

Search Committees Review

Revision history

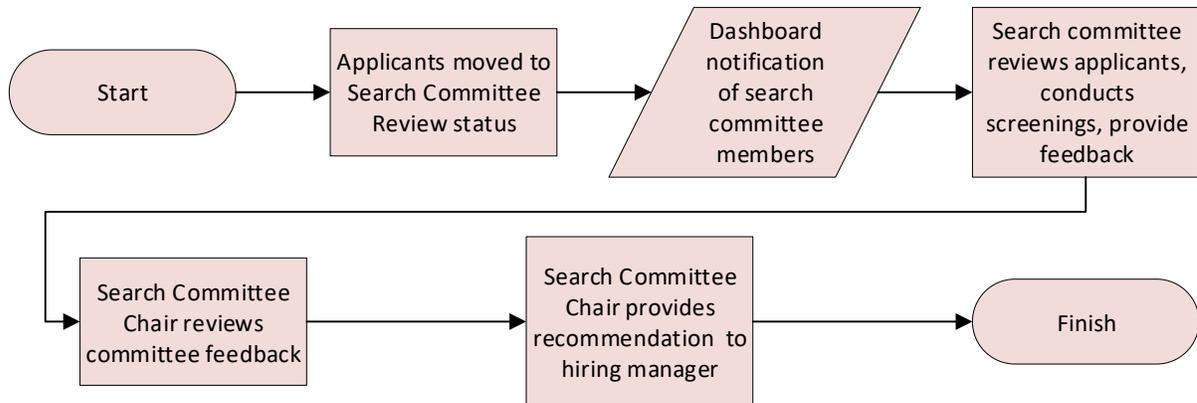
Last modified on	Author	Reason
2/8/2019	CHRS Recruiting Training Team	Initial Publication
4/9/2018	CHRS Recruiting Training Team	Minor updates
7/15/19	Stanislaus CHRS Training Team	Ctrl+s screen shot for report

Introduction

This guide shows you how to participate in a search committee review. Some tasks are specific to the Search Committee Chair. Other tasks are completed by everyone on the search committee.

Process diagram

The following diagram shows the process described in this guide.



- When applications are moved to the Search Committee Review status, committee members are notified.
- Committee members rate the applicants based on the agreed-upon selection criteria and add comments. Search committee members cannot see other member’s comments, review or rating.
- The Search Committee Chair reviews the ratings and comments.
- The Search Committee Chair sends the search committee recommendations to the Hiring Manager or HR/Faculty Affairs Representative, based on your campus’s business process.

What you will do

- View applicants
- View resume and answers to questions
- Bulk compile and send applicant documents
- Rate applicants by using selection criteria

- Review search committee feedback

Definitions

Term	Definition
Job competencies	<p>Job competencies are used by search committees to assess applicants during the selection process. On the Requisition Information form, job competencies are shown as Groups of selection criteria. Job competencies must be pre-configured to be selected from the competency library.</p> <p>Example of a job competency: <i>Builds effective teams</i></p>
Panel	<p>Panel is the term for search committee that is used in PageUp documentation.</p>
Search Committee Chair	<p>A user who is able to read other committee members' responses and rank applicants during the search committee review.</p>
Search committee member	<p>A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of selection criteria or job competencies, then decide whether the candidate meets the requirements. Committee members can add comments. Decisions and comments made by committee members are visible only to the Search Committee Chair.</p>
Selection criteria	<p>Criteria that are used to assess applicants during the selection process. Search committees use these them during the selection process to assess applicants.</p> <p>Example of a search criterion: <i>Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.</i></p> <p>Selection criteria belong to a job competency group and can either be selected from a list or written in.</p>

View applicants

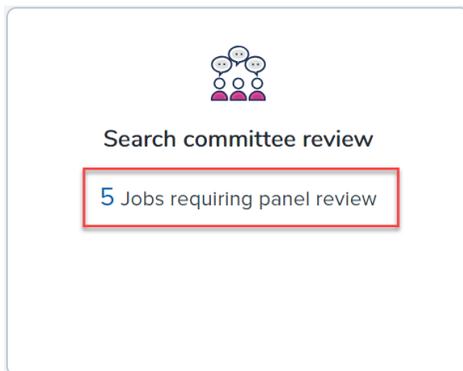
When applications are moved to the search committee review status, search committee members see an alert on their dashboards indicating that a job has applicants waiting for review. Only when an applicant is moved to the search committee review status can search committee access assigned applications.

Search committee members can then view the applications. When viewing applicants, committee members can do the following:

- Review answers on the application.
- Review the applicable documentation from the applicant.
- Rate applicants against the selection criteria.
- Add comments.

When to view applicants

If you have a Search committee review tile on your dashboard, you will see jobs that are waiting for your review.

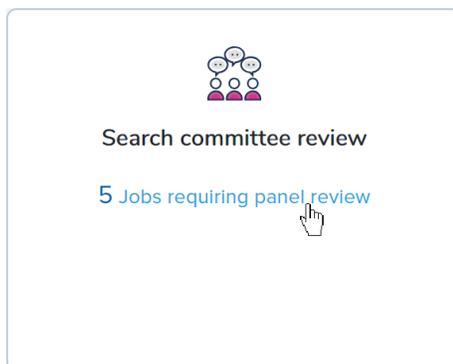


Prerequisites and assumptions

- You are a search committee member for a job.
- The selection criteria have been agreed upon by the search committee.
- Applicants have been moved to the search committee review status.

How to view applicants

1. Click the **Jobs requiring panel review** link on the dashboard.



- Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

Your role		
Search Committee Chair	View responses	Edit job
Search Committee Chair	View responses	Edit job
Search Committee Member		View job
Search Committee Member	View Applicants	View job
Search Committee Member	View Applicants	View job

Additional information

- If you are a Search Committee Chair, you have links to view responses.
- Search committee members cannot view other members' responses.

View resume and answers to questions

You can quickly open an applicant's resume, or view their answers to the job application questions by using two small icons on the View Applicants page.

When to view resume and answers to questions

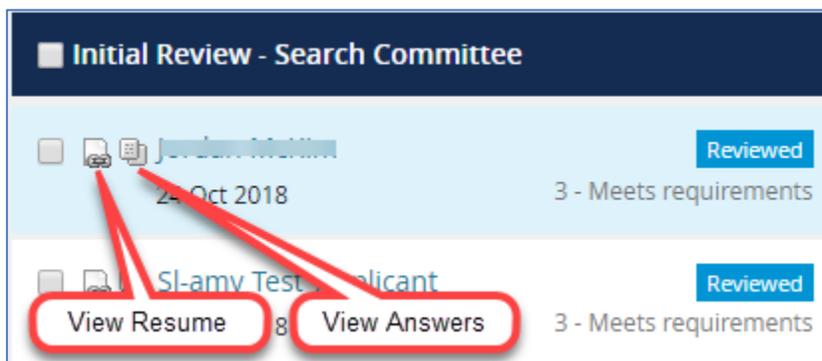
During the search committee review process.

Prerequisites and assumptions

- You are a search committee member for a job.
- Applicants have been moved to the search committee review status.

How to view resume and answers to questions

The view resume and view answers icons are next to the applicant's name in the applicants list. Click the applicable icon to view each.



Bulk compile and send documentation

You can use the Bulk compile and send function to gather the applicants' documents together and create a PDF file for you to review or to send to a user.

When to use bulk compile and send

- You are reviewing applicants during search committee review.
- Before you rate the applicants

Prerequisites and assumptions

- You are a search committee member for a job.
- Applicants have been moved to the search committee review status.

How to use bulk compile and send

1. On the View Applicants page select the applicants that you want to view, or check the **Select All** check box.
2. Click **Bulk compile and send**.

Admin Analyst/Spclst 12 Mo (492603)
Job Code/Employee Classification: Admin Analyst/Spclst 12 Mo

Bulk compile and send ←

Select all Sort: Outcome ▼

Initial Review - Search Committee

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24 Oct 2018	3 - Meets requirements	Reviewed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SI-amy Test_Applicant 17 Oct 2018	3 - Meets requirements	Reviewed

3. On the document selection page, select the documents to include in the PDF.

Bulk action status: ✔ 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form

4. Click **Create PDF** at the bottom of the page. CHRS Recruiting generates a PDF file.

5. When the PDF file is ready, you can either download the file or send the file to a user in an email.

Bulk action status: ✔ 2 Applicants Complete

i To download the document, right click on the link below and select 'Save Target As'.
 Note: To send the document it is not necessary to download the document below.
 The document will be sent as an attachment with the communication below.

