Talent Acquisition Process and Applicant Tracking System (ATS), powered by Workable

Interviewers User Guide

January 2025

Welcome to Talent Acquisition Process and ATS | Interviewers User Guide

The Talent Acquisition team is excited to partner with you on the interview process via our Applicant Tracking System (ATS), powered by Workable. This online tool replaces our manual interviewing and evaluation processes and incorporates an automated process for interviewers.

Moving our recruiting process to a system promises to provide improved capability alongside a user-friendly, measurable experience. This process ensures a fair, equitable interviewing and evaluation process for all candidates and removes potential bias. The interviewers process allows HR and Interviewers to partner with the hiring manager to steward candidates effectively and efficiently through the recruiting process and ensure a sound hire.

An Important Reminder on Interviewers Service Level Agreements

The Service Level Agreement for response times to any requests from Talent Acquisition, including but not limited to, interview invitations within the ATS, is **2 business days**. If you need more time, please contact the Recruiter to request an extension. Consistent, timely responses are critical to ensuring acceptable time to hire/fill metrics and a good candidate experience.

The Service Level Agreement to submit your Interview Evaluation in the system is **no later than 24 hours** from the interview's completion. It is also required to keep your feedback from your interviews confidential until the Interview Debrief Meeting when all interviews are to share their individually collected interview data. For risk management purposes, all interview evaluations must be submitted in the ATS prior to an offer extension.

In this user guide, you'll find all steps needed to successfully interview and submit your interview feedback for candidates.

Table of Contents

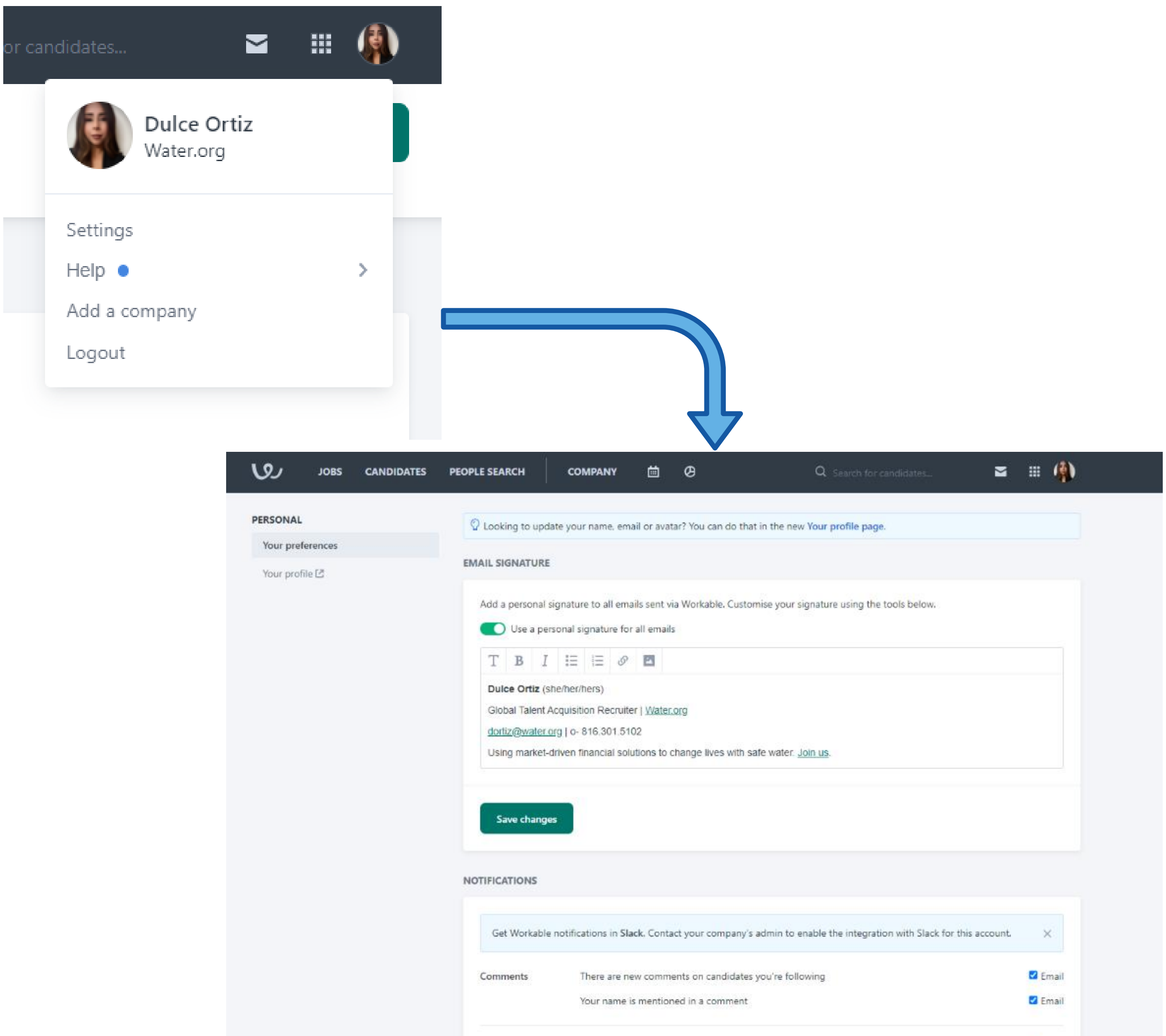
ATS, powered by Workable Account Setup

ATS, powered by Workable, is accessible via single sign-on; simply click the link and bookmark for quick access: https://water-dot-o-rg.workable.com/signin.

