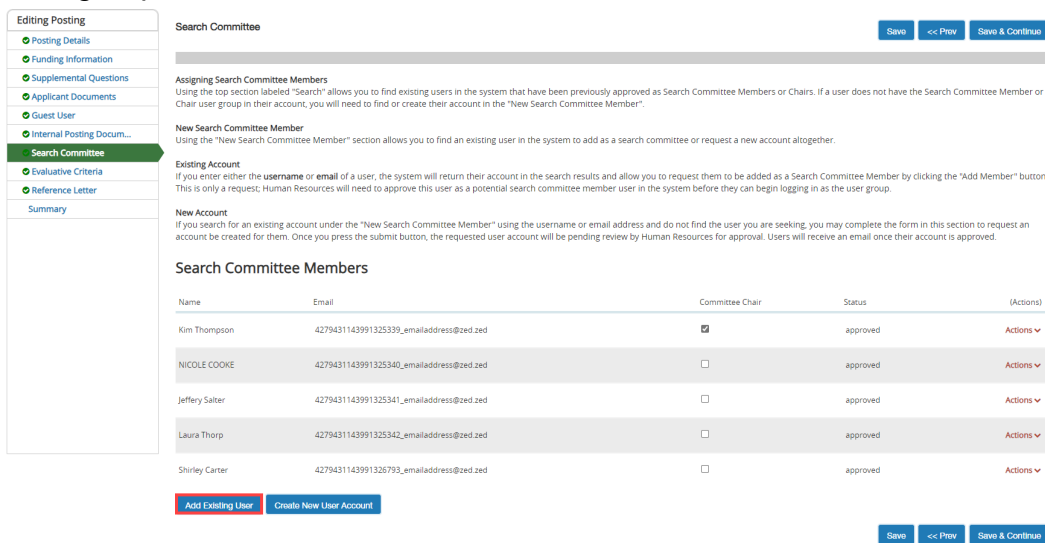


# Adding Search Committee Members & Establishing Evaluative Criteria

## Adding Search Committee/Interview Panel Members:

The Search Committee Feature is designed to allow you to add members from across your campus to serve on the review and selection committee for a specific job. **This action should be taken while you are creating the job posting. Only central HR can add search committee members after a posting has been submitted.**

- 1) While creating the job posting, click the Search Committee tab. Click Add Existing User. All university employees have access to the search committee user group.



**Search Committee** [Save] << Prev Save & Continue

**Assigning Search Committee Members**  
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

**New Search Committee Member**  
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

**Existing Account**  
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

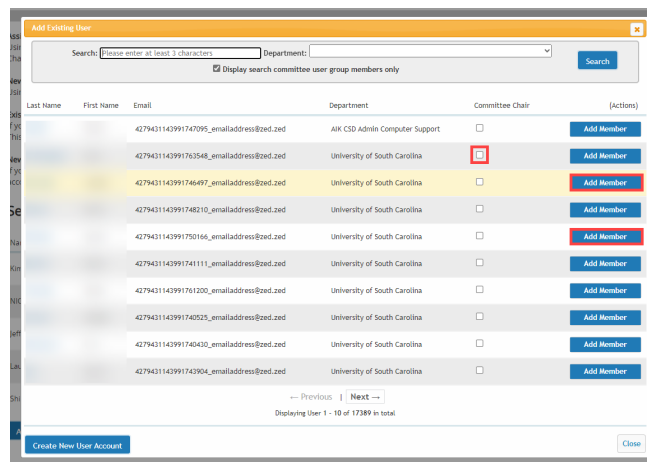
**New Account**  
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you may complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

**Search Committee Members**

Name	Email	Committee Chair	Status	(Actions)
Kim Thompson	4279431143991325339_emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions
NICOLE COOKE	4279431143991325340_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions
Jeffrey Salter	4279431143991325341_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions
Laura Thorp	4279431143991325342_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions
Shirley Carter	4279431143991326793_emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions

[Add Existing User] [Create New User Account] [Save] << Prev Save & Continue

- 2) Use the Keyword Search to find the member(s) you would like to add. Once you find the person click Add Member. Check the Committee Chair box to select the Committee Chair.



**Add Existing User**

Search: (Please enter at least 3 characters) Department: [Dropdown] [Search]

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
		4279431143991747095_emailaddress@zed.zed	AK CSD Admin Computer Support	<input type="checkbox"/>	[Add Member]
		4279431143991763548_emailaddress@zed.zed	University of South Carolina	<input checked="" type="checkbox"/>	[Add Member]
		4279431143991746497_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991748210_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991750166_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991741111_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991761200_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991740525_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991740430_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]
		4279431143991743904_emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	[Add Member]

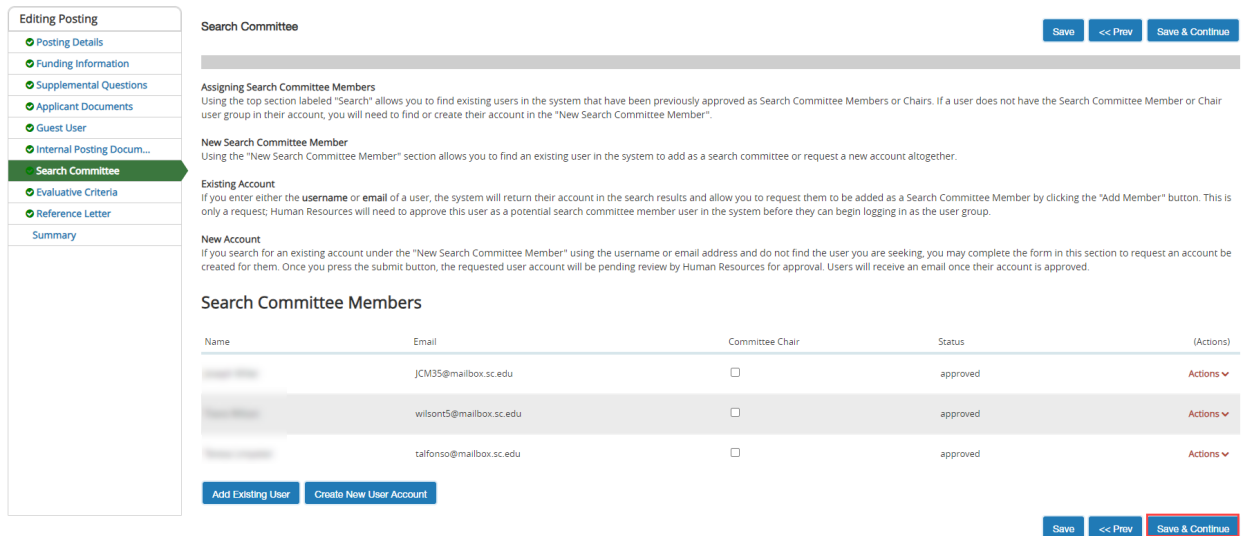
--- Previous | Next ---  
Displaying User 1 - 10 of 17389 in total

[Create New User Account] [Close]

## Adding Search Committee Members & Establishing Evaluative Criteria

- Search committee members will receive an email notifying them they are on a committee. The email will include the job posting information as well.
- Search committee members can log in with their own username and password, then change their user group to search committee to see the posting and applicants.
- Search committee members will be able to see the applicants when they are at a state that allows for applicant viewing. This is established in the evaluative criteria section.
- Search committee members will have access to all applicant materials such as application, curriculum vitae, resume, cover letter and the answers to the applicant's supplemental questions if they were used.

3) Click Save & Continue to proceed to the next page.



**Editing Posting**

- Posting Details
- Funding Information
- Supplemental Questions
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee**
- Evaluative Criteria
- Reference Letter
- Summary

**Search Committee** [Save] [Prev] [Save & Continue]

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**New Account**  
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**Search Committee Members**

Name	Email	Committee Chair	Status	(Actions)
[Redacted]	JCM35@mailbox.sc.edu	<input type="checkbox"/>	approved	Actions
[Redacted]	wilson5@mailbox.sc.edu	<input type="checkbox"/>	approved	Actions
[Redacted]	taifonso@mailbox.sc.edu	<input type="checkbox"/>	approved	Actions

[Add Existing User] [Create New User Account]

[Save] [Prev] [Save & Continue]

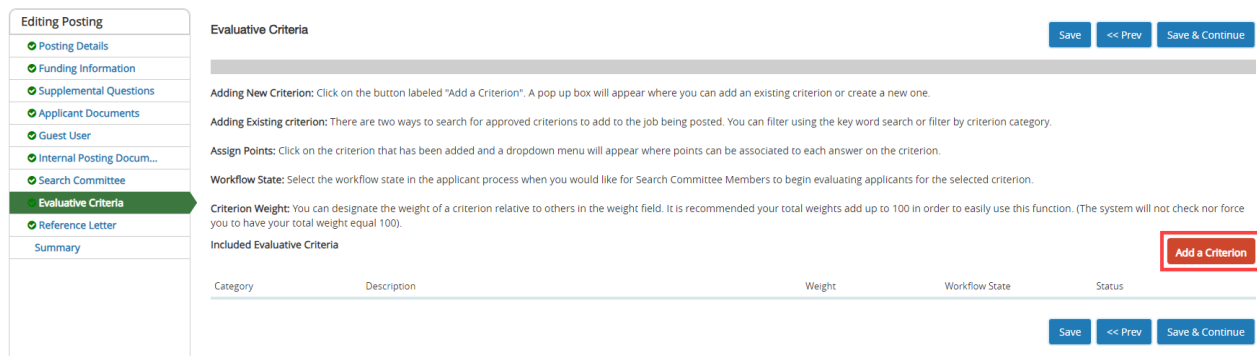
## PeopleAdmin Quick Reference Guide

# Adding Search Committee Members & Establishing Evaluative Criteria

### Adding Evaluative Criteria:

Evaluative/Ranking Criteria is designed to allow the hiring search chair and search committee to rate the applicants at different states in the hiring process to determine the most qualified applicant for the position. It allows the search committee/interview panel members to provide feedback on applicants within standardized parameters. Click on the Evaluative Criteria Section and select Add Criterion. **This action should be taken while you are creating the job posting. Only central HR can add evaluative criteria after a posting has been submitted.**

- 4) While creating the job posting, click the Add a Criterion button.



**Evaluative Criteria** Save << Prev Save & Continue

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

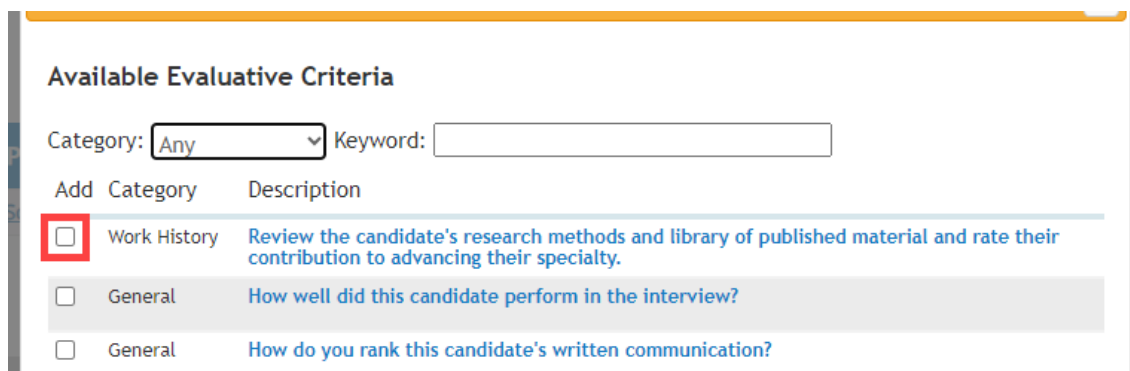
Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

Included Evaluative Criteria Add a Criterion

Category	Description	Weight	Workflow State	Status
Save << Prev Save & Continue				

- 5) A bank of questions will appear. Search the library of questions by category or keyword. Once you locate your question, click the Add box beside the question.



### Available Evaluative Criteria

Category:  Keyword:

Add	Category	Description
<input type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How well did this candidate perform in the interview?
<input type="checkbox"/>	General	How do you rank this candidate's written communication?

## Adding Search Committee Members & Establishing Evaluative Criteria

- 6) The system will show the possible answers for the selected question. It will also allow you to select the workflow in which you would like the search committee members to evaluate the candidate for that particular question. Once completed for each question, click the Submit button.

### Available Evaluative Criteria

Category:  Keyword:

Add Category Description

<input checked="" type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<div style="border: 2px solid red; padding: 5px;"> <p>Possible Answers:</p> <ul style="list-style-type: none"> <li>1. 1</li> <li>2. 2</li> <li>3. 3</li> <li>4. 4</li> <li>5. 5</li> </ul> <p>Applicant workflow state: <input type="text" value="Under Review by Department/Committee"/></p> </div>		
<input type="checkbox"/>	General	How well did this candidate perform in the interview?
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	Please rate the candidate's quality of references.
<input type="checkbox"/>	Work Standard	Rate the applicant's answers to the following question: Developing and using a detailed procedure is often very important in a job. Tell about a time when you needed to develop and use a detailed procedure to successfully complete a project.
<input type="checkbox"/>	Uncategorized	Rate the applicant's answers to the following question: Give me a specific example of a time when you used good judgment and logic in solving a problem.

Displaying 1 - 15 of 113 in total

← Previous | [Next](#) →

Can't find the one you want? [Add a new one](#)

- 7) If you cannot find the ranking criterion you would like to use in the existing question bank, you can add a new criteria by selecting Add a New One.

<input type="checkbox"/>	Work Standard	Rate the applicant's answers to the following question: Developing and using a detailed procedure is often very important in a job. Tell about a time when you needed to develop and use a detailed procedure to successfully complete a project.
<input type="checkbox"/>	Uncategorized	Rate the applicant's answers to the following question: Give me a specific example of a time when you used good judgment and logic in solving a problem.

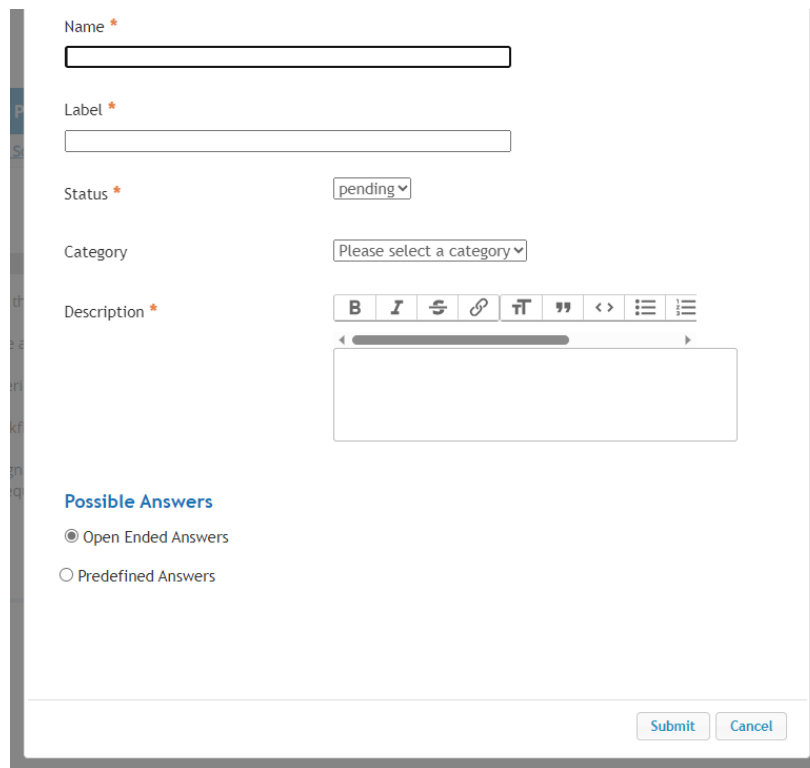
Displaying 1 - 15 of 113 in total

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Can't find the one you want?

## **Adding Search Committee Members & Establishing Evaluative Criteria**

- Fill in all the required fields. The name and label can be named the same title.
- Select the category this question should be categorized in.
- Add your question to the description.
- Choose which type of answer format you want for the question. It is highly recommended that you use predefined answers as much as possible with ranking criteria.
- Click Submit when all fields are complete.



The screenshot shows a web form with the following fields and options:

- Name \***: A text input field.
- Label \***: A text input field.
- Status \***: A dropdown menu with "pending" selected.
- Category**: A dropdown menu with "Please select a category" selected.
- Description \***: A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link, Text Color, Quote, Code, Bulleted List, and Numbered List. Below the toolbar is a large text area.
- Possible Answers**: A section with two radio button options:
  - Open Ended Answers
  - Predefined Answers
- Submit** and **Cancel** buttons at the bottom right.

## Adding Search Committee Members & Establishing Evaluative Criteria

- 8) Once you have selected or added all criteria, you can add weights to the questions and assign points to the answers, if desired. The system will automatically determine a score based on the points and weights assigned. Click on each question selected and you will be allowed to enter points and weights for each question.

Category	Description	Weight	Workflow State	Status
General	How do you rank this candidate's written communication?		Under Review by Department	active

Name	Written Communication
Label	Written Communication
Workflow State	Interviewed
Weight	30
Possible Rankings	Points
Unacceptable	0
Below Average	3
Average	5
Above Average	8
Superior	10

- Select the workflow state at which the criterion should be applied.
- Designate the weight of a criterion relative to others in the weight field. It is recommended the total weight across all criterion add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).
- Assign points for the possible rankings.
- Click Save & Continue once all criterion have been edited as applicable.

- 9) Continue through the remaining fields on the posting before submission.