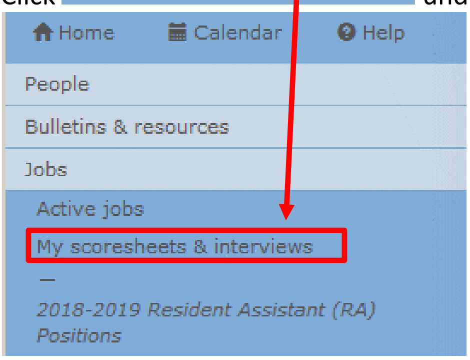
eRezLife Interviewer Handout

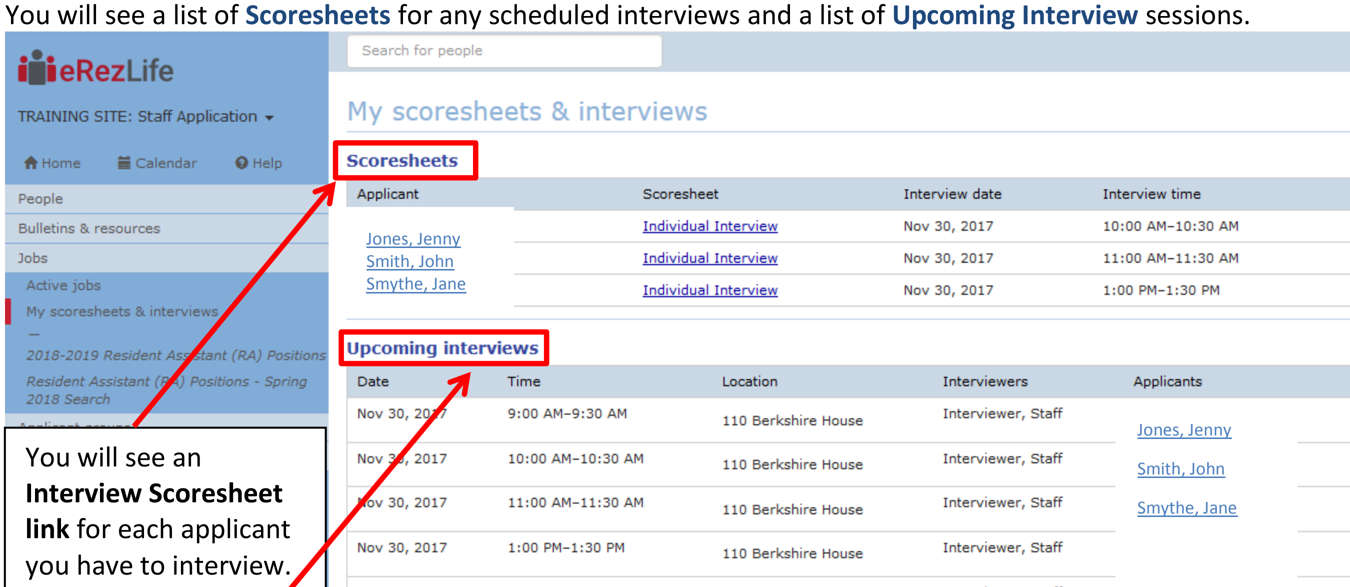
View Your Assigned Interviews

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 eRezLife 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.

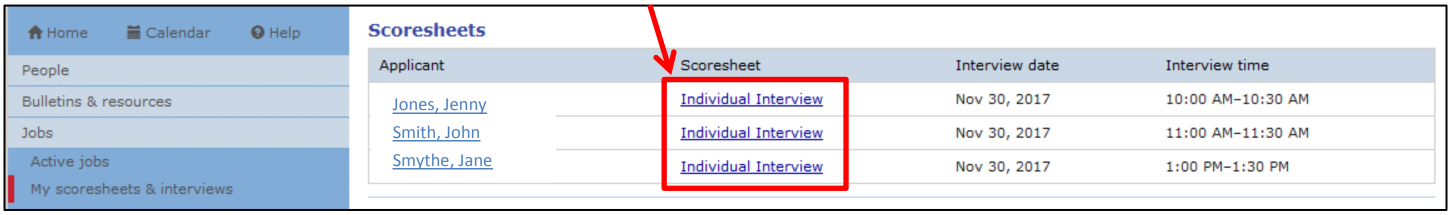


You will see an **Interview Scoresheet link** for each applicant you have to interview.

