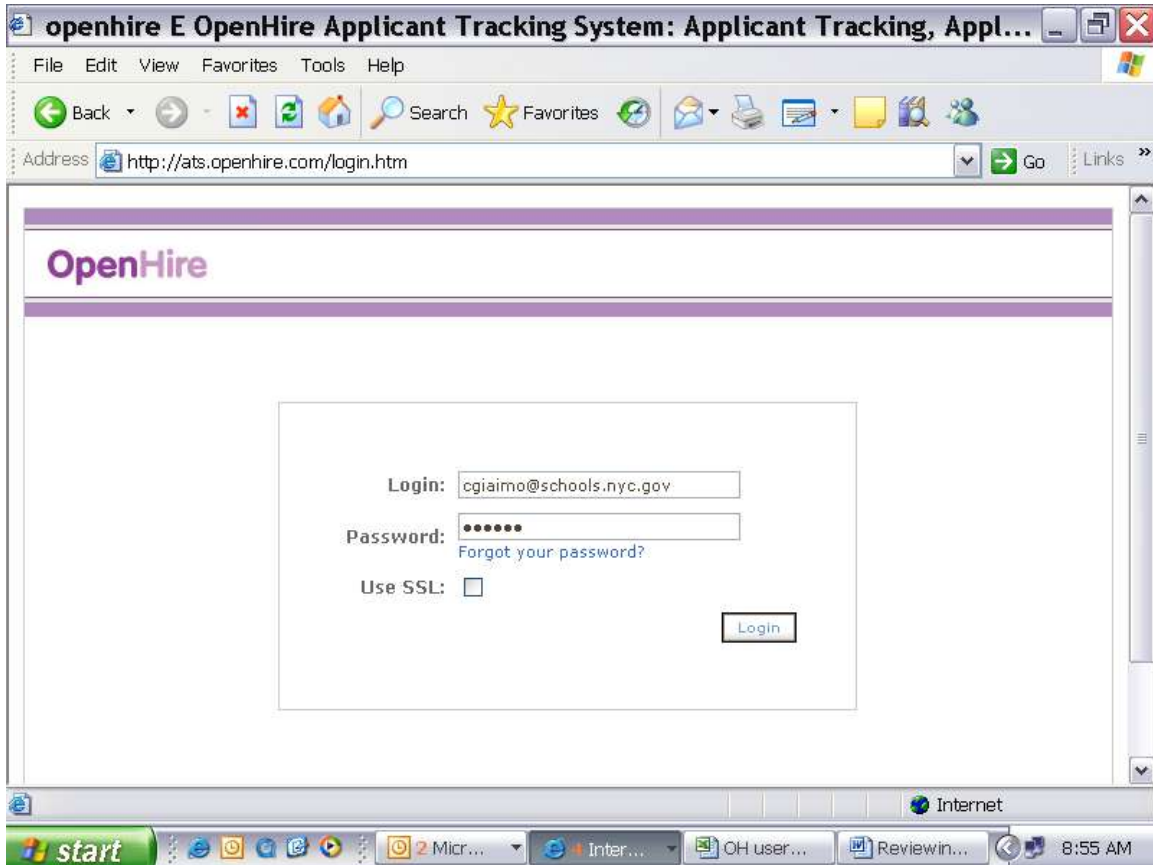
You will receive an email similar to that shown below, (one for each position for which you are listed as the Hiring Manager (all positions) or, in the case of Network Leaders, for Principal positions only), listing the eligible candidates whose resumes you are being asked to review.

Note: You may receive more than one email for the same position. That is because OpenHire only allows forwarding 25 resumes at a time. Depending on the number of resumes submitted for one school, you may receive 2 or 3 emails. Click on the link in the email.



2. Logging on to OpenHire

You will be redirected to the login screen for OpenHire. Be sure to enter your User ID (your email address) and password exactly as it was sent to you when it was first issued. For example, do not update your email address if it was issued under the old nycboe.net address. Also, the password is case sensitive.



3. Your Posted Jobs

Once logged in, only Hiring Managers will see a list of the jobs for which they are responsible. (For non-Hiring Managers, your initial view will be that depicted in #4 below.)

