



Human Resources and Employee Development

PEOPLE ADMIN

Search Committee Member

User's Guide

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Valdosta State University

INTRODUCTION

Search Committee Actions in PEOPLEADMIN:

1. Review Applicants
2. Evaluate Applicants

BEST PRACTICES

Review and assess all applicant files using established criteria (reviewers should commit to spending a minimum of 15-20 minutes per applicant to ensure equitable review of all candidates and allay potential for unconscious biases to shape evaluation)

Maintain confidentiality of the process at all times:

- All search committee deliberations, as well as all information related to the work of the committee, whether verbal or written must remain confidential.

It is important to consider an applicant's entire career—some applicants may have less traditional routes to the position being hired and may have employment gaps. Evaluating the entire career can help understand all of the strengths an applicant will bring to the position and the department.

Documenting why each applicant has been screened out during the process is vital to appropriate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if a complaint is filed and an investigation required.

Once assigned as a Search Committee Member, you will be notified via a system-generated email of your role and provided with the instructions to access your Search Committee Roster of Applicants.

Committee members will NOT be notified via email every time an applicant applies.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located at the top of the page.

SETTING UP A SEARCH COMMITTEE:

Once a Hiring Manager has made a selection for the Search Committee and Search Committee Chair all Committee Members must have the “Search Committee” User group added to their profile in PEOPLEADMIN.

Prior to setting up the position HR should be notified with all of the Search Committee Members to ensure they have the “Search Committee” User Group.

1. During the “Creating a New Posting” process there is a SEARCH COMMITTEE tab.
2. Enter the information for all Search Committee Members. They will be ‘pending’ until HR approves the search committee members.

The screenshot displays the 'Search Committee' configuration page in the PeopleAdmin system. The page is divided into several sections:

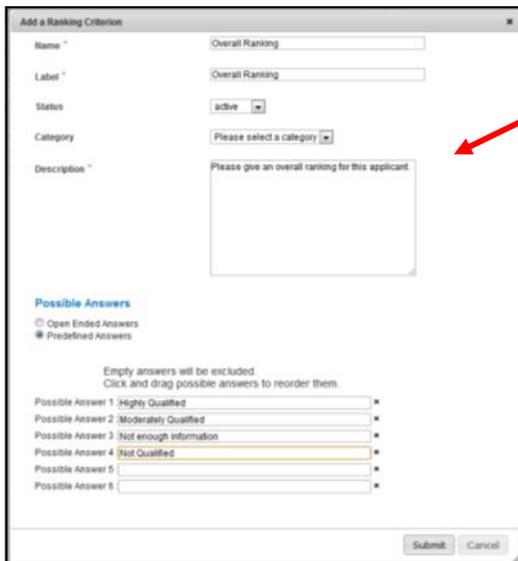
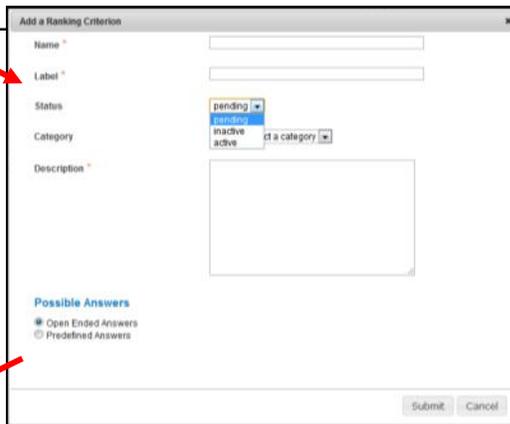
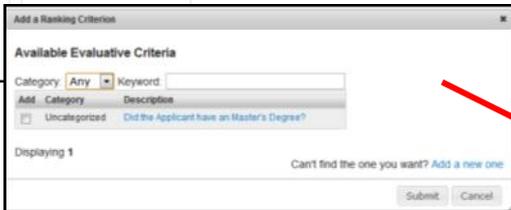
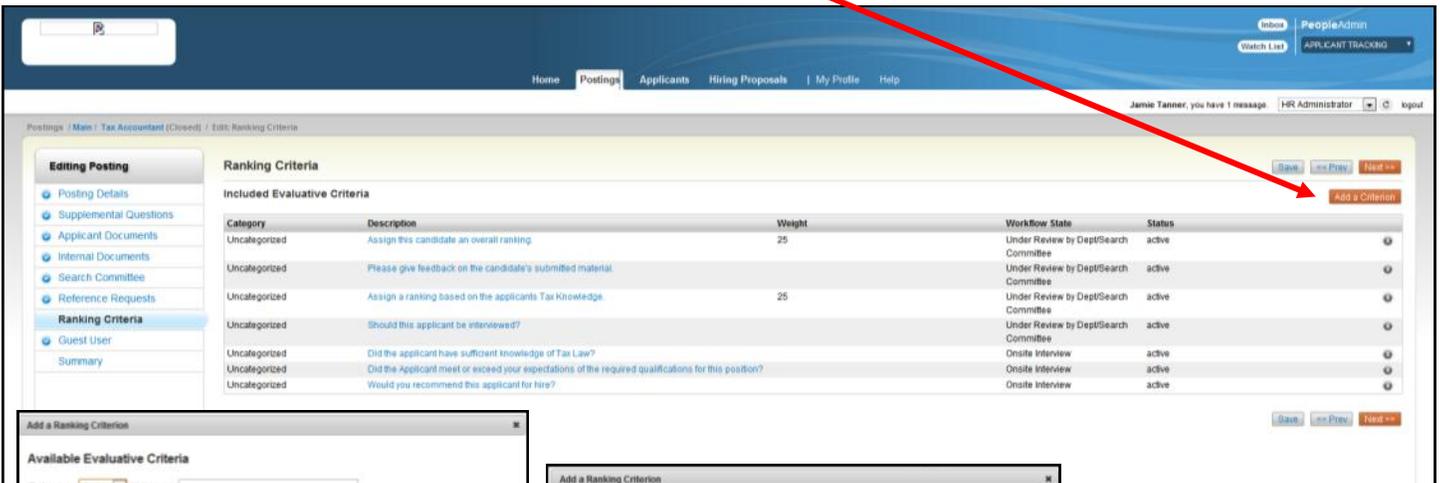
- Navigation:** Top bar with 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. User information 'Jamie Tanner, you have 1 message' and 'HR Administrator' is visible.
- Left Sidebar:** 'Editing Posting' menu with options like 'Posting Details', 'Supplemental Questions', 'Applicant Documents', 'Internal Documents', 'Search Committee' (selected), 'Reference Requests', 'Ranking Criteria', 'Guest User', and 'Summary'.
- Search Committee Section:** Contains a table of members and an 'Add Member' button.
- Search Section:** A form to find users to assign as search committee members, including fields for Name, Email Address, First Name, Last Name, and Email Address.
- New Search Committee Member Section:** A form to request access for a new member, with fields for First Name, Last Name, Email, and Username.

Name	Email	Chair?	Status	(Actions)
Traycee Martin	tmartin@valdosta.edu	Yes	approved	Actions
Antolina Pilgrim	anedwards@valdosta.edu	No	approved	Actions
Denise Bogart	dbogart@valdosta.edu	No	approved	Actions

NOTE: If a VSU employee is not showing up after entering their First Name, Last Name, and Email Address they are not set up with the “Search Committee” User Group and HR Should be notified. If the individual is not a VSU employee use the ‘New Search Committee Member’ area.

SETTING UP RANKING CRITERIA:

1. During the “Creating a New Posting” process there is a RANKING CRITERIA tab.
2. To add criteria for the Search Committee to Rank click the “ADD A CRITERION” button.

