

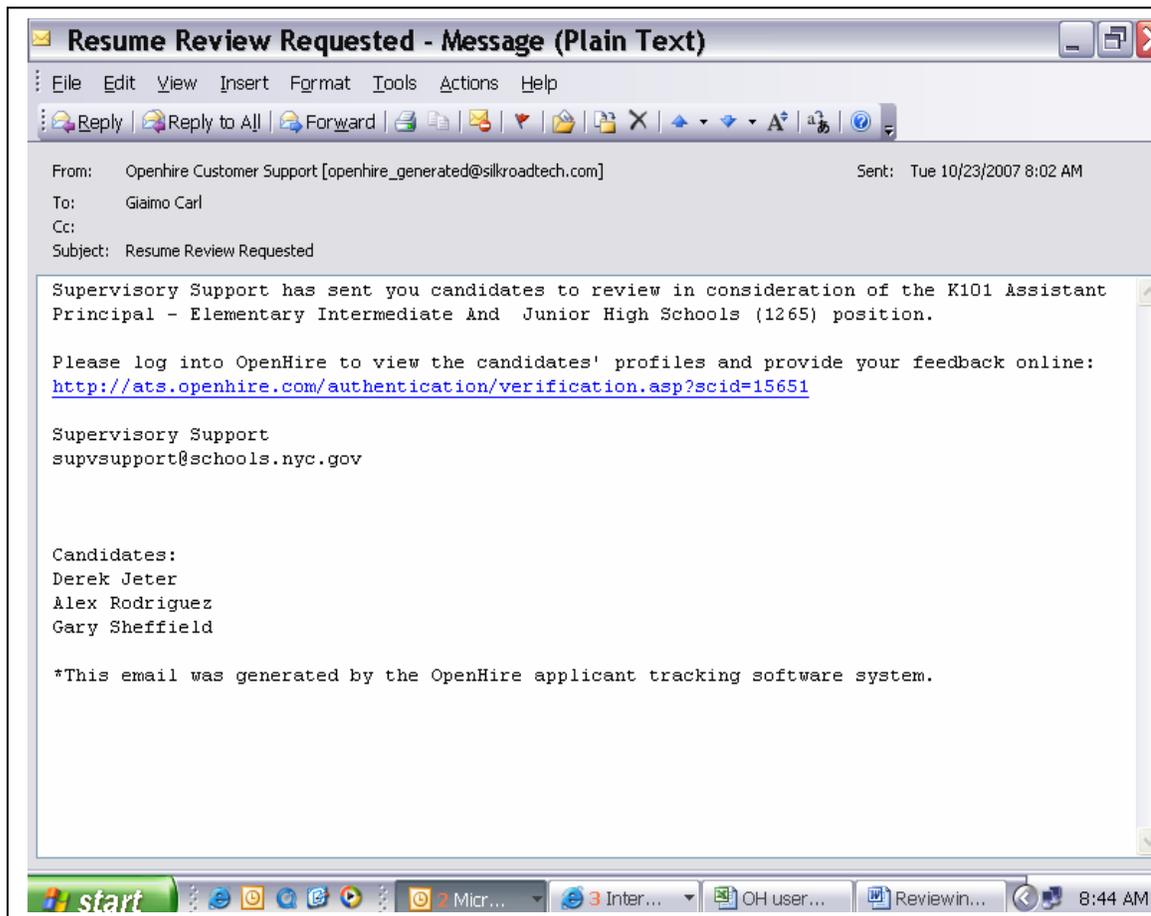
## Reviewing Resumes in OpenHire

### A Quick Guide for Superintendents and Network Leaders

1. E-mail alert of application release

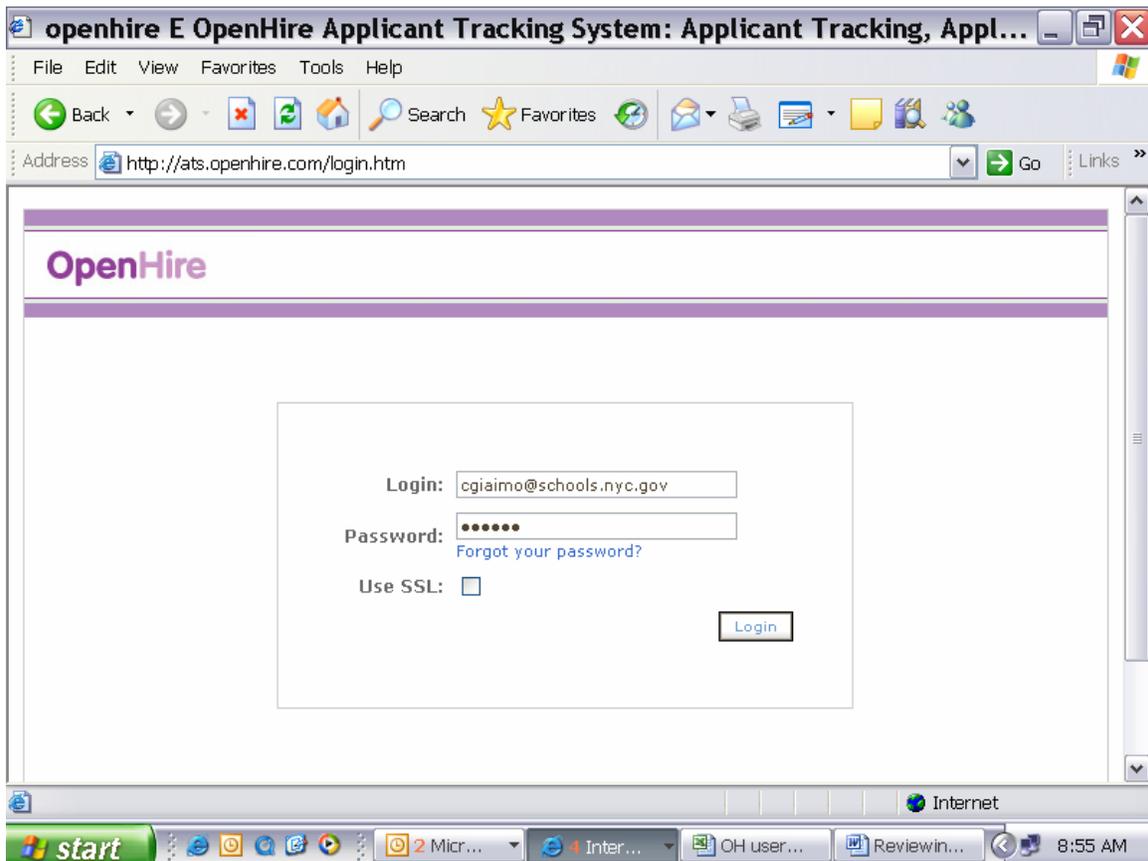
You will receive an email similar to that shown below, (one for each position for which you are listed as the Hiring Manager (all positions) or, in the case of Network Leaders, for Principal positions only), listing the eligible candidates whose resumes you are being asked to review.

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. (You can also access it at [www.openhire.com](http://www.openhire.com)) 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. If you are unsure of your login and/or password, contact the C-30 Coordinator or email [cgiaimo@schools.nyc.gov](mailto:cgiaimo@schools.nyc.gov).



### 3. Your Posted Jobs

Once logged in, only the Hiring Manager listed on the posting(s) 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. Giaimo" and can click "sign out".

The main content area is titled "Track My Jobs" and contains a section for "Open Jobs". A table lists the following jobs:

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

On the left side, there is a navigation menu with the following items:

- Review & Interview
  - Track My Jobs
  - Interview Requests
  - Review Requests
  - Manage Requisitions
  - Shared Hiring Stages
  - Candidate Search
  - Search Folders
  - My Reports
- Customer Care
  - Send An Email
  - Site Help
  - Call: 866-803-9663
  - Change Your Password

#### 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 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 signed in as "C. Giaino".

