SEARCH COMMITTEE/SEARCH CHAIR GUIDE

Role of Search Committee Member in ATS:

- View the Posting Summary this is the vacancy announcement.
- Evaluate Applicants this provides the ability to review and evaluate (or rank) the applicants.
- Print Preview provides the ability to view the posting as one document which can be printed.

Included in this manual are:

- ➢ LOGIN INSTRUCTIONS
- ➢ SEARCH FOR A POSTING
- ➢ VIEW SUMMARY AND APPLICATIONS
- ▶ PRINT OR DOWNLOAD APPLICATIONS
- EVALUATE APPLICANTS
- ➢ SEARCH CHAIR INSTRUCTIONS

Role of Search Committee Chair:

- Assist the Hiring Authority to determine the members of the Search Committee.
- Serves as the Search Committee spokesperson.
- Discuss the role and scope of the position to foster understanding of the duties and responsibilities.
- Ensure that the Hiring Authority's charge is conveyed to the Search Committee and answers any questions or concerns regarding the charge.
- Ensure Search Committee Members actively participate in the recruitment process and all members have the opportunity to provide feedback and observations.
- Actively participate as a Search Committee Member as well as the Chair.
- Communicate the Search Committee recommendations for advancing applicants to the next phase(s) of the recruitment process to the Hiring Authority. Search Committee recommendations may include the Search Committee's assessments of the finalists' strengths and weaknesses, observations, ranked or unranked list (as determined by the Hiring Authority), etc.
- Consult with the department/college and in a timely manner if/when:
 - The candidate pool surfaces only one qualified candidate;
 - Problems regarding the search process are reported;
 - If the recruitment process may be compromised due to interference, disputes, etc.
 - Other extenuating circumstances warrant intervention.
- Foster compliance with MSU, State, and Federal recruitment and selection policies and procedures.

Role as a Search Manager in ATS:

- Confirming all search committee members have scored the applications
- Seeing the overall score on the applicant page
- Downloading a matrix (optional)

LOGIN

HR Webpage link to Login Page

http://www.montana.edu/hr/index.html



Login Page

https://jobs.montana.edu/hr



User Name: NetID Password: password associated with NetID

*Error message of "LDAP Credentials Failed" go to the UIT link and update you NetID password, for the network: <u>http://www.montana.edu/uit/ids-services/portal.html</u>

NOTE: The platform works best with Chrome, Firefox, or Safari (5 or higher). *It is recommended that you utilize one of these Internet Options.*

Inactivity of 60 minutes will time out the system and any unsaved data will be lost.

Clicking "Next" on any page will automatically save the page and move you to the next page. "Save" saves the current page without advancing to the next step.

SEARCHING FOR A POSTING

••• Hire								Welcome	e, 111	<u>My Profile</u> <u>Help</u>	logout
	ONTANA TE UNIVERSITY	>		I					User Grou Search	up: Committee Member	¥
Home	Postings -									45	
Welcome to	Staff Faculty	tment Sy	stem								
Inbox	Postings 11 Use	rs 295 Hirin	g Proposals 8	Position Requests 18	Onboarding	Tasks	Special Handling Lists		0 Filled I Last 3	Postings 0 days	
SEARCH											
							Filters		6	`	
TITLE	M			CUR	RENT STATE	DAYS	IN CURRENT STATE		C)	
Human Res Training	ource Technician			Scre	en - Open	235		-	Contin	To an a star	
Student Ser Psychology	vices Coordinator			Orig	inator	1071		Staff	Faculty	remporary & Stu	tent

- Current role will be listed under **User Group** on the right-hand side.
- > Any action that you are assigned to should show up in your Inbox under the correct action Tab
 - Example: are we looking for a **Posting**, **Position Requests**, **Hiring Proposals**?
 - The blue text will open the action referred to.
 - Selecting through the **Inbox** will automatically change to the role needed to complete the assigned action.
 - o If you have multiple roles use User Group drop-down to manually select a role.
- > To search for older searches or a missing search select **Postings** drop-down then select **Staff** or **Faculty**

Staff Posti	ngs		
Saved Searches 🗸		Search	Q More Search Options 🗸

- Enter position title, vacancy number, or keyword in Search field (i.e. Program Coordinator or 16279 or 16279) Do not use "- "(dashes) the system will generate an error.
- Select the appropriate position
- Click on the Actions drop-down
- > Select Watch to add to your watch list on your home page or Stop Watching to remove.
- Select View Posting or View Applicants
- > **<u>OR</u>** the **Working Title** is a hyperlink and will bring up the vacancy announcement.

