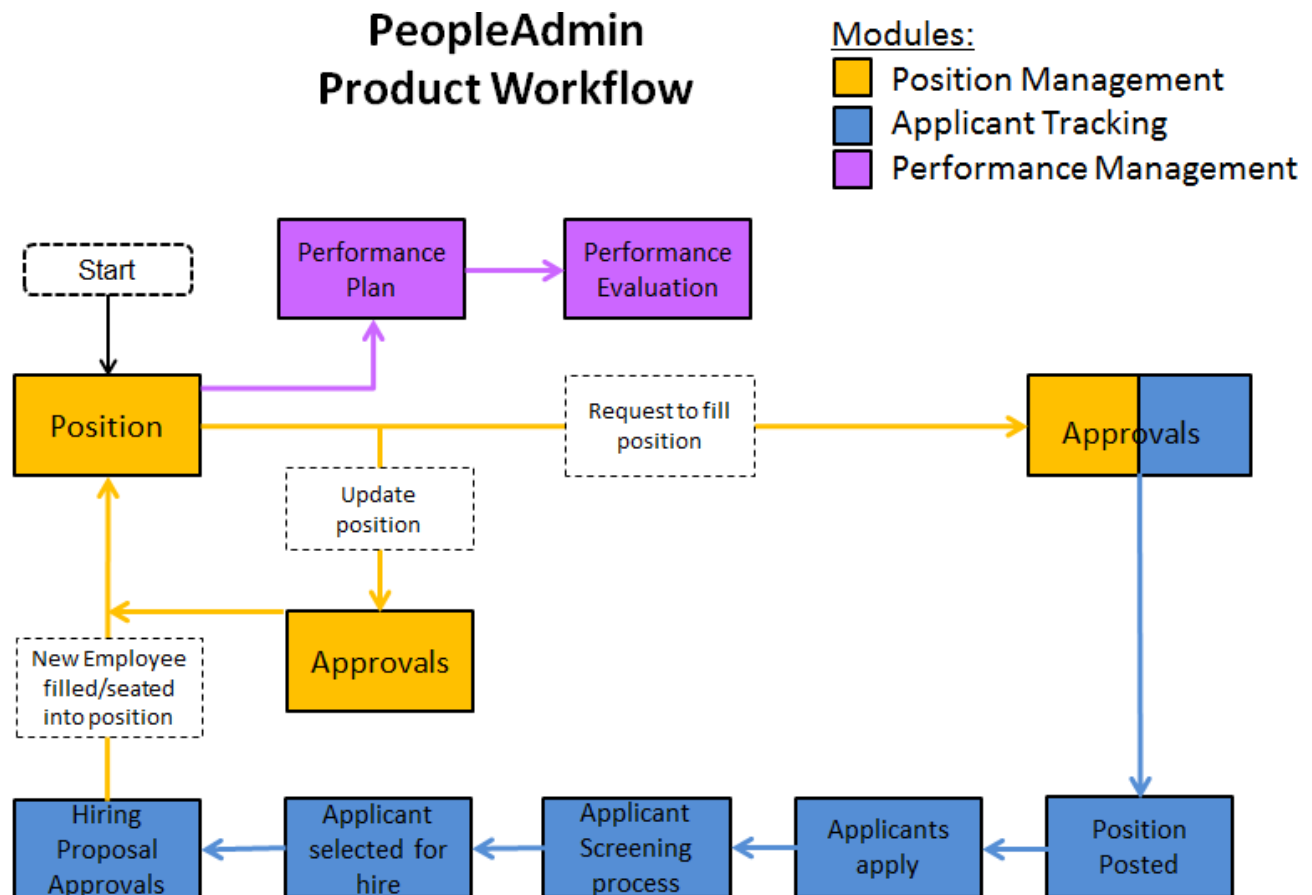


AppState Careers

User Guide – Search Committee Chair

The purpose of this guide is to provide instruction and orientation to the AppState Careers system for the Search Committee Chair. The Search Committee Chair will be involved with the Position Management and Applicant Tracking modules. This document will concentrate on the Search Committee Chair's role in the Workflow of the Applicant statuses, supplemental questions (and scoring), evaluative criteria and evaluating applicants.

This is a high level workflow of the PeopleAdmin Modules:



Go **A**pplicant Tracking **P**osition Management **P**erformance Management **S**treamlined & Sustainable **!**



AppState Careers

User Guide – Search Committee Chair

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User Guide – Search Committee Chair

1.0 APPLICANT TRACKING

1.1 Select Applicant Tracking:

If you are not in the Applicant Tracking module, select it from the dropdown list and change your Current Group to Search Committee Chair.

