

AppState Careers

User Guide – Search Committee Chair

The purpose of this guide is to provide instruction and orientation to the AppState Careers system (PeopleAdmin) for the Search Committee Chair during a search process using the Hire Module (formerly Applicant Tracking). This document will concentrate on the Search Committee Chair's role for the following:

- Locate and View Posting
- Locate and Review Applications
- Assign Search Committee Members
- Setup of Evaluative Criteria (Rubric) and Evaluate Applicants
- Manage Applicant Status(es) (move in bulk)
- Generate Beneficial Reports.

Search Committee Chair and Members Roles & Responsibilities:

- Protect confidentiality of applicants and the decision-making process;
- Draw upon connections to support recruitment efforts;
- Participate fully and consistently;
- Challenge conventional assumptions;
- Treat all applicants in a thoughtful and respectful manner;
- Set aside biases and preconceptions in order to fully consider all those who may be qualified to assume University roles;
- Give fair consideration to all applicants;
- Act promptly to ensure that top candidates are not lost to organizations that move quickly to hire top talent.

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

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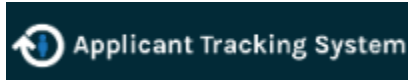
AppState Jobs User Guide List.....	21
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1 Hire Module

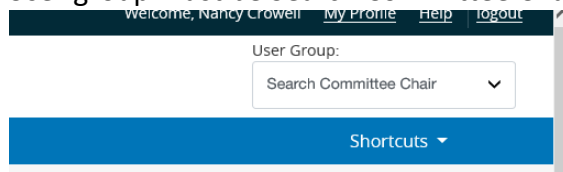
Once a Position action is approved, HR will create the Posting from the approved position description in the Hire Module. The Search Committee Chair receives email notification when position is posted.

1.1 Select Hire Module & User Group:

- Log into the PeopleAdmin System www.jobs.appstate.edu/hr
- Select the correct module click  (top left) and choose Hire



- User group must be Search Committee Chair (top right)



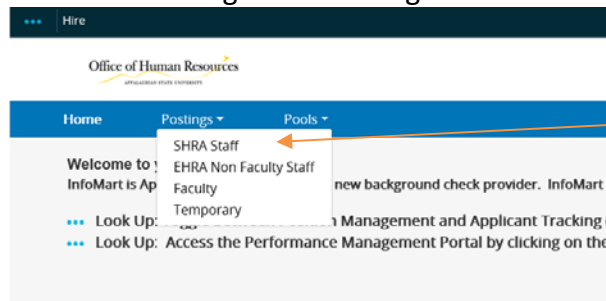
**If you receive this message "Sorry, you don't have permission to access this object." Contact HR in order to obtain proper access to this posting.*



1.2 Search/View Posting

There are three methods to locate a Posting:

- A. On the Home Page click Postings and select the Position Type



To view using Postings - on the Home Page Click Postings and select Position Type.

To view the posting click on the Posting Title or under Actions, click on View Posting, View Applicants, or add to Watch List.

SHRA Staff Postings

[+ Create New Posting](#)

Click on [Saved Searches](#) below to view other search options.
Please check out the helpful Help section on [Searching and Saving Searches](#).

[Saved Searches](#) [Search](#) [More Search Options](#)

Search Chair should only Create an ERHA Non Faculty Posting once the Position Description Action is Approved.

Once the Search Chair has recommended a finalist, the hiring authority will go to the posting and open up the finalist's application and click Start Hiring Proposal.

[EHRA NF Applicant Workflow](#)
[SHRA Applicant Workflow](#)

Current Active (Closed & Po... [X](#)

"Current Active (Closed & Posted)" [1](#) Selected records [0](#) [X](#) Clear selection?

[Actions](#)
(Actions)

<input type="checkbox"/>	Classification Title	Working Title	Department	Position Number	Active Applications	All Submitted Applications	Workflow State	Closing Date	Search Committee Members	Actions
<input type="checkbox"/>	Engineer (Composite)	Project Manager	Planning, Design and Construction - 410400	068511	16	16	Posting Closed - HR Review	12/03/2018	5	View Posting View Applicants Watch

B. On the Home Page view Inbox and click on the Posting Title:

Home Postings Pools Shortcuts

Welcome to your online HR System
InfoMart is Appalachian State University's new background check provider. InfoMart provides a quicker turnaround time, unrivaled accuracy, trusted security, and global capability.

