PeopleAdmin Quick Reference Guide
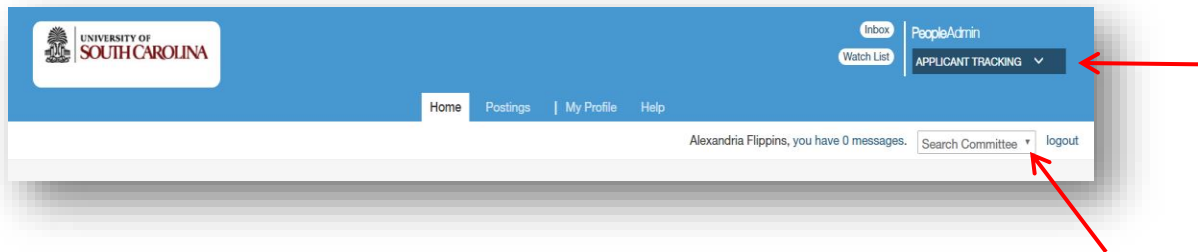# Search Committee/Interview Panel Member Applicant Review & Evaluation

The Search Committee feature is designed to allow you to view applications, print application materials, and evaluate applicants if an evaluative criterion is added. Search committee or interview panel members are assigned to a posting when the posting is created.
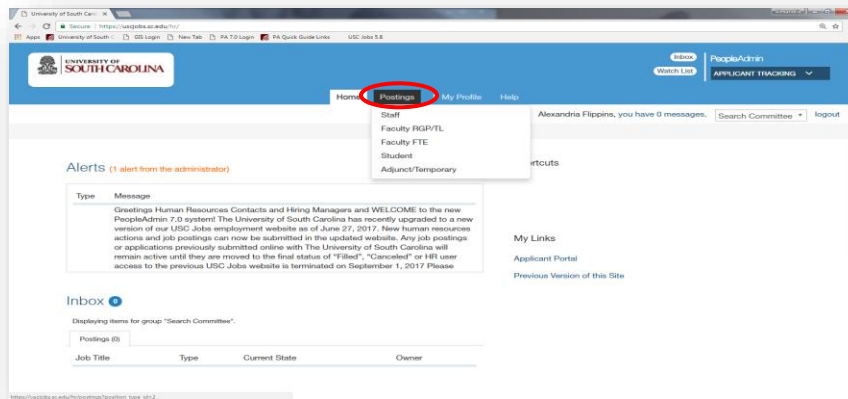
1. Log into PeopleAdmin utilizing single sign-on.
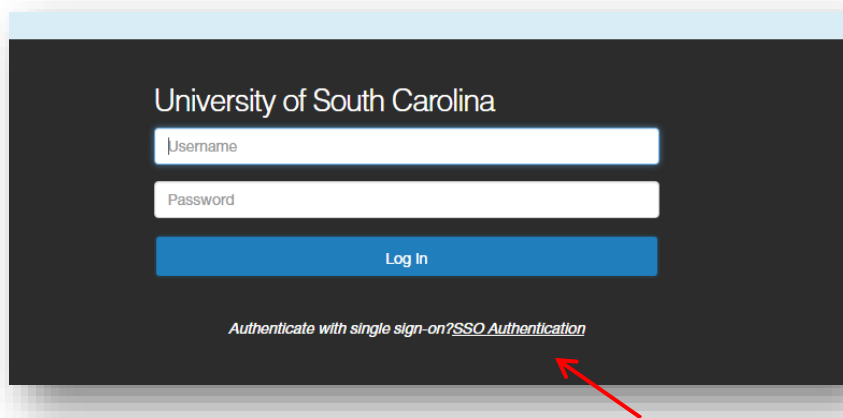
2. Once logged in, make sure you are in the applicant tracking module of the system. When in the applicant tracking module, change your user type to Search Committee Member.
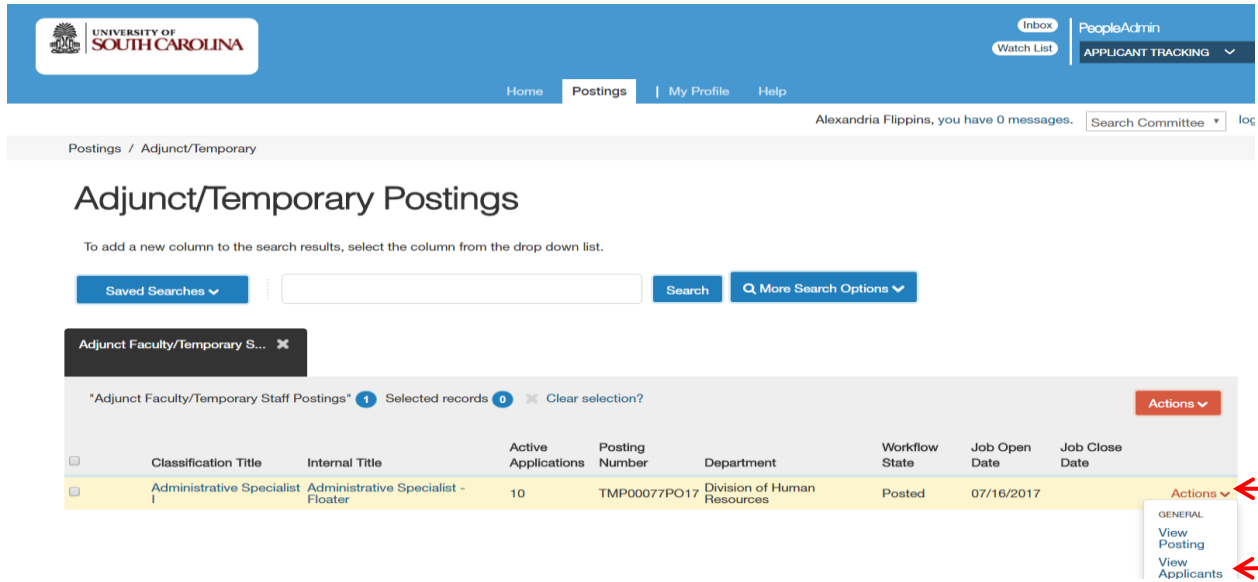

