# Test Group

* Management
* Volunteer Interviewer
* Hiring Manager
* Requested Interviewer
* Recruiter
* Candidate

# Procedure

**Active Employee**

**Employment Change**

1. Individual notifies management of leaving program – click on button in profile that indicates the participant is leaving
   1. If this was not done, next step will also be launched if Replacement Status is still “N/A”
   2. No replacement 🡪 Replacement Status changed to “No Replacement Needed”
   3. Yes replacement 🡪 Move to next steps
2. Manager submits requisition request form and marks as complete
3. Candidates apply for position
4. Recruiter reviews application, assigns program interviewers and potential managers. Program interviewers are not initiated until first manager agrees to interview
5. Email is sent to hiring manager to confirm if he/she wants to interview the candidate
   1. No interview 🡪 Position is marked as rejected
   2. Yes interview 🡪 Manager selects potential interview times
6. Requested interviewers + program interviewers are contacted to set interview availability
7. Candidate is requested to set interview availability – Interview form is created
8. Interviewer submits form and candidate’s averages are updated
9. Hiring manager reviews candidate and approves for hire/decline
10. Program manager reviews candidate and approves for hire/decline
11. Candidate is moved to participants list

**Rotations**

**Review Interviewers**

# Email

## Check if replacement is needed

Dear [name],

The program was recently informed that [participant full name] [is leaving/left] the [program/company]. Please confirm if you would like to replace this headcount with another program participant by clicking on either button below. Should you click on “Yes, I would like to replace my headcount with a program participant”, you will be taken to a form to submit your details. Failure to respond to this request will generate an additional email in a week.

[Yes, I would like to replace my headcount with a program participant] [No, I do not need to replace my headcount with a program participant]

Sincerely,

Program Management

## Check if candidate is a match

Dear [name],

Many candidates have submitted applications for the program, and upon screening them, we believe that [participant full name] would be a great fit for your team! Please find attached the candidate’s resume. Please click the below buttons to indicate if you would like to interview this candidate and provide your availability. If you decide to interview this candidate, a calendar invite with the interview details will be sent to you upon the candidate confirming availability.

Sincerely,

Program Management

## Request for interview availability – requested interviewer

Dear [name],

[Hiring manager] has agreed to interview [candidate] for [manager]’s open position. Please click here to indicate your availability, and a calendar invite with the interview details will be sent to you upon the candidate confirming availability.

Sincerely,

Program Management

## Request for interview availability – program interviewer

Dear [name],

Thank you for volunteering to be an interview representative of the program. There is currently interest[Hiring manager] has agreed to interview [candidate] for [manager]’s open position. Please click here to indicate your availability, and a calendar invite with the interview details will be sent to you upon the candidate confirming availability.

Sincerely,

Program Management

## Set appointment

Dear [name],

Thank you for applying for the program. We would like to invite you to interview for positions available in the program. Please visit this link and indicate when you would like to interview with each interviewer. **Please be sure to schedule with each interviewer.** Once each session is selected, a calendar invite will be sent to both you and the interviewer.

Sincerely,

Program Management

# Forms

## Participant List

|  |  |  |  |
| --- | --- | --- | --- |
| **GEID** |  |  |  |
| **First Name** |  |  |  |
| **Last Name** |  |  |  |
| **Email Address** |  |  |  |
| **Actuarial Designation** |  |  |  |
| **Designation 1** |  | **Year 1** |  |
| **Designation 2** |  | **Year 2** |  |
| **Designation 3** |  | **Year 3** |  |
| **Designation 4** |  | **Year 4** |  |
| **Global Comments** |  |  |  |
| **Confidential Comments** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager First Name** |  | **Officer in Charge First Name** |  |
| **Manager Last Name** |  | **Officer in Charge Last Name** |  |
| **Manager Email Address** |  | **Officer in Charge Email Address** |  |
| **Line of Business** |  | **Office Location** |  |
| **Sub Line of Business** |  | **Employment Status** |  |
| **Department** |  | **Participant Status** |  |
| **Division** |  | **Program Appointment Date** |  |
| **Sub Division** |  | **Exam Standard** |  |
| **Section** |  | **FSA Track** |  |
| **Hire Date(s)** |  | **Pass Rate** |  |
| **Termination Date** |  | **Replacement Status** | N/A, Pending, No Replacement Needed or Replaced |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Year of Data** |  |  |  |
| **Current Year Salary** |  | **Current Year Rating** |  |
| **Current Year – 1 Salary** |  | **Current Year – 1 Rating** |  |
| **Current Year – 2 Salary** |  | **Current Year – 2 Rating** |  |
| **Current Year – 3 Salary** |  | **Current Year – 3 Rating** |  |
| **Current Year Bonus** |  |  |  |
| **Current Year – 1 Bonus** |  |  |  |
| **Current Year – 2 Bonus** |  |  |  |
| **Current Year – 3 Bonus** |  |  |  |

## Job Opening List

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager First Name** |  | **Position Type** | Internship/Full Time |
| **Manager Last Name** |  |  |  |
| **Qualifications** |  |  |  |
| **Level** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Requested Interviewer(s)** | Unless the candidate has already been approved by program management, the candidate will also be interviewed by a representative for the program |  |  |
| **Full Name** |  | **Email Address** |  |

## Candidate Application

All | Open Application | Closed Application | Unknown if associated (get last application)

|  |  |  |  |
| --- | --- | --- | --- |
| **Email Address** | Prefill other data based on email address | **Phone Number** |  |
| **First Name** |  | **Last Name** |  |
| **Address** |  |  |  |
| **University** |  | **Major** |  |
| **Willing to relocate** |  | **How did you hear about us** |  |
| **Resume** |  | **Status** |  |
| **Needs Program Interviewer** |  | **Program Interviewer(s)** |  |
| **Candidate For** | Multi Check box for open positions + checkbox to hire/reject candidate |  |  |
| **Average Ratings** |  |  |  |
| **Hire/Reject Candidate** |  |  |  |

## Program Interviewers

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Last Name** |  |
| **Recruiter** |  | **Interviewer** |  |
| **Program Representative** |  |  |  |
| **Comments** |  |  |  |
| **Stringent** |  | **Experienced** |  |

## Interviews

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Full Name** |  | **Interviewer Full Name** |  |
| **Candidate Email** |  | **Interviewer Email** |  |
| **Date/Time of interview** |  |  |  |
|  | **Personal Characteristics** |  |  |
| **Leadership Skills** |  | **Verbal Communication Skills** |  |
| **Attitude/Enthusiasm** |  | **Motivation/Initiative** |  |
| **Poise/Self-Confidence** |  |  |  |
|  | Business/Technical Skills |  |  |
| **Mathematical** |  | **Computer Programming** |  |
| **Business Skills** |  |  |  |
| **Other Skills** |  |  |  |
|  | Overall Potential |  |  |
| **Exam Potential** |  | **Management Potential** |  |
| **Commitment to Actuarial Profession** |  |  |  |
|  | **Final Review** |  |  |
| **Job Offer Recommendation** |  |  |  |
| **Comments** |  |  |  |