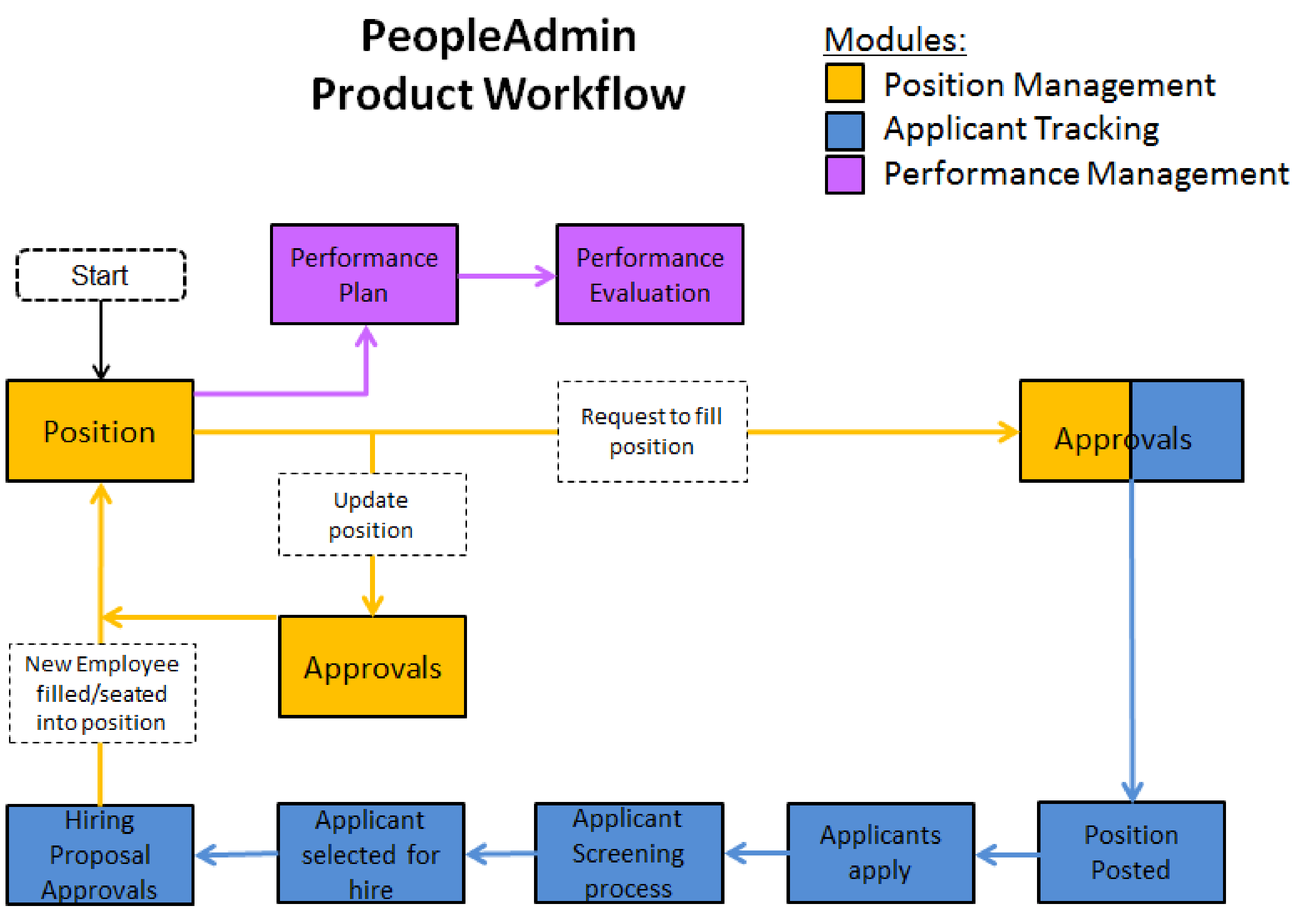
AppState Careers

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:



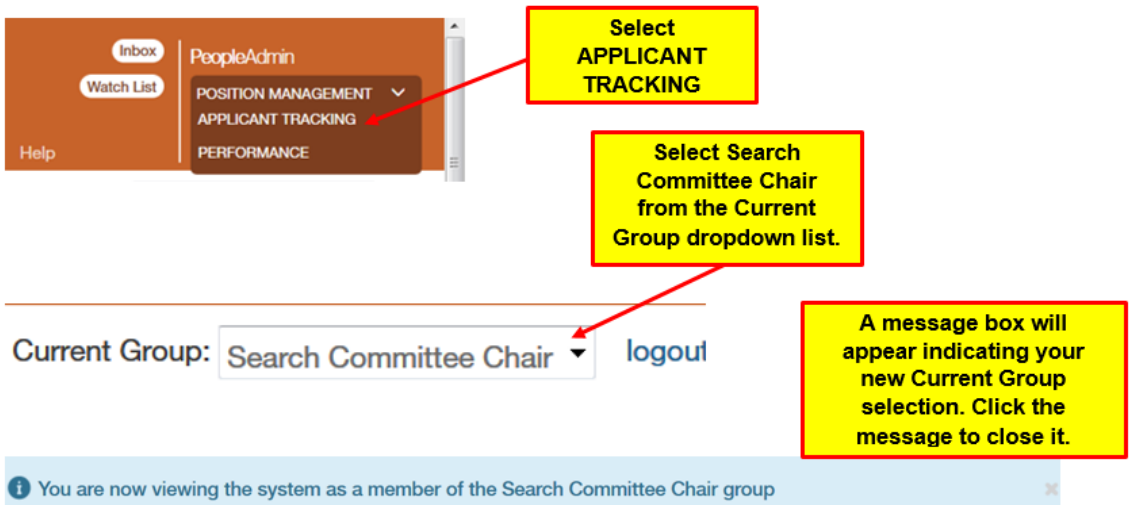
Go **A**pplicant Tracking **P**osition Management **P**erformance Management **S**treamlined & Sustainable **!**