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>. The user is logged in as "C. Giaino" and has a "sign out" link. The main navigation menu includes "Review & Interview" (with "Track My Jobs" circled), "Customer Care", and "Send An Email". The "Track My Jobs" section displays a table of "Open Jobs".

Job Title/Trackingcode	Assigned Recruiter	Review Requests (Completed)	Interview Requests (Completed)	Job Status
Do NOT Apply JH Principal TEST (4497)	T. Brisson	0 (0)	0 (0)	HOLD
Principal - Day Elementary School (4446)	T. Brisson	0 (0)	0 (0)	HOLD
Principal - Day Elementary School (4445)	T. Brisson	0 (0)	0 (0)	HOLD
Do NOT Apply JH Principal TEST (4444)	T. Brisson	0 (0)	0 (0)	HOLD

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:39 AM.

4. Your Applicants

There is a menu on the left side of the page listing more options. You will click on “Review Requests”, which will bring up a listing of the candidates resumes that have been forwarded to you for review. They will be grouped by jobs, in the reverse chronological order of the date they were forwarded to you.

The screenshot shows a web browser window with the OpenHire application. The browser 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>. The user is signed in as "C. Giaimo".

The main content area is titled "Review & Interview" and contains the following text:

Listed below are Review Requests made by Recruiters. [\[view instructions\]](#)

Displaying 1 to 19 out of 19 records.

Buttons: [Remove Selected](#) | [Incomplete Reviews](#) (dropdown)

<input type="checkbox"/>	Job Score	Candidate, Location	Requester	Job Title	Date Requested
<input type="checkbox"/>	 N/A	Derek Jeter Bronx, NY, US.	S. Support	K101 Assistant Principal - Elementary Intermediate And Junior High Schools (1265)	Oct 23, 2008:09 AM
<input type="checkbox"/>	 N/A	Alex Rodriguez Bronx, NY, US.	S. Support	K101 Assistant Principal - Elementary Intermediate And Junior High Schools (1265)	Oct 23, 2008:09 AM
<input type="checkbox"/>	 N/A	Gary Sheffield Bronx, NY,	S. Support	K101 Assistant Principal - Elementary Intermediate And Junior High Schools	Oct 23, 2008:09 AM

Left sidebar menu:

- Track My Jobs
- Interview Requests
- Review Requests
- Manage Requisitions
- Shared Hiring Stages
- Candidate Search
- Search Folders
- My Reports

Customer Care section:

- Send An Email
- Site Help
- Call: 866-803-9663
- Change Your Password

Windows taskbar shows the Start button, several application icons, and the system clock at 12:07 PM.

5. Application Review

Click on the individual applicant's name and it will bring up their profile screen.

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>. The page content includes a navigation menu on the left with sections like "Review & Interview" and "Customer Care". The main content area displays candidate information for Derek Jeter, including his contact details and the job he is tracked for: "K101 Assistant Principal - Elementary Intermediate And Junior High Schools (1265)". At the bottom of the main content area, there are several tabs: "Summary", "Resume / CV", "Attachments", "eForms", "Evaluations", and "History". The "Resume / CV" tab is currently selected.

There are several tabs listed. The 3 center tabs are those you should access:

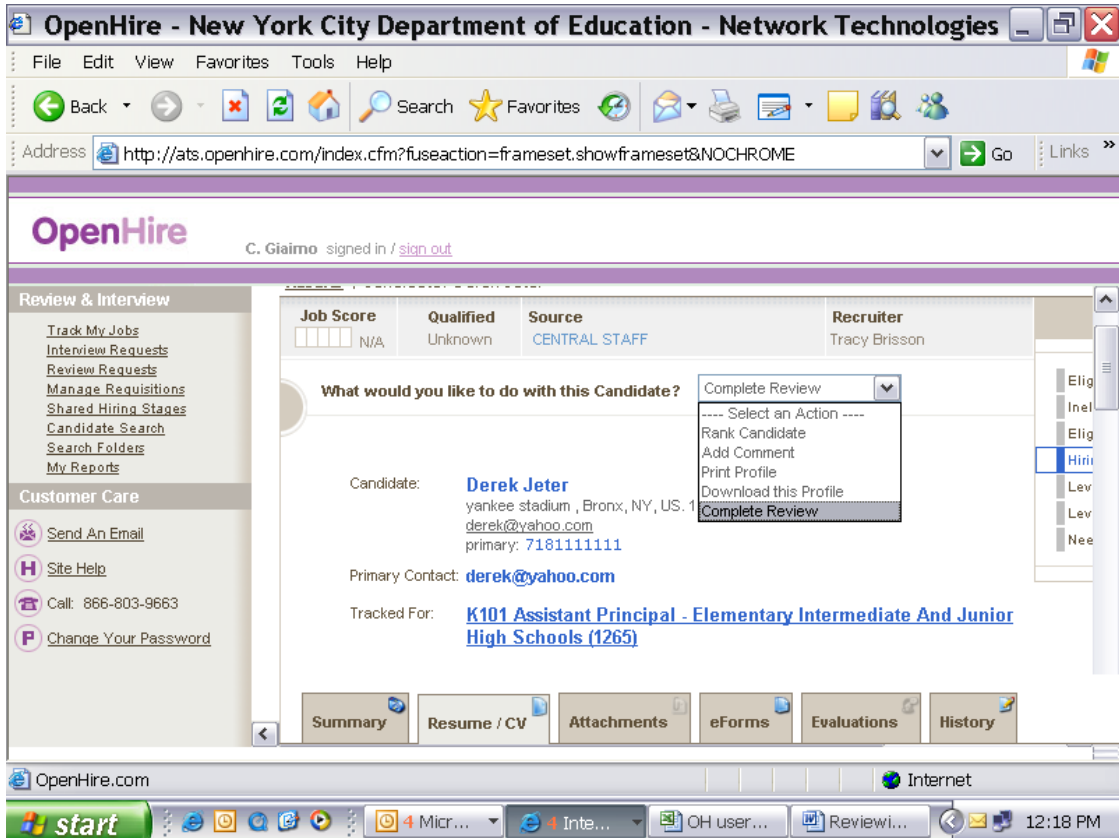
- Resume/CV – contains the applicant's resume.
- Attachments – contains the OSL "Applicant Report", as well as any attachments the applicant chose to include.
Note: The Applicant Report should not printed and distributed to anyone. This is for the use of the Hiring Manager/Network Leader only.
- eForms – contains the actual application, including the essays they were required to submit.

6. Choosing Level I Candidates

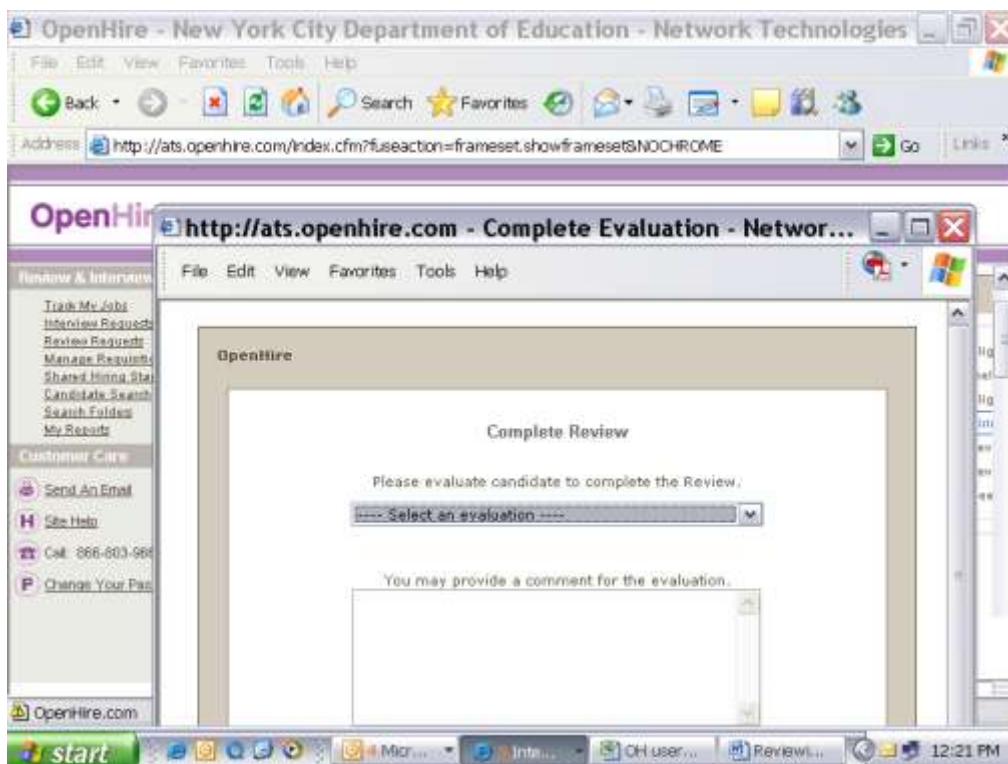
After reviewing each resume, click on the dropdown menu next to “What would you like to do with this candidate?” and select “Complete Review”.