The screenshot shows the PeopleAdmin interface. On the left, there is a navigation menu with 'Inbox', 'Watch List', and 'Help' buttons. The main menu is expanded, showing 'POSITION MANAGEMENT', 'APPLICANT TRACKING', and 'PERFORMANCE'. A red arrow points from a yellow callout box 'Select APPLICANT TRACKING' to the 'APPLICANT TRACKING' option. Below the menu, there is a 'Current Group:' dropdown menu with 'Search Committee Chair' selected. A red arrow points from a yellow callout box 'Select Search Committee Chair from the Current Group dropdown list.' to this dropdown. To the right of the dropdown is a 'logout' link. A yellow callout box 'A message box will appear indicating your new Current Group selection. Click the message to close it.' points to a blue message bar at the bottom that says 'You are now viewing the system as a member of the Search Committee Chair group'.

1.2 Update Profile

You can set your Profile to a default module (Position Management or Applicant Tracking) and default Current Group.

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Help' tabs. The 'My Profile' tab is selected. Below the navigation bar, there is a message: 'Karen Main, you have 0 messages.' and a 'Current Group: Employee' dropdown. A red arrow points from a yellow callout box 'After changing your Profile to Employee, click the My Profile tab and hover over the Take Action on User button. Choose Edit Profile from the list.' to the 'Take Action On User' dropdown menu. The dropdown menu is open, showing 'ITEM ACTIONS' with options: 'Edit Profile', 'Request Group Change', and 'Manage System Emails'. A red arrow points from the 'Edit Profile' option to the same yellow callout box. Below the dropdown, there is a 'Preferred Group On Log In' dropdown menu with 'Search Committee Chair' selected. A red arrow points from a yellow callout box 'Scroll down to change to Search Committee Chair and Applicant Tracking' to this dropdown. Below this, there is a 'Default Product Module' dropdown menu with 'Applicant Tracking' selected. A red arrow points from a yellow callout box 'Click to save your changes.' to the 'Update User' button. The 'Update User' button is a red button with the text 'Update User' and a 'Cancel' link next to it.

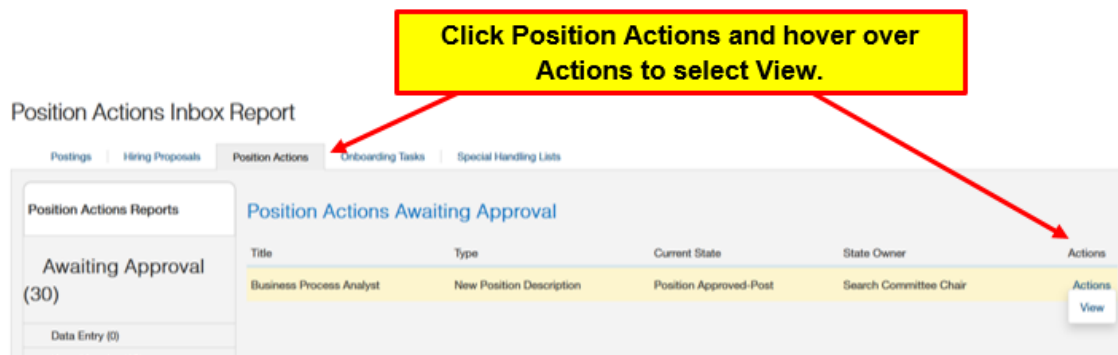
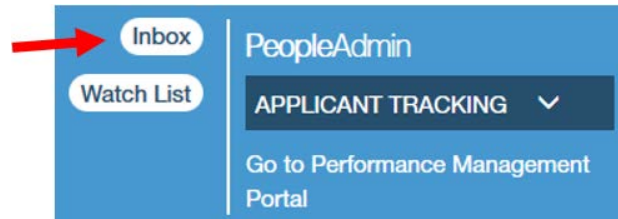
AppState Careers