TABLE OF CONTENTS

1.0 APPLICANT TRACKING

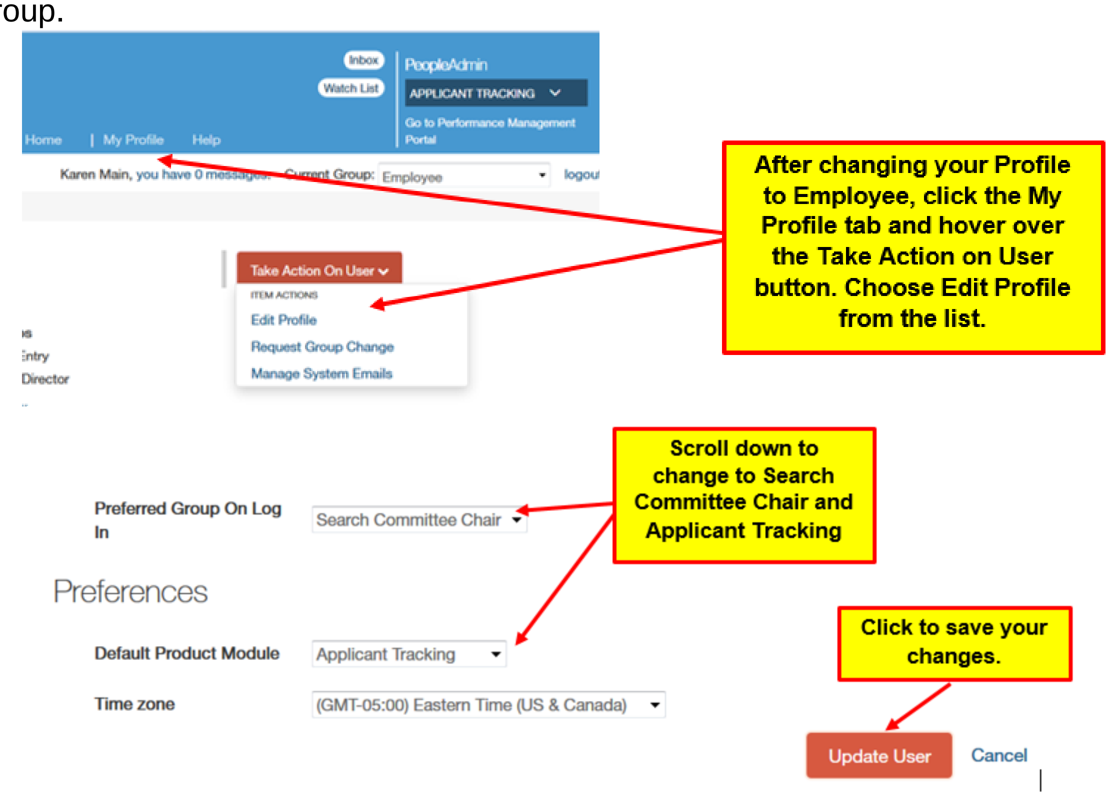
1.1 Select Applicant Tracking:

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



1.2 Update Profile

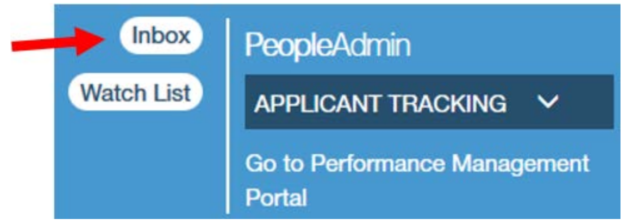
You can set your Profile to a default module (Position Management or Applicant Tracking) and default Current Group.

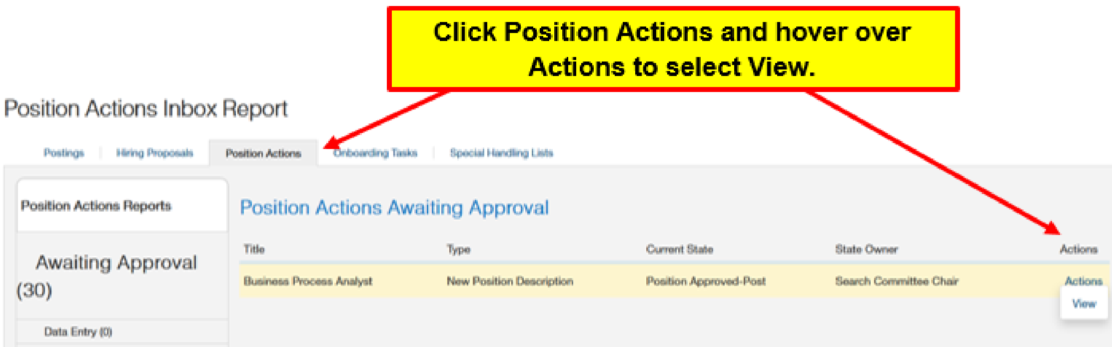


1.3 View Pending Actions

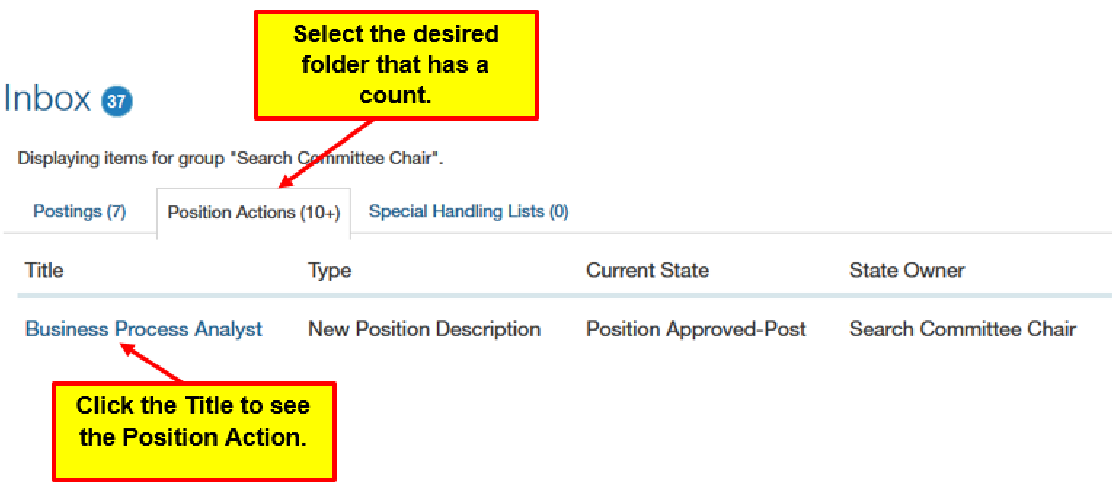
To review the Pending Actions of a Position or Posting, go to Applicant Tracking and use your Inbox or the Home page.

➢ Click Inbox, then the Position Actions tab.





➢ Or, click the Home tab.

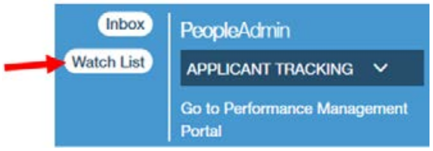


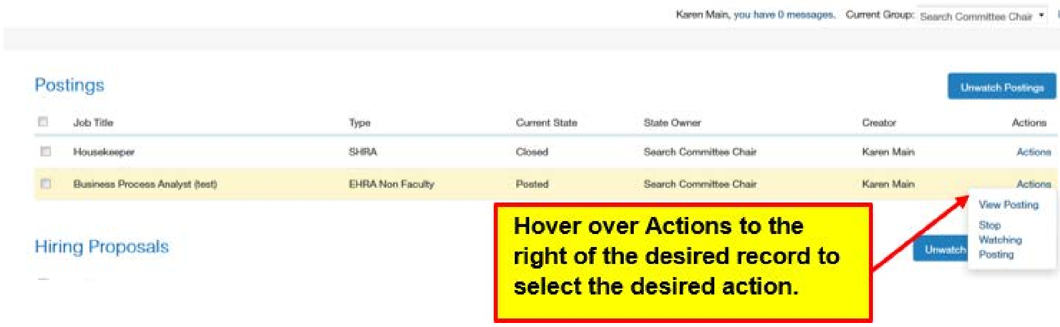
Note: *You may have to scroll down to see more.*

1.4 Review Posting

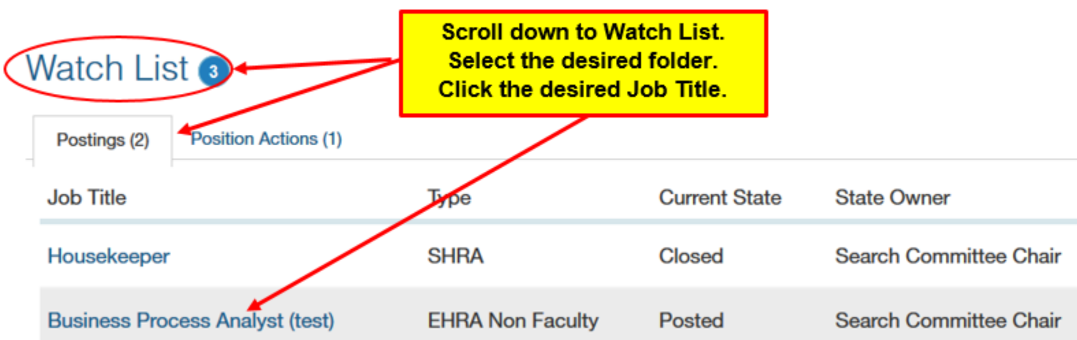
Methods to review a Posting include Watch List, Home Page, or Postings.