3. Hover over the Postings tab and select the position type of the posting that you have been selected to serve as a search committee member for.
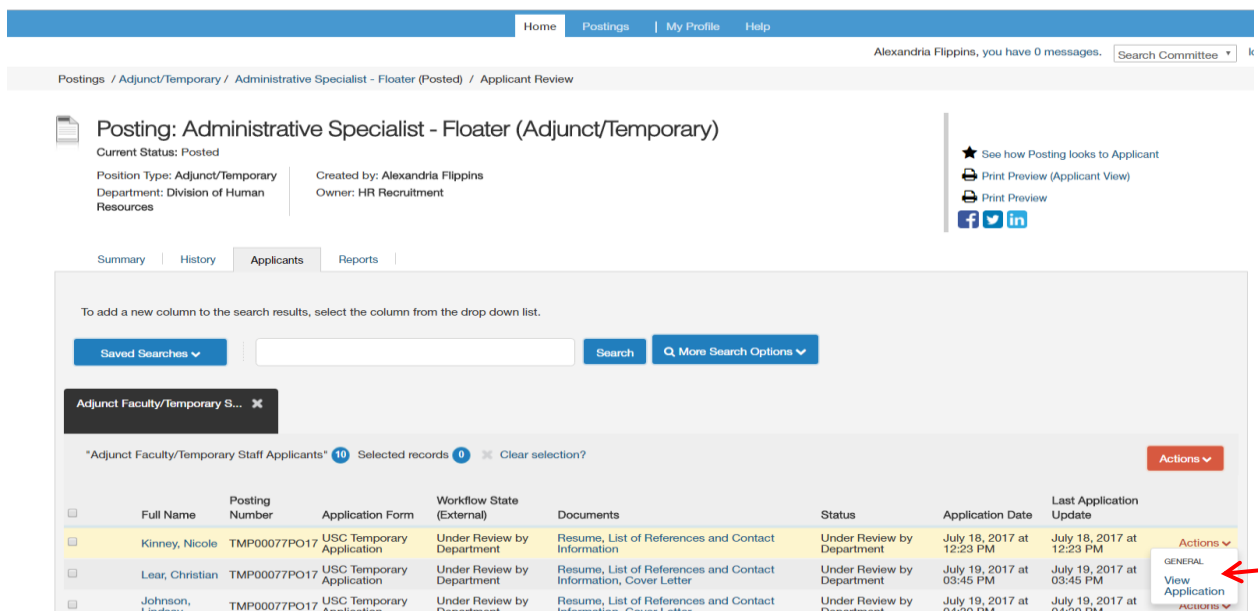
4. Once you have selected the position type, a list of postings will appear that you have been assigned to as a search committee member. To view the applicants for a posting, click the **Actions** tab to the right of the selected position.

5. Select the applicants that you would like to review. Applicants can be reviewed individually or in bulk. To review a single application, click the Actions tab to the right of an applicant's name and select view application.

➢ The applicant documents such as curriculum vitae, resume, cover letter, etc. can be located at the bottom of the application.

6. If you want to review multiple applications at once, select the check box in front of the names of the applicant that you want to review and hover over the Actions button. Click Download Applications as PDF to view all applications selected.

> ➢ If an evaluative criterion was added, committee members can also choose to evaluate applicants from this drop down box.

7. To evaluate applicants, select the Evaluate Applicants option. All applicants that are at a workflow state to be evaluated will be listed to be evaluated. Click Save once all applicants have been evaluated.

> ➢ Please remember that all comments will be documented.
> ➢ Only Search Committee Chairs will have the option to view all evaluations completed for each applicant as well as view the average score based on the evaluations.