

Search Committee Applicant Review

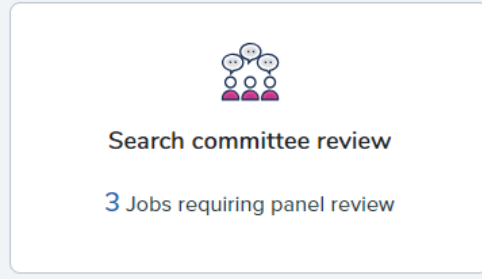
What you do:


To Review Applicants from the Dashboard

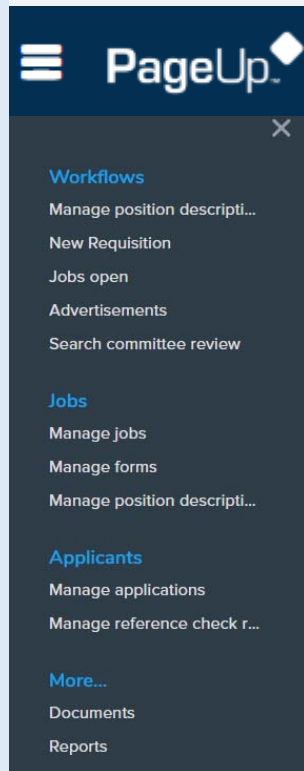
Click the # to the left of “jobs requiring panel review” in the tile labeled “Search Committee Review” OR select “Search committee review” from the stacked menu on the left-hand side (hamburger menu).


*****Tip: Be sure to always allow-pop-ups for PageUp.**

What you see:




Search committee review
 3 Jobs requiring panel review




 Workflows
 Manage position descripti...
 New Requisition
 Jobs open
 Advertisements
Search committee review
 Jobs
 Manage jobs
 Manage forms
 Manage position descripti...
 Applicants
 Manage applications
 Manage reference check r...
 More...
 Documents
 Reports

View Applicants

Click “View Applicants” to view all the applicants for the job

Note: For Benefits Eligible positions, a candidate evaluation matrix should be submitted to the search advisor before applicants can be reviewed in the system

Your role		
Chairperson	View responses	Edit job
Chairperson	View Applicants	View responses Edit job
Search committee member		View Applicants
Search committee member		View Applicants

Search Committee Applicant Review

Review Applicants

Select the applicant you wish to review and click on either the “view resume” or “view answers” icon to the left of the applicant’s name. “View Answers” will have all supporting docs.











To download a .pdf of all document materials, check “select all” and then click on the Bulk Compile and Send button.


Accountant III (Cash Mgt Spec) (492331)


Bulk compile and send Sort: Last name (A-Z)







Select all

New

<input checked="" type="checkbox"/>	  Danny Amendola 3 May 2017
<input checked="" type="checkbox"/>	  Jackson Avery 24 Apr 2017
<input checked="" type="checkbox"/>	  Avery Bradley
<input checked="" type="checkbox"/>	  Tom Brady 24 Apr 2017
<input checked="" type="checkbox"/>	  Meredith Grey 24 Apr 2017

View Resume 

View Answers 

<input checked="" type="checkbox"/>	  Richard Webber 24 Apr 2017
<input checked="" type="checkbox"/> Selected for Campus Interview 1	
<input checked="" type="checkbox"/>	  Jennifer Garner 24 Apr 2017
<input checked="" type="checkbox"/>	  Milo Ventimiglia 24 Apr 2017
<input checked="" type="checkbox"/> Selected for Phone/Skype Interview	

Search Committee Applicant Review

Bulk Compile/Send

This will open up a bulk action status page where you can select what documents you would like compiled into one .pdf. To select the full application – choose application form. You can also select the applicant documents below (cover letter, resume and any other supporting documents that were requested).

Click Create PDF at the bottom of the page.

Bulk action status: 4 Applicants Complete
You have selected 4 applicants to compile documents for, please to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed online reference check form

Applicant documents

- Cover letter
- Offer Contracts
- Other - Applicant
- Resume
- Supporting Applicant documents
- Transcript of results

Create PDF

Cancel

Search Committee Applicant Review

Download document

To download the document, click on "Download document". If you would like to send the compiled document, select "Yes" and complete the section at the bottom.

*****Please note: search materials should NOT be sent to anyone outside of the search committee**



Bulk action status: 27 Applicants Complete

i To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

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