Search Committee Quick Reference Sheet

LOGIN

Login directly at jobs.montana.edu/hr
Log in with Net ID and password

or montana.edu/hr and select under **For Your Reference** on lower left
Online Applicant Tracking System (ATS) – MSU Employee Access Only

CHANGING ROLES

On the upper right change role from Employee to Search Committee Member

ACCESSING POSTING

Click on **Postings** then *Staff* or *Faculty* depending on type of search

Open posting by clicking on title

ACCESSING APPLICANTS

Select **Applicants** tab

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Option 1

Click on **Evaluate Applicant**

- This opens their application
- A floating Evaluation Criteria window will be open
- The window will scroll up and down the screen
- Any uploaded documents will be linked at the bottom of the page scroll down and click to open in new window
  - To open uploaded documents close floating window, open documents in another window
  - At top of application click Evaluate applicant to reopen floating window.
- Once evaluation is finished click **Save and Next**
  - This will open the next application in line.

Option 2

Check box next to **Legal Last Name** to select all
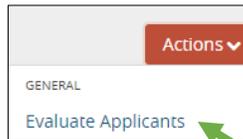
Then under **Actions** select **Evaluate Applicants**

This will bring up all the Scoring Criteria questions for all applicants.

Click applicant's name to review to open application

- This will open the application in a new tab
- Any uploaded documents will be linked at the bottom of the page scroll down and click to open in new window

Go to 1st window tab to put in evaluation **or** on left side of the application click Evaluate Applicant

- This will open a floating Evaluation Criteria window
- The window will scroll up and down the screen
- Once evaluation is finished click **Save and Next**
  - This will open the next application in line.
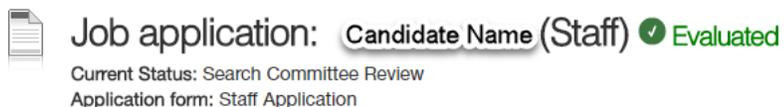
Once an Applicant has been evaluated:

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