


Entering Interviews in CUNYfirst









- Enter interview dates for first round of interviews only
- Only the Search Committee Chair and his/her designee who has the role of an “Interested Party” in CUNYfirst can enter the interviews
- Schedule interviews with candidates via phone/email
- Enter the interviews in CUNYfirst by following the steps below:
 1. Log into CUNYfirst
 2. Click on HR/Campus Solutions
 3. Click on Self Service
 4. Click on Recruiting Activities
 5. Click on Browse Job Opening and select from the Display “Jobs Associated to me”, “open”, and “Active within View All”, and click the green arrows on the right
 6. You should see the job title in blue, click on it
 7. Click on “Manage Applicants”
 8. Find the applicant’s name who you selected for an interview
 9. In the same row where the applicant’s name appears, in the “Take Action” column (which is the last column) select “Manage Interviews”
 10. Put in the interview date, start and end time, interview type, location (e.g. GC). Enter this information for one row (not needed for every Search Committee member).
 11. Click on “Save & Submit”

Entering Interview Evaluations in CUNYfirst

- Once interviews are completed, enter the interview evaluations into CUNYfirst. Complete only one (1) evaluation for each applicant.
- Only the Search Committee Chair and his/her designee who has the role of an “Interested Party” in CUNYfirst can enter the interview evaluations.
- Enter the interview evaluations in CUNYfirst by following the steps below:
 1. Log into CUNYfirst
 2. Click on HR/Campus Solutions
 3. Click on Self Service
 4. Click on Recruiting Activities
 5. Click on Browse Job Opening and select from the Display “Jobs Associated to me”, “open”, and “Active within View All”, and click the green arrows on the right
 6. You should see the job title in blue, click on it
 7. Find applicant’s name who was interviewed
 8. In the same row where the applicant’s name appears, in the “Take Action” column (which is the last column) select “Create Interview Evaluation”
 9. For each category, select an interview rating from the drop down menu, then select the “overall rating” and “recommendation”. Once this is complete, click on “Submit Evaluation”. The evaluation will now be saved in CUNYfirst.

Below is a screen shot of the categories for the interview evaluation (please continue reading the instructions after the screen shot).

Interview Date:  Interview Type: ▼

Rate Applicant			
Category	Interview Rating	Score	
Communication Skills	<input type="text"/> ▼	0	
Job Knowledge	<input type="text"/> ▼	0	
Customer Service	<input type="text"/> ▼	0	
Diversity	<input type="text"/> ▼	0	
Interpersonal	<input type="text"/> ▼	0	
Professionalism	<input type="text"/> ▼	0	
Management	<input type="text"/> ▼	0	
Leadership	<input type="text"/> ▼	0	

Recommendation	
Overall Rating:	<input type="text"/> ▼
Recommendation:	<input type="text"/> ▼

General Comments

You can make the following selection for the “Interview Rating”:

- Outstanding
- Very Good
- Acceptable
- Unsatisfactory
- N/A (Not Applicable)

You can make the following selection for the “Overall Rating”:

- Outstanding
- Very Good
- Acceptable
- Unsatisfactory
- N/A (Not Applicable)

You can make the following selection for the “Recommendation” (please choose only the ones selected in green below):

- Interview
- Make Offer
- Hold
- Reject
- Withdrawn

Please print the interview evaluations from CUNYfirst and send them to the Compliance & Diversity Office along with all the other required documents.