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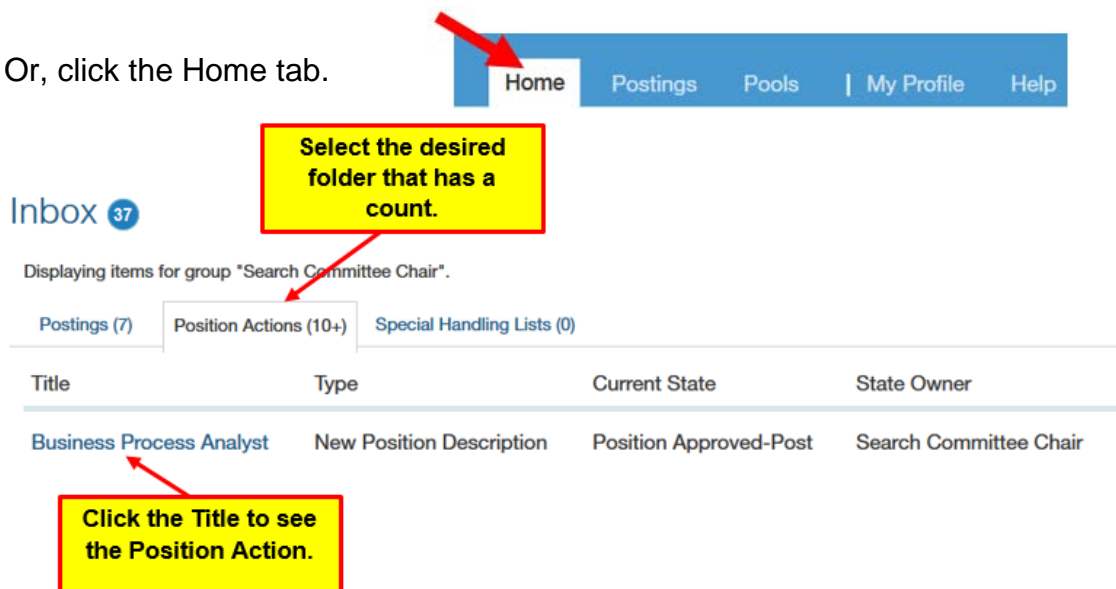
1.3 View Pending Actions

To review the Pending Actions of a Position or Posting, go to Applicant Tracking and use your Inbox or the Home page.

- Click Inbox, then the Position Actions tab.



- Or, click the Home tab.



Note: You may have to scroll down to see more.

AppState Careers

User Guide – Search Committee Chair

1.4 Review Posting

Methods to review a Posting include Watch List, Home Page, or Postings.

- Using the Watch List:

The screenshot shows the PeopleAdmin interface. A red arrow points to the 'Watch List' button in the top left navigation bar. Below the navigation bar, there is a 'Postings' section with a table of job listings. A red arrow points to the 'Actions' column of the table, which contains a dropdown menu with options: 'View Posting', 'Stop Watching Posting', and 'Unwatch'. A yellow callout box with a red border contains the text: 'Hover over Actions to the right of the desired record to select the desired action.'

Job Title	Type	Current State	State Owner	Creator	Actions
Housekeeper	SHRA	Closed	Search Committee Chair	Karen Main	Actions
Business Process Analyst (test)	EHRA Non Faculty	Posted	Search Committee Chair	Karen Main	Actions

- From the Home Page:

The screenshot shows the Home Page interface. A red arrow points to the 'Home' button in the top navigation bar. Below the navigation bar, there is a 'Watch List' section with a table of job listings. A red arrow points to the 'Watch List' button, which is circled in blue. A yellow callout box with a red border contains the text: 'Scroll down to Watch List. Select the desired folder. Click the desired Job Title.'

Job Title	Type	Current State	State Owner
Housekeeper	SHRA	Closed	Search Committee Chair
Business Process Analyst (test)	EHRA Non Faculty	Posted	Search Committee Chair

- From the Postings Folder:

The screenshot shows the Postings Folder interface. A red arrow points to the 'Postings' button in the top navigation bar. Below the navigation bar, there is a dropdown menu with options: 'SHRA', 'EHRA Non Faculty', and 'Temporary'. A red arrow points to the 'EHRA Non Faculty' option. A yellow callout box with a red border contains the text: 'Select the desired type.'

Below the dropdown menu, there is a table of job listings. A red arrow points to the 'Posting Name' column. A yellow callout box with a red border contains the text: '(1) You can simply click on the desired Posting Name.'

Below the table, there is a dropdown menu with options: 'View Posting', 'View Applicants', 'Track', 'Stop Watching', and 'Unwatch'. A red arrow points to the 'View Posting' option. A yellow callout box with a red border contains the text: '(2) You can hover mouse over Actions and select an Action.'