Your document is ready to download:
 Download document (417.9 kb) ➔

Send document: Yes No

User: 🔍 ✎
No user selected.

Other e-mail:

From:*

Subject:*

Body:*

➕ Show merge field information **i**

B I U 🔗 📄 📧 Formats A A 🔗 📄 Ix <> ?

Please see attached the applications for:

6. Right-click the download link to download, or use the search field to send the document in an email to a user.
7. Click **Okay**.

What happens next

- All of the selected documentation for the selected applicants are included in a single PDF file.
- If you downloaded the document you can review it on your workstation.
- If you sent the document in an email, the selected user receives an email with the document as an attachment.

Related documents

[Panel/Search Committee](#)

REC_RG_14_SC Chair Dashboard.docx

REC_RG_06_Search Committee Setup.docx

REC_RG_26_Selection Criteria.docx

Rate applicants by using selection criteria

Use the selection criteria to rate applicants. You rate each applicant on each selection criterion and provide a summary at the end. The selection criteria outcome is displayed in the applicant list.

When to rate applicants by using selection criteria

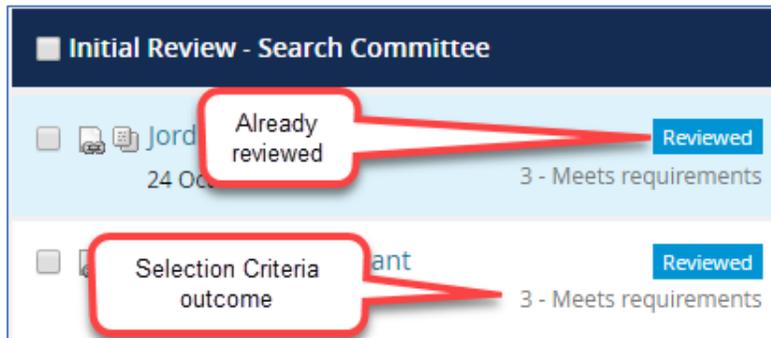
- You are on a search committee.
- Selection criteria have been agreed upon by the committee.
- The applicant is in the search committee review status.

Prerequisites and assumptions

- You have reviewed and agreed upon the selection criteria.
- The applicants have been moved to the search committee review status.
- You have interviewed or screened the applicant.

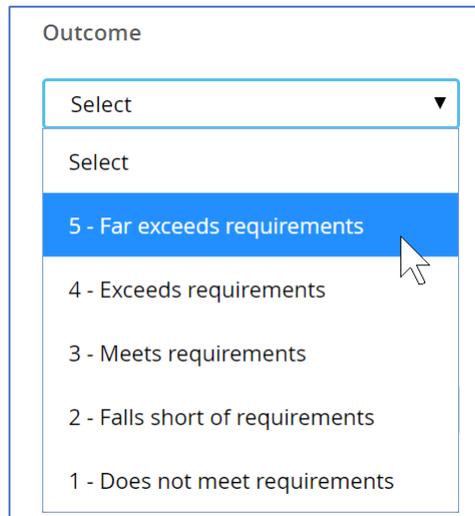
How to rate applicants by using selection criteria

1. Select the applicant that you are reviewing from the panel on the left. If you have already reviewed the applicant, you will see a Reviewed flag.