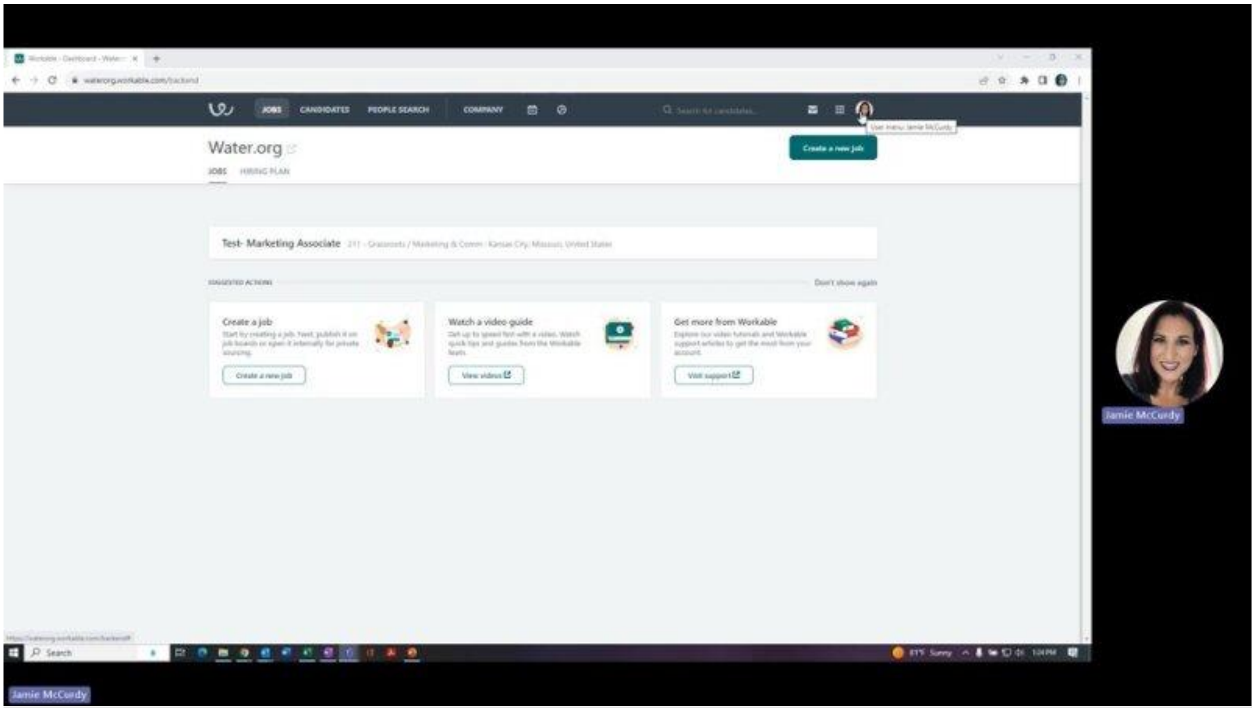
If you have any technical issues, please clear your cache and cookies, close your browser completely, reopen and try again. If you continue to have technical issues, please contact help@water.org for assistance. Please contact recruiting@water.org with any questions.

Your ATS, powered by Workable Profile and Preferences are accessible via the small circle at the top-right of your homepage. Click **Settings**, then visit the **Personal** section in the menu on the left side of your screen.

The **Profile** and **Preferences** provides access to your image, email signature, notifications settings, interview availability, name, job title, time zone, and credentials (see more below).



Video Resource: Click on the Tutorial Video below for an overview of the **Workable Account Login and Setup process.**



