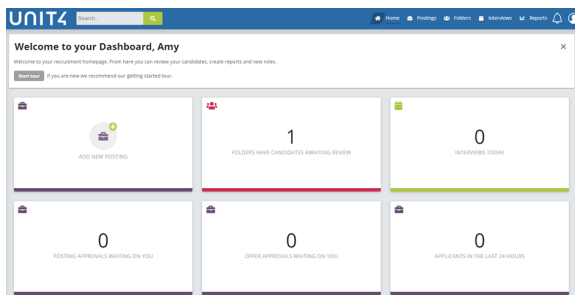


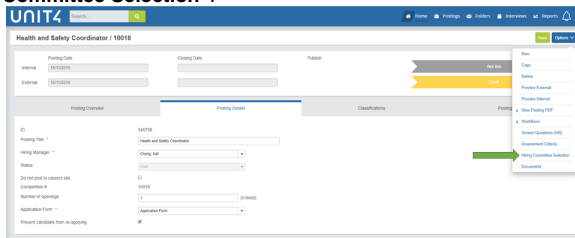
Create A Posting With Assessment Criteria - Unit4 Recruit (U4R)

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](#).

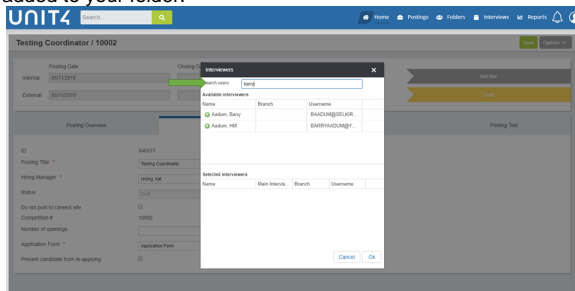
1. When creating postings and working with Unit4 Recruit please use the preferred browser of Google Chrome, Firefox will also work well.
2. Login to your **Unit4 Recruit Dashboard** (u4r.selkirk.ca), using your Selkirk College email address.
3. Welcome to your **Hiring Manager Dashboard**. Here is where 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"**.



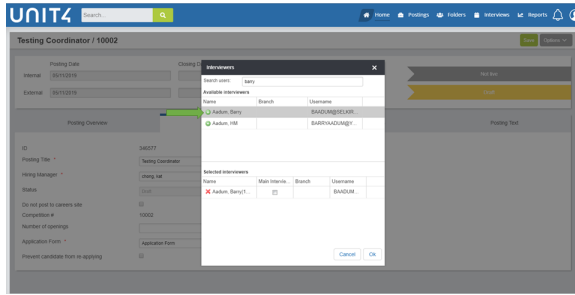
2. A pop up will show where you can search available users, if the person you are looking for does not show up, please email careers@selkirk.ca to have an account created for them and to be added to your folder.



Related Articles:

- [Create A Posting With Assessment Criteria - Unit4 Recruit \(U4R\)](#)
- [Setting-up Interviews in Unit4 Recruit \(U4R\)](#)
- [Request A Posting Change in Unit4 Recruit \(U4R\)](#)
- [Using Candidate Filters in Unit4 Recruit \(U4R\)](#)
- [Rating Applicants in Unit4 Recruit \(U4R\)](#)
- [Create A Unit4 Recruit \(U4R\) Account](#)
- [Cost Distribution Updates \(Supervisor\) Form](#)
- [My Contracts \(Manager\) Report](#)
- [Employment Contract Form](#)
- [HR User Guides - Positions, Recruiting, and Contracts](#)
- [Position Request and Change Form](#)
- [Temporary Employment Contract Form](#)
- [Posting Requisition Form](#)
- [My Posting Requisitions \(Manager\) Report](#)
- [Hiring Manager Checklist](#)

- Press the  to add the selected interviewer.

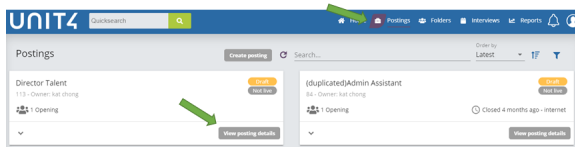


- When complete, press "OK".

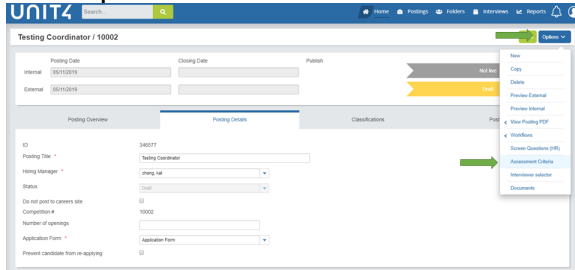
What is Assessment Criteria?


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.

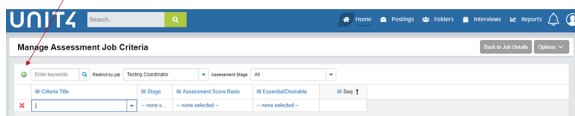
- To add new criteria, go into your job posting by clicking on "Postings", then "View Posting Details".



- Click on "Options" then select "Assessment Criteria".



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



- 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.
- Stage:** There are 2 options listed - **CHOOSE "APPLICATION" FOR YOUR CRITERIA.**
 - Application:** This is what will be used to assess each resume received.
 - Interview:** We are currently not using this stage, please do not select this for your criteria.
- Assessment Score Basis:** Using the drop-down menu;
 - 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).
 - Met/Not Met:** If the assessment can be "Met" or "Not"(ex. Hold a valid driver's license)
- Essential/Desirable:** Using the drop-down menu, choose whether the criteria is an "Essential" or "Desirable".
- 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.

Criteria Title	Stage	Assessment Score Range	Essential/Optional	Seq.
Experience	Application	Rating 0 to 30 User Defined	Essential	0
Class 5 Drivers License	Application	Method Met	Essential	1
High School Education	Application	Method Met	Essential	2
First Aid Certificate	Application	Method Met	Essential	3

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

Testing Coordinator / 121

Posting Date: Internal: 12/15/2019, External: 12/15/2019, Closing Date: , Publication:

Buttons: Post, Draft, Cancel

Tabs: Posting Overview, Posting Details, Classifications, Posting Test

Posting Details:

ID: 148017

Posting Title: Testing Coordinator

Hiring Manager: cheng, kat

Status: Draft

Do not post to careers site: 0

Application Form: Application Form

Prevent candidate from re-applying: 0