The main content area is titled "Review & Interview" and displays a list of review requests. The text above the table reads: "Listed below are Review Requests made by Recruiters. [view instructions]" and "Displaying 1 to 19 out of 19 records." There are buttons for "Remove Selected" and "Incomplete Reviews".

<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 8:09 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 8:09 AM
<input type="checkbox"/>	 N/A	Gary Sheffield Bronx, NY,	S. Support	K101 Assistant Principal - Elementary Intermediate And Junior High Schools	Oct 23, 2008 8:09 AM

The left sidebar contains navigation links under "Review & Interview" and "Customer Care". The "Customer Care" section includes: "Send An Email", "Site Help", "Call: 866-803-9663", and "Change Your Password".

## 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 user is logged in as "C. Giaino".

The main content area displays the candidate's profile for "Derek Jeter". The profile includes the following information:

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

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

The candidate's details are:

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

At the bottom of the profile, there are several tabs: Summary, Resume / CV, Attachments, eForms, Evaluations, and History. The "Resume / CV" tab is circled in red.

The browser's taskbar shows the Start button, several application icons, and the system clock displaying 12:10 PM.

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

- Resume/CV – contains the applicant's resume.
- eForms – contains the actual application, including the essay they were required to submit for this position.
- Attachments – contains the OSL "Candidate Report", as well as any attachments the applicant chose to include.

The Candidate Report contains a link that will allow you to view the candidate's application to the Principal Candidate Pool. You must be logged in to Open Hire in order for the link to work.



**NYC**  
Department of  
Education  
Ensuring a bright future for every child

**PRINCIPAL CANDIDATE POOL  
CANDIDATE REPORT**

NAME	Carl Giaimo
APPLICATION DATE	2/1/2008
FILE NUMBER	000000

**Principal Candidate Pool Evaluation**

All applicants are evaluated based on the DOE School Leadership Competencies:

- Fosters a culture of excellence through personal leadership
- Uses data to set high learning goals and to develop plans for improving student learning
- Leverages deep knowledge of curriculum, instruction and assessment to improve student learning
- Develops staff and shares school leadership
- Manages resources to improve student learning

This candidate has been evaluated and accepted into the Principal Candidate Pool. The components of the evaluation are an on-line application (essay and resume) and three in-person modules (moderated case study of school data, on-the-spot written lesson evaluation, and un-moderated group discussion).

The information below is provided solely to assist you in assessing candidates, in identifying areas for follow-up during the C-30 process, and in matching candidates to your school's needs. The values given below represent the percentage of the maximum attainable score. Please note that these are NOT percentile rankings of candidates, but represent the percentage of total available points earned on that competency or task.

Competency	% of Maximum Score	Proficiency Level (1-4)
Personal Leadership	82. %	4
Use of Data	84. %	4
Curriculum & Instruction	86. %	4
Development of Staff	92. %	4
Managing Resources	96. %	4
Written Communication	86. %	4

The Proficiency Levels provided below are based on a 1-4 scale, spanning from Undeveloped to Highly Proficient. The standard for a Proficiency Level score of 4 is a highly qualified, experienced principal. In general, Proficiency Levels of 3 and higher represent areas of strength for members of the Principal Candidate Pool. Candidates rarely score highly in every area.

Stage	% of Maximum Score	Proficiency Level (1-4)
Essay	64. %	3
Resume*	100. %	NA
Moderated Case Study	90. %	4
Lesson Analysis	49. %	2
Group Discussion	87. %	4

**PROFICIENCY LEVELS**

1: Undeveloped  
2: Approaching Proficiency  
3: Proficient  
4: Highly Proficient

\*Resumes scored for evidence of proficiency in the Competencies

To see this candidate's application for the Principal Candidate Pool, click here:

[https://ts.openhire.com/resumeprocessing/temple\\_report.asp?sid=4593&id=mcireport&pwFileview&FileNumber=00000036#Phibibave](https://ts.openhire.com/resumeprocessing/temple_report.asp?sid=4593&id=mcireport&pwFileview&FileNumber=00000036#Phibibave)

**Talent Identification**

Some candidates have been identified as high potential leaders by Network Leaders, Superintendents, and Principals and encouraged to apply to the Pool. If this candidate was identified, the person identifying him or her is listed below.