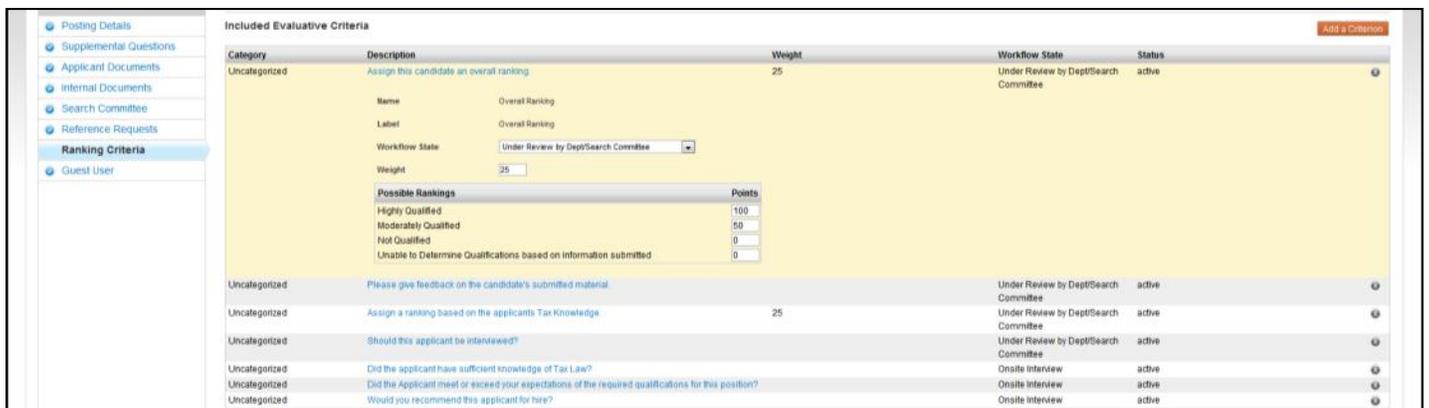


3. Click Add a New One

4. Assign a Name, Label, Status (active), and a Description, which is the question itself. You also need to decide if the question will be open ended or Predefined answers. Predefined tend to be more objective measures and are easier to add a point value.

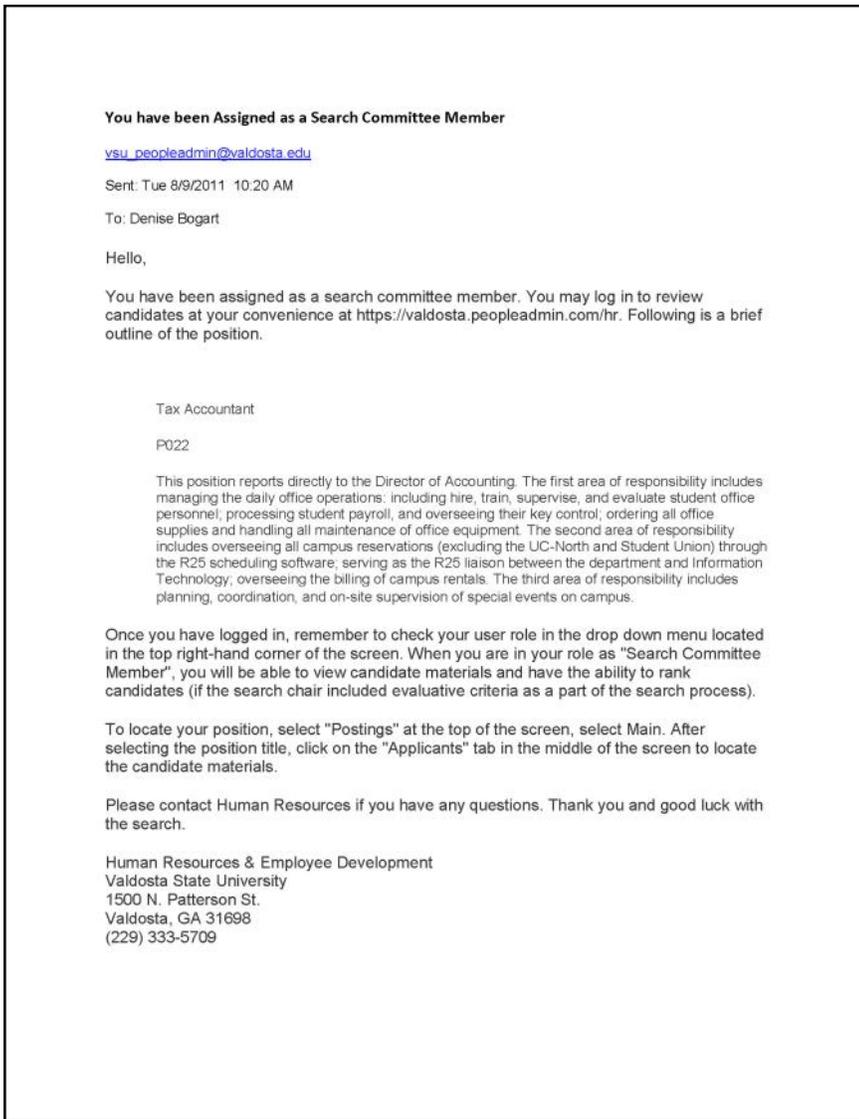
5. Assign the criterion to a workflow state and if you would want to weigh the question in association with the other criteria.