- Using the Watch List:

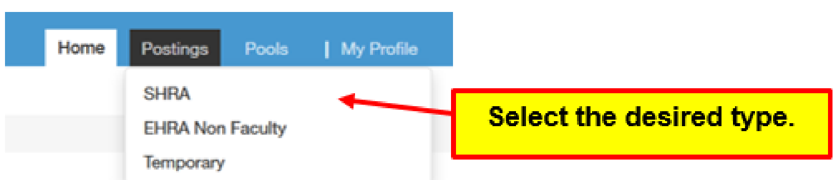


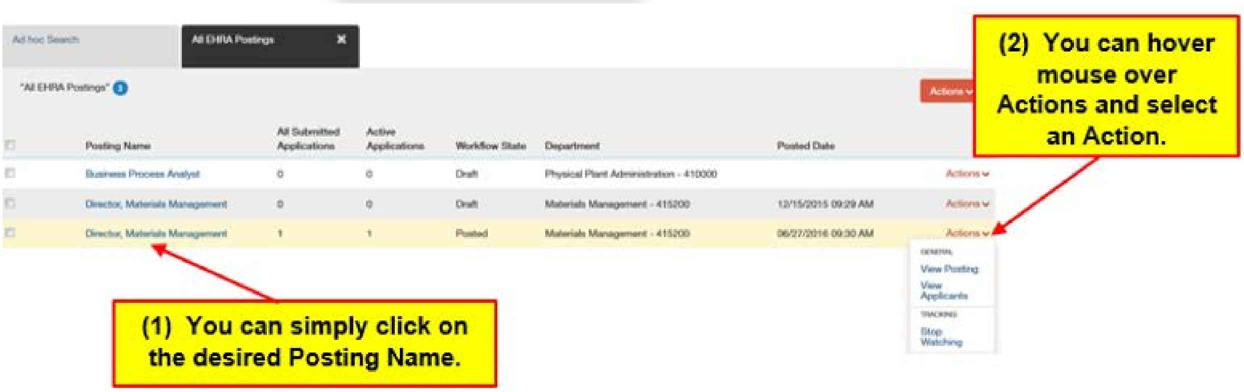


- From the Home Page:



- From the Postings Folder:

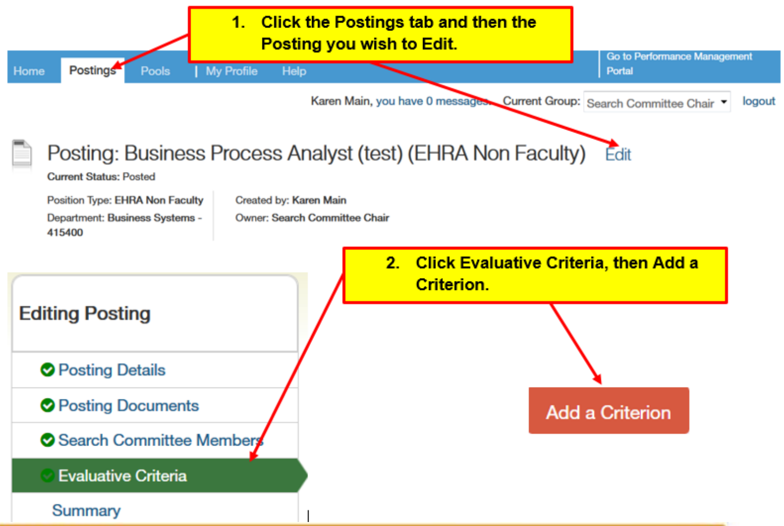




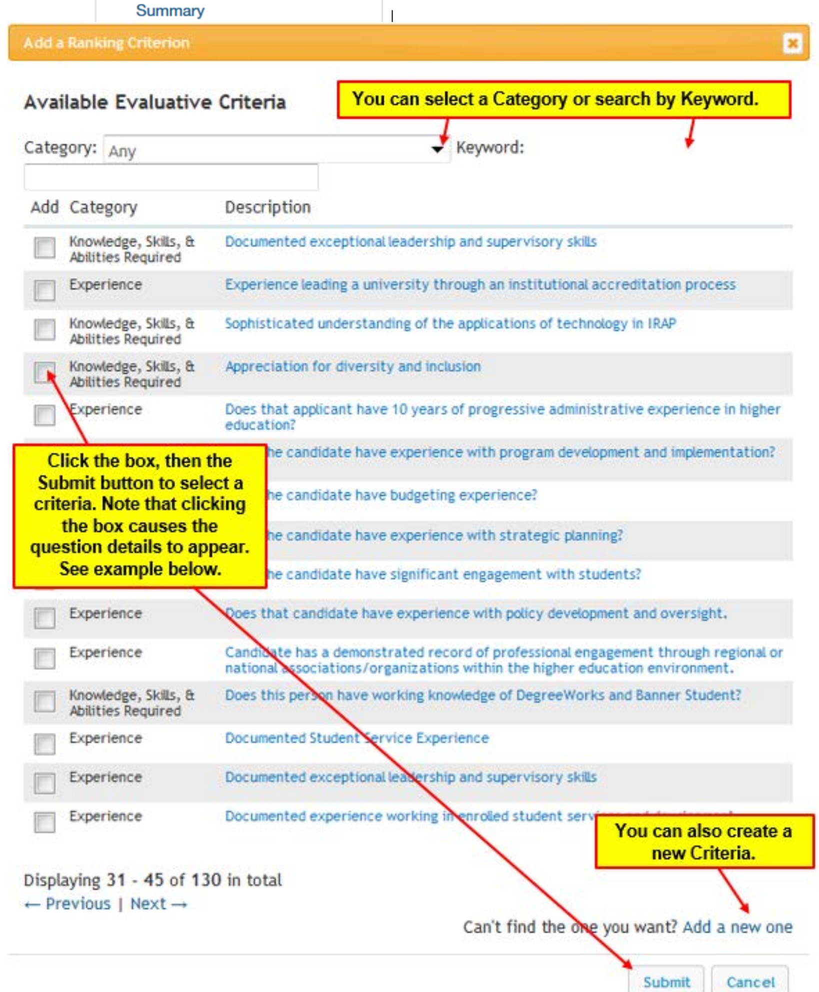
1.5 Evaluative Criteria

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.