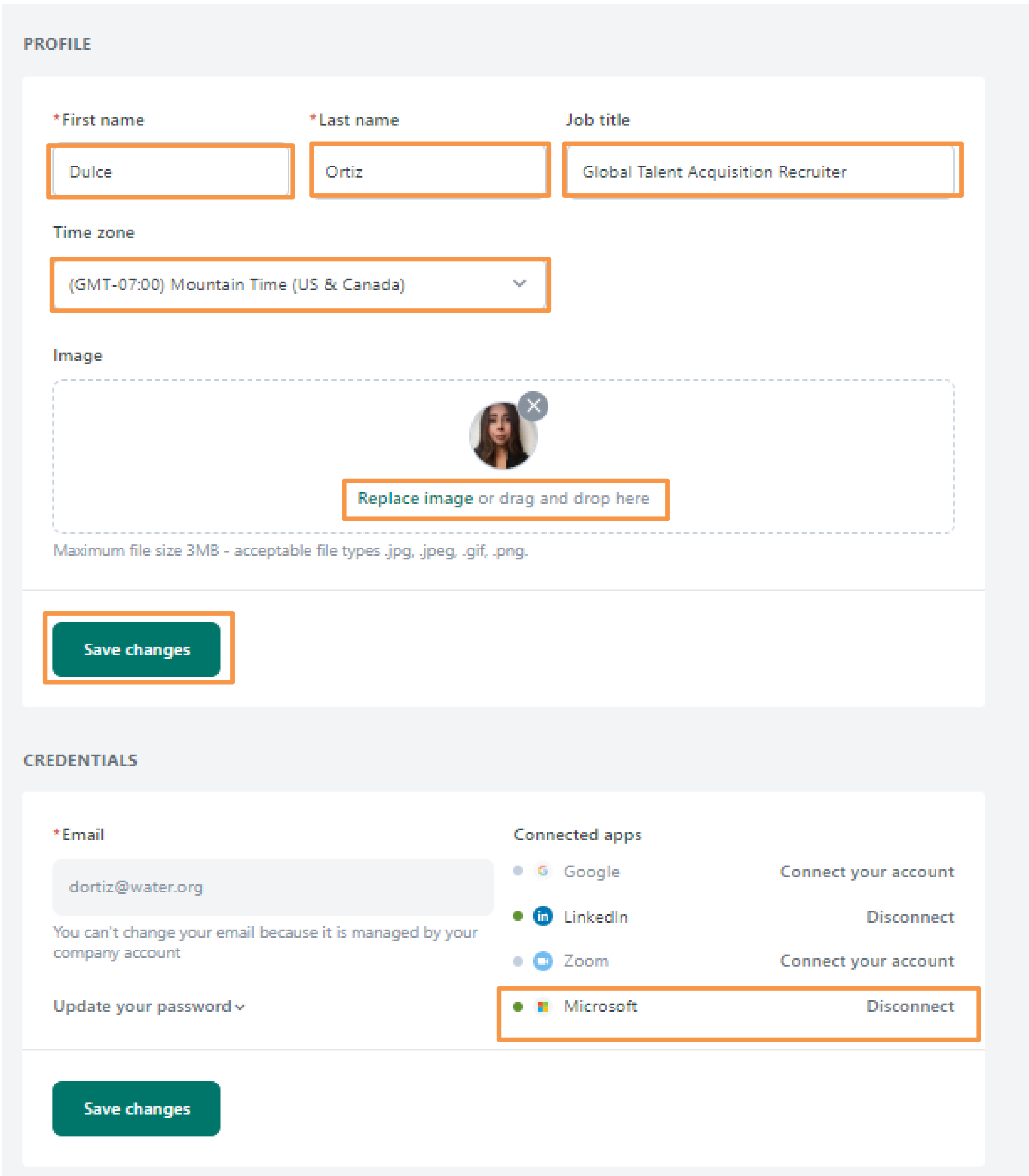
Note: *Video will open in another window on your screen. Once you've viewed the video, please return to this document to complete your overview.*

Updating Your Profile Features

From the **Personal** menu, select **Your Profile**, then within the Profile box, add your first name, last name, job title, time zone, and image, then click Save Changes.

In the Credentials box, your email has been auto populated. On the right side of the box, confirm your Outlook account is connected. To do this, look at the Connected apps > Microsoft. If not yet connected, click on this integration link and follow the steps: [Microsoft and Workable Integration.]()

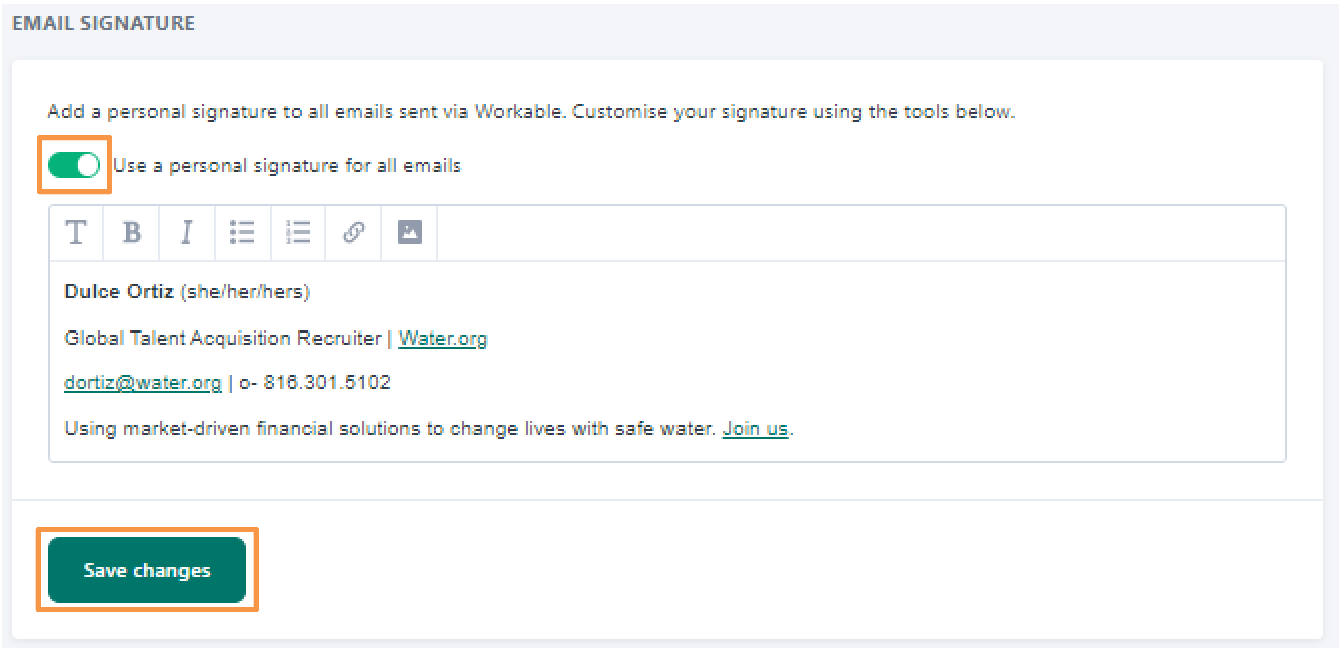
*Note: If **Disconnect** is listed to the right of Microsoft in your Connected Apps, the above step is complete.*



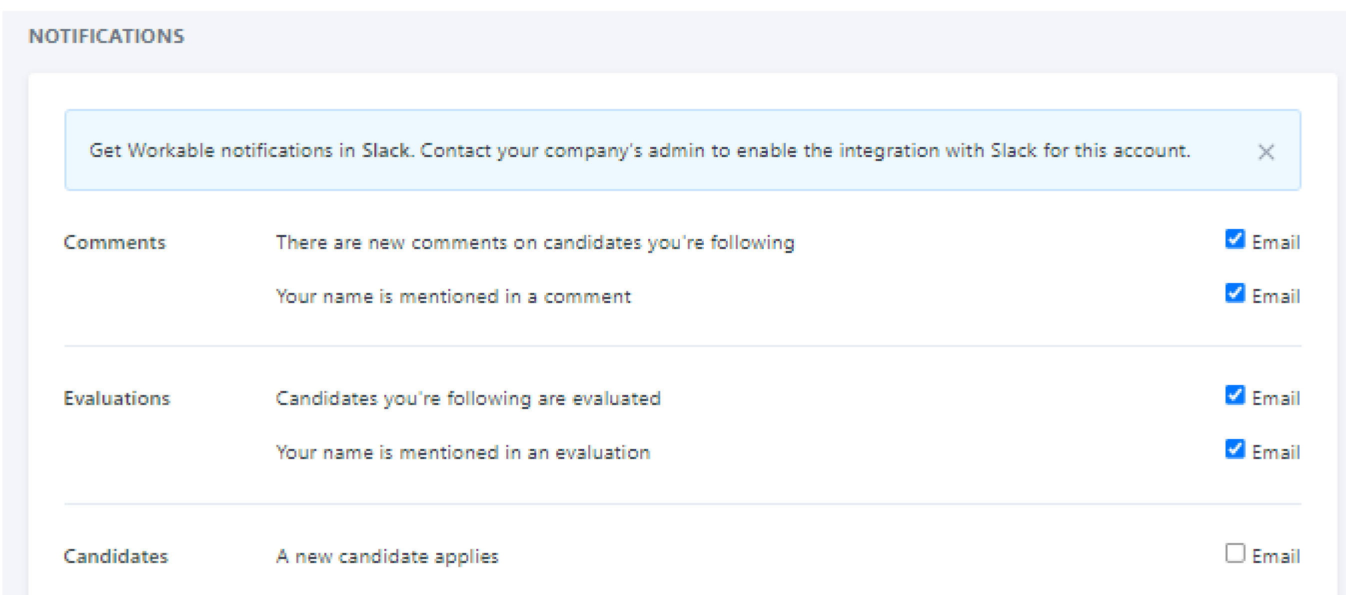
Updating Your Preferences Features

From the **Personal** menu, select **Your Preferences**.

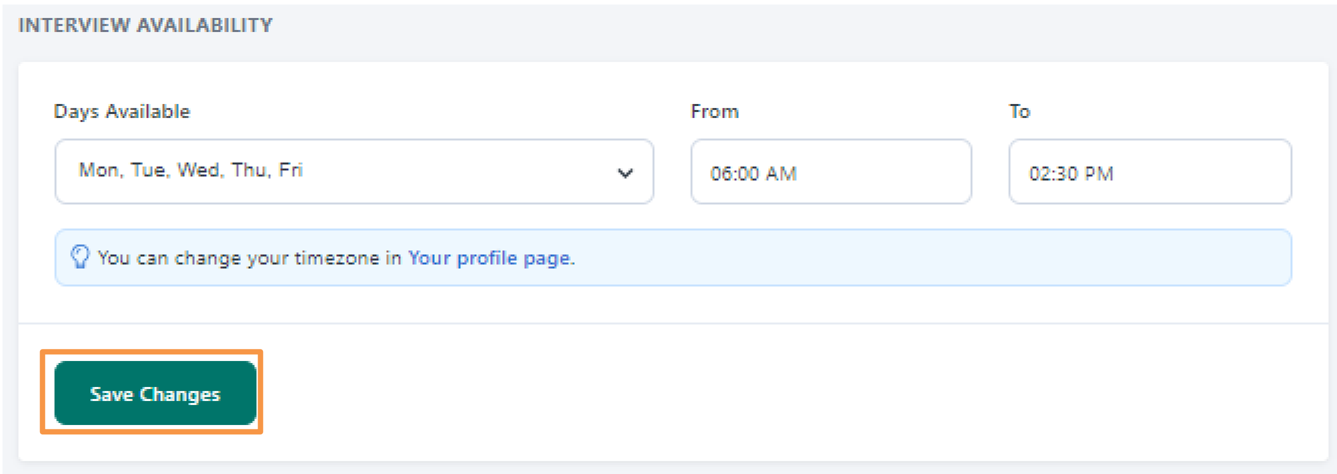
In the Email Signature box, add your Water.org email signature, ensuring the toggle switch is set to “Use a personal signature for all emails”. Click Save changes when complete.



Next review and update your notifications settings based on your preferences. Click Save changes when complete.



Finally, in the Interview Availability box, select the days and times you are generally available for interviews. The ATS system will confirm your availability for an interview, during these times via an integration with Outlook. Click Save Changes when complete.



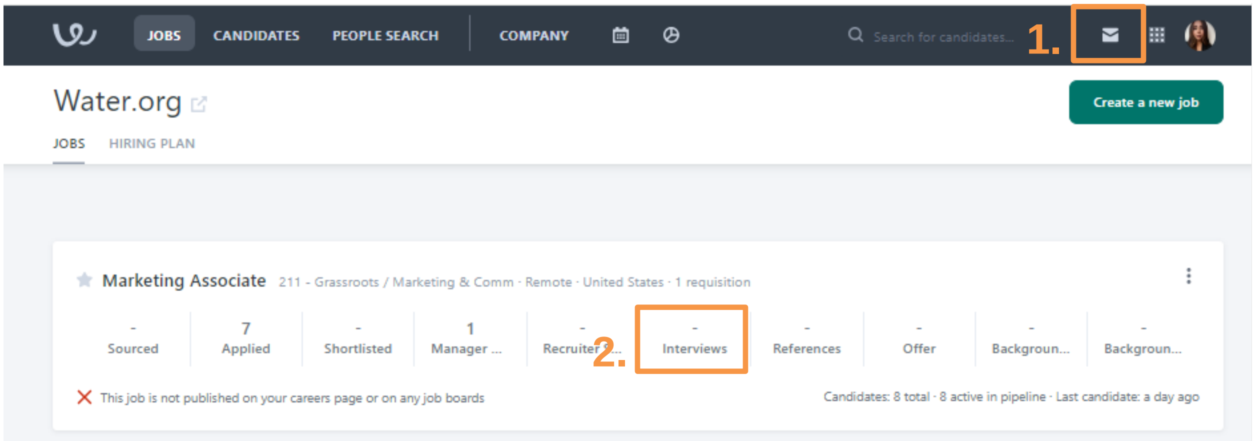
Note: In addition to setting your Interview Availability preferences in the ATS, it is critical that your Outlook calendar reflects your availability. If you expect to be out of the office or otherwise unavailable for an interview, please ensure the time is blocked in your Outlook calendar.

Workable Navigation and Process

Your ATS, powered by Workable homepage offers menu options for Interviewers to access candidate profiles, interview scheduling, and interview evaluations.

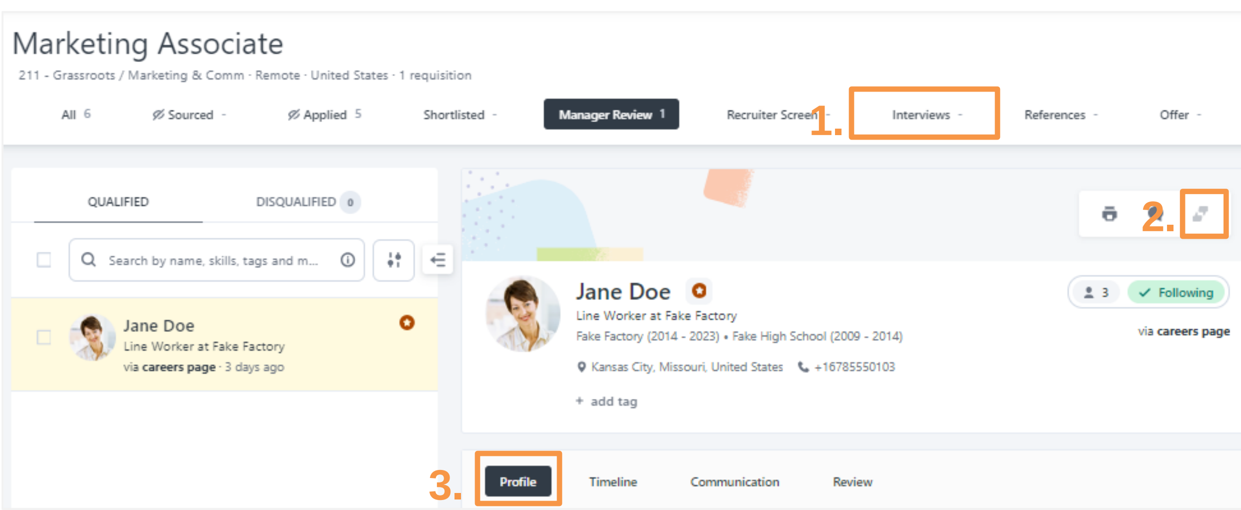
Interviewers | Dashboard Tiles and Menu Options

The notable sections of the Workable **Homepage** for Interviewers include the following:



1. **Inbox**: The Inbox envelope icon provides notifications of actions that need to be taken.
2. **Interviews**: Click on this recruiting step to view interviewing candidates.

The notable sections of a Workable **Candidate Profile** within the Job for Interviewers include the following:



1. **Interviews**: Click on this recruiting step to view interviewing candidates.

2. **Profile:** To view the candidate's application submission information, select the Profile tab within that candidate's profile. The **Profile** tab will provide access to information such as work experience, education, and resume/CV.

3. **Add Evaluation**: This icon provides quick access to an evaluation for the candidate.

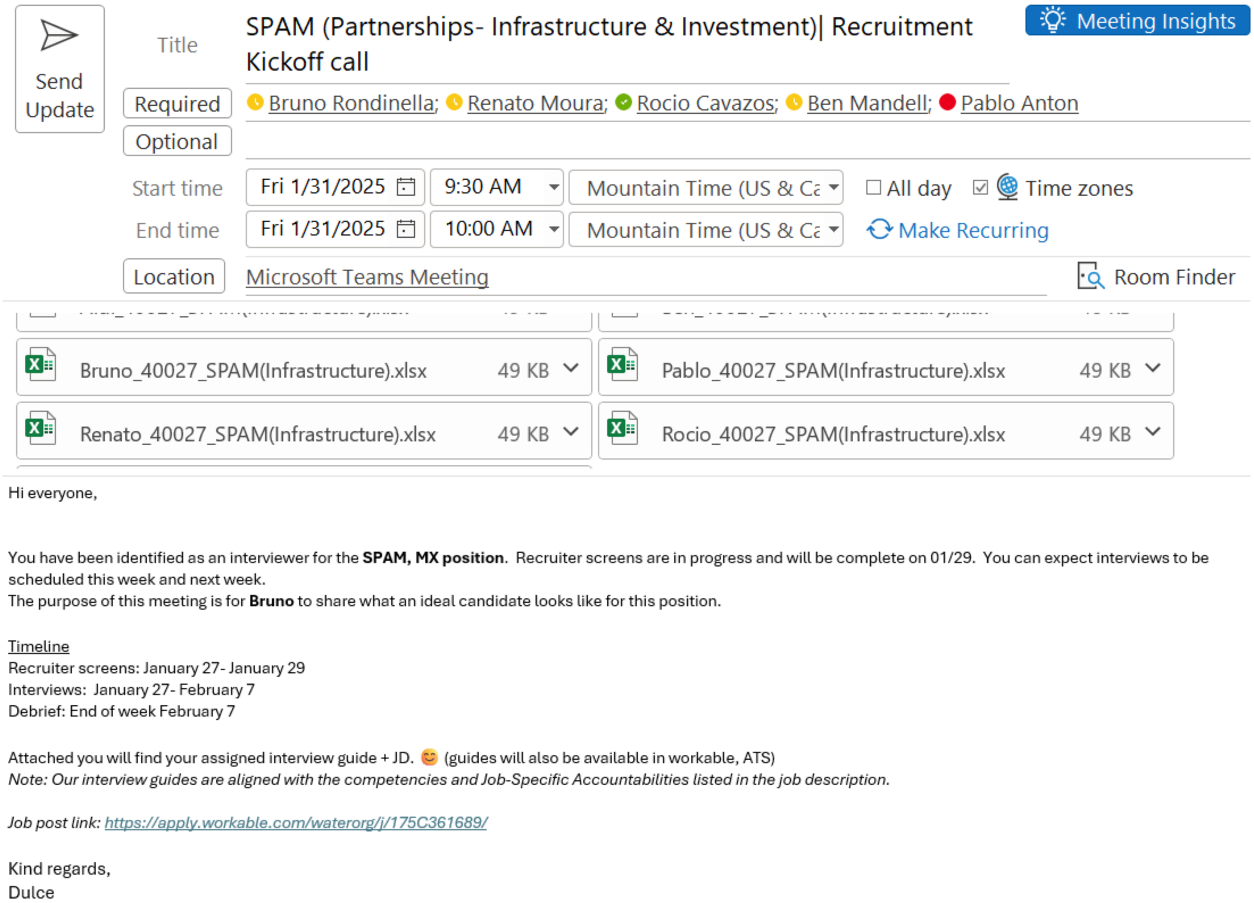
   The Star rating indicates the candidate is strongly recommended.

   The Thumbs Up rating indicates the candidate is recommended.

   The Thumbs Down rating indicates the candidate is not recommended.

Your Interview Guides

Prior to interviewing candidates for a position, your recruiter will email your interview guide to use with all candidates for that position.



Send Update

Title: SPAM (Partnerships- Infrastructure & Investment)| Recruitment Kickoff call

Meeting Insights

Required: Bruno Rondinella; Renato Moura; Rocio Cavazos; Ben Mandell; Pablo Anton

Optional

Start time: Fri 1/31/2025 | 9:30 AM | Mountain Time (US & Ca | All day | Time zones

End time: Fri 1/31/2025 | 10:00 AM | Mountain Time (US & Ca | Make Recurring

Location: Microsoft Teams Meeting | Room Finder

Bruno_40027_SPAM(Infrastructure).xlsx 49 KB

Pablo_40027_SPAM(Infrastructure).xlsx 49 KB

Renato_40027_SPAM(Infrastructure).xlsx 49 KB

Rocio_40027_SPAM(Infrastructure).xlsx 49 KB

Hi everyone,

You have been identified as an interviewer for the **SPAM, MX position**. Recruiter screens are in progress and will be complete on 01/29. You can expect interviews to be scheduled this week and next week.
The purpose of this meeting is for **Bruno** to share what an ideal candidate looks like for this position.

Timeline
Recruiter screens: January 27- January 29
Interviews: January 27- February 7
Debrief: End of week February 7

Attached you will find your assigned interview guide + JD. 😊 (guides will also be available in workable, ATS)
Note: Our interview guides are aligned with the competencies and Job-Specific Accountabilities listed in the job description.

Job post link: https://apply.workable.com/waterorg/j/175C361689/

Kind regards,
Dulce

Interviewer Process Overview

Upon receiving an email from the Recruiter containing your interview guide for the position you will be interviewing for, you will:

Step 1: Update your Interview Availability within Workable, please ensure the interview availability provided aligns to different time zones to accommodate candidates to be interviewed.

Reminder: *Instructions on the Interview Availability setup is available on page 8 of this guide.*

Step 2: Review the interview guide provided by the Recruiter for that position's interviews and align your interview preparation (see the Interviewing Best Practices Training for reference).

Interview Scheduling

Interviewer Process Overview

Once scheduled for interviews, you will:

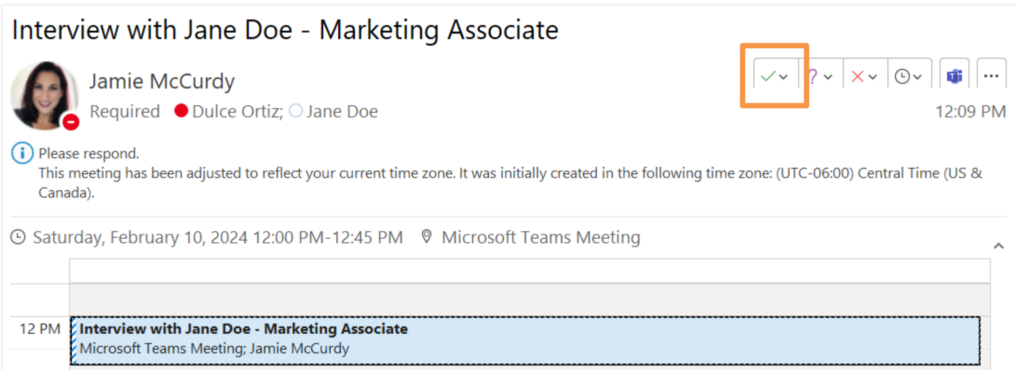
Step 1: Review the date and time of the interview to confirm your availability on your Outlook calendar and within Workable. If you need the interview time adjusted, please contact the Recruiter.

Step 2: Review the candidate's profile, interview questions, and your interview prepared structure prior to the interview.

Step 3: Interview all candidates using the same Interview Guide provided by the Recruiter to ensure a consistent and fair candidate experience.

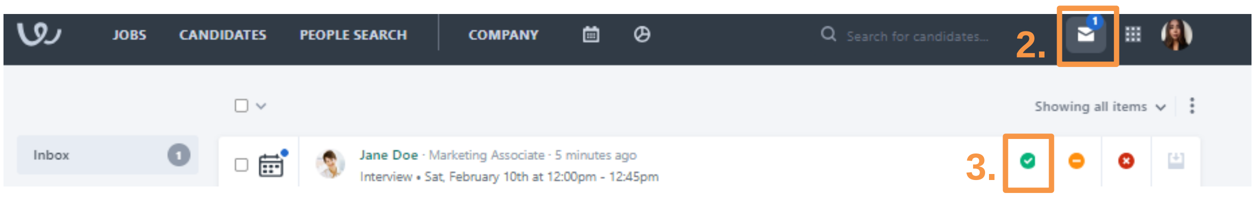
ATS Processing Tasks

When you are scheduled to interview a candidate, you will receive an Outlook calendar invitation with the scheduled date and time, based on your availability preferences, calendar availability and the availability of the candidate.



Upon receiving the calendar invitation, click the Accept option (**green** checkmark) to accept the interview invitation and add the event to your Outlook calendar.

Important: You will also need to accept the candidate interview in the ATS, powered by Workable. Follow the steps below to log into the ATS, accept the candidate interview, and review the candidate's information in advance of the interview.

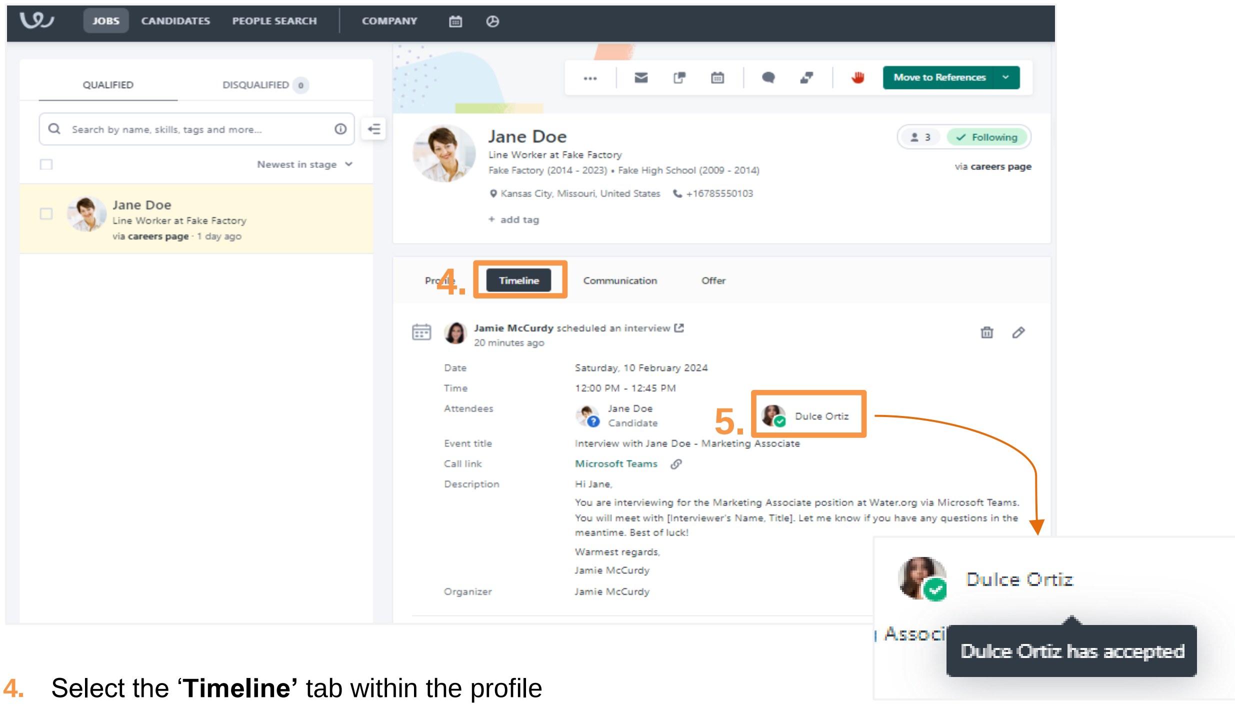


1. **Log into** the ATS, powered by Workable by following the **View Candidate** link included in the Outlook invitation.

2. Click on the **Inbox** (envelope) icon to view the interview event.

3. Select the **green** checkmark to **accept the interview invitation** and confirm your availability to interview at the designated date and time within the ATS.

   Now, when you visit the candidate's profile, you will notice the confirmed interview.



4. Select the '**Timeline'** tab within the profile

5. Check to ensure there is a **green** checkmark next to your Workable profile within the corresponding event.

Interview Evaluation Submission

Interviewer Process Overview

Once interviews are complete, you will:

Step 1: Complete the Interview Evaluation within 24 hours of the completion of the interview with each candidate.

Step 2: Accept and attend the Interview Debrief Meeting scheduled by the Recruiter.

Step 3: Verbally share your interview feedback collected for each candidate during the Interview Debrief Meeting.

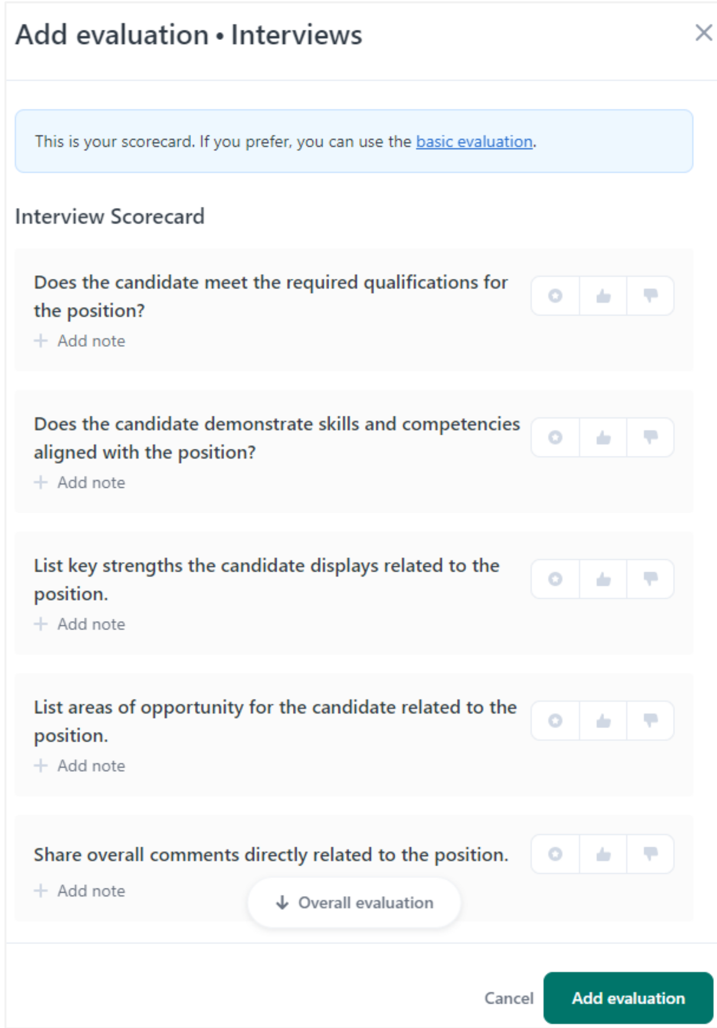
ATS Processing Tasks

Following your interview with the candidate you will submit your interview evaluation.

Interview evaluations are located within the candidate's profile in the ATS. Within the interviewed candidate's Profile, click the **Add Evaluation** icon > to display the Add evaluation ● Interviews pop up box.

Complete each of the required evaluation fields:

Qualifications Assessment: use the star/thumbs-up/thumbs-down indicators and add notes to share your assessment of the candidate related to the required qualifications for the position.



Skills + Competencies Assessment: use the star/thumbs-up/thumbs-down indicators and add notes to share your assessment of the candidate related to the required skills and competencies for the position.

Key strengths candidate displays related to the position: use the star/thumbs-up/thumbs-down indicators and add notes to share the strengths you assessed in the candidate that align with the position.

Areas of opportunity for candidate related to the position: use the star/thumbs-up/thumbs-down indicators and add notes to share the areas the candidate is lacking relative to the position based on your interview.

Overall comments directly related to the position: use the star/thumbs-up/thumbs-down indicators and add notes to share any additional comments as it relates to the position requirements based on the behavioral interview you conducted with the candidate.

When complete, click **Add evaluation** to submit to the recruiter. Click Cancel to exit without submitting.

Reminder: *More information on the evaluation icons is available on page 10 of this guide.*

Questions?
Email recruiting@water.org