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Log In
Login through Single Sign On
Applicant Portal: https://www.tamengineeringjobs.com/ To see what the applicant sees.

The Search Committee Feature

The Search Committee feature is designed to allow approved user groups to be able to select a search committee for a job posting for evaluating candidates. The Search Committee Members have their own user account they will use to log into the system. As a Search Committee user, users can only access job postings they are assigned to as search committee members. They will have “Read Only” access to the job posting (similar to a guest user). You can opt to use an additional feature entitled “Ranking Criteria” that would also allow these search committee members to then rate or rank applicants based on criteria set up by an approved user (example: search committee members can be asked to rank or rate applicants based on their “public speaking”). The Search Committee feature will help guide you to adding, removing and managing your search committee members on a job posting.

Search and Add Existing Search Committee Members

Once you are in the posting, scroll down to the Search Committee Section and select "Edit". You will then be taken to a screen like the one below where you will be able to search for existing search committee members (red circle below), i.e. users that have the Search Committee Member group assigned to them, and add them to the posting. You will also be able to add a new search committee member on this screen (blue circle below).
1.) Only users with the Search Committee user group will appear in this search.

2.) Click the “Add Member” button to add a user to the search committee.

**Note:** The search engine here searches by first name, last name, or email address. A user will only need to match one field to be pulled back in the results. Therefore, if you search by “John” in the First Name field and “Smith” in the Last Name field, the search engine will pull back all users with either the first name “John” or the last name “Smith”. Searching only by email is often the best unique identifier for users.

**Make a Search Committee Member the Committee Chair**

When you're adding the search committee member, you also have the option to make that member the Committee Chair. Committee Chairs can view all answers of other committee members. If you don't select the member as the Committee Chair at this time, you can always make them the Committee Chair later under "Actions".

1.) Click the checkbox “Make Member The Committee Chair” (see green circle above)

2.) There can be more than one user designated as a chair.

**Managing Search Committee Members**

Under the “Search Committee Members” table, you have options for each search committee member listed under the “Actions” link.

1.) Approve User (Admin Only) – Can approve pending Search Committee accounts.

2.) Remove from Posting – Allows the removal of a user as a search committee member.

3.) View User (Admin Only) – Can view user’s account.

4.) Edit User (Admin Only) – Can edit a users’ account.

5.) Make Committee Chair – Designate a user as the Committee Chair.

**Search Committee Members - Applicant Tracking Home Page**

When you log in you will come to the applicant tracking home page
If you have more than one user type assigned, make sure you select **Search Committee Member** in the dropdown (see red circle above).

Search Committee members are assigned at the time the posting is created by the hiring department.

If you do not see the Search Committee Member option contact the Dean’s Office to have this role added to your user types.

You will see the postings for the search committees to which you are assigned. From this view click on “Actions” and either view the posting details or view the active applicants.

To add posting to your Watch List, Click on “Actions” and select Watch under Tracking.

**View Posting Details**

When you view the posting details you will see all of the information entered by the hiring division including the required education and experience, list of required documents to be provided by applicant and the actual print advertisement for the position.

**View Applicants**

When you view applicants who have applied to a posting you can see the full list of applicants and then click on “Actions” to pull up a specific application.

When you click to review an applicant you will see all information they provided including required documents.
View Applicant Documents
You may view each document submitted individually by clicking on that particular document (scroll down to see this section).

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Conversion Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae</td>
<td>Curriculum Vitae 08-13-14 11:46:58 (322 KB)</td>
<td>PDF complete</td>
</tr>
<tr>
<td>Statement of Teaching</td>
<td>Statement of Teaching 08-13-14 11:47:57 (135 KB)</td>
<td>PDF complete</td>
</tr>
<tr>
<td>Statement of Research</td>
<td>Statement of Research 08-13-14 11:48:34 (87.3 KB)</td>
<td>PDF complete</td>
</tr>
</tbody>
</table>

OR you may combine all of the documents the applicant submitted into one document and view as a whole by clicking on Combined Document > Regenerate

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>View</td>
</tr>
<tr>
<td>Combined Document</td>
<td>View</td>
</tr>
</tbody>
</table>

Email to Reference Provider
An email will be automatically sent to references provided by the applicant once the status is changed to “Under Committee Review”. The status can be changed by clicking on the “Take Action On Job Application” orange button.