Note: Only Hiring Managers should make changes in OpenHire. For Principal positions, only the Superintendent should complete reviews.

Note: Network Leaders should not make any changes to the screens.

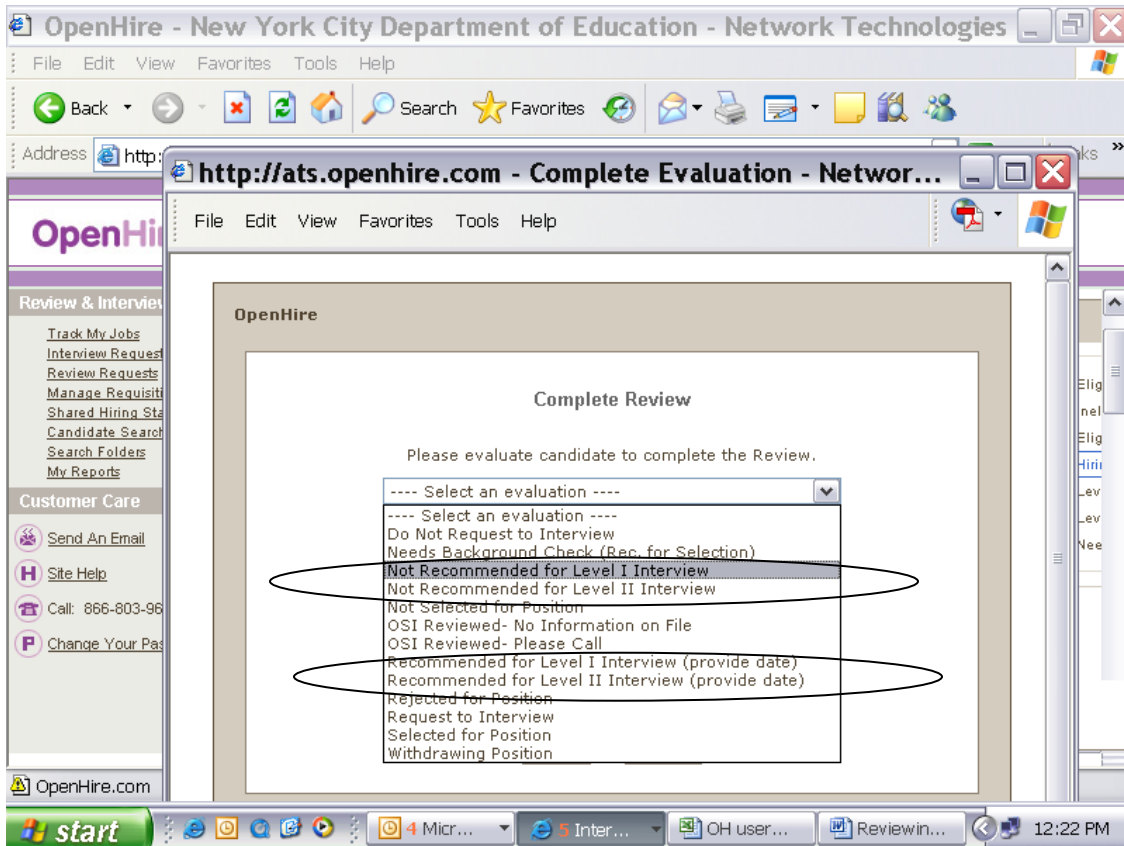


7. This will open another window:



8. Completing the Level I Review:

At this window, there are only 2 options you may choose – “Recommended for a Level I Interview” or “Not Recommended for a Level I Interview”. You may also enter a comment at this time, which will become a part of the applicant’s record for this job only.