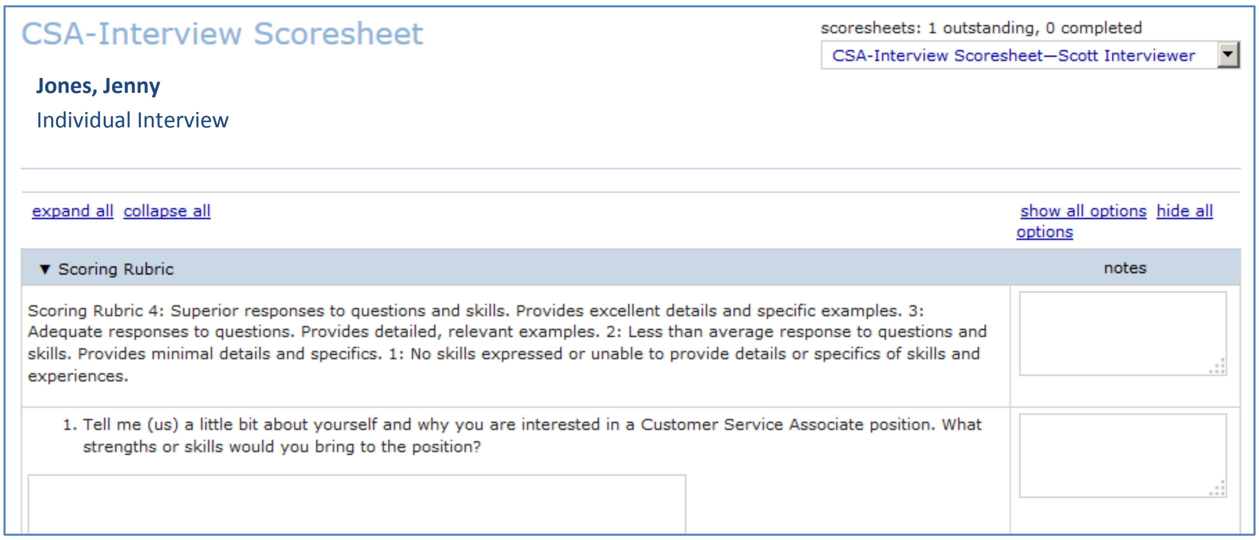
You will also see a list of your **available Upcoming Interview Times**.
If the **Applicants column** is blank, no one has yet signed up for that time.

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**.



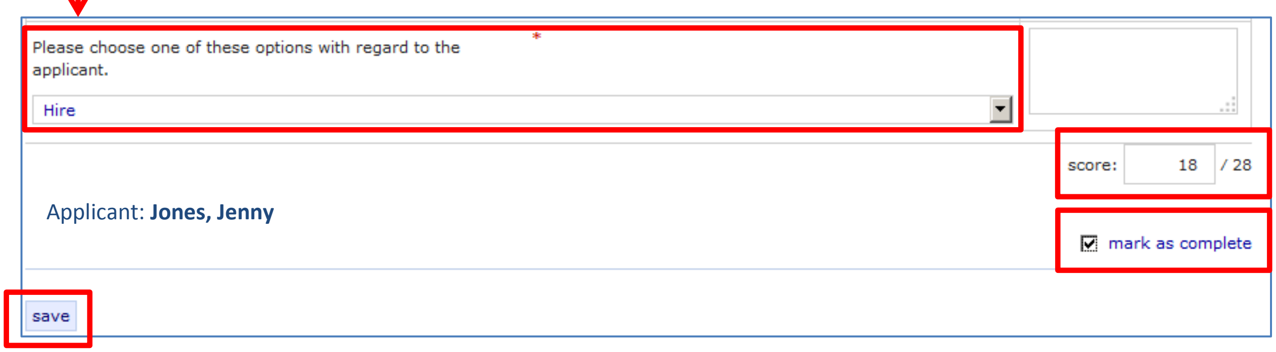
2. Complete the Scoresheet
    a. Use the notes fields and text boxes to make notes and score each question as indicated in the Scoring Rubric instructions.



