HUMAN RESOURCES
TALENT DEVELOPMENT AND RECRUITMENT

SEARCH COMMITTEES/PANELS

Knowledge Portal: [Panel/Search Committee]

Overview

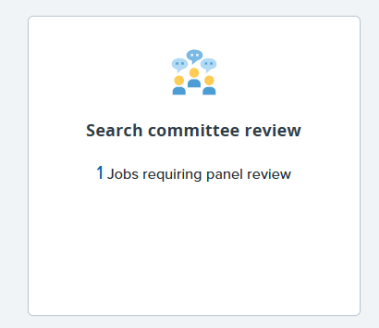
Search Committee functionality allows multiple search committee members to review and rate applicants in a specific Recruitment Process step (or steps).

Users added to the **Search Committee Chair** and **Search Committee Members** fields on the Job Card will have access to view applicants when they have been placed in a status with Search Committee access enabled.

Access

Search Committee access can be found in two places:

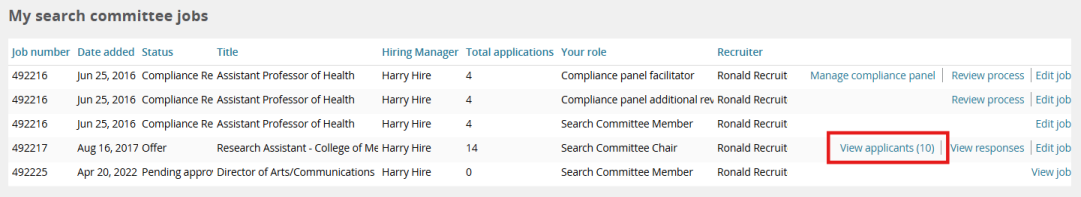
1. Hiring Managers can access Search Committee jobs via the **Search committee review** tile on the Hiring Manager dashboard.



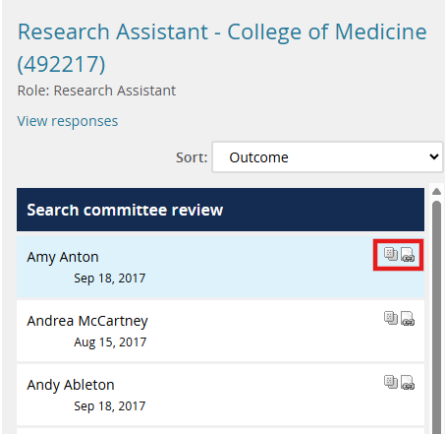
2. Via the **My search committee jobs** link in the Main Menu (hamburger menu).

Participating in a Search Committee (Assessing Applicants)

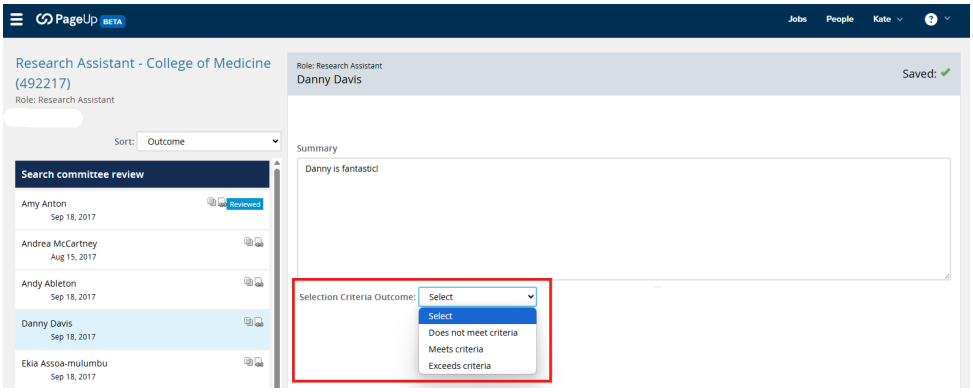
1. Open **My search committee jobs** via the Hiring Manager dashboard tile or the link in the main menu (hamburger menu) to see a list of the jobs you belong on the search committee for.
2. From this page, click View applicants to open the View Applicants page.



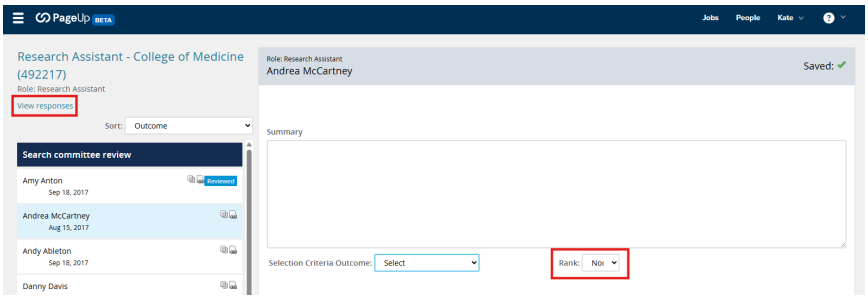
3. Use the small image icons to view applicant answers to application questions and their resume.



4. Optionally leave a summary/comments in the large box.
5. Select a Selection Criteria Outcome for each applicant in the list.



6. Click **Save and next** to progress down the list of applicants one at a time.
7. **Search Committee Chair only:**
    a. Search Committee Chairs can make comments and select Selection Criteria Outcomes just like Search Committee Members, but they also have two additional options:
        i. The option to **View responses** of other search committee members by clicking the link on the top left.
        ii. Assign a Rank to each applicant using the Rank dropdown. The number of options in the Rank dropdown will be equal to the number of applicants currently under consideration for the specific job you are viewing.


PageUp BETA
Jobs
People
Kate
Research Assistant - College of Medicine (492217)
Role: Research Assistant
View responses
Sort:
Outcome
Search committee review
Amy Anton
Sep 18, 2017
Reviewed
Andrea McCartney
Aug 15, 2017
Andy Ableton
Sep 18, 2017
Danny Davis
Role: Research Assistant
Andrea McCartney
Saved:
Summary
Selection Criteria Outcome:
Select
Rank:
Not