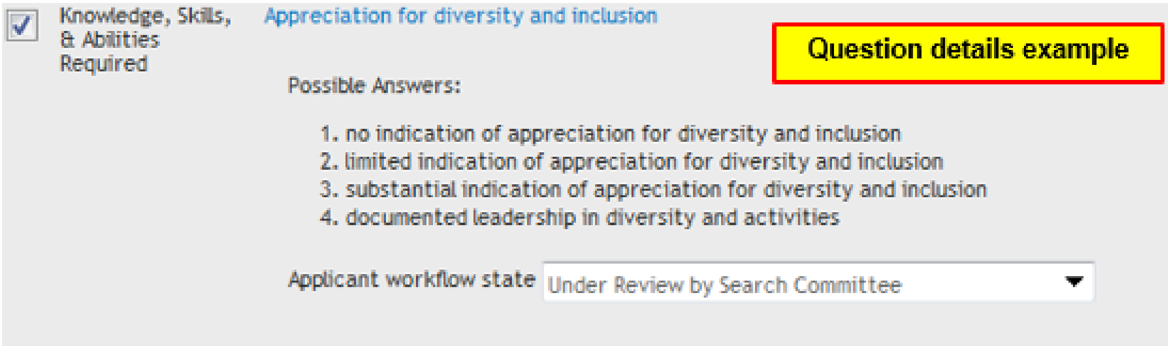
To add evaluative criteria, access the Evaluative Criteria section in the Posting.



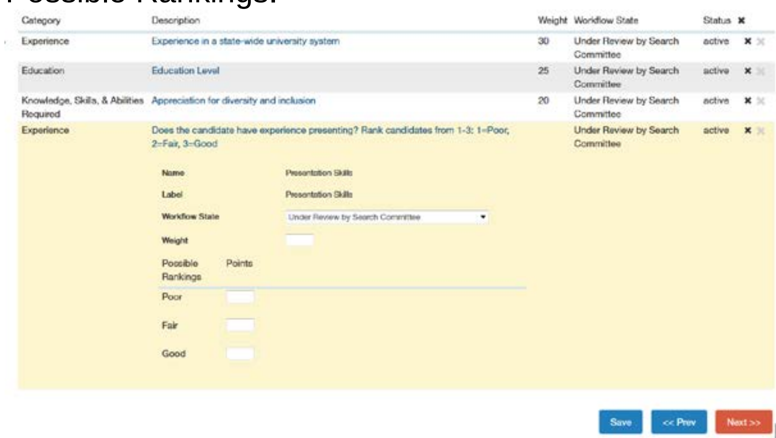
A list of criteria is available to choose from or you may create your own.



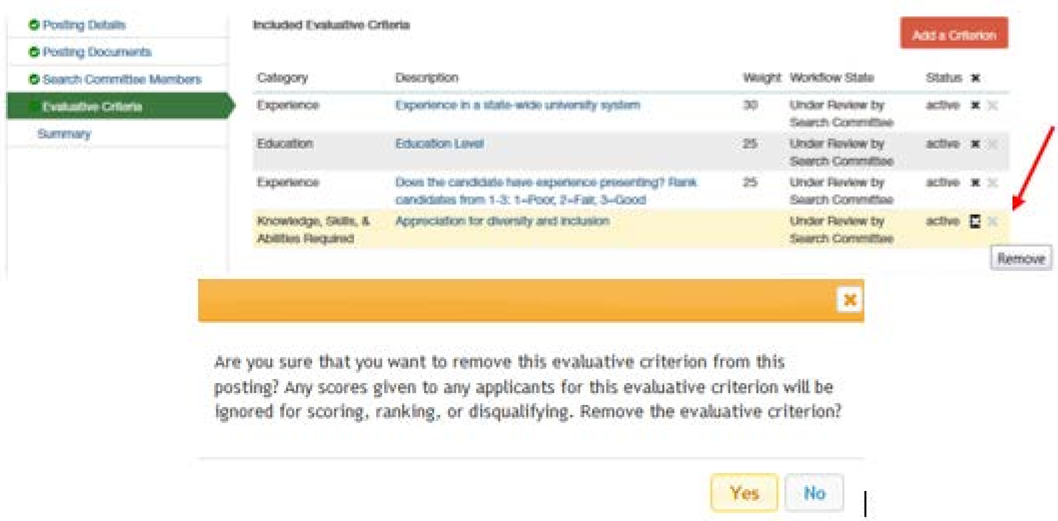
Details will appear after clcking the box next to a criteria item.



Click Submit to add the criteria to you Evaluative Criteria items. After you have selected all the iterms 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.

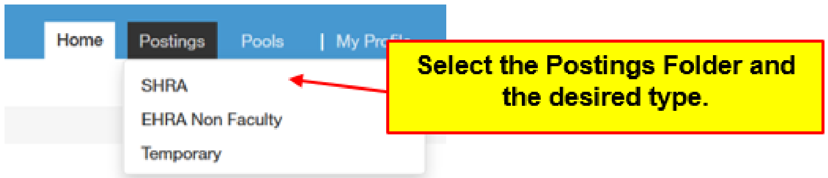


If you want to remove a criterion, you can click the gray x and the end of the criterion row. Be aware that it will be ignored in the scores already given to any applicants and the message below indicates.

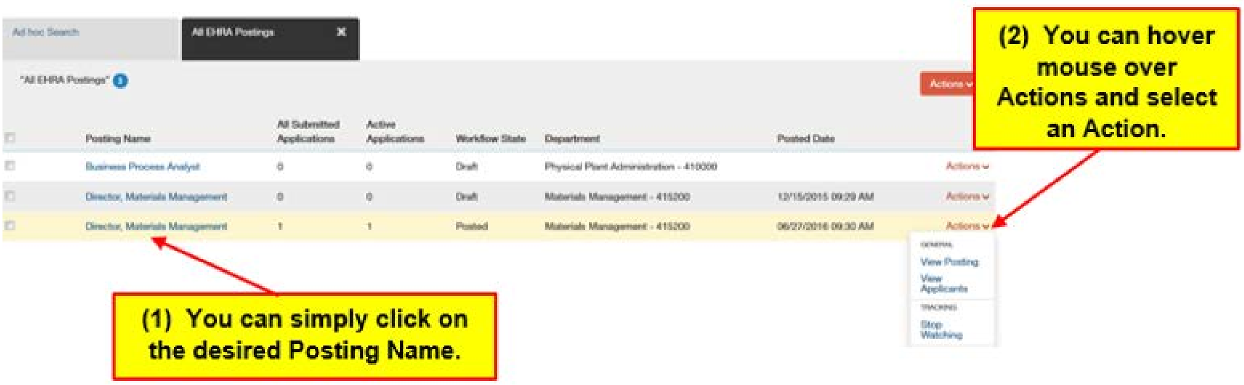


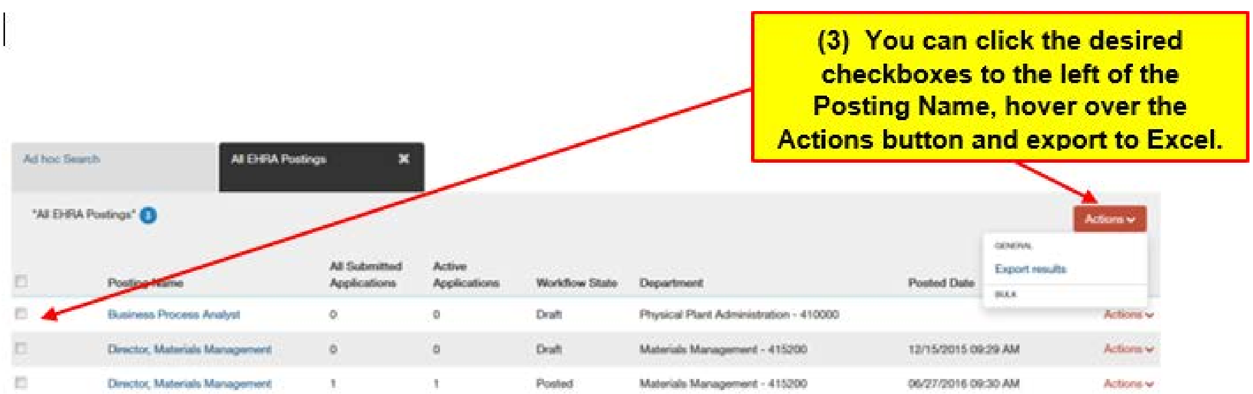
1.6 Methods to Review Applicants

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.

