

# PAGEUP EVALUATION FAQS:

1

**If the candidate meets all the qualifications, do we need to complete an evaluation?**

Yes, you will still need to process each candidate and click Save so the candidate is in the "Reviewed" status.

2

**What if Qualified candidates are missing the same amount of preferred qualifications as the Interview pool?**

Additional qualification-based information explaining why the Qualified applicants are not in the interview pool will be required in the summary comments.

3

**Can evaluation updates be added to Notes/Documents?**

No. All updates requested by OIE must be updated in the pre-interview evaluation of each applicant. Recruitment effort updates can be added to Notes tab.

**4**

**What if I can't edit or can't view the pre-interview evaluations?**

The Dept. Feedback User has the access to edit and view the evaluations. If this needs to change for a specific search, please contact [workforce@uconn.edu](mailto:workforce@uconn.edu).

**5**

**Can we interview a candidate that is missing minimum qualifications?**

No. The only exception is if different level positions are included in one search. Additional information is required in the summary comments to explain the missing minimum qualifications.

**6**

**What if we find out a candidate is missing a qualification during the interview?**

You can add the information to the post-interview evaluation when the hire request is submitted. Do not go back and update the pre-interview evaluation.

**7**

**What if we want to interview an OIE Approved - Qualified candidate?**

You can change the status to Interview and update the evaluation. You need to change the status prior to updating the pre-interview evaluation. Send a note to [searchcompliance@uconn.edu](mailto:searchcompliance@uconn.edu) for approval before interviewing.

**8**

**Do we need to evaluate all candidates?**

Candidates who apply on or before the review date of applications need to be reviewed. Candidates who apply after this date will remain in the 'NEW' status.

**9**

**What does additional recruitment efforts mean? Where do I put them?**

Departments need to do additional recruitment efforts beyond the HR default recruitment. This can include, but not limited to, phone calls, listservs, emails, networking, social media posts, etc. The additional recruitment efforts are entered in the Search Details under Full Search Recruitment Efforts.

**10**

**What if it has been a few days and I haven't heard back from OIE?**

The OIE team makes every effort to review searches within 1 business day of receipt. If OIE has not responded to your search submission with 2 days, please check the Notes section to ensure the checkbox to email the note about your submission is checked or if there is a note from OIE requested clarification or more information.