### Putting the Pieces Together
Part of the selection process involves interviewing applicants. The system assists in tracking of these interviews, as well as other types of communication with applicants (emails, phone calls, etc.).

This guide outlines how to:

- Log in to Infor HR - [pg. 2](#)
- Track Scheduled Interviews - [pg. 4](#)
- Update Interview Results - [pg. 9](#)
- Review/Update Application Status - [pg. 13](#)
- Track Correspondence - [pg. 15](#)

### Which Outcome to Expect
Upon completion of this process, Infor HR will contain a record of all interviews and correspondence with applicants throughout the hiring process.

### Navigating the Process
Need to back up a step?

*Review Applicant Profiles (Manager)*

Ready for the next step?

*Rank Applicants (Manager)*

Related Guides:

*Reject an Applicant (Manager)*

To locate these guides, [check out the Infor HR Resource Center](#).

### Who To Contact
Please contact your HR Recruiting Specialist if you have any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click Visit (a) under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
**ACTION:**
Track Scheduled Interviews

1) Verify that you are in Manager Space by checking the top left corner of the screen (a). Then, using the Acquire Talent (b) dropdown, click on Candidates And Requisitions (c).

2) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are tracking interviews for, then click on the requisition (b) to select it.

Please Note
- In this step, you only need to click on the requisition once.
3) From the **Hiring Manager Review** tab, double-click on the candidate that you are tracking interviews for to open their candidate profile.

4) From the candidate profile, click on **Interviews** from the menu on the left.

**Optional**
- You can use the search fields to narrow down candidate results.

**Who to Contact**
- You will only see applicants in the **Hiring Manager Review** tab if the Talent Acquisition team has screened for the job and sent applicants over for your review.
- If you do not see applicants in this list, contact your HR Recruiting Specialist.
5) On the next screen, click the diagonal arrow button (a), then click Create (b).

6) From the Create Interview page, click the search icon in the Type (a) field to open the Interview Type list. Select the appropriate interview type (b) by clicking on it.

7) Using the Interview Date and Interview Time fields, indicate when the interview will occur (or if it already happened, when it occurred).

Best Practice
- To quickly populate today's date in the Interview Date field, type “t” and then press tab.
8) Click the search icon in the **Interviewer (a)** field to open the list of district employees. Use the search fields (b) to locate the person who conducted the interview, then click on their name (c). Once selected, their information will auto-populate in the Interviewer field.

9) Click the search icon in the **Location (a)** field to open the list of district locations. Use the search fields (b) to locate the location where the interview occurred, then click on the appropriate location (c). Once selected, the location information will auto-populate in the Location & Address fields.
10) Click the search icon in the **Status (a)** field to open the Interview Status list. Select the appropriate Interview status (b) by clicking on it.

11) Type any pertinent information into the **Comments (a)** field. Then, click the **Save (b)** button.

12) A confirmation message will appear at the top of the screen indicating, **Create Completed Successfully**.
ACTION:
Update Interview Results

1) Verify that you are in Manager Space by checking the top left corner of the screen (a). Then, using the Acquire Talent (b) dropdown, click on Candidates And Requisitions (c).

2) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are updating interview results for, then click on the requisition (b) to select it.

Please Note
- In this step, you only need to click on the requisition once.
3) From the Hiring Manager Review (a) tab, double-click on the candidate (c) that you are updating interview results for to open their candidate profile.

4) From the candidate profile, click on Interviews from the menu on the left.

Optional
- You can use the search fields (b) to narrow down candidate results.
5) From the Interviews tab, you will be able to see all scheduled and completed interviews that have been entered into the system. Double-click the desired interview (a) to open the Update Interview screen.

6) Click the search icon in the Status (a) field to open the Interview Status list. Select the appropriate Interview status (b) by clicking on it.

Please Note
- If an interview occurred but does not appear in the list, you can enter it following the Track Scheduled Interviews steps (pg. 3).
7) Using the **Results (a)** dropdown, select your recommendation for this candidate based on the interview.

8) In the **Comments (a)** field, enter your comments from the interview. Then, click the **Save (b)** button at the top of the screen.

9) A confirmation message will appear at the top of the screen indicating, **Update Completed Successfully**.


**ACTION:**
Review/Update Application Status

1) Verify that you are in Manager Space by checking the top left corner of the screen (a). Then, using the **Acquire Talent** (b) dropdown, click on **Candidates And Requisitions** (c).

2) Use the search fields (a) in the Requisition Dashboard to locate the desired requisition, then click on the requisition (b) to select it.

Please Note
- In this step, you only need to click on the requisition once.
3) From the **Hiring Manager Review (a)** tab, double-click on the candidate (c) that you are updating the application status for to open their candidate profile.

4) From the **At a Glance** tab in the candidate profile, use the **Application Status (a)** dropdown to review/update the status (b) of the candidates application. Then, press the **Save (c)** button.

5) A confirmation message will appear at the top of the screen indicating, **Update Completed Successfully**.
**ACTION:**
Track Correspondence

1) Verify that you are in Manager Space by checking the top left corner of the screen (a). Then, using the Acquire Talent (b) dropdown, click on Candidates And Requisitions (c).

2) Use the search fields (a) in the Requisition Dashboard to locate the requisition you are tracking correspondence for, then click on the requisition (b) to select it.

**Please Note**
- In this step, you only need to click on the requisition once.
3) From the Hiring Manager Review (a) tab, double-click on the candidate (c) that you are tracking correspondence for to open their candidate profile.

Optional
- You can use the search fields (b) to narrow down candidate results.

4) From the candidate profile, click on Correspondence from the menu on the left.
Please Note
- HR Communication records include emails, faxes, mail, or phone calls with the applicant.
- Candidate Attachments & Notes include Resumes, Cover Letters, Letters of Recommendation, and any other attachments the applicant included on their application.

Optional
- You can double-click on any item in the Correspondence tab to open it and view additional details, such as email messages and attachments.

5) From the Correspondence tab, you will be able to see all HR communication records with the applicant in addition to all candidate attachments & notes. To add additional items, click the diagonal arrow button (a), then click Track Correspondence (b).

6) Using the Type (a) dropdown, indicate what type of correspondence you are recording (b).
7) Enter any pertinent information regarding the communication into the **Notes (a)** field. Then, click the **Save (b)** button.

8) A confirmation message will appear at the top of the screen indicating, **Track Correspondence Completed Successfully**.