Posting Name	All Submitted Applications	Active Applications	Workflow State	Department	Posted Date	Actions
Business Process Analyst	0	0	Draft	Physical Plant Administration - 410000		Actions
Director, Materials Management	0	0	Draft	Materials Management - 415200	12/15/2015 09:29 AM	Actions
Director, Materials Management	1	1	Posted	Materials Management - 415200	06/27/2016 09:30 AM	Actions

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User Guide – Search Committee Chair

1.5 Evaluative Criteria

Evaluative criteria can be used by the Search Committee to rank applicants based on responses to certain criteria/questions. Evaluative criteria can also be used to allow the search committee to score applicants on subjective factors (presentation skills, confidence, etc.). The rankings entered by the individual committee members are all visible to the Search Committee Chair. Applicants are ranked based on how the criteria is weighted, along with the a point system for each applicant response.

To add evaluative criteria, access the Evaluative Criteria section in the Posting.

1. Click the Postings tab and then the Posting you wish to Edit.

Home | **Postings** | Pools | My Profile | Help | Go to Performance Management Portal

Karen Main, you have 0 messages | Current Group: Search Committee Chair | logout

Posting: Business Process Analyst (test) (EHRA Non Faculty) [Edit](#)

Current Status: Posted
Position Type: EHRA Non Faculty
Department: Business Systems - 415400
Created by: Karen Main
Owner: Search Committee Chair

Editing Posting

- ✓ Posting Details
- ✓ Posting Documents
- ✓ Search Committee Members
- ✓ Evaluative Criteria**
- Summary

2. Click Evaluative Criteria, then Add a Criterion.

[Add a Criterion](#)

Add a Ranking Criterion

Available Evaluative Criteria

You can select a Category or search by Keyword.

Category: Any | Keyword:

Add	Category	Description
<input type="checkbox"/>	Knowledge, Skills, & Abilities Required	Documented exceptional leadership and supervisory skills
<input type="checkbox"/>	Experience	Experience leading a university through an institutional accreditation process
<input type="checkbox"/>	Knowledge, Skills, & Abilities Required	Sophisticated understanding of the applications of technology in IRAP
<input type="checkbox"/>	Knowledge, Skills, & Abilities Required	Appreciation for diversity and inclusion
<input type="checkbox"/>	Experience	Does that applicant have 10 years of progressive administrative experience in higher education?
<input type="checkbox"/>	Experience	Does the candidate have experience with program development and implementation?
<input type="checkbox"/>	Experience	Does the candidate have budgeting experience?
<input type="checkbox"/>	Experience	Does the candidate have experience with strategic planning?
<input type="checkbox"/>	Experience	Does the candidate have significant engagement with students?
<input type="checkbox"/>	Experience	Does that candidate have experience with policy development and oversight.
<input type="checkbox"/>	Experience	Candidate has a demonstrated record of professional engagement through regional or national associations/organizations within the higher education environment.
<input type="checkbox"/>	Knowledge, Skills, & Abilities Required	Does this person have working knowledge of DegreeWorks and Banner Student?
<input type="checkbox"/>	Experience	Documented Student Service Experience
<input type="checkbox"/>	Experience	Documented exceptional leadership and supervisory skills
<input type="checkbox"/>	Experience	Documented experience working in enrolled student serv

Click the box, then the Submit button to select a criteria. Note that clicking the box causes the question details to appear. See example below.

You can also create a new Criteria.

Displaying 31 - 45 of 130 in total
← Previous | Next →

Can't find the one you want? Add a new one

[Submit](#) [Cancel](#)

A list of criteria is available to choose from or you may create your own.

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Details will appear after clicking the box next to a criteria item.

☒ Knowledge, Skills, & Abilities Required

Appreciation for diversity and inclusion

Question details example

Possible Answers:

1. no indication of appreciation for diversity and inclusion
2. limited indication of appreciation for diversity and inclusion
3. substantial indication of appreciation for diversity and inclusion
4. documented leadership in diversity and activities

Applicant workflow state Under Review by Search Committee

Click [Submit](#) to add the criteria to you Evaluative Criteria items. After you have selected all the items you want to use in your evaluation/ranking, you will need to add a Weight for each of the criteria items. The weights of all the Criteria items combined must total 100. Points need to be entered for each of the Possible Rankings.

Category	Description	Weight	Workflow State	Status
Experience	Experience in a state-wide university system	30	Under Review by Search Committee	active
Education	Education Level	25	Under Review by Search Committee	active
Knowledge, Skills, & Abilities Required	Appreciation for diversity and inclusion	20	Under Review by Search Committee	active
Experience	Does the candidate have experience presenting? Rank candidates from 1-3: 1-Poor, 2-Fair, 3-Good		Under Review by Search Committee	active

Name

Label

Workflow State

Weight

Possible Rankings

Poor

Fair

Good

Presentation Skills

Presentation Skills

Under Review by Search Committee

Points

[Save](#)
[<< Prev](#)
[Next >>](#)

If you want to remove a criterion, you can click the gray x and the end of the criterion row. Be aware that it will be ignored in the scores already given to any applicants and the message below indicates.