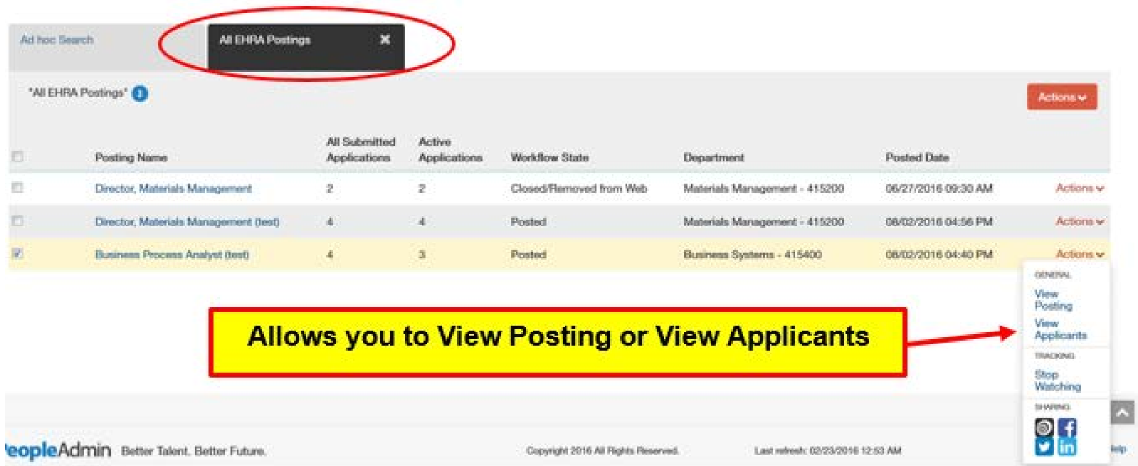




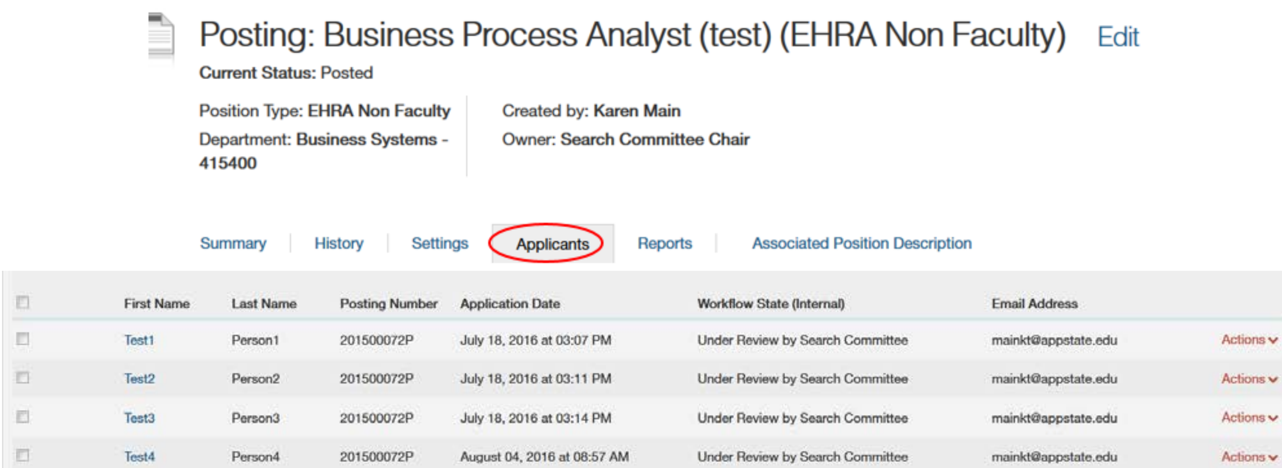
(1) Click the Posting Name

- Brings up Posting details with choices:

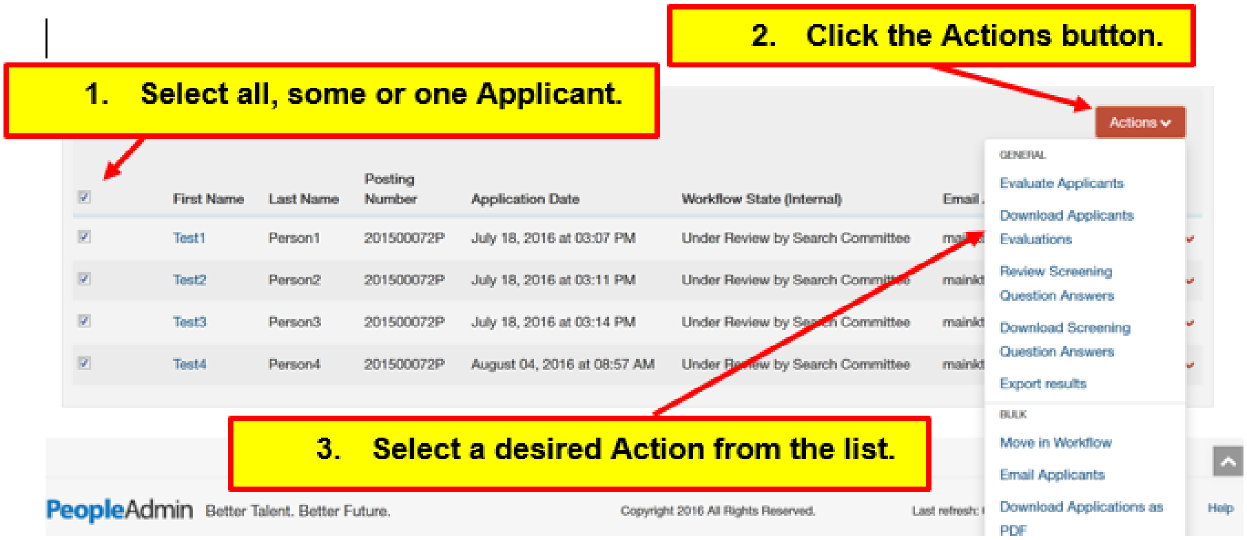
(2) Click the Actions:



- 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.



