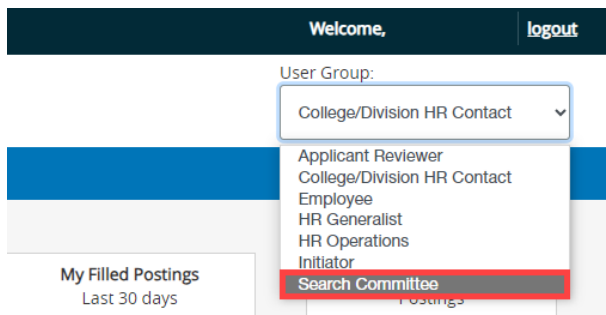


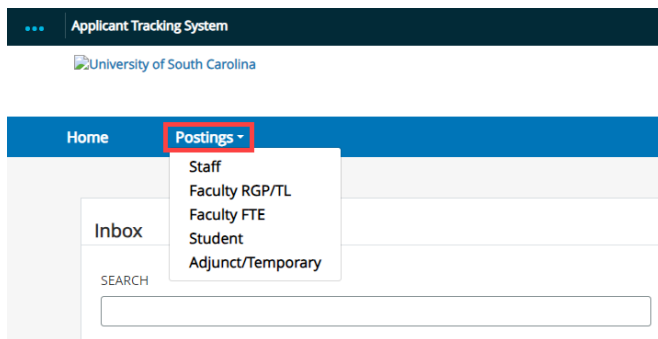
Search Committee Member Applicant Review & Evaluation

The Search Committee feature is designed to allow you to view applications, print application materials, and evaluate applicants if an evaluative criterion is included in the job posting. Search committee members are assigned to a posting when the posting is created.

- 1) Change your user type to Search Committee Member.



- 2) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting. Select the Postings drop-down menu and click the applicable position type for the posting.

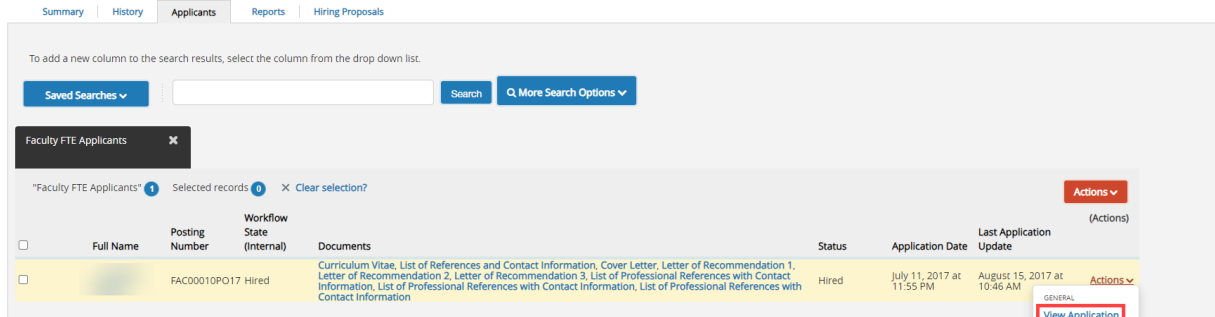


- 3) Once you have selected the position type, a list of postings will appear that you have been assigned to as a search committee member. To view the applicants for a posting, click the Actions tab to the right of the selected position.

Classification Title	Advertised Title	Active Applications	Posting Number	Department	Workflow State	Job Open Date	Job Close Date	(Actions)
Instructor	Instructor	1	FAC00010PO17	CAS Biological Sciences	Filled	07/07/2017	07/14/2017	Actions
Assistant Professor	Assistant Professor of Computer Science	1	FAC00011PO17	UPS Div of Math and Computer Sci.	Filled	06/29/2017	03/27/23	View Posting
Assistant Professor	Assistant Professor of Informatics	0	FAC00012PO17	UPS Informatics and Engineering Systems	Cancelled	06/29/2017		View Applicants
Assistant Professor	Assistant Professor of Informatics (2 Positions)	2	FAC00013PO17	UPS Informatics and Engineering Systems	Filled	06/29/2017	12/14/2017	Actions

Search Committee Member Applicant Review & Evaluation

- 4) Select the applicants that you would like to review. Applicants can be reviewed individually or in bulk. To review a single application, click the Actions tab to the right of an applicant's name and select view application.
 - The applicant documents such as curriculum vitae, resume, cover letter, etc. can be located at the bottom of the application.



To add a new column to the search results, select the column from the drop down list.

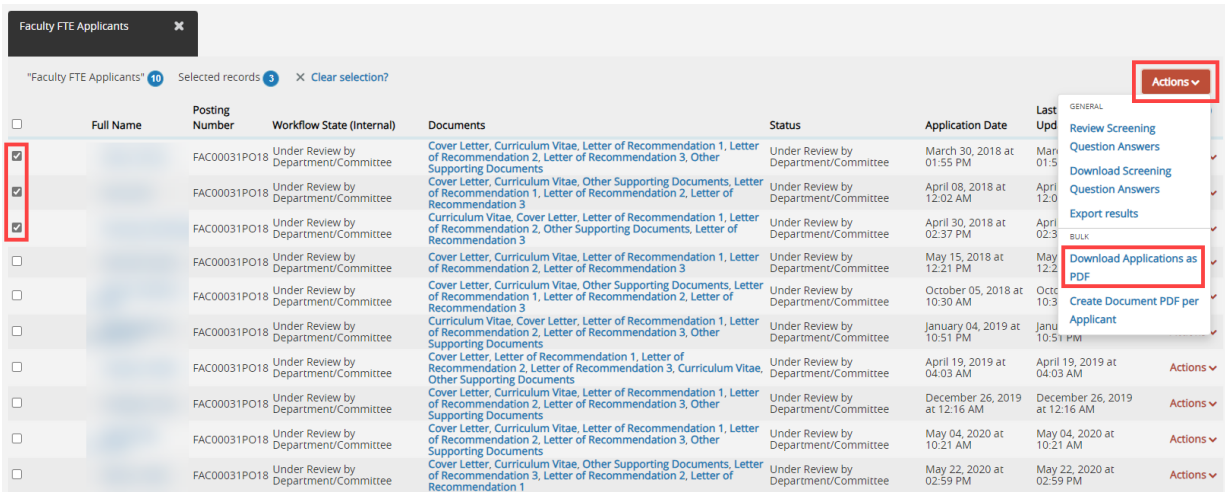
Saved Searches Search [Q. More Search Options](#)

Faculty FTE Applicants

"Faculty FTE Applicants" 1 Selected records 0 X Clear selection?

<input type="checkbox"/>	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Application Update	Actions
<input type="checkbox"/>	FAC00010PO17	Hired		Curriculum Vitae, List of References and Contact Information, Cover Letter, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, List of Professional References with Contact Information, List of Professional References with Contact Information	Hired	July 11, 2017 at 11:55 PM	August 15, 2017 at 10:46 AM	Actions (Actions) View Application

- 5) If you want to review multiple applications at once, select the check box to the left of the applicant names and hover over the Actions button. Click Download Applications as PDF to view all applications selected.
 - If an evaluative criterion was added, committee members can also choose to evaluate applicants from this drop-down box.



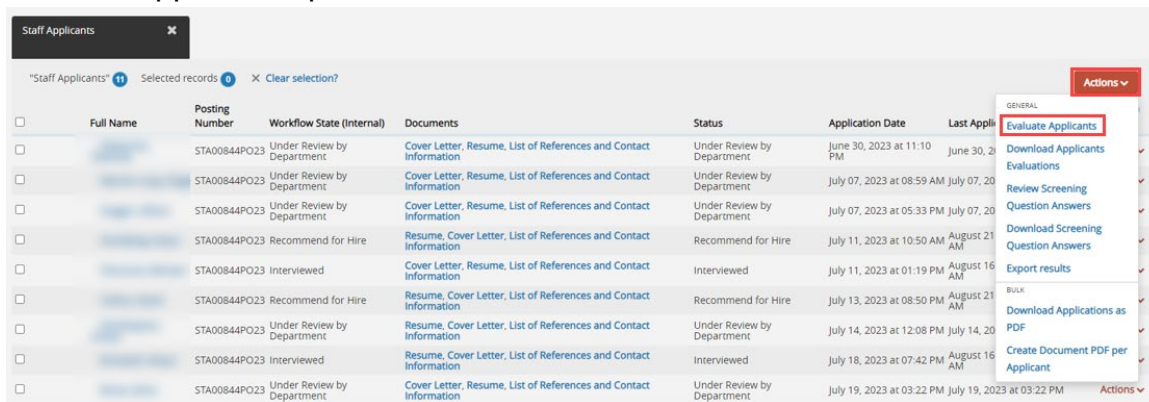
Faculty FTE Applicants

"Faculty FTE Applicants" 10 Selected records 3 X Clear selection?

<input type="checkbox"/>	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Upd	Actions
<input checked="" type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Other Supporting Documents	Under Review by Department/Committee	March 30, 2018 at 01:55 PM	Mar 01:55 PM	Actions Review Screening Question Answers Download Screening Question Answers Export results BULK Download Applications as PDF Create Document PDF per Applicant
<input checked="" type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Other Supporting Documents, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3	Under Review by Department/Committee	April 08, 2018 at 12:02 AM	Apr 12:02 AM	Actions
<input checked="" type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Curriculum Vitae, Cover Letter, Letter of Recommendation 1, Letter of Recommendation 2, Other Supporting Documents, Letter of Recommendation 3	Under Review by Department/Committee	April 30, 2018 at 02:37 PM	Apr 02:37 PM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3	Under Review by Department/Committee	May 15, 2018 at 12:21 PM	May 12:21 PM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Other Supporting Documents, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3	Under Review by Department/Committee	October 05, 2018 at 10:30 AM	Oct 10:30 AM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Curriculum Vitae, Cover Letter, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Other Supporting Documents	Under Review by Department/Committee	January 04, 2019 at 10:51 PM	Jan 10:51 PM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Curriculum Vitae, Other Supporting Documents	Under Review by Department/Committee	April 19, 2019 at 04:03 AM	Apr 19, 2019 at 04:03 AM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Other Supporting Documents	Under Review by Department/Committee	December 26, 2019 at 12:16 AM	December 26, 2019 at 12:16 AM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Letter of Recommendation 1, Letter of Recommendation 2, Letter of Recommendation 3, Other Supporting Documents	Under Review by Department/Committee	May 04, 2020 at 10:21 AM	May 04, 2020 at 10:21 AM	Actions
<input type="checkbox"/>	FAC00031PO18	Under Review by Department/Committee	Under Review by Department/Committee	Cover Letter, Curriculum Vitae, Other Supporting Documents, Letter of Recommendation 3, Letter of Recommendation 2, Letter of Recommendation 1	Under Review by Department/Committee	May 22, 2020 at 02:59 PM	May 22, 2020 at 02:59 PM	Actions