R	Reports		×											
	"Reports'	" 🚺 🗙 De	lete this search	? Selected rec	ords 🕕 🗶 Clear s	election?							1	Actions 🗸
		Division	Department	Classification Title	Working Title	Appointment Type	Contract Type	Announceme Number	Active Applications	Workflow State	Last Status Update	Posted Date	Posted By	(Actions)
		Training	Training (XXXXX1)	Personnel Officer	Human Resource Technician	Classified	Classified Salary	STAFF - VA - 15234	11	Screen - Open	October 27, 2017 at 01:15 PM	05/17/2018 11:50 AM	Training	Actions 🗸
														GENERAL View Posting View Applicants TRACKING Stop Watching SHARING SHARING

VIEW SUMMARY AND APPLICATIONS

- The Summary is your job posting view (or vacancy announcement) and can be referred to at any time in the process.
- > To view the applications, click on the **Applicants** tab.
- > Anywhere that has a blue text is a hyperlink
- Options: open summary on one of two screens, print out posting, or use hyperlink to go back and forth to assist with ranking applicants.

Hire			Welcome,	<u>My Profile</u>	<u>Help</u>	<u>logout</u>
	ONTANA re university			User Group: Search Committee M	lember	¥
Home	Postings -			Shortco	uts 👻	
Postings / Staff	/ Human Resource Programme	er (Removed from Web) / Summary		Search Res	ults: Previ	ous Next
Position Current S Position Departm Summary Please To tak	ng: Human Resolution Status: Removed from Web Type: Staff removed from (Training) C History Applicants e review the details of the posting to you e the action, select the appropriate g and also add this posting to you	Tricia Wimbish Winer: Search Manager Reports carefully before continuing.	 See how Postin; Print Preview (A Print Preview Add to Watch Li Add to Watch Li 	g looks to Applicant Applicant View)		
on the To edi has ar workfi	Popup box. t the posting, click on the Edit link orange icon with an exclamation ow. PRAF Details position Information Announcement Number Duick Link for Internal Postings	next to the Section Name in the Summary Section. This will take you dire point, you will need to review this section and make necessary correctio STAFF - VA - 15248	ectly to the Posting Pa ns before moving to t	ige to Edit. If a section he next step in the		
	For questions regarding this position, please contact:	John Doe at 406-994-XXXX or john.doe@montana.edu				
	Hire	Hire EXECUTION VERSITY Home Postings Postings / Staff / Human Resource Programme Image: Departure Staff Departure Staff Department: Training (Training) Contract States Summary History Applicants Please review the details of the posting to you on the popup box. To take the action, select the appropriate posting and also add this posting to you on the popup box. To edit the posting, click on the Edit link has an orange icon with an exclamation workflow. Image: Image: Position Information Announcement Number Quick Link for Internal Postings For questions regarding this position, please contact: For questions regarding this For source and source source of the posting source of the posting source of the source of	Itere Event E	Hite Welcome EXECUTION EXERCISE Mone Postings * Contings: Staff: / Human Resource Programmer (Removed from Web) / Summary Posting: Human Resource Programmer (Removed from Web) / Summary Posting: Human Resource Programmer (Staff) Current Status: Removed from Web Posting: Created by: Tricia Wimbish Owner: Search Manager Summary History Add to Watch List Summary History Applicants Reports Please review the details of the posting carefully before continuing. To take the action, select the appropriate Workflow Action by hovering over the orange Take Action on this Posting? button. You may and also add this posting to your Watch List. In the opup box that appears. When you are ready to submit your posting, click on the epotyp box. To take the action, select the appropriate Workflow Action by hovering over the orange Take Action on this Posting? button. You may and also add this posting to your Watch List. In the summary Section. This will take you directly to the Posting Peincent Section Name in the Summary Section. This will take you directly to the Posting Peincent workflow. Postion Information Immounterment Number STAFF - VA. 15248 Immounterment Number Staff - VA. 15248 Immounterment Number Staff - VA. 15248 Immounterment Number Staff - VA. 152	Hite Welcome My Profile User Group: Search Committee A Mone Postings / Staff / Human Resource Programmer (Removed from Web) / Summary Search Reso Posting: Human Resource Programmer (Removed from Web) / Summary Search Reso Posting: Human Resource Programmer (Removed from Web) / Summary Search Reso Posting: Human Resource Programmer (Staff) Current Status: Removed from Web Department: Training (Training) Created by: Tricia Wimbish Print: Preview (Applicant View) Owner: Search Manager Print: Preview (Applicant View) Add to Watch List Summary History Applicants Print: Preview (Applicant View) Please review the details of the posting carefully before continuing. To take the action, select the appropriate Workflow Action by hovering over the orange Take Action on this Posting' button. You may add a Comment to the popup box. To take the action, select the appropriate Workflow Action by hovering over the orange Take Action on the Souting Youry Watch List In the popup box. Posting I daka add this posting To your Watch List In the popup box. © RAF Details Postion Information Immunerent Number STAFF - VA - 15248 Immunerent Number Staff - VA - 15248 Immunerent Number Fitsp-//jobs.montana.edu/postings// 1880 Immunerene Immunerent Number	Hite Welcone My trofile Help Line Line </th