[Posting Details](#)
[Posting Documents](#)
[Search Committee Members](#)
[Evaluative Criteria](#)
[Summary](#)

Included Evaluative Criteria

[Add a Criterion](#)

Category	Description	Weight	Workflow State	Status
Experience	Experience in a state-wide university system	30	Under Review by Search Committee	active
Education	Education Level	25	Under Review by Search Committee	active
Experience	Does the candidate have experience presenting? Rank candidates from 1-3: 1-Poor, 2-Fair, 3-Good	25	Under Review by Search Committee	active
Knowledge, Skills, & Abilities Required	Appreciation for diversity and inclusion		Under Review by Search Committee	active

[Remove](#)

Are you sure that you want to remove this evaluative criterion from this posting? Any scores given to any applicants for this evaluative criterion will be ignored for scoring, ranking, or disqualifying. Remove the evaluative criterion?

[Yes](#)
[No](#)

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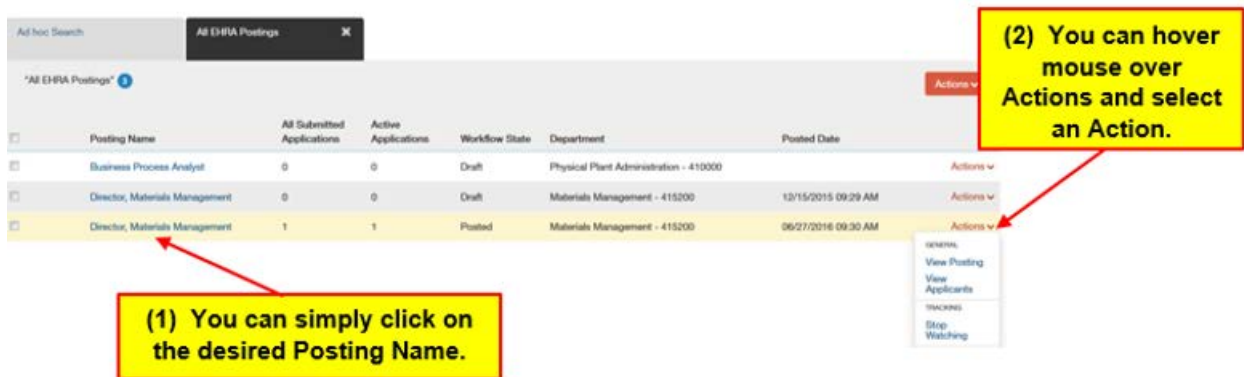
User Guide – Search Committee Chair

1.6 Methods to Review Applicants

To begin reviewing applicants for a Posting, access the Applicant Tracking Module and search for the desired Posting.



Select the desired Posting from the results at the bottom of the screen. As shown below, there are several options: (1) click the Posting Name, (2) click the Actions out to the right of the desired Posting and (3) click the checkboxes, then click the Actions button.



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(1) Click the Posting Name

➤ Brings up Posting details with choices:

(2) Click the Actions:

➤ View Posting brings up the Posting details. See (1) above.

➤ View Applicants will go directly to the Applicant folder of the Posting details and display the Applicants at the bottom of the screen.

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(3) Click the checkboxes to the left of the First Name column and then the Actions button:

1. Select all, some or one Applicant.

2. Click the Actions button.

3. Select a desired Action from the list.

<input checked="" type="checkbox"/>	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Email
<input checked="" type="checkbox"/>	Test1	Person1	201500072P	July 18, 2016 at 03:07 PM	Under Review by Search Committee	maink
<input checked="" type="checkbox"/>	Test2	Person2	201500072P	July 18, 2016 at 03:11 PM	Under Review by Search Committee	maink
<input checked="" type="checkbox"/>	Test3	Person3	201500072P	July 18, 2016 at 03:14 PM	Under Review by Search Committee	maink
<input checked="" type="checkbox"/>	Test4	Person4	201500072P	August 04, 2016 at 08:57 AM	Under Review by Search Committee	maink

Actions

- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results

BULK

- Move in Workflow
- Email Applicants
- Download Applications as PDF

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1.7 Applicant Actions

Once the Applicants have been accessed, there are several Actions needed including reviewing the applicant application and documents; evaluating, and moving the application in the workflow.