- Look Up: Toggle between Position Management and Applicant Tracking (Hire) by clicking on the 3 blue dots top left of screen.
- Look Up: Access the Performance Management Portal by clicking on the 3 blue dots top left of screen.

Inbox Postings [250](#) Users [4](#) Hiring Proposals [9](#) Position Actions [35](#) Onboarding Tasks Special Handling Lists [1](#)

SEARCH [Filters](#)

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Human Resources Specialist The Office of Human Resources - 170100	Posted	70
Lead Teacher Child Development Center - 330100	Posted	444

0 Filled Postings Last 30 days

0

■ SHRA Staff
 ■ EHRA Non Faculty St.
 ■ Faculty
 ■ Adjunct
 ■ Tempora

C. On the Home Page view Watch List and click on the Posting Title (posting will only show if added to your Watch List):

Watch List Postings [2](#) Hiring Proposals Position Actions

SEARCH [Unwatch Postings](#)

<input type="checkbox"/>	JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
<input type="checkbox"/>	Human Resources Specialist The Office of Human Resources - 170100	Temporary	Posted	Search Committee Chair
<input type="checkbox"/>	Project Manager Planning, Design and Construction - 410400	SHRA Staff	Posting Closed - HR Review	Human Resources

Inbox Items **33**

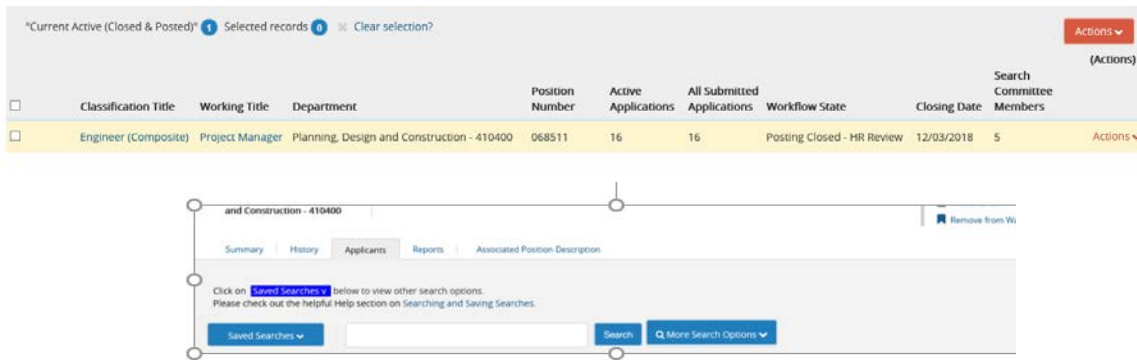
My Reports

My Links
Useful Links
Training Video

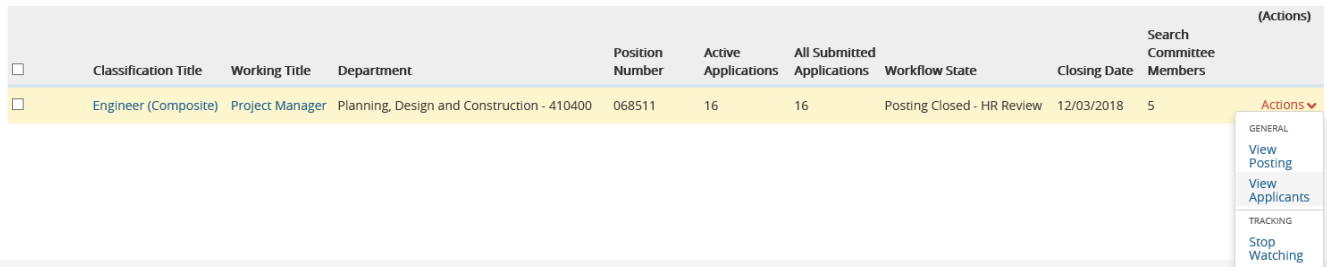
1.3 Methods to Locate Applications

There are two options:

(1) Click the Posting Title to view Posting and click the Applicants tab:



(2) or Locate Posting and click Actions and select View Applicants



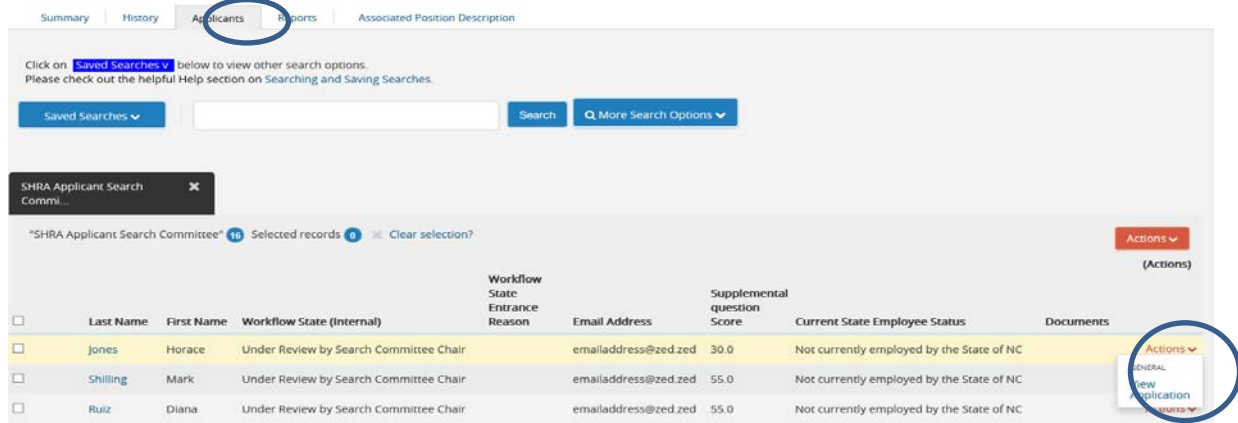
1.4 Methods to View Applications

There are three methods to view applications in the posting:

1. View one applicant at a time
2. View multiple applicants at a time
3. Download a PDF file with all applications

1. One Applicant at a time:

In the Posting click on the Applicants tab. Choose the applicant and click the Actions button and select View Application.



2. Multiple Applicants at a time: The **Download Applications as PDF** option will generate one PDF for all checked applications. Once the PDF has generated, it will automatically download to your computer. With this option, you can specify which combination of documents are included in the PDF. Because this file is downloaded, it is not saved for future access.



Summary | History | **Applicants** | Reports | Associated Position Description

Click on [Saved Searches v](#) below to view other search options.
Please check out the helpful [Help](#) section on Searching and Saving Searches.

[Saved Searches v](#) [Search](#) [More Search Options v](#)

SHRA Applicant Search ×

"SHRA Applicant Search Committee" 16 Selected records: 3 × Clear selection?

<input type="checkbox"/>	Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Email Address	Supplemental question Score	Current State Employee Status
<input checked="" type="checkbox"/>	Jones	Horace	Under Review by Search Committee Chair		emailaddress@zed.zed	30.0	Not currently employed by the State of NC
<input checked="" type="checkbox"/>	Shilling	Mark	Under Review by Search Committee Chair		emailaddress@zed.zed	55.0	Not currently employed by the State of NC
<input checked="" type="checkbox"/>	Ruiz	Diana	Under Review by Search Committee Chair		emailaddress@zed.zed	55.0	Not currently employed by the State of NC
<input type="checkbox"/>	Gershon	Andrew	Under Review by Search Committee Chair		emailaddress@zed.zed	30.0	Not currently employed by the State of NC
<input type="checkbox"/>	Coldiron	Ron	Recommend for Hire		emailaddress@zed.zed	70.0	Not currently employed by the State of NC
<input type="checkbox"/>	Seldomridge	Warren	Under Review by Search Committee Chair		emailaddress@zed.zed	55.0	Not currently employed by the State of NC

Actions v

- GENERAL
 - Review Screening Question Answers
 - Download Screening Question Answers
 - Export results
- BULK:
 - Email Applicants
 - Download Applications as PDF
 - Create Document PDF per Applicant

You will be prompted to select the document(s): Either select Application and All Documents to view all submitted information or select Only These Documents Types to view only specific information.

Select the document type(s) to use.

☐ Application and All Documents

☒ Only These Document Types

- ☒ Application Data
- ☒ Resume
- ☒ Cover Letter
- ☐ Transcripts 1 (Unofficial)
- ☐ Letter of Recommendation (1st doc)
- ☐ Curriculum Vitae
- ☐ Veteran 00214
- ☐ List of References
- ☐ Writing Samples
- ☐ Questionnaire
- ☐ Letter of Recommendation (2nd doc)
- ☐ Letter of Recommendation (3rd doc)
- ☐ Miscellaneous (Explain In Applicant Instructions)
- ☐ Link to Portfolio
- ☐ Transcripts 2 (Unofficial)
- ☐ Transcripts 3 (Unofficial)
- ☐ Philosophy of Teaching