2. Read the selection criteria.

3. For each criterion, select an outcome from the menu.



Outcome

Select ▼

Select

5 - Far exceeds requirements

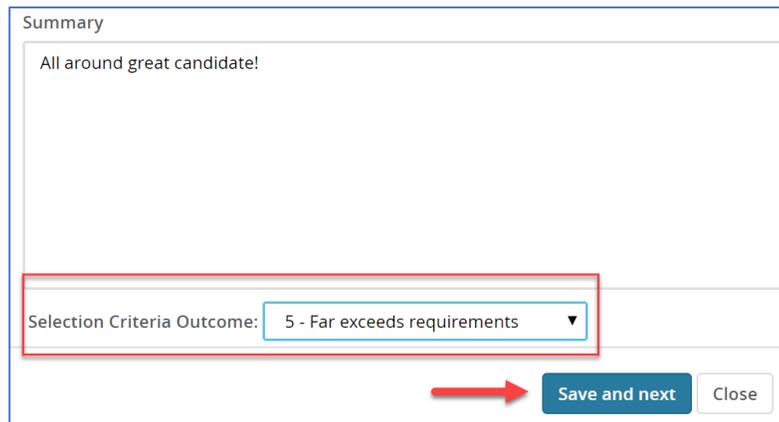
4 - Exceeds requirements

3 - Meets requirements

2 - Falls short of requirements

1 - Does not meet requirements

4. Add comments in the Comments field.
5. Use the **scroll bar** on the right side of the page to scroll down to see all the selection criteria.
6. At the bottom of the page, type in a summary of your views about this applicant.
7. Choose a Selection Criteria Outcome.



Summary

All around great candidate!

Selection Criteria Outcome: 5 - Far exceeds requirements ▼

Save and next Close

8. Click **Save and next** to review another candidate, or click **Close** to exit.

What happens next

- Your review feedback is saved to the applicant card.
- The Search Committee Chair will review your feedback.

Related documents

[Applicant Card](#)

Review search committee feedback

The Search Committee Chair can review the feedback from the search committee members. The Search Committee Chair must review the information provided by the members before making a recommendation to the hiring manager.

When to review search committee feedback

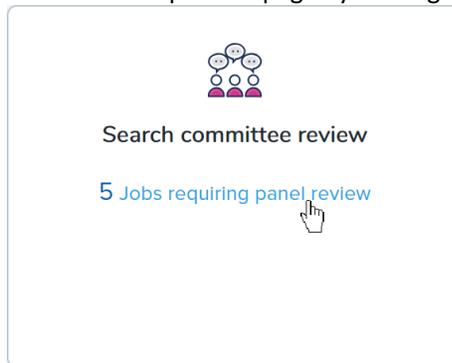
Review search committee feedback after all the search committee members have completed their reviews.

Prerequisites and assumptions

- You are a Search Committee Chair.
- Search committee members have completed their reviews.

How to review search committee feedback

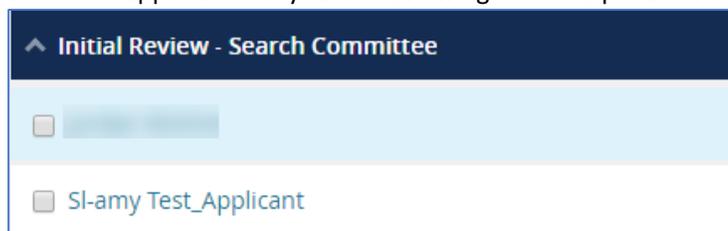
1. Open **My Search Committee jobs**:
 - a. From the side menu, click **Search committee review**.
 - b. You can also open the page by clicking **Jobs requiring panel review** on the dashboard.



2. Click **View Responses** for the applicable job.

Your role	
Search Committee Chair	View responses Edit job
Search Committee Chair	View responses Edit job
Search Committee Member	View job
Search Committee Member	View Applicants View job
Search Committee Member	View Applicants View job

3. Select the applicant that you are reviewing from the panel on the left.

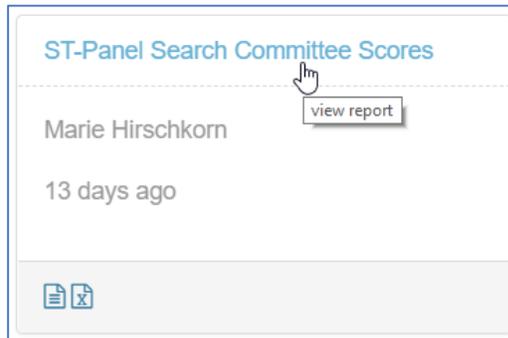


4. In the main panel read the selection criteria and the reviewers ratings and comments.

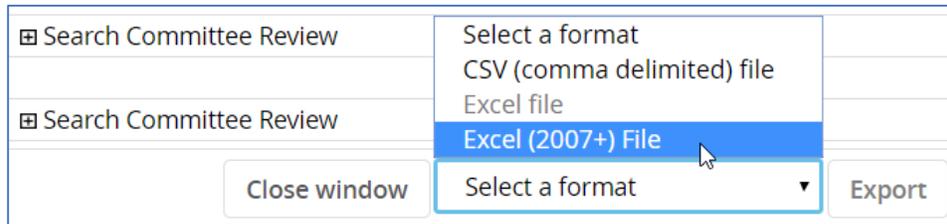
5. Alternatively, you can also run the ST-Panel Search Committee Scores report
 - a. From the Job page, click **Reports** link at the top of the page.