View References
To view an applicant’s references:

- Open the Recommendations tab to see a list of recommendations from the applicant’s reference providers.
- Select the reference of choice under the Recommendations section to view it in detail. Reference information will be provided either in the Additional Comments section or an attached letter.
• To request a replacement for a failed reference document; from the **Actions** menu associated with the recommendation that contains a failed document, select **Delete and Re-Solicit**. The system emails the reference provider to request a replacement document.

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**Evaluative Criteria (Optional)**

**Evaluative criteria** are for interviewers to answer. They are scored. Evaluative criteria are subjective. Examples:

- Does the applicant have good presentation skills?
- Did the applicant contribute to keeping the discussion focused?

These are sometimes called ranking criteria. Search committees often use evaluative criteria, but aren’t required to. You can use them whether you create a search committee or not. Use evaluative criteria to help you identify applicants who would be a good fit for the job.

**Add Evaluative Criteria**

The Evaluative Criteria Rankings Tab works very similar to posting specific/supplemental questions. To the right is an orange button, "Add a Criterion", that will bring you to a list of exiting criteria where you may select an existing ranking criteria or create a new ranking criteria.

**Note:** Adding criteria can be done two ways; 1) by adding existing criteria and/or 2) by creating new criteria.
To select an existing one, click in the checkbox to the left under the heading "Add" (you can first see a preview of the criterion by clicking on the description) and then click on the "Submit" button at the bottom right.

To create a new criterion, select “Add a new one”. You can set up the criteria as a predefined answer question.

The ranking criterion will then appear under Included Evaluative Criteria.
Scoring Evaluative Criteria

Optional: You may want to assign points to your predefined answers by clicking on the criterion's description. You can then set the appropriate “score” for each of the ranking criteria. Also it is VERY important to enter a weight and points in order to receive a score….This will be vital for the calculation feature in rankings to work.

**Scoring Example:**  Weight = 100
- Questions 1: Answer Yes = 25
  Answer No = 0
- Questions 2: Answer Yes = 25
  Answer No = 0
- Questions 3: Answer Yes = 25
  Answer No = 0
- Questions 4: Answer Yes = 25
  Answer No = 0
- Questions 5: Answer Yes = 25
  Answer No = 0

After you have set your points, you can click on the "Next" button. You will then define the workflow state where the search committee will be prompted to answer the ranking.

Once you have set up all of your ranking criteria, you would proceed with the posting as normal and move along in the workflow.

Search Committee: Ranking Applicants

Once you have assigned search committee members and created ranking criteria, the next step is to evaluate applicants using the ranking criteria. Remember that Search Committee Members will only be able to evaluate applicants using the ranking criteria when the applicant and question state are both in workflow states that the Search Committee Member owns.

1.) When the search committee member logs in, they need to view the posting they are assigned to and go to the Applicants tab. In the search results, click in the checkbox to the left of the search column titles to select ALL applicants.
2.) Under the silver "Actions" button to the far right above the search results, select "Evaluate Applicants".

3.) You will be taken to a screen that will allow the search committee members to enter in their answers to the ranking criteria questions for each applicant. Please note that the “Login As” feature does not allow users to rank applicants logged in as a different user. HR/Dean’s office users cannot login as a Search Committee member to rank applicants for them.

Once you have entered in your evaluations, click the "Save" button
It is important to note here that Search Committee Members can only see information on their own rankings of applicants. Search Chairs and HR/Dean’s office have the ability to see all rankings from all Search Committee Members for all applicants.

**Review Search Committee Member Rankings – Committee Chair Only**

Go into the posting, Applicants tab. Select the checkbox to the left in the header section of the search results, and under the silver "Actions" button select "Evaluate Applicants". You will notice that there is now a section called "View Detailed Entries".

This section allows you to review all of the applicants and their ranking criteria answers. Select the name of the applicant you wish to review.

This will take you to a screen that shows the details of the ranking criteria entered in by the search committee members.
### Ranking Criteria Details and Overrides

* Required Information

**Workflow State: Under Review By Search Committee**

<table>
<thead>
<tr>
<th>Reviewer Name</th>
<th>Test Question 1 (weight: )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Test</td>
<td>Good( points)</td>
</tr>
<tr>
<td>System Account</td>
<td>&lt;no value entered&gt;</td>
</tr>
<tr>
<td>Average Score</td>
<td>0.00 points</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>