NOTE for the following instructions when viewing more than 30 applicants:

Applicants are listed on the Applicant page. If more than 30 there will be several pages. The instructions below will need to be followed for EACH page. For example, once done downloading applications or evaluating the first 30 applicants, the same process will need to be followed for each page of applicants.

REVIEW APPLICATIONS/DOCUMENTS ONLINE

Postings / / Human Resource Program	nmer (Posted) / Applicant Review / Jane Murphy Search Com e Murphy (Staff) Review	nmittee Review	Search I Take Action On Job Application ↓ Take Posting Applied To Preview Application	Results: Previous Next
Full name: Jane Murphy Address: 3587 Highway 4 BILLINGS, MT 59701 United States of America Username: janemurphy Email: emailaddress@zed.zed Phone (Primary): 555-555-5555 Phone (Secondary): Position Type: Staff Department: Human Resources Compliance & EEO (Human	Created by: Jane Murphy Owner: Search Manager Documents can be viewed online on the documents tab at the top or at the bottom		Evaluate Applicant	
Resources Compliance & EEO)	commendations (0 of 0) History Reports	Required D	ocuments	
cumury occurrents ne	intervention of the start of th	Document Type	Name Cover Letter 03-03-15 17:27:41 (30.4 KB)	Conversion Status PDF complete
Personal Information	n <u>Edit</u>	Resume	Resume 03-18-15 15:04:47 (48.7 KB)	PDF complete

- Summary tab is the complete application as submitted in the system
- Documents tab is any required or optional documents assigned in the posting can be viewed for this application that can be viewed in the online PDF viewer also linked at the bottom of the application

Postings / / Human Resource Programmer (Post	ed) / Applicant Review / Jane Murphy Search Committee Review	Search Results: Previous Nex
Job application: Jane Mu Current Status: Search Committee Review Application form: Staff Application	Evaluative Criteria Jane Murphy assessment*: Overall, based on the application materials provided, please rate how the candidate meets the qualifications of this position. Please select Converse	Take Action On Job Application ✓ ★ View Posting Applied To ★ Preview Application ★ Evaluate Application
Full name: Jane Murphy Create Address: Owne 3587 Highway 4 BILLINGS, MT 59701 United States of America Username: janemurphy Email: amailadfrace@acd_add		Edit Application
Phone (Primary): 555-5555 Phone (Secondary): Position Type: Staff Department: Human Resources Compliance & EEO (Human Resources Compliance & EEO)	Save Save and Next Cancel	
Summary Documents Recommendat	ions (0 of 0) History Reports	

- > When ready to evaluate click Evaluate Applicant that will open a floating window
- > The floating window will scroll up and down the applicant page while you are viewing
- Not available on the Document page, will need to go back to **Summary** to open
- > Hit Cancel if you need to switch screens, once you return just click again to open
- Save and Next to proceed to next candidate in the list or just Save to end

PRINT OR DOWNLOAD APPLICATIONS-Optional

From Applicants tab, click the Actions button to view options

- ➢ Under Bulk:
 - All Applications (including uploaded materials) can be downloaded in a single PDF file **OR**
 - \circ An individual PDF document of each applicant can be created and viewed
 - The PDF's can then be printed, *if necessary*
 - NOTE: if the applications are printed, they <u>MUST</u> be shredded when the search is completed. Also, PDF's must be deleted from desktop and from Recycle Bin at the end of the search.



