# Search Committee Quick Reference Sheet

### LOGIN

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

or <u>montana.edu/hr</u> 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

User Group:	
SSCA	۳
Employee	
HR Rep	
Human Resources	
Originator	
Reporting	
Search Committee Member	
Search Manager	

#### **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





## **Option 1**

Ad hoc Search 28 Save this search? Selected records 0 💥 Clear selection?							
	Legal Last Name	Legal First Name	Posting Number	Workflow State (Internal)	Application Date	Scoring Criterion Status	(Actions)
			STAFF - VA - 18096	Search Committee Review	October 18, 2017 at 08:39 PM	Complete	Actions 🗸
			STAFF - VA - 18096	Search Committee Review	October 18, 2017 at 09:44 PM	Evaluate Applicant	Actions 🗸
			STAFF - VA - 18096	Search Committee Review	October 19, 2017 at 03:35 PM	Evaluate Applicant	Actions 🗸

#### 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
  - o To open uploaded documents close floating window, open documents in another window
  - o 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

Current Status: Search Committee Review

Application form: Staff Application

Go to 1<sup>st</sup> 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:

April 17, 2019