**Note: The Candidate Report is confidential and should not be distributed to anyone. The report is for the use of the Hiring Manager/Network Leader only.**

## 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: For Principal positions, only the Superintendent should complete reviews. Network Leaders should not make any changes to the screens.

The screenshot shows the OpenHire web application interface. 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. Giaino.

The main content area displays a candidate profile for Derek Jeter. The "What would you like to do with this Candidate?" dropdown menu is open, showing the following options:

- Complete Review (highlighted)
- Select an Action ----
- Rank Candidate
- Add Comment
- Print Profile
- Download this Profile
- Complete Review

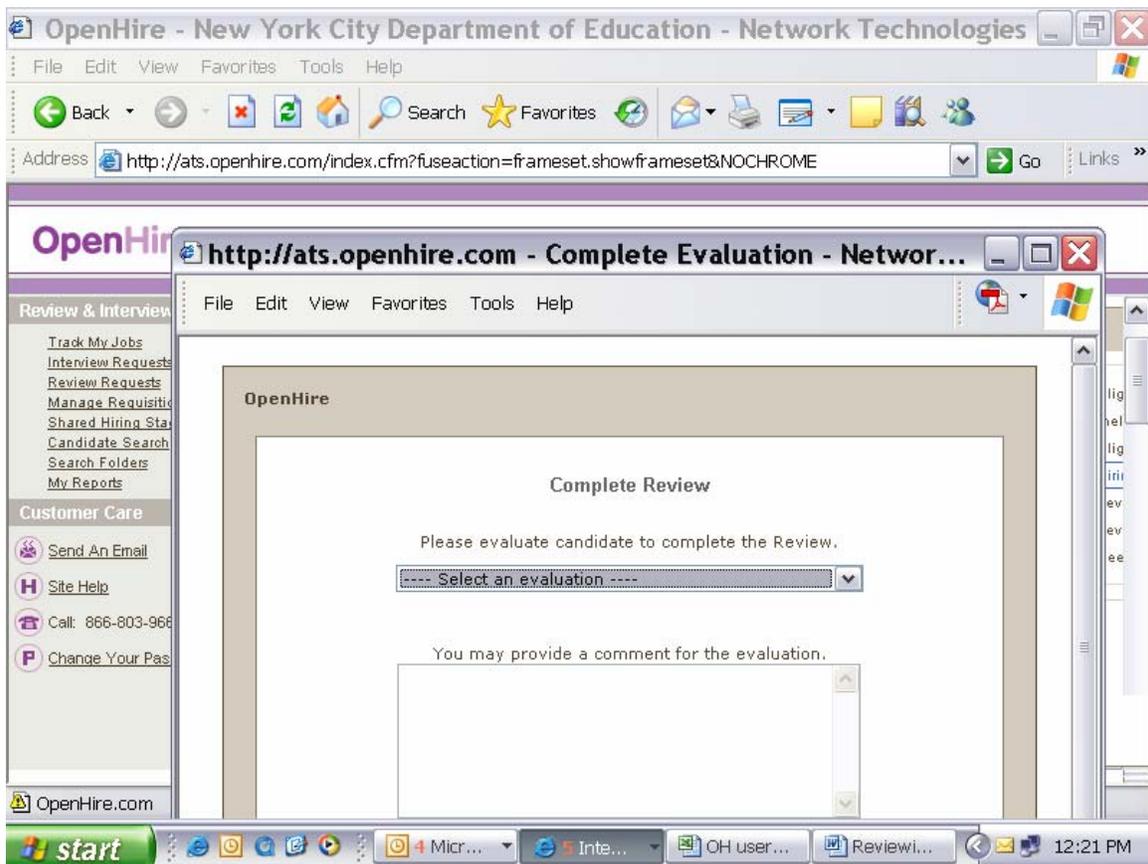
The candidate's details are as follows:

- Candidate:** Derek Jeter
- yankee stadium , Bronx, NY, US. 1
- [derek@yahoo.com](mailto:derek@yahoo.com)
- primary: 7181111111
- Primary Contact:** [derek@yahoo.com](mailto:derek@yahoo.com)
- Tracked For:** [K101 Assistant Principal - Elementary Intermediate And Junior High Schools \(1265\)](#)

The interface includes a sidebar with navigation links such as "Track My Jobs", "Interview Requests", "Review Requests", "Manage Requisitions", "Shared Hiring Stages", "Candidate Search", "Search Folders", and "My Reports". There are also "Customer Care" links for "Send An Email", "Site Help", "Call: 866-803-9663", and "Change Your Password".

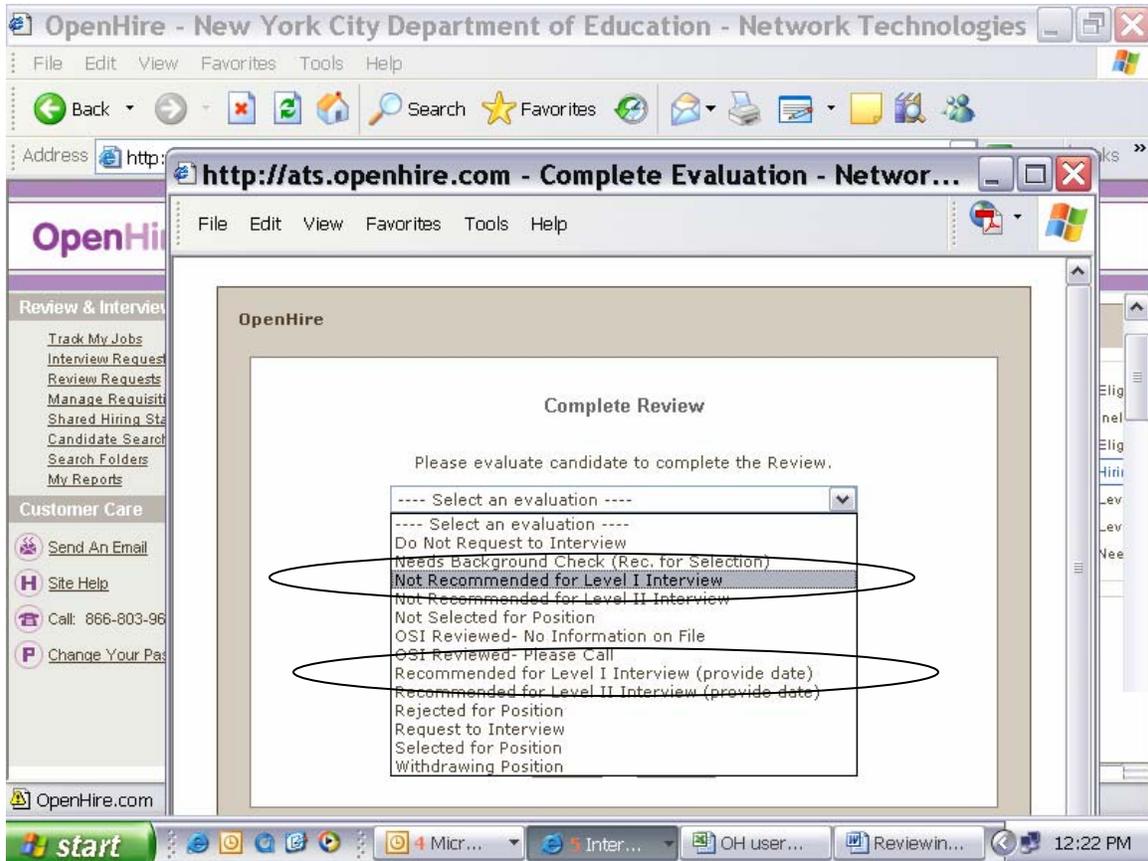
At the bottom of the page, there are buttons for "Summary", "Resume / CV", "Attachments", "eForms", "Evaluations", and "History". The system tray shows the time as 12:18 PM.

