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.

To add search committee/interview panel members to the posting:

1. Go to the Search Committee tab on the posting and click Add Existing User. All university employees have access to the search committee user group.

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.

- 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 user name 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.
Adding and Using 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.

1. Click on the Evaluative Criteria Section and select Add Criterion.

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2. 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.

3. Once you select the Add box, 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 Submit.

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

4. 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.

5. Click Save to retain all of your information. Select Next to move to the next section.