
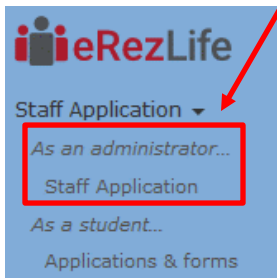


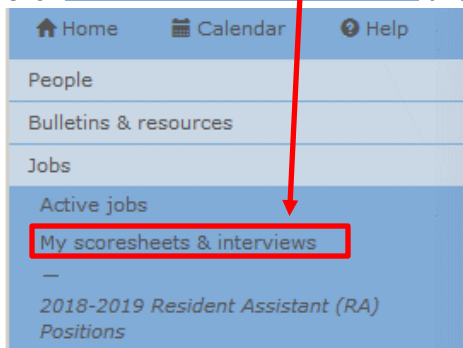
eRezLife Interviewer Handout

View Your Assigned Interviews

1. Go to eRezLife at <https://umass.erezlife.com>
2. Login with your Net ID and Password
3. **Make sure you have your Staff role selected** (as opposed to your Applicant role)
 - a. Click the drop-down option under the  logo in the top left corner of your screen
 - b. Select the **Staff Application** role from the 2 options listed



4. Click **My scoresheets & interviews** under **Jobs** in the left hand navigation menu



5. You will see a list of **Scoresheets** for any scheduled interviews and a list of **Upcoming Interview** sessions.

Applicant	Scoresheet	Interview date	Interview time
Jones, Jenny	Individual Interview	Nov 30, 2017	10:00 AM-10:30 AM
Smith, John	Individual Interview	Nov 30, 2017	11:00 AM-11:30 AM
Smythe, Jane	Individual Interview	Nov 30, 2017	1:00 PM-1:30 PM

Date	Time	Location	Interviewers	Applicants
Nov 30, 2017	9:00 AM-9:30 AM	110 Berkshire House	Interviewer, Staff	Jones, Jenny
Nov 30, 2017	10:00 AM-10:30 AM	110 Berkshire House	Interviewer, Staff	Smith, John
Nov 30, 2017	11:00 AM-11:30 AM	110 Berkshire House	Interviewer, Staff	Smythe, Jane
Nov 30, 2017	1:00 PM-1:30 PM	110 Berkshire House	Interviewer, Staff	
Nov 30, 2017	2:00 PM-2:30 PM	110 Berkshire House	Interviewer, Staff	

You will see an **Interview Scoresheet link** for each applicant you have to interview.

You will also see a list of your **available Upcoming Interview Times**. If the **Applicants column** is blank, no one has yet signed up for that time.

Use the Interview Scoresheet

1. Open the Interview Scoresheet
 - a. **Right click** the **Individual Interview scoresheet link** next to the appropriate applicant's name on the Home page and select **Open in a new tab** or **Open in a new window**.

Applicant	Scoresheet	Interview date	Interview time
Jones, Jenny	Individual Interview	Nov 30, 2017	10:00 AM-10:30 AM
Smith, John	Individual Interview	Nov 30, 2017	11:00 AM-11:30 AM
Smythe, Jane	Individual Interview	Nov 30, 2017	1:00 PM-1:30 PM

2. Complete the Scoresheet
 - a. Use the notes fields and text boxes to make notes and score each question as indicated in the Scoring Rubric instructions.

CSA-Interview Scoresheet

scoresheets: 1 outstanding, 0 completed

CSA-Interview Scoresheet—Scott Interviewer

Jones, Jenny
Individual Interview

[expand all](#) [collapse all](#) [show all options](#) [hide all options](#)

▼ Scoring Rubric

Scoring Rubric 4: Superior responses to questions and skills. Provides excellent details and specific examples. 3: Adequate responses to questions. Provides detailed, relevant examples. 2: Less than average response to questions and skills. Provides minimal details and specifics. 1: No skills expressed or unable to provide details or specifics of skills and experiences.

1. Tell me (us) a little bit about yourself and why you are interested in a Customer Service Associate position. What strengths or skills would you bring to the position?

notes

At the bottom of the form:

b. Enter a **hiring recommendation** by choosing from the drop down list.

c. Enter a **final score** for the interview.

d. Check the **“mark as complete”** box.

e. Click the **save** button.

NOTE: you can save and come back at any time – just don't mark the form as complete.

Please choose one of these options with regard to the applicant.

Hire

score: 18 / 28

mark as complete

save

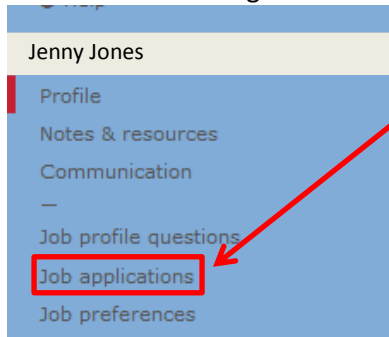
Once completed, the applicant's name will disappear from your list of incomplete Scoresheets.


View the Application Materials of the Interviewee

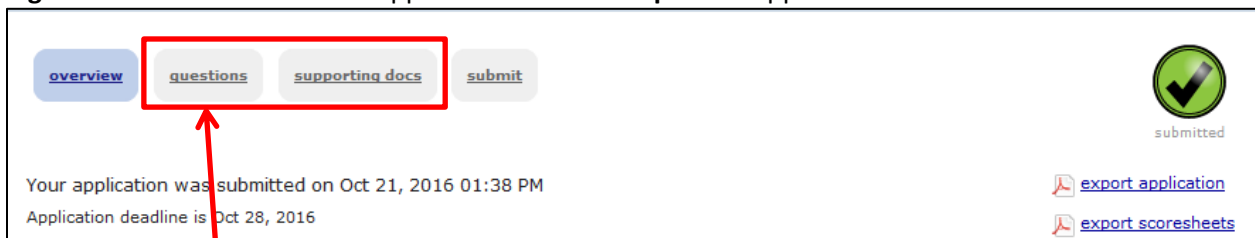
1. Right Click the Applicant's Name on the Home page and select **Open in a new tab** or **Open in a new window**

Applicant	Scoresheet	Interview date	Interview time
Jones, Jenny	Individual Interview	Nov 30, 2017	10:00 AM-10:30 AM
Smith, John	Individual Interview	Nov 30, 2017	11:00 AM-11:30 AM
Smythe, Jane	Individual Interview	Nov 30, 2017	1:00 PM-1:30 PM

2. In the left hand navigation menu, click **Job applications** underneath the applicant's name.



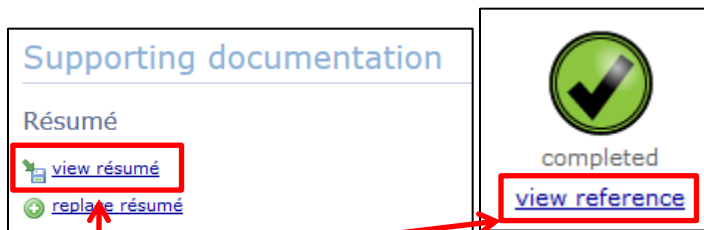
3. Right click the  next to the applicant's name and **open** the application in a **New Tab**



- a. Click  to review **application questions**

NOTE: Search Admins have the rights to add/edit applicant application questions in case you need to speak with an applicant on the phone to update their information.

- b. Click  to view the **Resume** and **References** for completion



- c. Right Click the option to view each and **open in a new tab**

4. Click **Jobs** and then **My scoresheets & interviews** to get back to your list of Interviewees and Scoresheets.