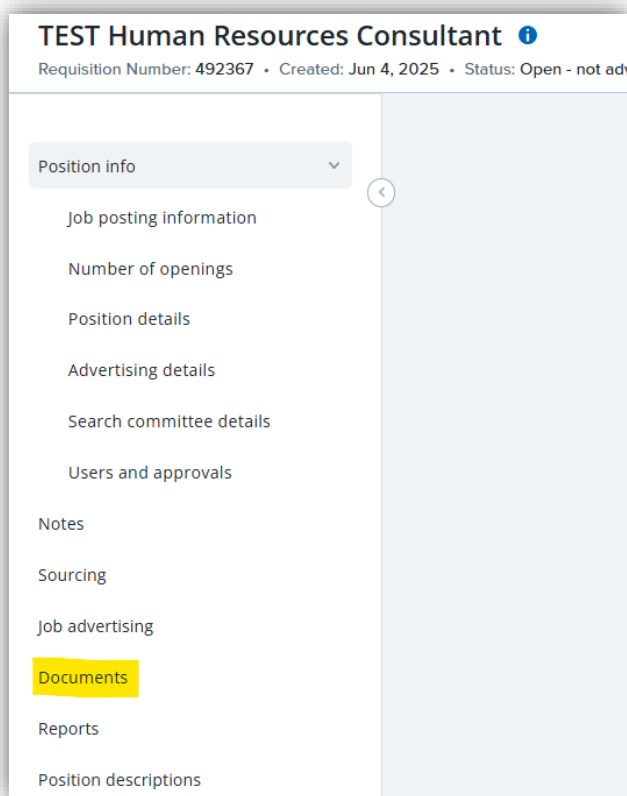




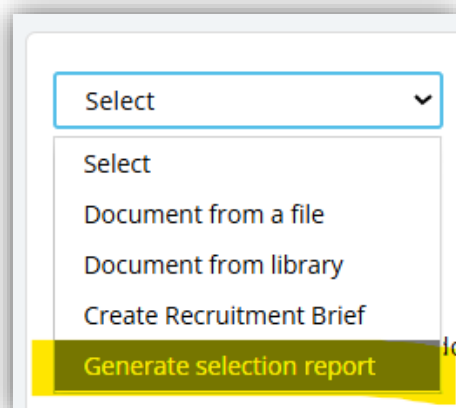
Search Committee Chair's Selection Summary Document

Users with appropriate permission levels can retrieve a selection summary document of the responses made by the Search Committee Chair on their job card.

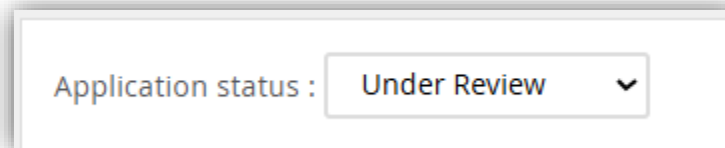
To do so, go into the job card and select the *Documents* tab.



From the drop-down menu, select *Generate selection report*. A pop-up box will appear.

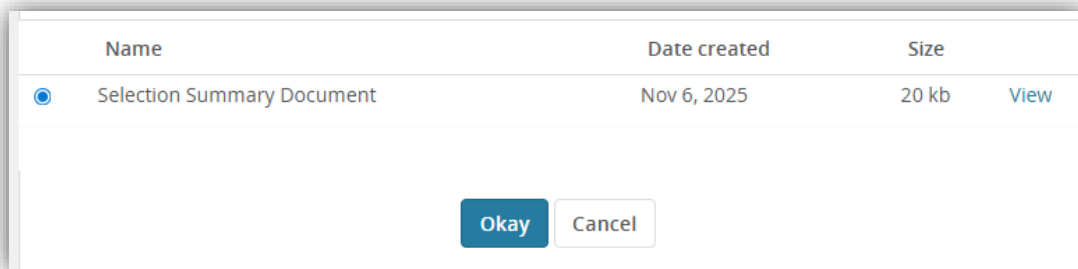


Ensure the *Application status* drop-down is set to “Under Review”



A screenshot of a form field labeled "Application status :". To the right of the label is a drop-down menu with a white background and a thin grey border. The menu is open, showing the text "Under Review" in a dark grey font, followed by a small downward-pointing chevron icon.

Then select the *Selection Summary Document* and click “Okay.”



A screenshot of a table with three columns: "Name", "Date created", and "Size". The first row contains the text "Selection Summary Document", "Nov 6, 2025", and "20 kb". To the right of the "20 kb" text is a blue link labeled "View". Below the table, there are two buttons: a blue "Okay" button and a white "Cancel" button with a grey border.

Name	Date created	Size
<input checked="" type="radio"/> Selection Summary Document	Nov 6, 2025	20 kb View

A Selection Summary document will be created in your downloads for you to review.