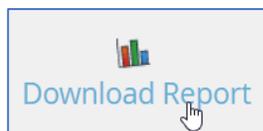
- b. Click **ST-Panel Search Committee Scores** report title.



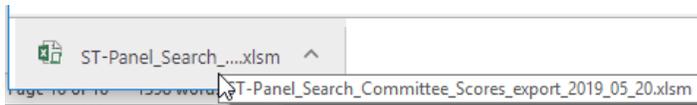
- c. View the report, Select **Excel (2007+) File** format and click **Export**.



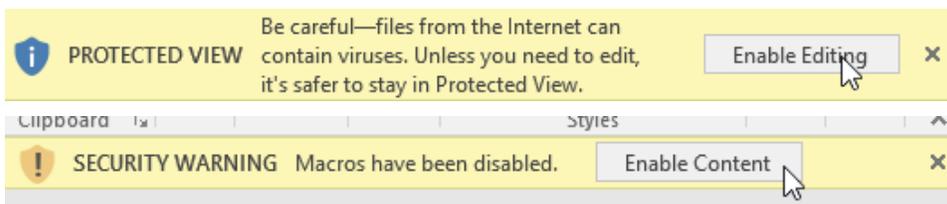
- d. Click the **Download Report** link.

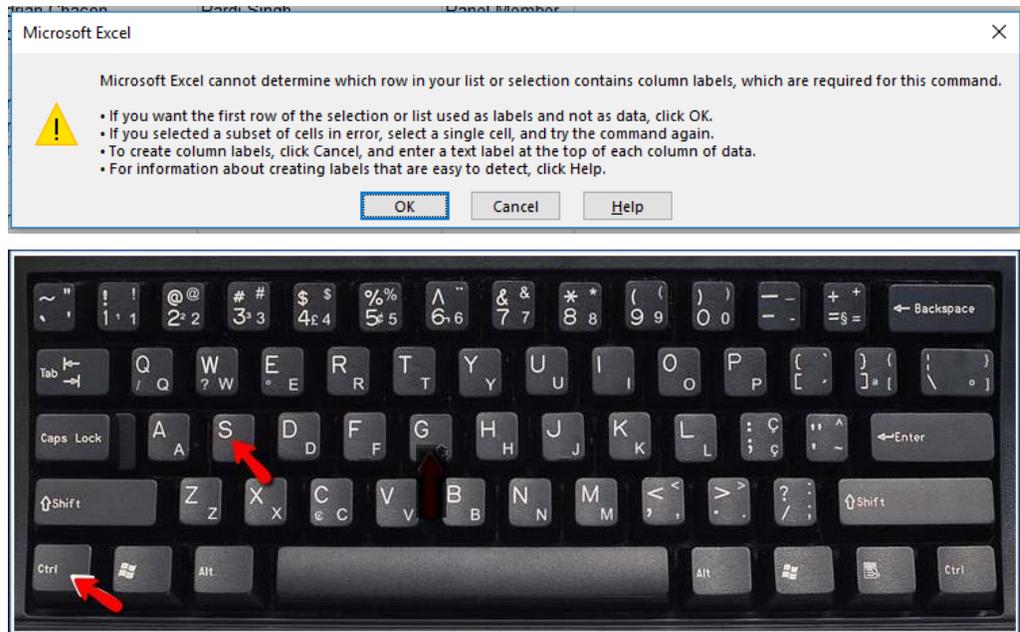


- e. Click the downloaded Excel report link at the lower left corner of the page.



- f. This report has macros imbedded in it, so you must click **Enable Editing**, **Enable Content** and **OK**. Once the report is opened, press the **Ctrl + S** keys to execute the macros and allow the formatting and subtotaling to occur in the report.





- g. The report will display the Job, Applicant, Committee Members and Chair, Selection Criteria and subtotaled scores by criteria and overall summary scores.

What happens next

- After reviewing all the responses, you can send recommendations to the hiring manager.
- If applicant ranking is enabled, you can rank the applicants.

Related documents

[Panel/Search Committee](#)