6. This will open another window:



7. 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”. For those for whom you’ve chosen to interview, please indicate in the comment section the date of the Level I interview. (If not yet determined, as soon as it is set contact the C-30 Coordinator.) You may also enter a comment for any applicant at this time, which will become a part of the applicant’s record for this job only.



8. 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.

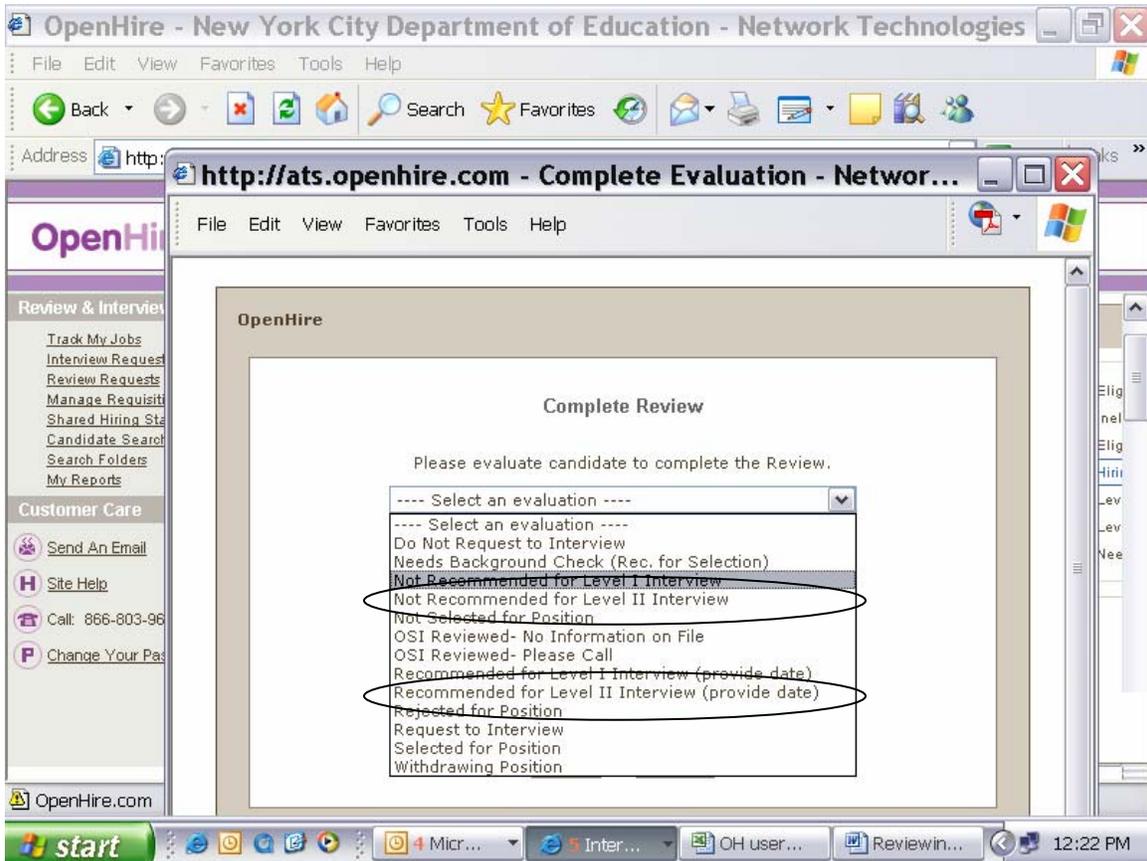
You must repeat this process for every candidate for a given position before the C-30 Coordinator can move on the next step in the process.