6. The Search Committee Chair will have access to all answers and can export them as well as a PDF/Excel document.



STEP 1: Log in to Applicant Portal using Active Directory Username/Password:

Search Committee Member Email Alert:



If you have more than one role (e.g., Department Head/Manager, Hiring Manager, Search Committee Member) make sure to toggle your user role to "**SEARCH COMMITTEE MEMBER**" and click the circular-arrow refresh button next to the drop-down window.



STEP 2: View the Applicants:

Review the applicants for the position:

1. Click on “**POSTINGS**” and select the correct position.

Postings / Main

Main Postings

Open Saved Search + Search: [] More search options

Posting Search

Saved Search "Posting Search" (1 Item Found)

Job Title	Posting Number	Active Applications	Workflow State	(Actions)
Tax Accountant	P022	2	Closed	View Posting View Applicants

2. The Open the “**APPLICANTS**” tab:

Postings / Main / Tax Accountant (Closed) / Applicant Review

Posting: Tax Accountant (Main)

Current Status: Closed

Position Type: Main
Department: Financial Services

Created by: Traycee Martin
Owner: Human Resources

Summary | History | Applicants | Reports

Application Search

Saved Search "Application Search" (2 Items Found)

Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)	(Actions)
Li	Benjamin	P022	March 23, 2012 at 01:49 pm	Under Review by Dept/Search Committee	View Application
Monster	Cooke	P022	April 26, 2012 at 09:35 pm	Under Review by Dept/Search Committee	View Application

3. You can then click on the candidate’s name or under “**ACTIONS**” you may “VIEW Application”
4. This will open the summary view of the application and you may then open up all required and optional documentation as well as letters of reference (**RECOMMENDATIONS**) submitted by the candidate and references. Documents attached to the application are located at the bottom of the application summary.

Postings / ... / Tax Accountant (Closed) / Applicant Review / Benjamin Li Under Review by Dept/Search Committee

Job application: Benjamin Li (Main)

Current Status: Under Review by Dept/Search Committee

Application form: Application

Full name: Benjamin Li
Address: Valdosta, GA
Username: bkl_training
Email: bkl@valdosta.edu
Phone (Primary):
Phone (Secondary):
Position Type: Main
Department: Financial Services

Created by: Benjamin Li
Owner: Department Chair/Manager

Summary | Recommendations (0 of 0) | History

General Information

Contact information

First Name	Benjamin
Middle Name	
Last Name	LI

STEP 3: EVALUATING Applicants:

The search committee has built in evaluative criteria, members will be asked to evaluate and rank candidates within the PEOPLEADMIN system. To evaluate applicants go to your “APPLICANTS” tab (see Step 2 for instructions to find applicants).

