

## ST-Panel Search Committee Scores report Quick Reference Guide

**\*Instructions below are based on using the Google Chrome browser. If another browser is used, your experience might be different.**

**Directions:** The chair of a search committee should run the ST-Panel Search Committee Scores report after all committee members have imputed their selection criteria ratings for all applicants into CHRS Recruiting.

\*Users who have been granted hiring manager or search committee chair permissions are able to run the ST-Panel Search Committee Scores report. All other users should contact their recruiter for assistance.

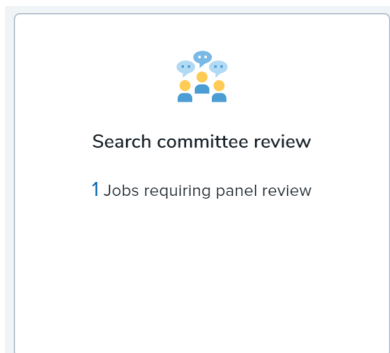
The report will display the Job, Applicant, Committee Members and Chair, Selection Criteria and subtotaled scores by criteria and overall rating scores.

1. From the Stan State homepage, click [myStanState](#) to get to the employee portal, then click on the CHRS Recruiting icon to log into the system.



CHRS Recruiting

2. From the Search committee review tile, click on # Jobs requiring panel review.

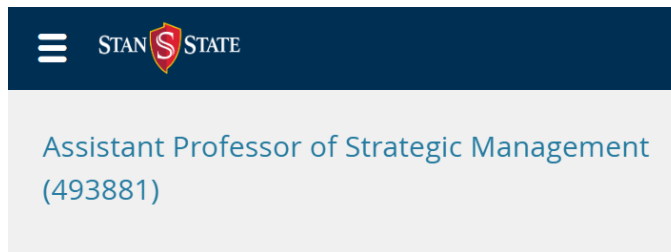


3. Click on View Applicants or View Responses.

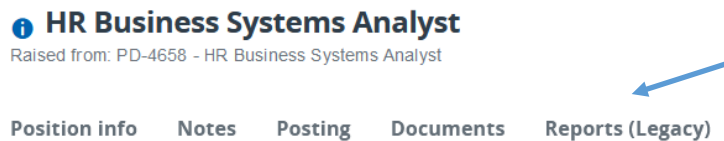
[View Applicants](#) | [View responses](#)

4. Click on the job title and number to get to the job requisition.

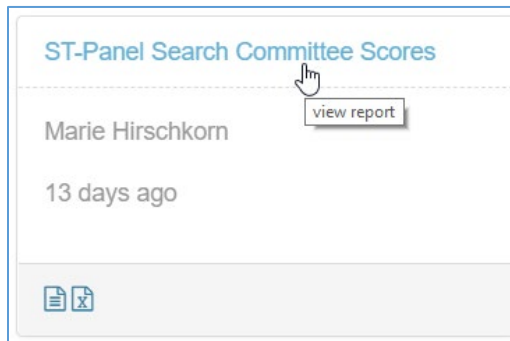
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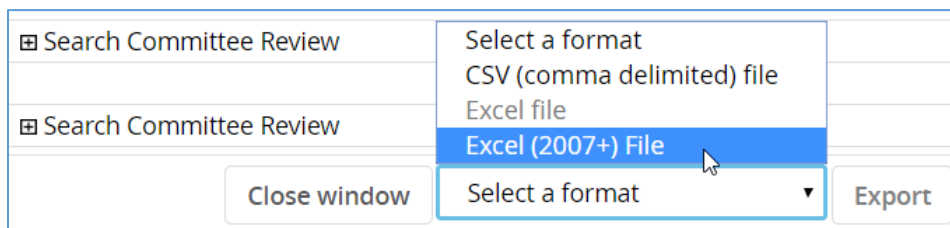
5. From the Job requisition, click **Reports (Legacy)** link at the top of the page.



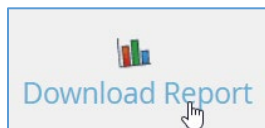
6. Click on the **ST-Panel Search Committee Scores** report.



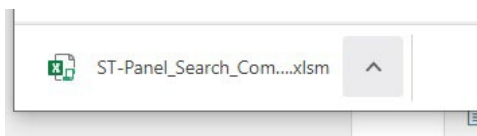
7. To view the report, select **Excel (2007+) File** format and click **Export**.