Printing all applications (and uploaded materials) into one document

- Click on Applicant tab
- > Click on box beside "Legal Last Name" to select all applications
 - NOTE: If one application is needed, or just a few, click only on those box(es) needed.
- > Click on Action button to the right of the screen
- > Click on **Download Applications as PDF** under the **Bulk** section



- > The complete application (and uploaded documents) or parts of the application, can be downloaded
- Click **Submit** (for large pools this may take a while to generate the document).

Download one application to a single PDF:

My View			Search Committee View	x					
"Search	Committee Vi	ew" 👍 Selec	ted records 🧿 💥 Clea	r selection?					Actions 🗸
							Scoring		(Actions)
	Legal Last Name	Legal First	Workflow State (Internal)	Application Date	State-Vet Pref	Vet Pref	Criterion Score	Scoring Criterion Status	
	Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM			75.00	Evaluate Applicant	Actions 🗸
	Savage	Samantha	Search Committee Review	April 07, 2015 at 04:19 PM			100.00	Evaluate Applicant	Actions 🗸
	Murphy	Jane	Search Committee Review	April 07, 2015 at 04:22 PM			0.00	Evaluate Applicant	Actions 🗸
	Wise	Kate	Search Committee Review	April 07, 2015 at 04:23 PM			50.00	Evaluate Applicant	Actions 🗸

Select the **name** of the candidate you wish to download.

Current Status: Search Committee R	OI MOORE (Stall)	★ View Posting Applied To
Application form: Staff Application	eview	★ Preview Application
Full name: Carol Moore Address: 125 Skyline Road Bozeman, MT 59718 United States of America Username: carolmoore Email: carolmoore@gmail.com Phone (Primary): 555-5555 Phone (Secondary): Position Type: Staff Department: Human Resources Compliance & EEO (Human Resources Compliance & EEO) Summary Documents	Created by: Carol Moore Owner: Search Manager ommendations (0 of 3)	★ Evaluate Applicant

This will bring up the system view of the application

APPLICANT TRACKING SYSTEM (ATS) SEARCH COMMITTEEMANUAL

PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

At the bottom of the screen you have the option to **View** the application as PDF or Combine Documents and **generate** a single PDF of their application/resume/cover letter/letters of recommendation (if requested).

<u>OR</u> Search Hide search options Search: Open Saved Search 🔻 Add Column: Add Column • Add Column Active/Inactive Address1 Active/Inactive: Address2 Applicant ID Applicant v0 Unique ID Application Form Draft Application?: Application Form Are You Now or Have You Been an MSU Employee or Student? Assessment Criteria - Disqualified? Assessment Criteria - Rank Assessment Criteria - Total Score Assessment Criteria - Unique Rank Background Check Status Workflow State: Can you provide proof, if hired, that you are eligible to work in the United States? City Country hoc Search 0 Current professional licenses / certifications / registrations Degree Ad hoc Search (14 Items Found) Sa Do you now or will you in the future require sponsorship to work in the United States?

Select More Search Options, then Add Column and select Combined Document.

A	d hoc Sea	arch	×							
	Ad hoc S	earch 👩 S	ave this searc	ch? Selected records	0 🗙 Clear selectior	1?				Actions 🗸
		Legal Last Name	Legal First Name	Workflow State (Internal)	Application Date	State-Vet Pref	Vet Pref	Scoring Criterion Status	Combined Document	(Actions)
		Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM			Evaluate Applicant	Generate	Actions 🗸

Click on Generate (FOR JUST ONE)

OR

Ad hoc	Search	×						
Ad ho	c Search 🌀 S	ave this searcl	h? Selected records 5	X Clear selection?				Actions 🗸
v	Legal Last Name	Legal First Name	Workflow State (Internal)	Application Date	State-Vet Pref	Vet Pref	Scoring Criterion Sta	general Evaluate Applicants
•	Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM			Evaluate Applicant	Download Applicants Evaluations
	Savage	Samantha	Search Committee Review	April 07, 2015 at 04:19 PM			Evaluate Applicant	Review Screening
/	Murphy	Jane	Search Committee Review	April 07, 2015 at 04:22 PM			Evaluate Applicant	Download Screening
	Wise	Kate	Search Committee Review	April 07, 2015 at 04:23 PM			Evaluate Applicant	Question Answers
2	Moose	Mortimer	Search Committee Review	April 12, 2019 at 03:50 PM		l am not a protected veteran.	Evaluate Applicant	Export results BULK Download Applications as PDF
								Create Document PDF per Applicant