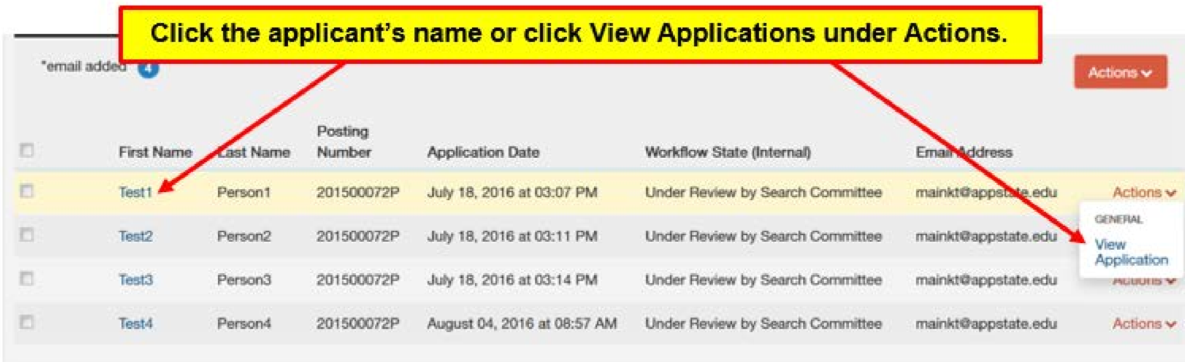
(3) Click the checkboxes to the left of the First Name column and then the Actions button:

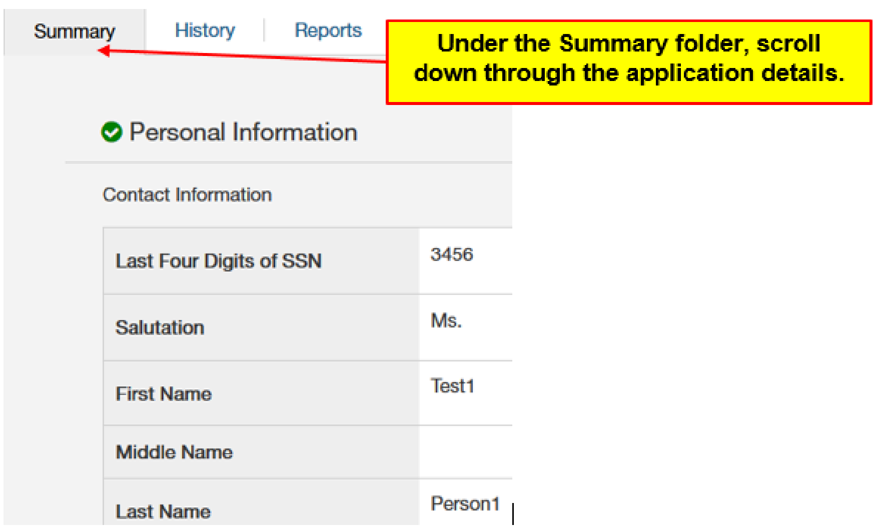


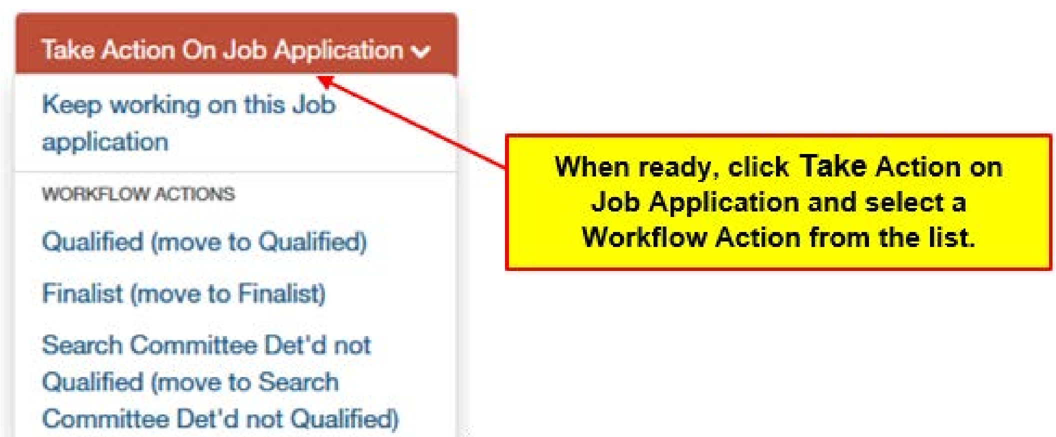
1.7 Applicant Actions

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.