1. Hover over the Gray and Blue “Actions” button to see the “**EVALUATE APPLICANTS**” option.

The screenshot shows the PeopleAdmin interface for a 'Posting: Tax Accountant (Main)'. The 'Applicants' tab is active, displaying a table of application search results. A red arrow points to the 'Actions' dropdown menu, which includes the option 'Evaluate Applicants'.

Last Name	First Name	Posting Number	Application Date	Workflow State (Internal)
LI	Benjamin	P022	March 23, 2012 at 01:49 pm	Under Review by DeptSearch Committee
Winstler	Cooke	P022	April 29, 2012 at 09:35 pm	Under Review by DeptSearch Committee

2. Each application also has the “**EVALUATE APPLICANT**” at the top of the page.

The screenshot shows the PeopleAdmin interface for a 'Job application: Benjamin Li (Main)'. The 'Evaluate Applicant' button is highlighted in the top right corner. A red arrow points to this button.

Full name: Benjamin Li
Address: Valdosta, GA
Username: bkl_training
Email: bkl@valdosta.edu
Phone (Primary):
Phone (Secondary):
Position Type: Main
Department: Financial Services

Created by: Benjamin Li
Owner: Department Chair/Manager

Summary | Recommendations (0 of 0) | History

General Information

Contact Information

First Name	Benjamin
Middle Name	
Last Name	LI

STEP 3: EVALUATING Applicants:

3. After clicking “Evaluate Applicants” you will have access to evaluative criteria available to you based on workflow statuses set up by the Department (e.g., Candidate Under Review by Department/Committee; On Campus Interview; Recommend for Hire.)¹

This screenshot shows the evaluation interface for the workflow state "Under Review By Dept/Search Committee". The page header includes a search bar, navigation links (Home, Postings, My Profile, Help), and user information (Denise Bogart, 6 messages). The main content area is titled "Workflow State: Under Review By Dept/Search Committee" and contains the following elements:

- Evaluative Criteria:** A sidebar on the left lists "Under Review by Dept/S..." and "Onsite Interview".
- Workflow State:** "Under Review By Dept/Search Committee".
- Message:** "Values for this evaluative criterion cannot be edited." and "Showing 1 Applicant. Show More".
- Evaluations:** A section for "Benjamin LI".
- Overall Ranking:** "Assign this candidate an overall ranking." with a dropdown menu labeled "Please select".
- General Feedback:** "Please give feedback on the candidate's submitted material." with a text input field.
- Job Specific Ranking:** "Assign a ranking based on the applicants Tax Knowledge." with a dropdown menu labeled "Please select".
- Interview Decisions:** "Should this applicant be interviewed?" with a dropdown menu labeled "Please select".
- Comments:** A text input field.

This screenshot shows the evaluation interface for the workflow state "Onsite Interview". The page header is identical to the previous screenshot. The main content area is titled "Workflow State: Onsite Interview" and contains the following elements:

- Evaluative Criteria:** A sidebar on the left lists "Under Review by Dept/S..." and "Onsite Interview".
- Workflow State:** "Onsite Interview".
- Message:** "Values for this evaluative criterion cannot be edited." and "Showing 1 of 1 Applicants".
- Evaluations:** A section for "Benjamin LI".
- Knowledge Base:** "Did the applicant have sufficient knowledge of Tax Law?" with a dropdown menu labeled "Please select".
- Qualifications:** "Did the Applicant meet or exceed your expectations of the required qualifications for this position?" with a dropdown menu labeled "Please select".
- Recommend for Hire:** "Would you recommend this applicant for hire?" with a dropdown menu labeled "Please select".
- Comments:** A text input field.

4. You may proceed through the available evaluation criteria and record your responses directly into the system. Search Committee Chairs will have access to all members comments and rankings:

¹ NOTE: Evaluative questions will only be accessible to search committee members if an applicant is in the specified workflow status. For example, in the example above candidates in the “Under Review by Department/Committee” receive 4 questions and a comments area; candidates in the “Onsite Interview” status receive 3 different questions and a comments area. If an applicant is not transitioned to onsite interview these questions do not populate for the applicant and the search committee