- Select check box for Legal Last Name to select all
- > Click on Create Document PDF Per Applicant this combine

6	Legal Last Name	Legal First Name	Workflow State (Internal)	Application Date	State-Vet Pref	Vet Pref	Scoring Criterion Status	Combined Document
	Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM			Evaluate Applicant	View Actions ~

- > Once conversion is done click on View
- > Then can be printed off as individual PDF's

NOTE: if the applications are printed, they <u>MUST</u> be shredded when the search is completed. Also, PDF's must be deleted from desktop and from Recycle Bin at the end of the search.

EVALUATE APPLICANTS

Ranking while reviewing online:

Postings / / Human Resource Programm	er (Posted) / Applicant Review / Jane Murphy Search Committee Review	Search Results: Previous Nex
Job application: Jane Current Status: Search Committee Rev Application form: Staff Application	Evaluative Criteria U Jane Murphy Jane Murphy Coverall: 0 assessment*: Overall, based on the application materials provided, please rate how the candidate meets the qualifications of this position. Dense select	Take Action On Job Application ✓ ★ View Posting Applied To ★ Preview Application
Full name: Jane Murphy Address: 3587 Highway 4 BILLINGS, MT 59701 United States of America Username: Janemurphy Email: emailaddress@zed.zed Phone (Primary): 555-55555 Phone (Secondary):	Create Owne	Evaluate Applicant C Edit Application Reactivate
Profile (Secondary). Position Type: Staff Department: Human Resources Compliance & EEO (Human Resources Compliance & EEO) Summary Documents Recor	nmendations (0 of 0) History Reports	

- > When ready to evaluate click Evaluate Applicant that will open a floating window
- > The floating window will scroll up and down the applicant page while you are viewing
- > Not available on the Document page, will need to go back to **Summary** to open
- > Hit Cancel if you need to switch screens, once you return just click again to open
- > Save and Next to proceed to next candidate in the list or just Save to end

<u>OR</u>

Ranking after/when reviewing PDF:

"5	earch Committee Vi	ew" 🧿 Seleo	cted records ち 🗶 Clea	ar selection?				Actions
								GENERAL
	Legal Last	Legal First	Workflow State		State-Vet		Scoring	Evaluate Applicants
	Name	Name	(Internal)	Application Date	Pref	Vet Pref	Score	Download Applicants
	Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM			75.00	Evaluations Review Screening
	Savage	Samantha	Search Committee Review	April 07, 2015 at 04:19 PM			100.00	Question Answers
4	Murphy	Jane	Search Committee Review	April 07, 2015 at 04:22 PM			0.00	Download Screening Question Answers
	Wise	Kate	Search Committee Review	April 07, 2015 at 04:23 PM			50.00	Export results

- Check mark selection box of applicant (or complete list by clicking box beside "Legal Last Name")
- Click on Actions
- Select Evaluate Applicants from dropdown.

APPLICANT TRACKING SYSTEM (ATS) SEARCH COMMITTEEMANUAL

Home	Postings 👻		Shortcuts 👻
Postings /	/ Human Resource Progr	ammer (Posted) / Applicant Review / Enter Scoring Criteria Evaluations	M
Scoring Cr Search Co	iteria ommittee Review	Workflow State: Search Committee Review	Save Next >>
		Showing 5 Applicants. Show More Evaluations Carol Moore assessment*: Overall, based on the application materials provided, please rate how the candidate meets the qualifications of Please select Please select Candidate exceeds the qualifications – 4 points Candidate strongly meets the qualifications – 3 points Candidate meets the qualifications – 2 points Candidate meets the qualifications – 0 points Candidate meets the qualificatio	of this position.
		Samantha Savage assessment*: Overall, based on the application materials provided, please rate how the candidate meets the qualifications of Please select Comments	of this position.
		Jane Murphy assessment*: Overall, based on the application materials provided, please rate how the candidate meets the qualifications of Please select v Comments	of this position.