8. Click the **Download Report** link.

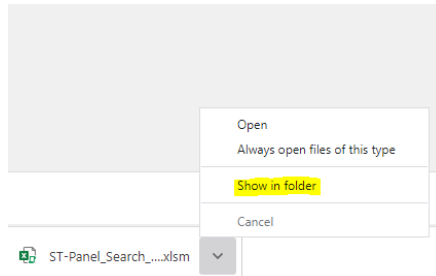


9. Click the up arrow (^) next to the title of the downloaded Excel report link at the lower left corner of the page

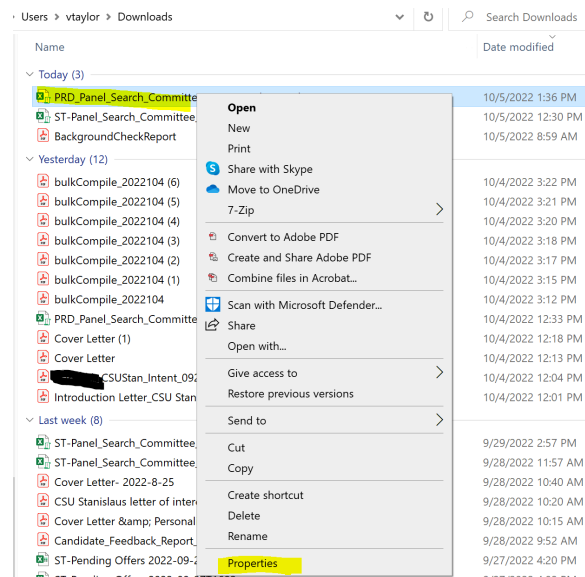


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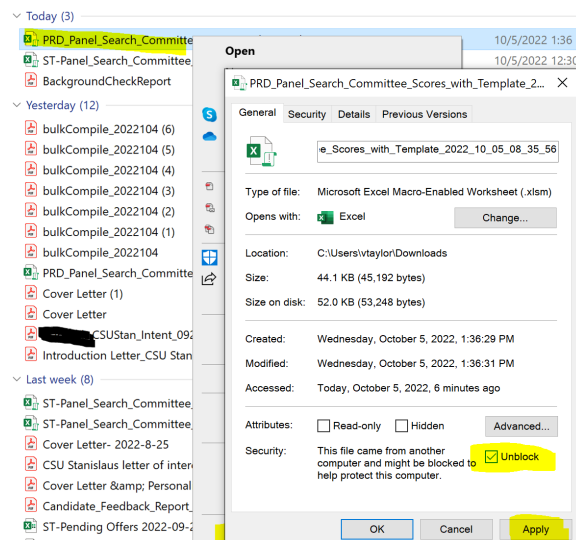
## 10. Select “Show in Folder”



## 11. Right click on the downloaded file and select “Properties” from the menu

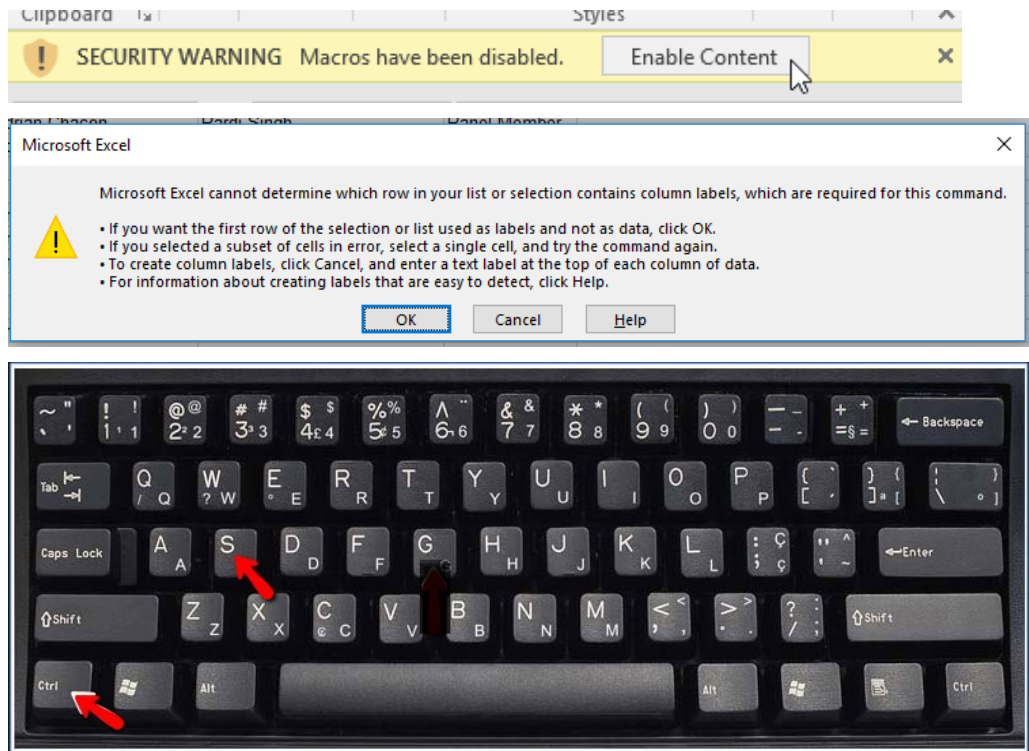


## 12. Check the box next to “Unblock” and then select Apply, then OK



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13. Double click to open the Excel file
14. This report has macros imbedded in it, so you must click **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.