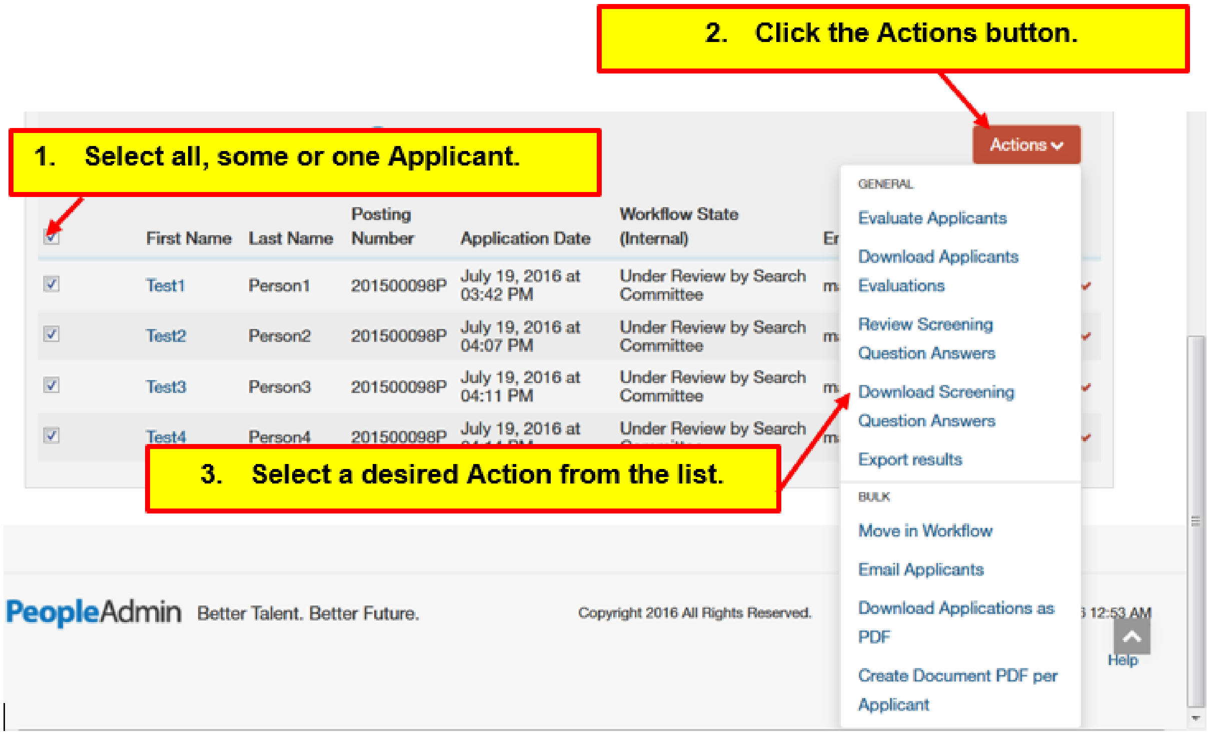
- **<u>One Applicant at a time:</u>**



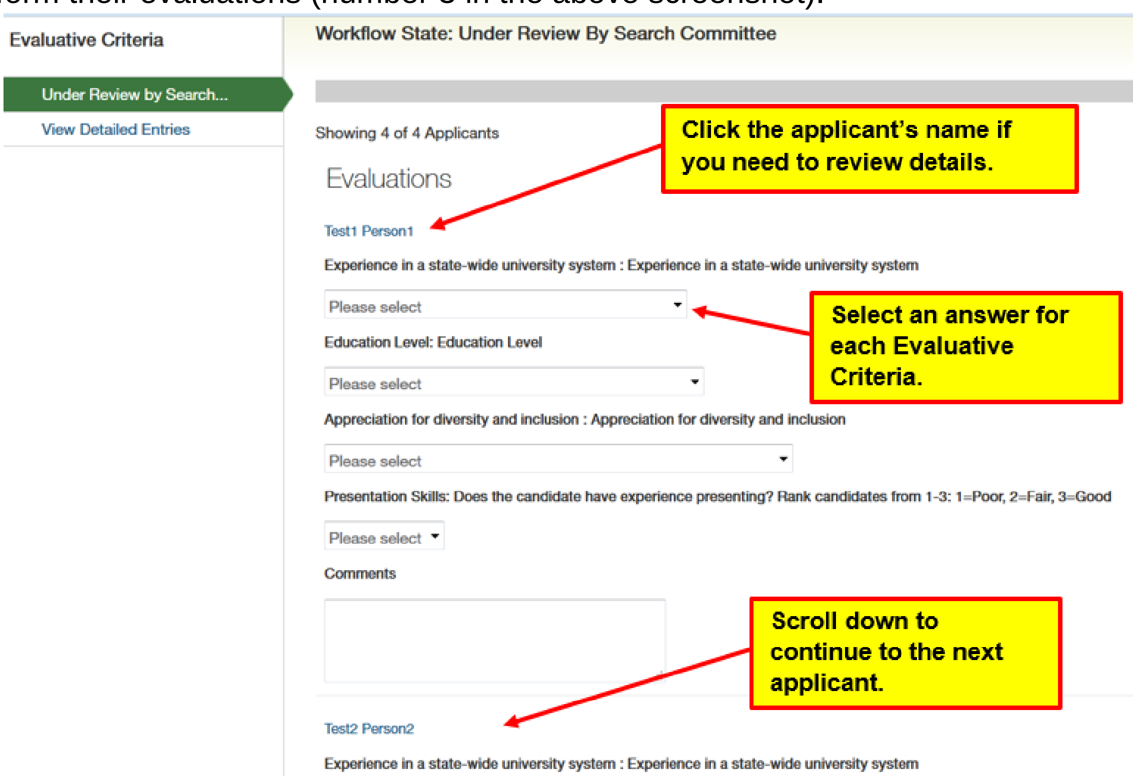




- **Multiple Applicants at a time:**



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



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

Once evaluations have been completed, scores will be generated:

Evaluative Criteria Score Details

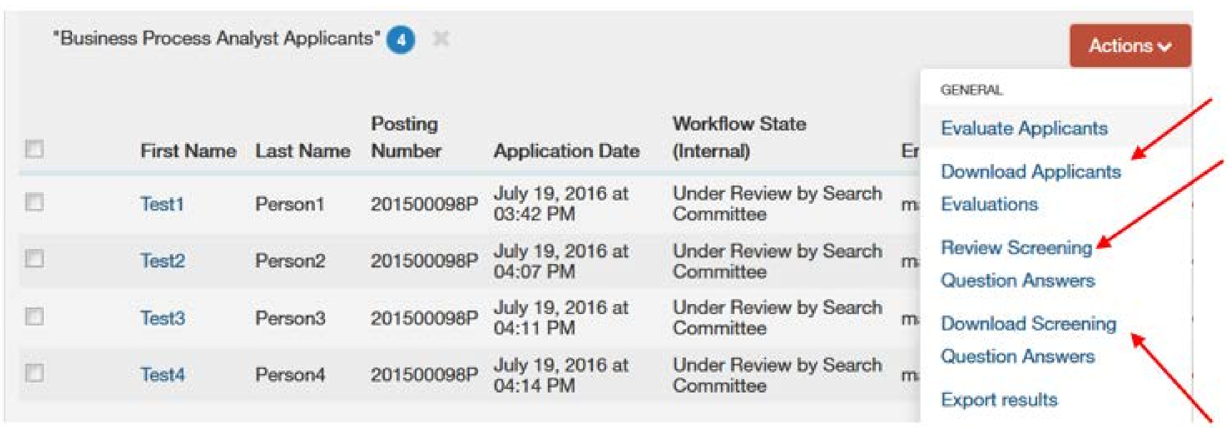
Showing 4 of 4 Applicants

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.



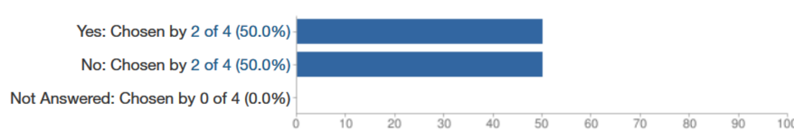
Answer Statistics for 4 Applicants

Question 1

(Required) Do you have experience using MS Excel?

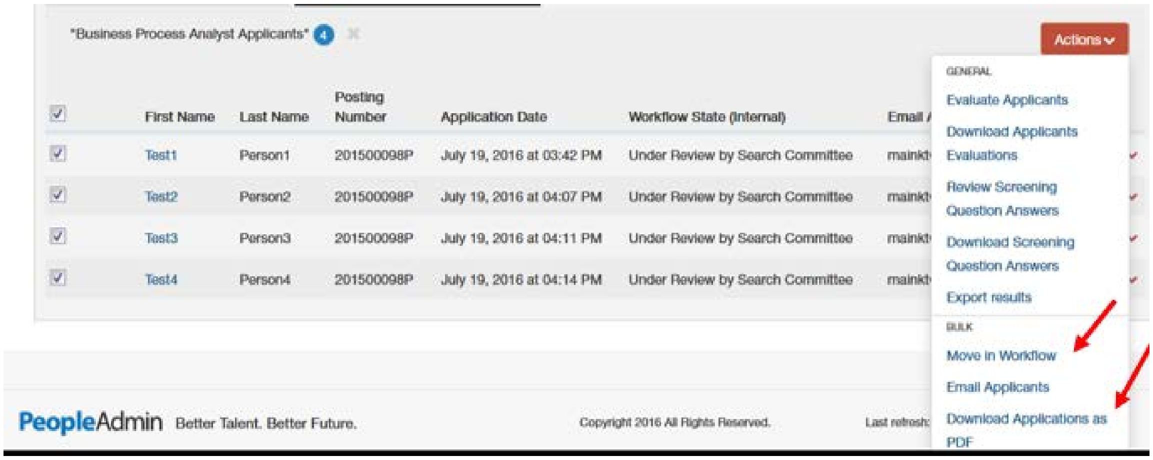
Answered by 4 of 4 (100.0%)