- > This screen indicates applicants that are ready for evaluation.
- > For each criterion, click the drop-down arrow and select the appropriate option for that applicant.
- > Enter any **Comments** you have regarding this applicant's qualifications (these need to be job related).
- **Repeat** for each applicant.
- > To finish evaluating applicants at a *later time*, click **Save** and **log out**.
- > Once *all* the applicants have been evaluated, click **Next**.

SEARCH CHAIR INSTRUCTIONS

The Search Chair (may need to use Search Manager role) can view the scores given the applicants.

- > In the Applicants Tab click on More Search Options by using dropdown box
- > Add Column box, click on Ranking Criteria Score
 - A column can be added for any information needed about the applicants with the option to export these results to a spreadsheet using the **Action** button.

Open Saved Search Search:	S	Sear	ch Hide search options		
Add Column:	Add Column 🔻				
Active/Inactive:	Major Middle Name Moved to Active Postings? Name of School	*			
Workflow State:	Other education, skills, training, computer skills, and experience Please indicate the highest level of education obtained. Position Type Preferred First Name Primary Phone Ranking Criteria Score				
	Reference Address				
	Reference Email				
Ad hoc Search	Reference May Contact Reference Name				
Ad hoc Search (4 Items Found)	Reference Positionship School City				Actions
Legal Legal Last Name First Name	School Country School State	•	Document Conversion Status	Vet Pref	(Actions)

Overall score will appear in the column

Ad hoc Search (4 Items Found) Save this search?									
	Legal Last Name	Legal First Name	Posting Number	Workflow State (Internal)	Application Date	Document Conversion Status	Vet Pref	Ranking Criteria Score	(Actions)
	Moore	Carol	STAFF - VA - 15234	Search Committee Review	March 18, 2015 at 02:16 PM	0		65.83	Actions
	Lee	Travis	STAFF - VA - 15234	Search Committee Review	March 18, 2015 at 02:23 PM	0		56.67	Actionsv

> To export results from this page to a spreadsheet, click on the Actions button and choose Export Results

To verify who has scored

	"Search Manager" 👩 Selected records 👩 💥 Clear selection?								Actions 🗸		
	al Last	Legal First Name	Workflow State (Internal)	Application Date	Document Conversion Status	Vet Pref	State-Vet Pref	Scoring Criterion Score	GENERAL Evaluate Applicants Download Applicants		
1	Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM	Ø			75.00	Evaluations Review Screening		
	Savage	Samantha	Search Committee Review	April 07, 2015 at 04:19 PM	0			100.00	Question Answers		
1	Murphy	Jane	Search Committee Review	April 07, 2015 at 04:22 PM	•			0.00	Download Screening Ouestion Answers		
•	Wise	Kate	Search Committee Review	April 07, 2015 at 04:23 PM	0			50.00	Export results		
	Moose	Mortimer	Search Committee Review	April 12, 2019 at 03:50 PM	•	l am not a protected veteran.			BULK Move in Workflow		

- Click box beside Legal Last Name to select all
- > Select Evaluate Applicants on dropdown of Action button

Select View Detailed Entries



Select the **name** to see who has scored that individual

Scoring Criteria Score Detail	ls		
Showing 5 Applicants. Show Mor Full Name	re Current State	Search Committee Review	Overall
Carol Moore	Search Committee Review	75.00	75.00
Samantha Savage	Search Committee Review	100.00	100.00
Jane Murphy	Search Committee Review	0.00	0.00
Kate Wise	Search Committee Review	50.00	50.00
Mortimer Moose	Search Committee Review	- Never Ranked	
Scoring Criteria Deta	ails and Overrides		
Scoring Criteria Deta	ails and Overrides * Required Information	In this example only 1	
Scoring Criteria Deta	ails and Overrides * Required Information arch Committee Review	In this example only 1 committee member scored	
Scoring Criteria Deta Workflow State: Sea	ails and Overrides * Required Information arch Committee Review assessment* (weight: 100)	In this example only 1 committee member scored	Comments
Scoring Criteria Deta Workflow State: Sea Reviewer Name Carl Wathne	ails and Overrides * Required Information arch Committee Review assessment* (weight: 100) Candidate strongly meets the qualification	In this example only 1 committee member scored	Comments N/A
Scoring Criteria Deta Workflow State: Sea Reviewer Name Carl Wathne Average Score	ails and Overrides * Required Information arch Committee Review assessment* (weight: 100) Candidate strongly meets the qualificatio 3.00 points	In this example only 1 committee member scored	Comments N/A

<no value entered> means not scored by individual listed.

