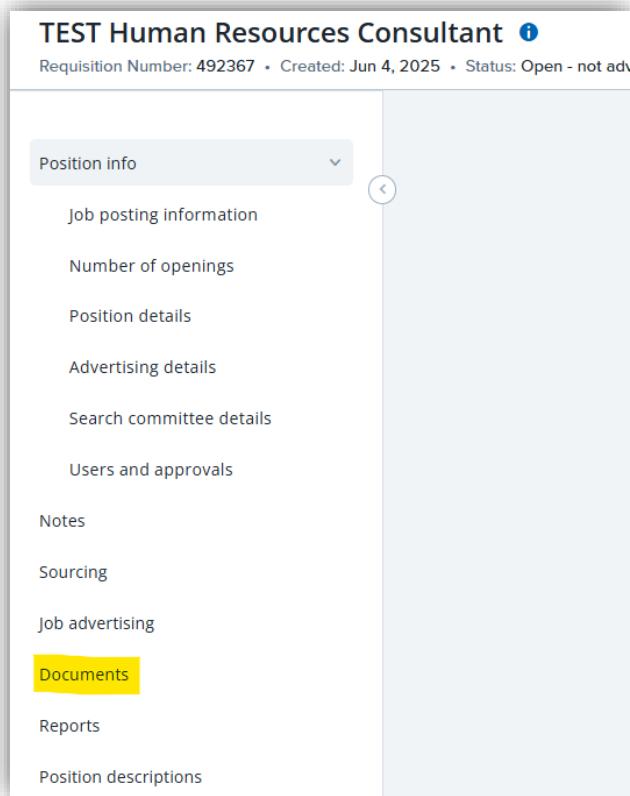




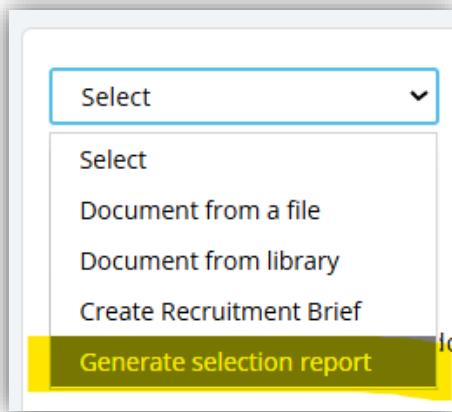
## Search Committee Chair's Selection Summary Document

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

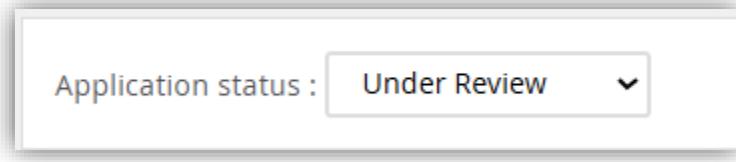
To do so, go into the job card and select the *Documents* tab.



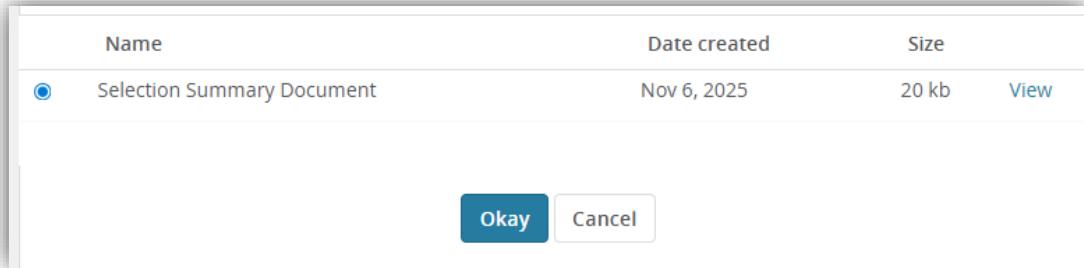
From the drop-down menu, select *Generate selection report*. A pop-up box will appear.



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



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



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