

## Search Committee Chair Dashboard

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### Revision history

Last modified on	Author	Reason
2/8/2018	CHRS Recruiting Training Team	Initial publication

### Introduction

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When you log in to the CHRS Recruiting system, you go to the Home page that shows the Dashboard for your role.

### What you will do

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Identify functions of the Search Committee Chair dashboard.

### Search Committee Chair Dashboard Overview

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Dashboards differ among roles. Search Committee Chairs typically serve a dedicated role in the recruitment process, so their dashboard is streamlined to provide most frequently used page links where they can gain quick insight on the status of their requisitions and perform their functions easily.

The Search Committee Chair role is defined by a set of permissions that allow a user to perform the functions of a Search Committee Chair.

### Prerequisites and assumptions

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- You must be logged in to the CHRS Recruiting system.
- You must have the appropriate permissions to view the dashboard.
- Your browser must have popups enabled for this site.

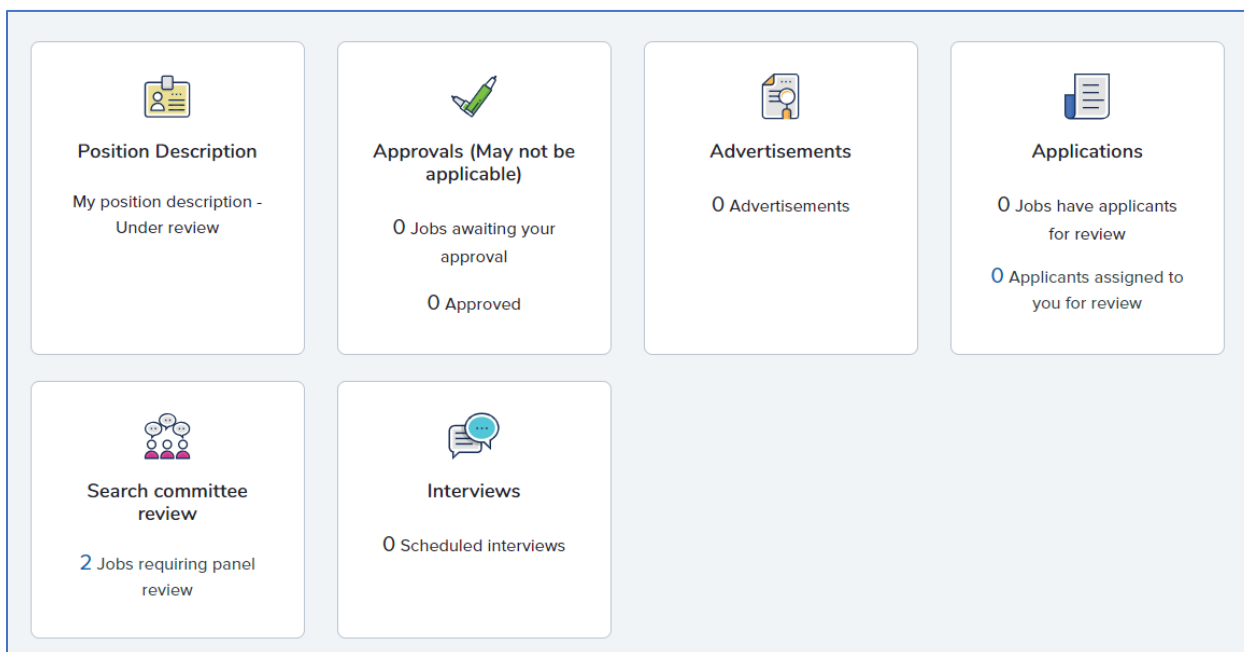
### Definitions

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Term	Definition
<b>Search Committee chair</b>	A committee member who is able to read other committee members' responses and rank applicants during the search committee review.

## Search Committee Chair Dashboard functions

The Search Committee Chair dashboard displays function widgets that organize your tasks in various stages and provide you quick access to functional areas to complete your tasks.



Widget	Links to other pages
<b>Position Description</b>	<p><b>My position description</b> links to your position description. CSU is currently not using this function for employee position description review.</p> <p>This tile appears on the dashboard but will not lead to any area, as CSU employees do not use their own position descriptions for recruiting purposes.</p>
<b>Approvals</b>	<p><b># Jobs awaiting your approval</b> links to the list of those jobs. This function may not be available to you based on campus business process</p> <p><b># Approved</b> links to a list of recently approved jobs.</p>
<b>Advertisements</b>	<p><b># Advertisements</b> links to <b>My Sourced Jobs</b>. This page contains all the jobs that you posted. This function may not be available to you based on campus business process.</p>
<b>Applications</b>	<p><b># Jobs have applicants for review</b> links to <b>Shortlisted applicants</b>.</p> <p><b># Applicants assigned to you for review</b> links to <b>My applicants</b>.</p>
<b>Search committee review</b>	<p><b># Jobs requiring panel review</b> links to <b>My search committee jobs</b>. From there, you can view applicants, view committee members' rating and comments, or access the posted jobs.</p>
<b>Interviews</b>	<p><b># Scheduled interviews</b> links to <b>My events</b> page, showing a list of upcoming events.</p>

## Using the Widgets

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Widgets have multiple functions. Some widgets show a number of items that need attention. These display items are actually links to other pages. Clicking on the link goes to a page where you can address those needs.

## Permissions affect the interface

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Your role might be further refined to provide or restrict certain functions. For example, the advertisement tile might be disabled for your role if you are not authorized to access this information based on your campus' business process.

## Related documents

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PageUp does not have an article specifically for the Search Committee Chair dashboard because it is based on the Hiring Manager Dashboard and defined by permissions.

[Hiring Manager Dashboard](#)