- > Once the Search Committee members have completed the evaluation of the applicants and logged out
- Search Manager will move the applicants to the next stage of the search process. Once the Search Manager moves the applicants, Search Committee Members do not have access to the ranking screen.

Application:	Who Does Action:
Application Queue	Search Manager
Search Committee Review	Search Manager
Request Initial Interview	Human Resources
Initial Interview Approved	Search Manager
Request Final Interview	Human Resources
Final Interview Approved	Search Manager
Final Interview; Will be considered if candidate declines employment offer	Search Manager
Recommend for Hire	Search Manager
Hired	Human Resources

Normal Workflow for applicants:

Download of Ranking - Optional – NOT REQUIRED: HR can do for you, if requested!

To download the ranking to see scores follow these steps.

"Search	Manager" 👩	Selected re	cords 👩 💥 Clear se	election?					Actions 🗸
	egal Last Name	Legal First Name	Workflow State (Internal)	Application Date	Document Conversion Status	Vet Pref	State-Vet Pref	Scoring Criterion Score	GENERAL Evaluate Applicants Download Applicants
	Moore	Carol	Search Committee Review	April 07, 2015 at 04:10 PM	•			75.00	Evaluations
	Savage	Samantha	Search Committee Review	April 07, 2015 at 04:19 PM	0			100.00	Question Answers
	Murphy	Jane	Search Committee Review	April 07, 2015 at 04:22 PM	•			0.00	Download Screening Question Answers
	Wise	Kate	Search Committee Review	April 07, 2015 at 04:23 PM	•			50.00	Export results
۲	Moose	Mortimer	Search Committee Review	April 12, 2019 at 03:50 PM	0	l am not a protected veteran.			BULK Move in Workflow

- Click the Actions button
- Select Download Applicants Evaluations

		Please do not close this window	until the download has started.
		If your download does not start a	automatically, click here.
Saved Search: "a	pplication by submit date / last name		

- > The Generating File message box will appear.
- > When the file is ready, it will appear in the lower left corner.
- Click the file to open (file will open in Excel).

X	Home	insert Pa	ge Layout F	ormulas Data Review Vie	human_resources_office_manager_evaluations_export_6177_2697_ w Acrobat	15_03_09	09481	18 [Protected View] - Microsoft Excel			
0	Protected View	This file origin	nated from an In	ternet location and might be unsafe. Cli	ck for more details. Enable Editing						_
	A1	- (*	fu								
	A	B	C	D	E		F	G		н	
2	applican t id	first name	last name	current state	Tricia Wimbish MSU - Bachelors degree in Accounting or experience: How well does the candidate meet the qualification of a Bachelor's degree in accounting, business waras of full-time (or partime equivalent) progressively responsible accounting experience including demonstrated working knowledge of accounting, budgeting and record-keeping practices and procedures or an equivalent combination of relevant education and experience?	%		ASMSU - Director of Operations - Student Programs: Candidate demonstrates experience with student programs, government and organizations or similar.	%		AEdicp
3	000004682	Carol	Moore	Approved Final Interview	N/A			0 N/A		•	0 N/
4	000004684	Trevor	Taylor	Approved Final Interview	N/A		v	0 N/A		v	0 N/
5	000004686	Travis	Lee	Approved Final Interview	N/A		÷.	0 N/A			0 N/
6	000004688	Samantha	Savage	Hired	N/A			0 N/A			0 N/
7	000004690	Savanah	Jones	Search Committee Review	Candidate strongly meets the qualification – 3 points			3 Candidate strongly meets this qualification.			3 C
8	000004692	Jessica	Hlavek	Recommend for Hire	N/A			0 N/A			0 N/
9 10	000004694	Melissa	Stone	Search Committee Review	Candidate minimally meets the qualification - 1 point			1 Candidate meets this qualification.			2 C.

- > Click the Enable Editing button at the top.
- Reduce Column width to 30 and scroll across to see if each committee member has 4 ranked
- Columns marked with a % sign indicate the ranking you have given the applicant