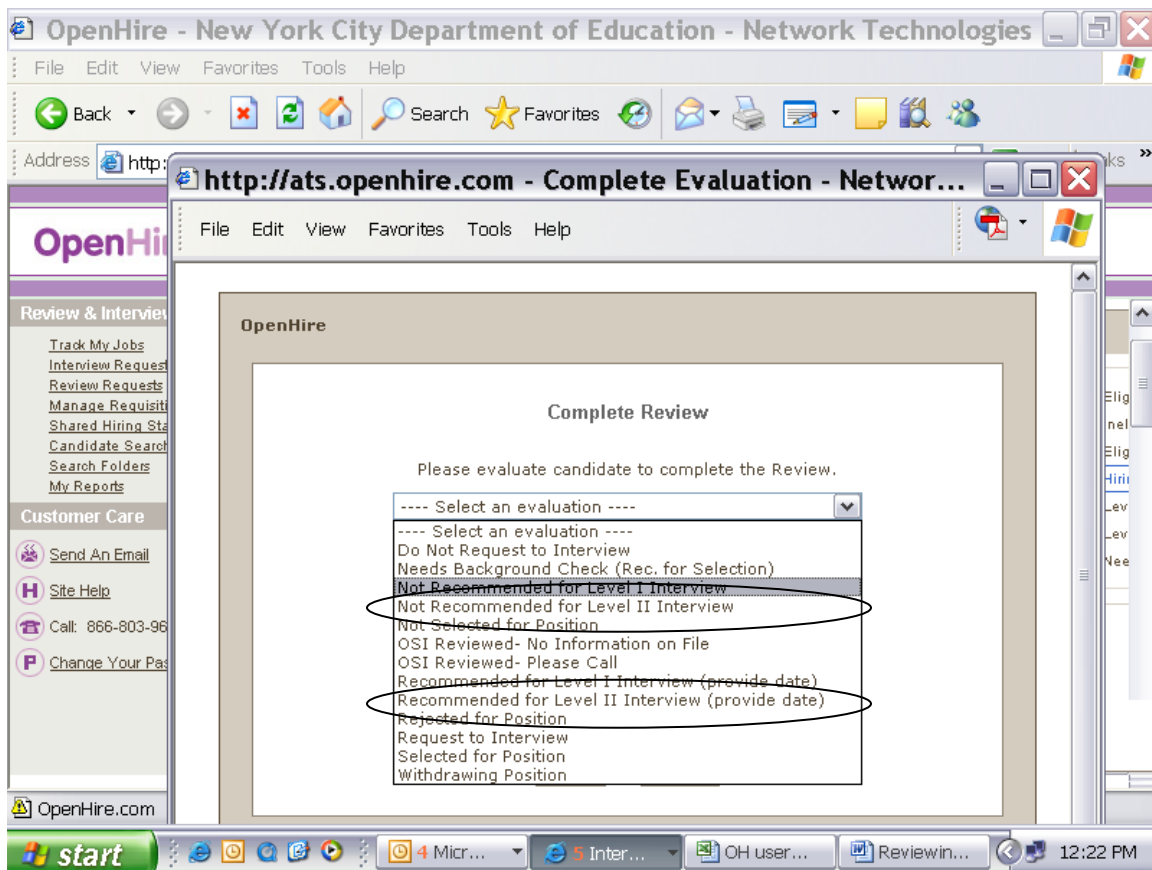
9. When completed, hit the “Submit” button and go on to the next candidate for the position.
Note: You must choose at least 3 applicants for the Level I Committee process to be conducted.

You must repeat this process for every candidate for a given position before the C-30 Coordinator can move on the next step in the process.