- **One Applicant at a time:**

Click the applicant's name or click View Applications under Actions.

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Email Address	
<input type="checkbox"/>	Test1	Person1	201500072P	July 18, 2016 at 03:07 PM	Under Review by Search Committee	mainkt@appstate.edu	Actions ▾ GENERAL View Application RECURSIVE ▾
<input type="checkbox"/>	Test2	Person2	201500072P	July 18, 2016 at 03:11 PM	Under Review by Search Committee	mainkt@appstate.edu	
<input type="checkbox"/>	Test3	Person3	201500072P	July 18, 2016 at 03:14 PM	Under Review by Search Committee	mainkt@appstate.edu	
<input type="checkbox"/>	Test4	Person4	201500072P	August 04, 2016 at 08:57 AM	Under Review by Search Committee	mainkt@appstate.edu	Actions ▾

Under the Summary folder, scroll down through the application details.

Summary | History | Reports

✓ Personal Information

Contact Information

Last Four Digits of SSN	3456
Salutation	Ms.
First Name	Test1
Middle Name	
Last Name	Person1

When ready, click Take Action on Job Application and select a Workflow Action from the list.

Take Action On Job Application ▾

- Keep working on this Job application
- WORKFLOW ACTIONS
- Qualified (move to Qualified)
- Finalist (move to Finalist)
- Search Committee Det'd not Qualified (move to Search Committee Det'd not Qualified)

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- Multiple Applicants at a time:

2. Click the Actions button.

1. Select all, some or one Applicant.

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Er
<input checked="" type="checkbox"/>	Test1	Person1	201500098P	July 19, 2016 at 03:42 PM	Under Review by Search Committee	m
<input checked="" type="checkbox"/>	Test2	Person2	201500098P	July 19, 2016 at 04:07 PM	Under Review by Search Committee	m
<input checked="" type="checkbox"/>	Test3	Person3	201500098P	July 19, 2016 at 04:11 PM	Under Review by Search Committee	m
<input checked="" type="checkbox"/>	Test4	Person4	201500098P	July 19, 2016 at 04:11 PM	Under Review by Search Committee	m

3. Select a desired Action from the list.

Actions ▾

- GENERAL
 - Evaluate Applicants
 - Download Applicants Evaluations
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Export results
- BULK
 - Move in Workflow
 - Email Applicants
 - Download Applications as PDF
 - Create Document PDF per Applicant

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- Evaluate Applicants: Once the applications have been reviewed, the committee members can perform their evaluations (number 3 in the above screenshot).

Evaluative Criteria

Under Review by Search...

View Detailed Entries

Workflow State: Under Review By Search Committee

Showing 4 of 4 Applicants

Evaluations

Test1 Person1

Experience in a state-wide university system : Experience in a state-wide university system

Please select

Education Level: Education Level

Please select

Appreciation for diversity and inclusion : Appreciation for diversity and inclusion

Please select

Presentation Skills: Does the candidate have experience presenting? Rank candidates from 1-3: 1=Poor, 2=Fair, 3=Good

Please select

Comments

Test2 Person2

Experience in a state-wide university system : Experience in a state-wide university system

Click the applicant's name if you need to review details.

Select an answer for each Evaluative Criteria.

Scroll down to continue to the next applicant.

Click **Save** to continue later; click **Next >>** when finished.

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Once evaluations have been completed, scores will be generated:

Evaluative Criteria Score Details			
Showing 4 of 4 Applicants			
Full Name	Current State	Under Review by Search Committee	Overall
Test1 Person1	Under Review by Search Committee	34.00	34.00
Test2 Person2	Under Review by Search Committee	91.75	91.75
Test3 Person3	Under Review by Search Committee	50.75	50.75
Test4 Person4	Under Review by Search Committee	98.00	98.00

Note: You can click on the applicant name to review score detail.

- **Download Applicants Evaluations:** This will create an Excel file of how each Search Committee member evaluated the applicants. The rankings entered by the individual committee members are all visible to the Search Committee Chair.
- **Review Screening Question Answers:** This will show Answer Statistics by question for the screening (supplemental) questions as answered by the applicants.

The screenshot shows a table titled "Business Process Analyst Applicants" with 4 applicants. The table columns are: First Name, Last Name, Posting Number, Application Date, Workflow State (Internal), and Evaluation. The 'Actions' dropdown menu is open, showing options: Evaluate Applicants, Download Applicants Evaluations, Review Screening Question Answers, Download Screening Question Answers, and Export results. Red arrows point to 'Download Applicants Evaluations' and 'Review Screening Question Answers'.