\*\*\*\*\*

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

9. Choosing Level II Candidates

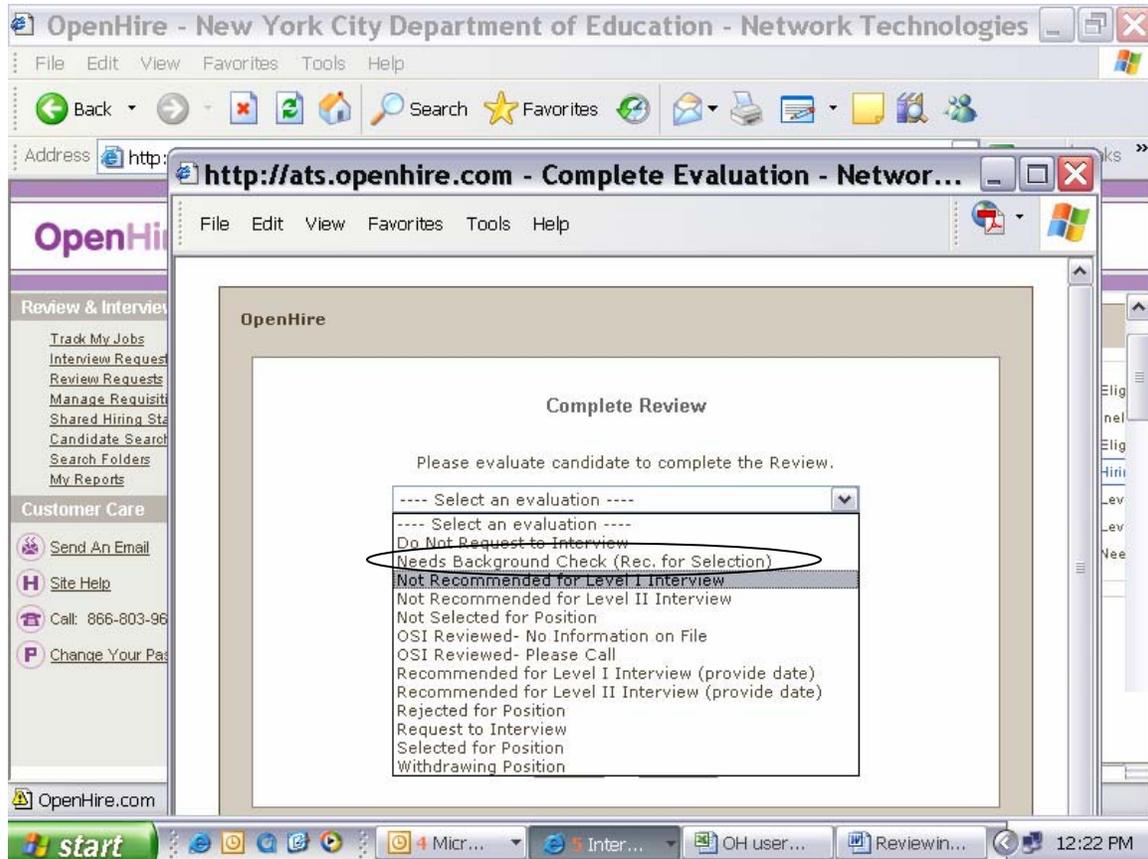
After the Level I Committee is conducted and your choice(s) for Level II is made, log back into OpenHire and repeat Steps 6-8 for only those candidates that you chose for Level I, this time indicating whether or not they are recommended for a **Level II** interview.



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.

#### 10. 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 Carl Giaimo, Office of School Leadership Operations Director, at [cgiaimo@schools.nyc.gov](mailto:cgiaimo@schools.nyc.gov) or (718-935-5226).