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.

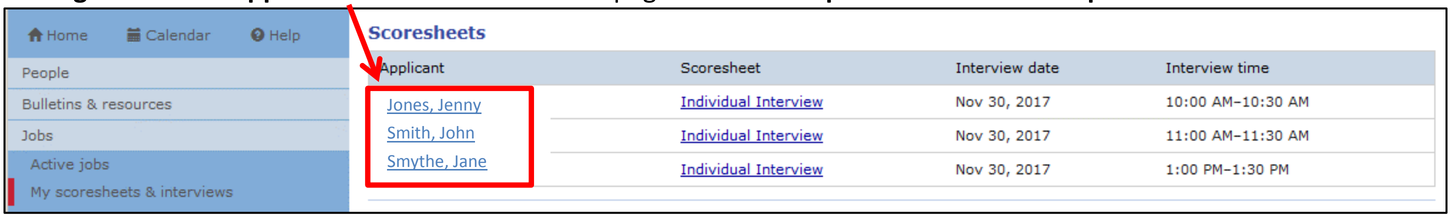
NOTE: you can save and come back at any time – just don't mark the form as complete.



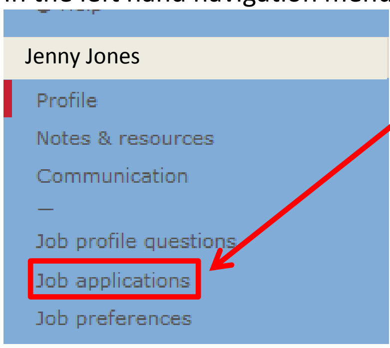
Once completed, the applicant's name will disappear from your list of incomplete Scoresheets.

View the Application Materials of the Interviewee

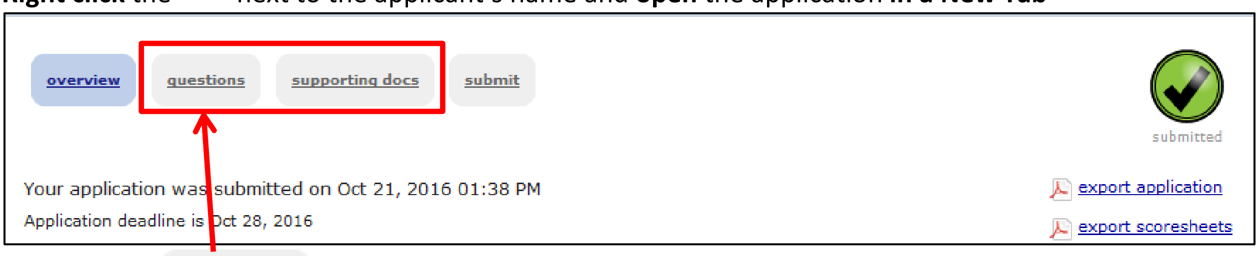
1. **Right Click** the **Applicant's Name** on the Home page and select **Open in a new tab** or **Open in a new window**

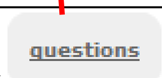


2. In the left hand navigation menu, click **Job applications** underneath the applicant's name.



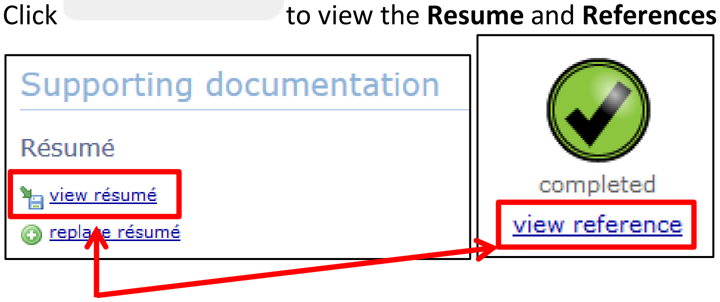
3. **Right click** the  next to the applicant's name and **open** the application **in a New Tab**



   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  and then  to get back to your list of Interviewees and Scoresheets.