# Create A Posting With Assessment Criteria - Unit4 Recruit (U4R)

This guide will assist supervisors in navigating the U4R Hiring Manager portal where you will post jobs, review candidates & set up interviews. Before starting, check out the Hiring Manager Checklist.
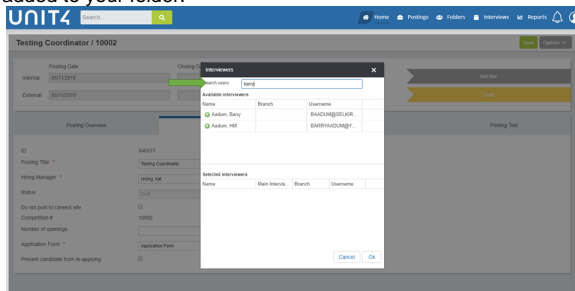
1. When creating postings and working with Unit4 Recruit please use the preferred browser of Google Chrome, Firefox will also work well.

2. Login to your **Unit4 Recruit Dashboard** (u4r.selkirk.ca), using your Selkirk College email address.

3. Welcome to your **Hiring Manager Dashboard**. Here is where you will post jobs, review candidates, set up interviews and much more.

4. Click "**Start Tour**" at the top left to check everything out!
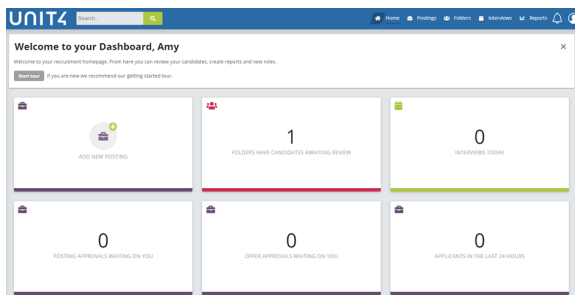
1. After your posting has been saved, click on **"Options" in** the top right and choose **"Hiring Committee Selection"**.
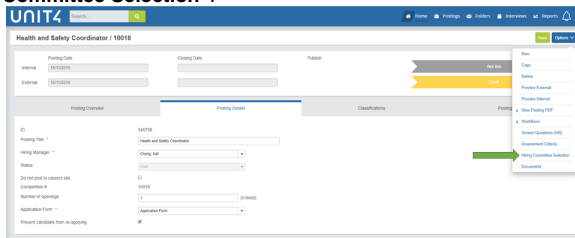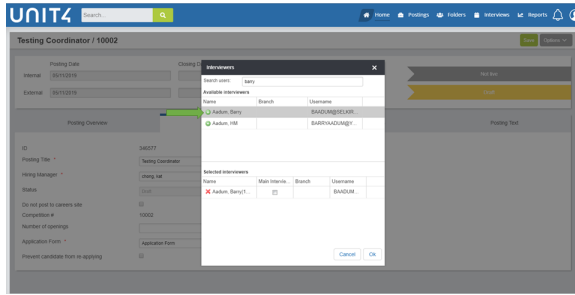

2. A pop up will show where you can search available users, if the person you are looking for does not show up, please email **careers@selkirk.ca** to have an account created for them and to be added to your folder.

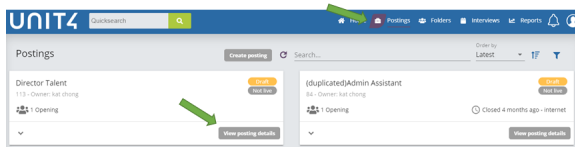3. Press the ⊕ to add the selected interviewer.

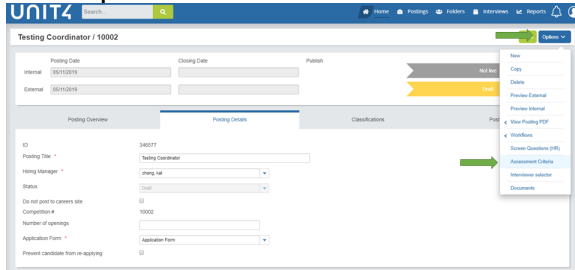4. When complete, press "**OK**".

What is Assessment Criteria?
Assessment Criteria is where you will enter the criteria you want to use to rate candidates. You must have a minimum of 3 criteria and max of 10.
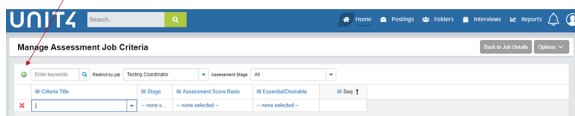
1. To add new criteria, go into your job posting by clicking on "**Postings**", then "**View Posting Details**".

2. Click on "**Options**" then select "**Assessment Criteria**".

3. This will take you to the "**Manage Assessment Job Criteria**" page. Here you can manage/edit the job criteria.
4. Click the ⊕ button on the left side of your screen. This will create a new, blank criteria.

   a. **Criteria Title:** Using the drop-down menu, select your criteria.
      *NOTE: If the criteria you want is not available, choose the closest and email **careers@selkirk.ca** to request the criteria be added.

   b. **Stage:** There are 2 options listed - <u>**CHOOSE "APPLICATION" FOR YOUR CRITERIA**</u>.
      i. **Application:** This is what will be used to assess each resume received.
      ii. **Interview**: We are currently not using this stage, please do not select this for your criteria.

   c. **Assessment Score Basis:** Using the drop-down menu;
      i. **Rating 0 to 3/User Defined:** This rates on a table how much they meet the criteria from 0 – 5 (0 being not at all).
      ii. **Met/Not Met:** If the assessment can be "**Met**" or "**Not**"(ex. Hold a valid driver's license)

   d. **Essential/Desirable:** Using the drop-down menu, choose whether the criteria is an "**Essential**" or "**Desirable**".

   e. **Sequence:** If you require your Criteria to be shown in a particular order, use this option. Number them in the order you'd like them to appear.
      * NOTE: This is an optional feature. If not selected, it will list criteria in the order shown.

5. Once **Steps A-D** have been completed, your screen will automatically refresh and save.
   * NOTE: Steps A-D must be entered in order for the criteria to save. As you complete each line it will automatically save, be sure to enter all information to save.

6. The "**Assessment Criteria**"will look like below once complete.

7. Once you are satisfied with your list of Criteria, click "**Back to Job Details**". This brings you back to your "**Posting Details**" page: