

## Principal Self-Service FAQ

1. Can anyone assigned to my cost center run an eligibility list?  
*No, only the Site Administrator and the School Administrative Assistant have access to run an eligibility list.*
2. Do I have to invite all candidates listed to interview for my school?  
*No, you do not have to invite all the candidates listed to interview for your school. You do have the option to select a specific candidate or candidates from the list provided. You may also call the candidates without having to send an electronic interview invitation.*
3. Do I have to schedule interviews if the candidate I want is on the top 3 ranks?  
*No, you may hire a candidate without having to schedule interviews. Simply select the candidate from the list and select Hire a Candidate.*
4. May I hire more than one candidate if I have two (2) vacancies for the same classification?  
*No, you may only select a single candidate per vacancy.*
5. Do I have to include a note for the candidate before the invitation is sent?  
*No, you do not have to include a note, but we recommend you add one if the candidate needs specific parking instructions or you would like for the candidate to bring a resume.*
6. Will I receive an electronic email after I invite candidates for an interview?  
*Yes, an email confirmation will be sent to the Administrator and Classified Assignment Staff indicating school invited candidates to interview for a position. The email confirmation will include an excel attachment with the names of the candidates selected to interview for reference.*
7. What is an eligibility snapshot?  
*It is a "freeze frame" of how your site's eligibility list looked at a specific point in time. Think of it as a paper copy.*
8. When is a snapshot created?  
*A snapshot is created when you invite candidates to interview.*
9. How long is a snapshot valid for?  
*A snapshot is valid for 3 business days.*
10. When can I discard a valid snapshot and regenerate a brand-new list?  
*If a valid snapshot contains less than three ranks of exam-eligible candidates, you may click "Discard Snapshot" and regenerate a brand-new list.*
11. Why use a snapshot? Why not regenerate the list every time?  
*A snapshot helps ensure the site has enough time to contact and interview eligible candidates.*
12. I don't know the position control number (PCN). Do I have to enter one to hire a candidate?  
*No, but you may want to include a note for the Assignment Technician with a brief explanation. Example Future vacancy; PCN not established yet.*
13. How will I know if a candidate accepts or declines my offer of employment?  
*An electronic email notification will be sent to you if a candidate accepts or declines your offer of employment.*