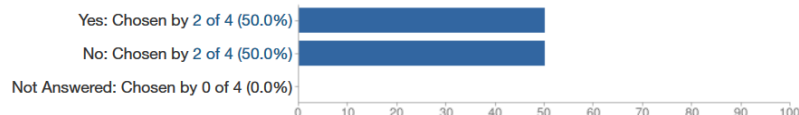
Answer Statistics for 4 Applicants

Question 1

(Required) Do you have experience using MS Excel?

Answered by 4 of 4 (100.0%)

Available Answers



- **Download Screening Question Answers:** This will create an Excel file with each of the applicants answers to the screening (supplemental) questions as answered on their applications.
- **Download Applications as PDF:** This will allow you to generate a PDF document of all of the desired applicants checked.

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User Guide – Search Committee Chair

- Move in Workflow: This will allow you to move the selected applicants in the workflow.

The screenshot shows the 'Business Process Analyst Applicants' list in PeopleAdmin. The table includes columns for First Name, Last Name, Posting Number, Application Date, Workflow State (Internal), and Email. Four applicants (Test1, Test2, Test3, Test4) are listed, all with a 'Workflow State' of 'Under Review by Search Committee'. An 'Actions' dropdown menu is open, showing options like 'Evaluate Applicants', 'Download Applicants Evaluations', 'Review Screening Question Answers', 'Download Screening Question Answers', 'Export results', 'BULK', 'Move in Workflow', 'Email Applicants', and 'Download Applications as PDF'. Red arrows point to 'Move in Workflow' and 'Download Applications as PDF'.

The screenshot shows the 'Bulk Workflow Status Change' page. The breadcrumb trail is 'Postings / ... / Business Process Analyst (test) / Applicant Review / Bulk Workflow Status Change'. The page title is 'Editing: Workflow States for 4 Applicants'. The 'Current Group' is 'Search Committee Chair'.

The screenshot shows the 'Bulk Workflow Status Change' page. A red box highlights the 'Change for all applicants' dropdown, which is set to 'Qualified'. The table lists four applicants (Test1 Person1, Test2 Person2, Test3 Person3, Test4 Person4) with their current state as 'Under Review by Search Committee'. The 'New State' column shows 'Qualified' for all applicants. The 'Reason' column is empty.

The screenshot shows the 'Bulk Workflow Status Change' page. A red box highlights the 'Reason' dropdown, which is set to 'Did not meet advertised qualifications'. The table lists four applicants (Test1 Person1, Test2 Person2, Test3 Person3, Test4 Person4) with their current state as 'Under Review by Search Committee'. The 'New State' column shows 'Qualified' for all applicants. The 'Reason' column shows 'Did not meet advertised qualifications' for all applicants.

The screenshot shows the 'Bulk Workflow Status Change' page. A red box highlights the 'Save changes' button. The table lists four applicants (Test1 Person1, Test2 Person2, Test3 Person3, Test4 Person4) with their current state as 'Under Review by Search Committee'. The 'New State' column shows 'Qualified' for all applicants. The 'Reason' column shows 'Did not meet advertised qualifications' for all applicants.

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User Guide – Search Committee Chair

Notice the message at the top of the screen. After a few seconds, go back and re-click the Applicants folder.

i Started the process to transition these 4 applicants. This may take several minutes.


Notice that only the 3 qualified applicants are now displayed.

Business Process Analyst Applicants 3							Actions
	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Email Address	
<input type="checkbox"/>	Test2	Person2	201500098P	July 19, 2016 at 04:07 PM	Qualified	mainkt@appstate.edu	Actions
<input type="checkbox"/>	Test3	Person3	201500098P	July 19, 2016 at 04:11 PM	Qualified	mainkt@appstate.edu	Actions
<input type="checkbox"/>	Test4	Person4	201500098P	July 19, 2016 at 04:14 PM	Qualified	mainkt@appstate.edu	Actions

The Search Committee Chair will move the applicants along in the workflow until a Finalist is selected. After the Finalist is selected, the Hiring Proposal phase can begin.