At this point, you are done in OpenHire until the Level I committee work is completed.
You can sign out.

10. Choosing Level II Candidates

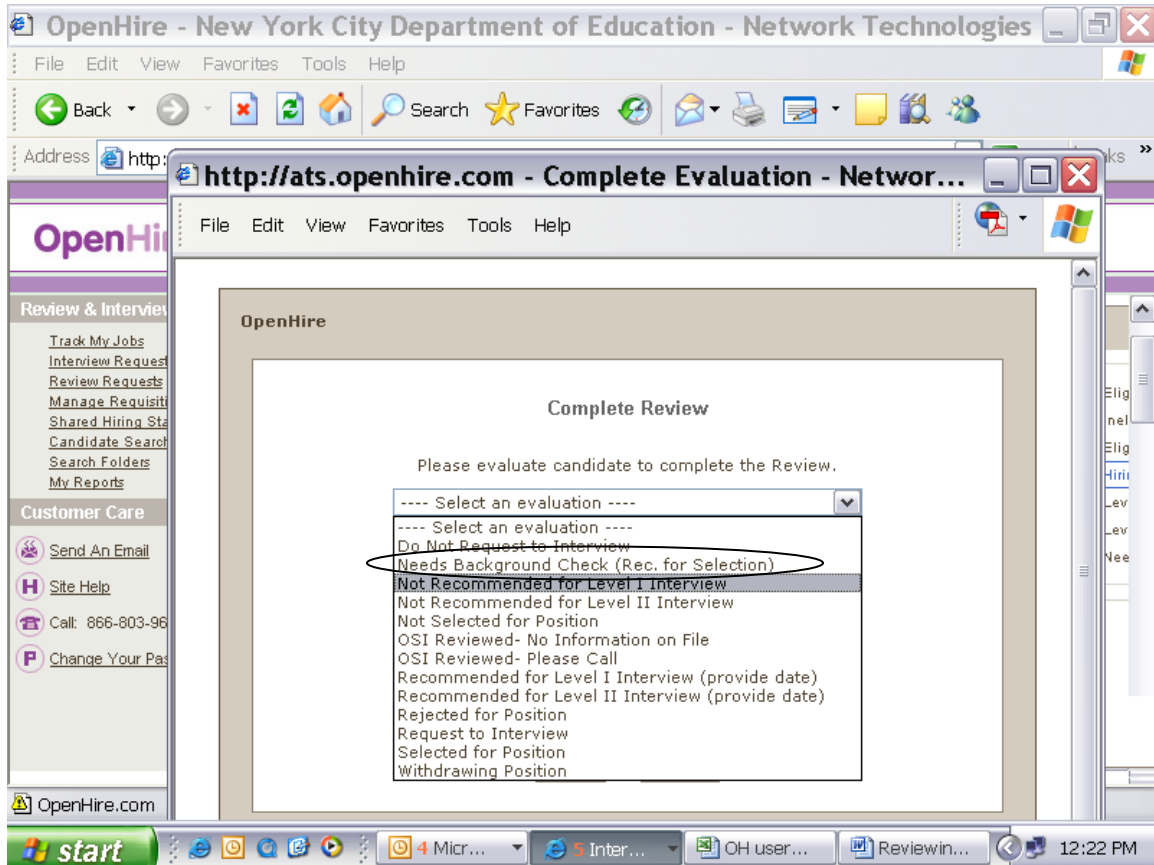
After the Level I Committee is conducted and your choice(s) for Level II is made, log back into OpenHire and repeat Steps 6-9 for only those candidates that you chose for Level I, this time indicating whether or not they are recommended for a **Level II** interview.



Again, you must complete this process for every candidate that was recommended for a Level I interview before the C-30 Coordinator can move on the next step in the process.

11. Selecting the Final Candidate

After the Level II process is completed and you have determined your candidate of choice, log back into OpenHire and access his or her resume and from the “Complete Review” screen, chose “Needs Background Check (Rec. for selection).”



You have now completed your work in OpenHire for that position.

If you have any questions regarding using OpenHire, please contact your C-30 Coordinator or Supvsupport@schools.nyc.gov or (718) 935-5226.