

Creating/Editing Interview Teams

(How to add a CWR as an Interviewer)

Employees can be added as Interviewers directly on the job posting. However Contingent Workers and employees who are on leave from their UCB job will not show up in the lookup. Those people can only be added if they are a member of an “Interview Team”.

To create or edit an Interview Team you must have the TAM Admin role, but any recruiter can add an existing Team to a job posting.

Navigate to Main Menu > Recruiting > Administration > Teams

It's recommended to click the **Search** button to check for existing teams that can be used or edited.

Define Team

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Team ID =

Search Advanced Search

To edit an existing team click the **Number** next to the team name. Then add or delete people as desired.

If a new team is needed, click the **Add a New Value** tab.

Define Team

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Team ID =

Search Advanced Search

Search Results

View All First 1-2 of 2 Last

Team ID	Description	Business Unit
1007	BRS Managers	BKCMP
1008	Holmes & Watson	BKCMP

Add in a **Description** that makes sense, (e.g. either the names of the people added (e.g. *Calvin & Hobbes*) or the grouping name (e.g. *Genomics lab*). The **Short Description** field is optional.

Then add in the Contingent Worker (CWR), Employee on Leave and/or any active employees. You can use the **Lookup icon** or enter the **Employee ID#** or **Name**. Use the + symbol to add more people.

Note: you can not add yourself as a Team member.

When you are done, click the **Save** button.

Teams	
Team ID	1009
*Status	Active
*Description	Watson & Crick
Short Description	WatsonCric
*Business Unit	BKCOMP UC Berkeley Campus
Members	
*Empl ID	*Name
10147982	Chris Whit
10146949	Jennifer Dou
10155527	Gavi Knot

You have created a new team!

Now you can go to a Job Posting and add that team on the **Hiring Team** page.

Click the **Add Interviewer Team** button.

Applicants | Applicant Search | Activity & Attachments | **Details**

Job Details | Job Postings | Hiring Team | Approvals

Assignments ?

Recruiters ?

*Name	Recruiter ID
Tara Hertstein	10150783

Add Recruiter Add Recruiter Team

Hiring Managers ?

*Name	Manager ID
Chris Whit	10147982

Add Hiring Manager Add Hiring Manager Team

Interviewers ?

*Name	Interviewer ID
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Add Interviewer **Add Interviewer Team**

Select the team you would like to add. Then click the **OK** button.

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1007	BRS Managers
<input type="checkbox"/>	1008	Holmes & Watson
<input checked="" type="checkbox"/>	1009	Watson & Crick

Back on the **Hiring Team** page those members of the team will display. Use the **trash can icon** to delete anyone. Or add more interviewers by clicking the **Add Interviewer** button.

Remember to **Save** these changes once you are finished!

Interviewers ?

*Name	Interviewer ID	
Jennifer Dou	10146949	
Chris Whit	10147982	
Gavi Knott	10155527	

Interested Parties ?

No Interested Parties have been added to this Job Opening

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