

What are the new screening criteria for jobs and interviews?

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Effective on Monday, October 9th, 2017, you will see an improvement in the way Employers and/or Admin users select screening criteria for jobs and interviews in GradLeaders Career Center. In the past, there was a question “Do you want to limit who can apply to this position?” Yes/No. If the answer was “Yes”, then the employer and/or admin user was forced to answer all the screening criteria questions, whether the criteria was relevant or not. Moving forward, the employer and/or admin user posting the job, will no longer see this question. However, the criteria questions will remain on the posting form with the answers selected. At the bottom of the screen, they will now see a new section called “Screening Criteria”. The job poster now has the option to select ONLY the fields in which they want to screen. ^

How will this affect my current jobs? If “Do you want to limit who can apply to this position?” was equal to yes, then the criteria questions will have the same answers selected and all check boxes under "Screening Categories" will be selected. In addition, we have added the ability for admin users to override ineligibility for a student. You will continue to see the “Ineligible” in the Eligibility Column, when adding a student to a job, interview, workshop, advising appointment or event, but you will now have the ability to add the student even if they are Ineligible. This will be done from the "Select a Candidate" screen. ^

Navigation: Candidates | Employer File | Jobs and Internships | On-Campus Recruiting | Other Admin Activities | Configuration | Reports

SELECT CANDIDATE

Buttons: Save, Cancel, BACK

If you have any questions about these new enhancements, please contact us at [support@gradleaders.com](mailto:support@gradleaders.com).

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Back-To-Back: No  
Last Updated: 10/4/2017 1:08 PM  
On: Round: Updated By: mblum

Class Year Filter:  
Sophomore  
Junior  
Senior

Program Filter:  
Undergraduate Program  
Graduate Programs  
Fast-Track Format

Name Filter:  
Last Name: jones  
First Name: Filter Clear

1 2 » Next Actions »

Eligibility	Action	Name	Program	Resume Book Status	Undergraduate Major	Class Year	Cohort	Graduation Date
Ineligible	Add Interview	Miranda Bartlette-Jones	Undergraduate Program	Approved	Risk Management & Insurance	Senior		2015 - August
Ineligible	Add Interview	Taryn Blank-Jones	Undergraduate Program	Approved	Marketing	Senior		2018 - August