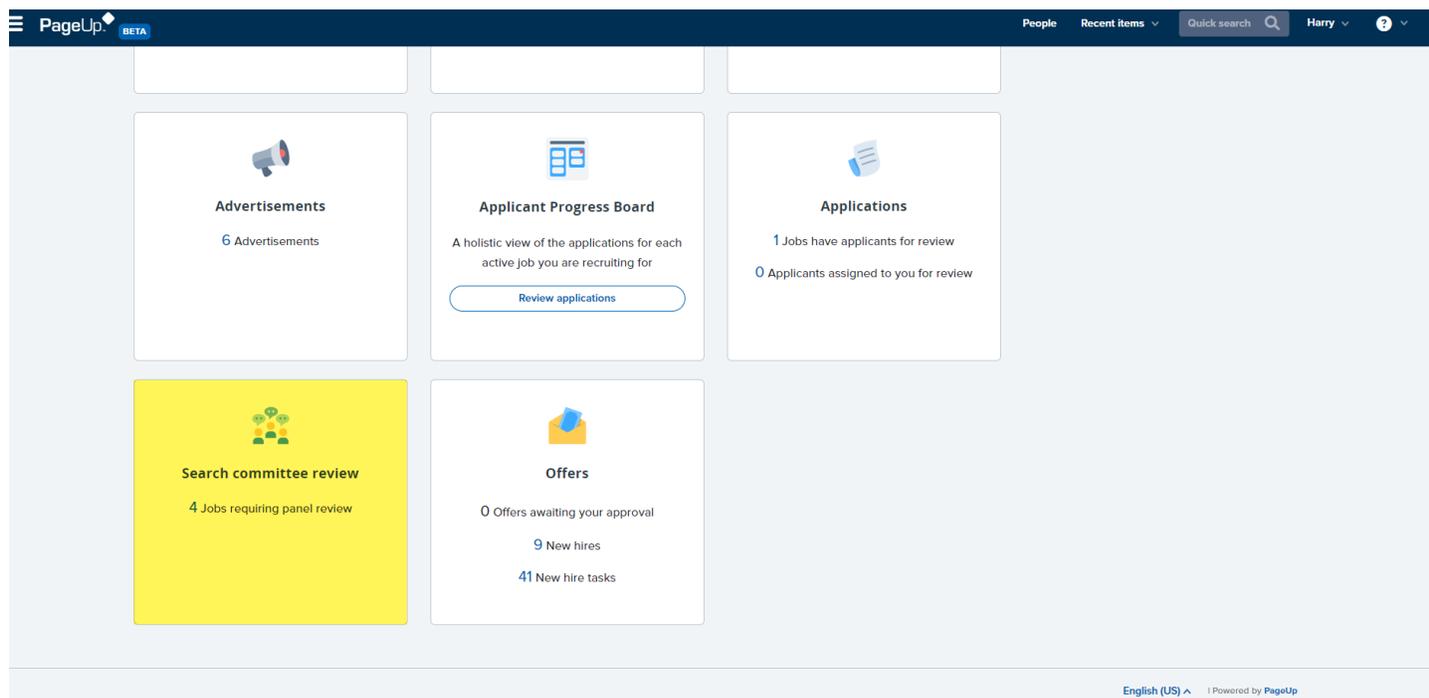


## Search Committee (Chair & Panel) Guide

### Applicant Visibility

Applicants become visible for review when they are moved into **“Committee Review.”** Panel members can access the applicants requiring review by clicking Jobs requiring panel review.



### Assessing Applicants

On the My Panel Jobs page, a list of jobs along with the panel’s role type will be visible. Dependent on the panel’s role, members may have more actions to take.

The screenshot shows a table titled "My search committee jobs" with the following data:

Job number	Date added	Status	Title	User	Total applications	Your role	
492258	Aug 29, 2022	Approved	Talent Coordinator	HH	0	Chairperson	View responses   Edit job
492260	Aug 29, 2022	Draft	Accts Payable Coord	HH	0	Chairperson	View responses   Edit job
492262	Aug 29, 2022	Offer	Academic Advisor	HH	1	Chairperson	View responses   Edit job
492267	Aug 31, 2022	Pending approval	Enterprise Support Tech I	BIL	0	Search Committee Member	View job

The "Your role" column is circled in red in the original image.

### **Search Committee Member Actions**

- Provide feedback specific to selection criteria
- Provide feedback at a specific stage of the process, allowing complete history of the review process
- Auto-saved data for the user
- Track who has / has not been reviewed

- Ranking applicants

**Chairperson Actions (In Addition to Member Actions)**

- Visibility of feedback provided by panel members regarding each applicant’s merit against specific selection criteria and overall feedback
- Ability see feedback against a single applicant or all applicants
- Ability to filter feedback specific to a feedback stage
- Visibility of application statuses that have applicants within them.

**Viewing Applicants**

1. Click "View Applicants.

Job number	Date added	Status	Title	User	Total applications	Your role
492216	Jun 25, 2016	Draft	Assistant Professor of Health	HH	4	Search Committee Member
492227	Jun 14, 2022	Offer	Recruitment Administrator	HH	9	Chairperson
492264	Aug 31, 2022	Shortlisting	Academic Advisor	HH	9	Search Committee Member

2. The view applicants page allows users to comment and score applicants against individual selection criteria as well as provide an overall summary and score.
  - a. From this page, users have access to view the applicant's resume and application form via the icons beside their name.
  - b. Users also have access to bulk compile and send information about the applicants against a job - users can pick and choose the documents they wish to include in the generated PDF.
  - c. Users can sort applicants based on First Name, Last Name, Submitted Date (ascending and descending) and Outcome. Sorting is completed for each group of applicants within an application status.

The screenshot shows the Recruitment Administrator interface. On the left, a sidebar titled "Committee Review" lists applicants: Amy Anton, Andy Ableton, Danny Davis, Felicity France, Kelsey Carter, and Mary Maples. The main area is titled "Selection Criteria (from library only)" and shows a criterion "Ability to communicate clearly with others (Test)" with an "Outcome" dropdown menu set to "Select". Below this is an "Advertising Summary" field. At the bottom, there are "Selection Criteria Outcome:" and "Rank:" dropdown menus, and a "Save and next" button.

3. Provide Selection Criteria Outcome and Rank (if the chairperson), then click "Save and next." Work through list of pool applicants.
  - a. The chairperson is able to provide a ranking of applications at each stage of the review process.
    - i. Note: Options will appear in the ranking drop down based on the number of applicants in the selection process: e.g. if there are five applicants then options will appear for 1-5.
    - ii. It is possible to assign the same rank to multiple applicants (e.g. two applicants being designated as the second preference). This allows users the flexibility to shift and change their preferences easily as the situation requires.

PageUp Sam ?

Recruitment Administrator (492227) Saved: ✓

**Bulk compile and send** Bulk move

Select all Sort: Outcome

**Committee Review**

- Amy Anton Jul 11, 2022
- Andy Ableton Jul 11, 2022
- Danny Davis Jul 11, 2022
- Felicity France Jul 11, 2022
- Kelsey Carter Jul 11, 2022
- Mary Maples Jul 11, 2022

Selection Criteria (from library only)

Ability to communicate clearly with others (Test) Outcome:

Comments

Advertising Summary

1 Selection Criteria Outcome:

2 Rank:

3