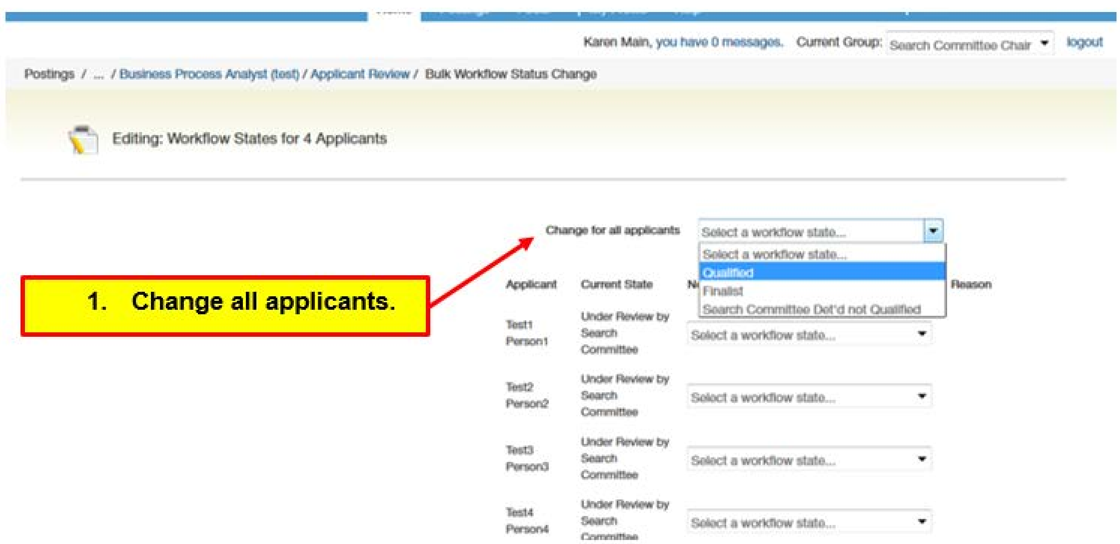
Available Answers

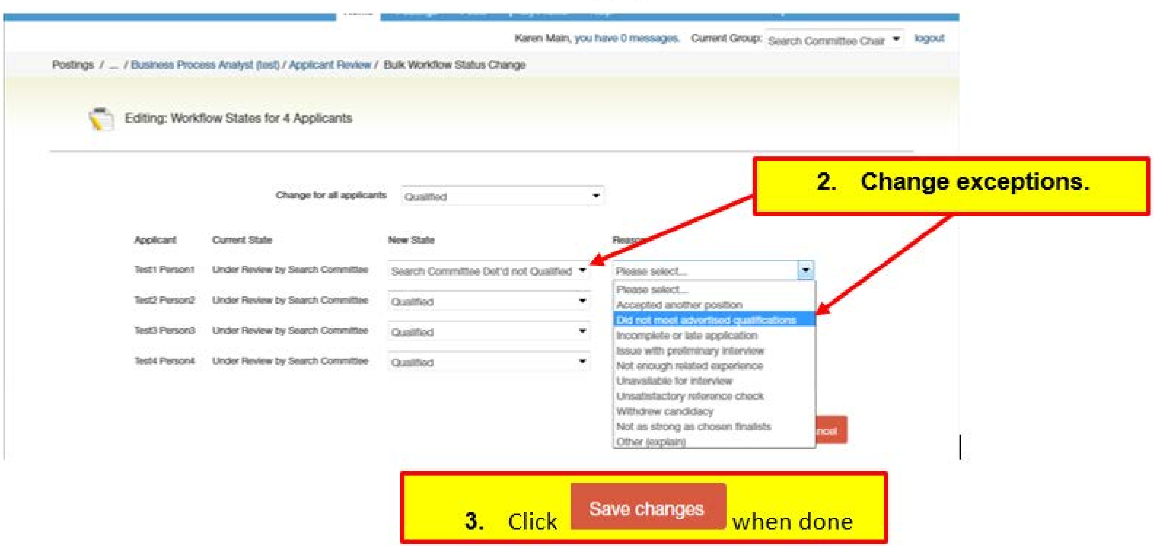


- Download Screening Question Answers: This will create an Excel file with each ot the applicants answers to the screening (supplemental) questions as answered on their applications.
- Download Applications as PDF: This will allow you to generate a PDF document of all of the desired applicants checked.

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







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

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

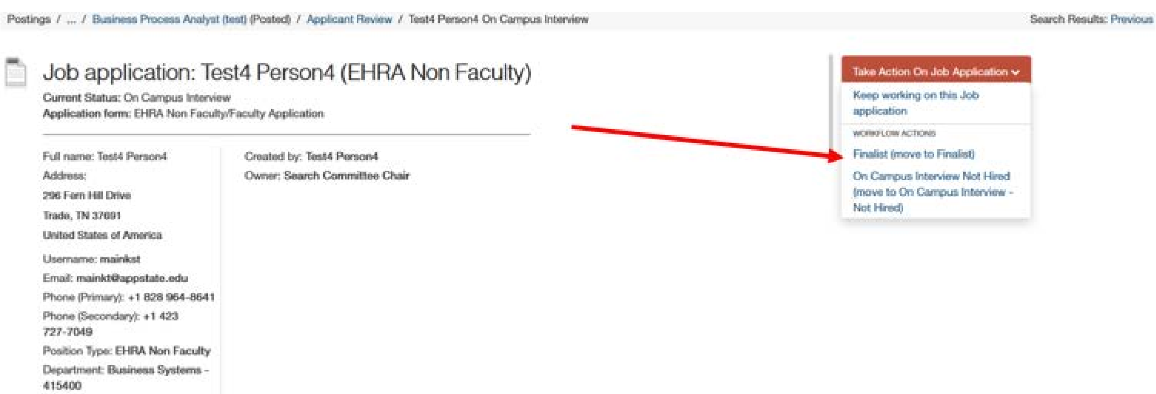
Notice that only the 3 qualified applicants are now displayed.

"Business Process Analyst Applicants" 3

Actions

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)	Email Address	
	Test2	Person2	201500098P	July 19, 2016 at 04:07 PM	Qualified	mainkt@appstate.edu	Actions
	Test3	Person3	201500098P	July 19, 2016 at 04:11 PM	Qualified	mainkt@appstate.edu	Actions
	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.



Quick Steps – Viewing Inbox

1. Select APPLICANT TRACKING or POSITION MANAGEMENT from the drop down (upper right corner).
2. Click Inbox (top right of the screen).
3. Click Actions tab.
4. If you have actions, on the row of the desired record, click Actions and then View .
5. After you validate the fields, click Take Action or Take Action On Hiring Proposal and select the appropriate workflow status.

<u>Note:</u> Actions will varying based on the Position/Posting status and the workflow status.

Quick Steps – Viewing Watch List

1. Select APPLICANT TRACKING or POSITION MANAGEMENT from the drop down (upper right corner).
2. Click Watch List (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 Actions (to the left) .
   a. For Postings: select to View Posting or Stop Watching Posting.
   b. For Positions: select to Show Position Status or Unwatch Position Status,
4. If you select to Show or View, you can then validate the fields, click Take Action and select the desired workflow action.

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

Quick Steps – Saving a Search

1. Select POSITION MANAGEMENT or APPLICANT TRACKING from the drop down (upper right of screen).
2. Change to the desired Current Group (Data Entry, Supervisor, etc.). Current Group: Data Entry. 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 Search. Your results will display at the bottom of the screen.
   b. Click More Search Options to add more columns and set defaults.
   c. From the Add Column drop down list Add Column 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: < > ^ v ×
         1) < > = move the column to the left/right
         2) ^ v = sort ascending/descending
         3) × = delete the column
   f. Notice this search folder is temporarily called Ad hoc Search. To save it, click Save this search?.
   g. Click Make it the default search? if desired.
   h. Provide a search name Name.
   i. Click Save this Search.
5. Open a Saved Search by hovering over Saved Searches 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 Actions and Export results.

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