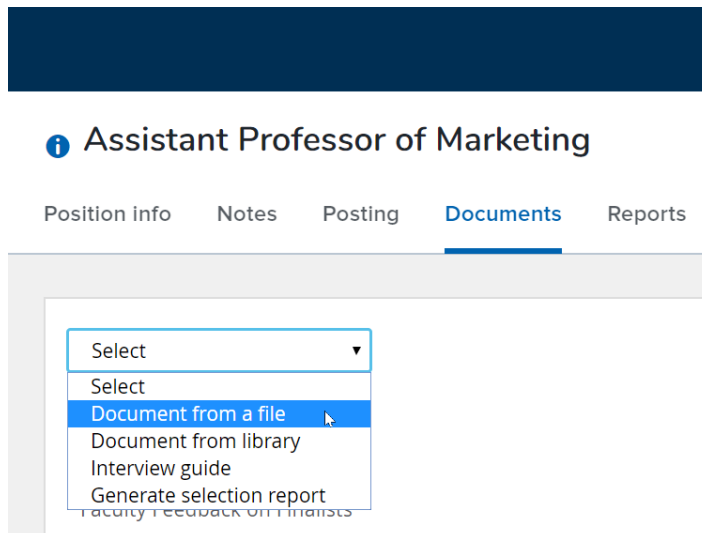
15. The report will display the Job, Applicant, Committee Members and Chair, Selection Criteria and subtotaled scores by criteria and overall rating scores.

\*\*If you encounter any issues with running this report, please contact campus OIT Technology Support

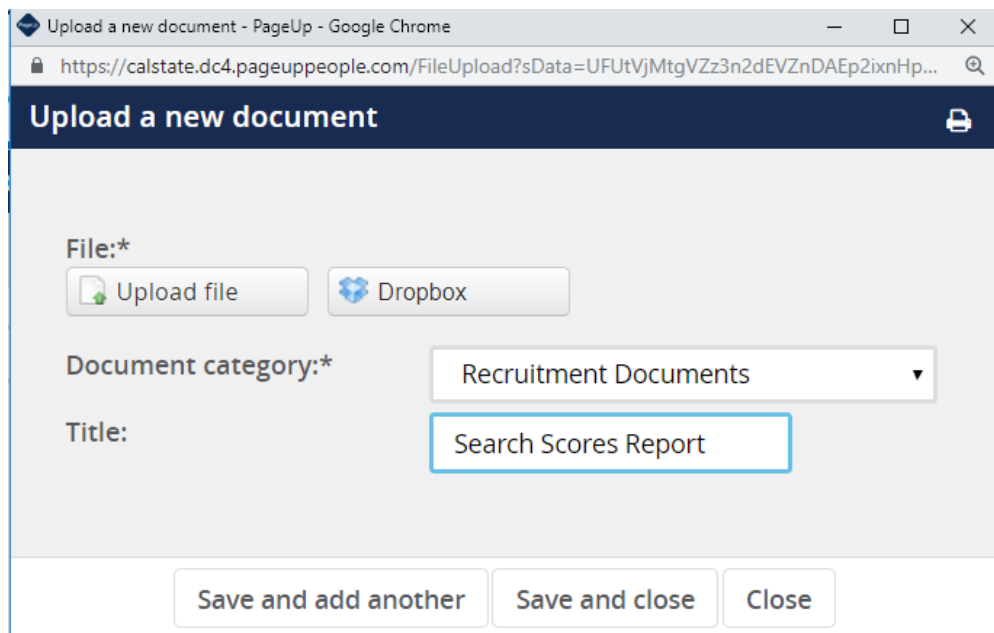
<https://www.csustan.edu/oit/contact-oit-technology-support>

16. Save the report on your desktop, then upload it to the job by clicking on the Documents tab.

## ST-Panel Search Committee Scores report Quick Reference Guide



Select Document from a file and the Upload a new document box will open.



17. Click Upload file
18. Select the Recruitment Documents Document category
19. Enter the Title Search Committee Scores Report
20. Click the Save and close button