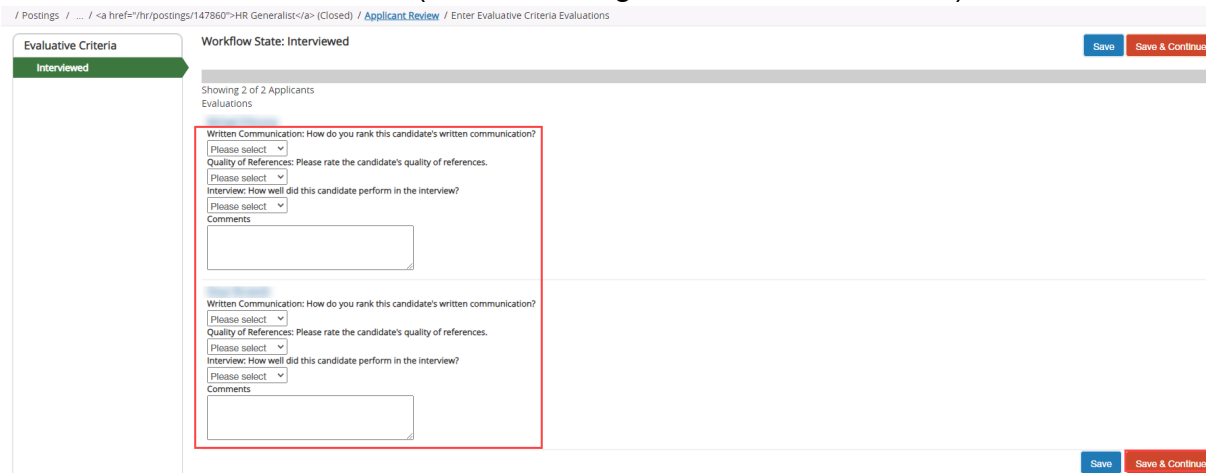
Search Committee Member Applicant Review & Evaluation

- 6) To evaluate applicants using the evaluative criterion established when the posting was created, hover over the Actions button and select the Evaluate Applicants option.



	Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Applied	Actions
<input type="checkbox"/>	[Redacted]	STA00844PO23	Under Review by Department	Cover Letter, Resume, List of References and Contact Information	Under Review by Department	June 30, 2023 at 11:10 PM	June 30, 2023	<ul style="list-style-type: none"> Evaluate Applicants Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Under Review by Department	Cover Letter, Resume, List of References and Contact Information	Under Review by Department	July 07, 2023 at 08:59 AM	July 07, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Under Review by Department	Cover Letter, Resume, List of References and Contact Information	Under Review by Department	July 07, 2023 at 05:33 PM	July 07, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Recommend for Hire	Resume, Cover Letter, List of References and Contact Information	Recommend for Hire	July 11, 2023 at 10:50 AM	August 21, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Interviewed	Cover Letter, Resume, List of References and Contact Information	Interviewed	July 11, 2023 at 01:19 PM	August 16, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Recommend for Hire	Resume, Cover Letter, List of References and Contact Information	Recommend for Hire	July 13, 2023 at 08:50 PM	August 21, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Under Review by Department	Resume, Cover Letter, List of References and Contact Information	Under Review by Department	July 14, 2023 at 12:08 PM	July 14, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Interviewed	Resume, Cover Letter, List of References and Contact Information	Interviewed	July 18, 2023 at 07:42 PM	August 16, 2023	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results
<input type="checkbox"/>	[Redacted]	STA00844PO23	Under Review by Department	Cover Letter, Resume, List of References and Contact Information	Under Review by Department	July 19, 2023 at 03:22 PM	July 19, 2023 at 03:22 PM	<ul style="list-style-type: none"> Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results

- 7) All applicants that are at a workflow state to be evaluated will be listed to be evaluated. Evaluative criterion were created when the posting was submitted, criterion may be linked to different workflow states. In this example, there are three criterion present and all three appear for applicants at the workflow state of Interviewed (shown in the green banner on the left).



Workflow State: Interviewed

Showing 2 of 2 Applicants Evaluations

Written Communication: How do you rank this candidate's written communication?
Please select

Quality of References: Please rate the candidate's quality of references.
Please select

Interview: How well did this candidate perform in the interview?
Please select

Comments

Written Communication: How do you rank this candidate's written communication?
Please select

Quality of References: Please rate the candidate's quality of references.
Please select

Interview: How well did this candidate perform in the interview?
Please select

Comments

- Rank each of the evaluative criteria and enter comments if applicable.
 - All comments will be documented as part of the interview file.
 - Only the Search Committee Chair and Central HR have the option to view all evaluations completed for each applicant as well as view the average score for submitted evaluations.
- 8) Once you've evaluated all applicable applicants, click the Save & Continue button.