Postings / ... / Business Process Analyst (test) (Posted) / Applicant Review / Test4 Person4 On Campus Interview

Search Results: Previous

 Job application: Test4 Person4 (EHRA Non Faculty)

Current Status: On Campus Interview
Application form: EHRA Non Faculty/Faculty Application

Full name: Test4 Person4
Address:
296 Fern Hill Drive
Trade, TN 37691
United States of America
Username: mainkt
Email: mainkt@appstate.edu
Phone (Primary): +1 828 964-8641
Phone (Secondary): +1 423 727-7049
Position Type: EHRA Non Faculty
Department: Business Systems - 415400

Created by: Test4 Person4
Owner: Search Committee Chair

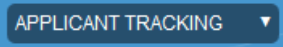

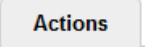




Take Action On Job Application

- Keep working on this Job application
- WORKFLOW ACTIONS
- Finalist (move to Finalist)
- On Campus Interview Not Hired (move to On Campus Interview - Not Hired)

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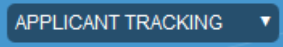
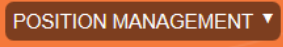

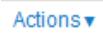





User Guide – Search Committee Chair


Quick Steps – Viewing Inbox

1. Select  or  from the drop down (upper right corner).
2. Click  (top right of the screen).
3. Click  tab.
4. If you have actions, on the row of the desired record, click  and then .
5. After you validate the fields, click  or  and select the appropriate workflow status.

Note: Actions will vary based on the Position/Posting status and the workflow status.

Quick Steps – Viewing Watch List

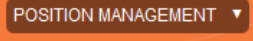










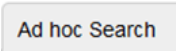

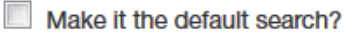



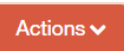

1. Select  or  from the drop down (upper right corner).
2. Click  (top right of the screen). A list of Postings, Hiring Proposals and Positions you have checked to watch will be displayed.
3. If you have actions, on the row of the desired record, click  (to the left).
 - a. For Postings: select to  or .
 - b. For Positions: select to  or .
4. If you select to Show or View, you can then validate the fields, click  and select the desired workflow action.

Note: If your Position/Posting is no longer in your Watch list because of the workflow status, you can still search using the  or  from the menu bar.

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Quick Steps – Saving a Search

1. Select  or  from the drop down (upper right of screen).
2. Change to the desired Current Group (Data Entry, Supervisor, etc.). . You will receive a message indicating that you are now viewing as a member of the group you selected. Click  at the end of the message box to close it.
3. Select the desired action (Position Descriptions if you chose Position Management or Postings/Hiring Proposals if you chose Applicant Tracking) and select the type from the list (SHRA, EHRA Non Faculty, etc.).
 - a. **Note:** SHRA Position Actions or EHRA Position Actions will display all positions with an action whereas SHRA or EHRA shows only those approved.
4. Create a new search:
 - a. Enter your desired keyword and click . Your results will display at the bottom of the screen.
 - b. Click  to add more columns and set defaults.
 - c. From the Add Column drop down list  you can select columns to add to the search results. Add as many as desired.
 - d. If you are searching SHRA Position Descriptions or EHRA Non Faculty Position Descriptions, you can select a desired Department to create a departmental search.
 - e. You can now move columns around into desired positions (or even delete if not needed):
 1. To move a column, hover over the column at the bottom of the screen.
 2. There are several choices: 
 - 1)  = move the column to the left/right
 - 2)  = sort ascending/descending
 - 3)  = delete the column
 - f. Notice this search folder is temporarily called . To save it, click .
 - g. Click ☐  if desired.
 - h. Provide a search name .
 - i. Click .
5. Open a Saved Search by hovering over  and selecting from the drop down list. (Saved searches apply to the type of search you are performing and the Current Group you have selected.) The saved search can be modified and saved with a new name if desired.
6. To export the query results to Excel, click  and .

AppState Careers

User Guide – Search Committee Chair

AppState Careers User Guide List

ASU has developed some user guides that are available on the HRS website/Managers & Supervisors tab/AppState Jobs link/AppState Jobs Resources page or by following the link below.

<http://hrs.appstate.edu/managers-supervisors/appstate-jobs/appstate-jobs-resources>

- AppState Careers PA7 User Guide – Introduction and Basic Navigation
- AppState Careers PA7 Quick Steps – Saving a Search
- AppState Careers PA7 User Guide – SHRA
- AppState Careers PA7 Quick Steps – SHRA
- AppState Careers PA7 User Guide – EHRA Non Faculty
- AppState Careers PA7 Quick Steps – EHRA Non Faculty
- AppState Careers PA7 User Guide – Temporary
- AppState Careers PA7 Quick Steps – Temporary
- AppState Careers PA7 User Guide – Approvers
- AppState Careers PA7 User Guide – Search Committee Chair