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

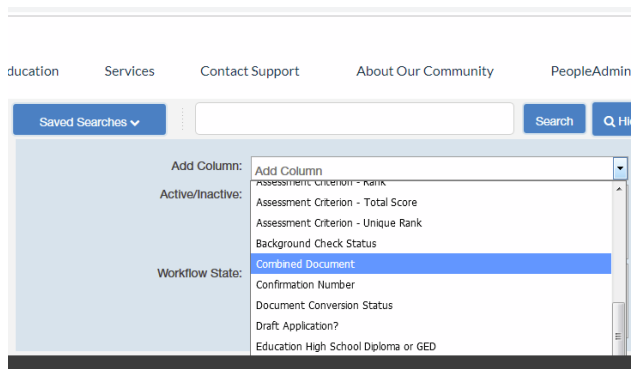
The information will download in one pdf window.

3. Create Document PDF per Applicant:

Generates individual PDFs for all applications you have checked. This will automatically include all documents and is accessed in the **Applicants** tab by clicking **View** in the Combined Document search column. (You can also view the application PDF at the bottom of the application's summary page.) PDFs generated in this manner are saved in SelectSuite, and can always be accessed in the search results.

On the posting's **Applicants** tab, check the desired applications. Select **Actions > Create Document PDF per Applicant**

Next, in your **Search Options**, select **Add Column > Combined Document**.



The **Combined Document** search column will appear. Clicking the 'View' link will display an application with all candidate and reference documents. Unselected applications will have **Generate** links; clicking one of these will create a PDF for this application.

<input type="checkbox"/>	Full Name	Combined Document
<input type="checkbox"/>	Tied, PA	View
<input type="checkbox"/>	Wilkinson, Dan	View
<input type="checkbox"/>	Wilson, Kevin	View

1.5 Assign Search Committee Members / Guest Users

Search Committee Members are responsible for providing feedback on applicants to the Search Chair or Hiring Manager.

1. To add Search Committee Members, the Search Chair must go to the Posting, click Edit and click on the Search Committee tab.

Office of Human Resources
SUNY DELAWARE STATE UNIVERSITY

User Group: Search Committee Chair

Home Postings Pools Shortcuts

Postings / SHRA Staff / Talent Acquisition Specialist/Recruiter (Two Vacancies) (Final Release to Search Chair) / Edit: Search Committee

Editing Posting

- Posting Details
- Supplemental Questions
- Applicant Documents
- Posting Documents
- Search Committee**
- Evaluative Criteria
- Guest User
- Summary

Search Committee

Save << Prev Next >>

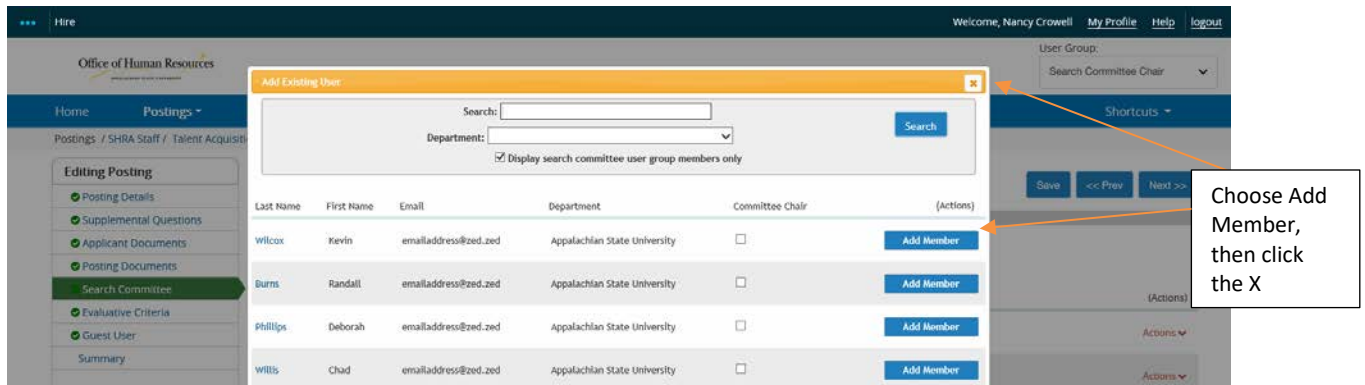
Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Nancy Crowell	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions
Mark Bachmeier	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions
Shelley Leder	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions

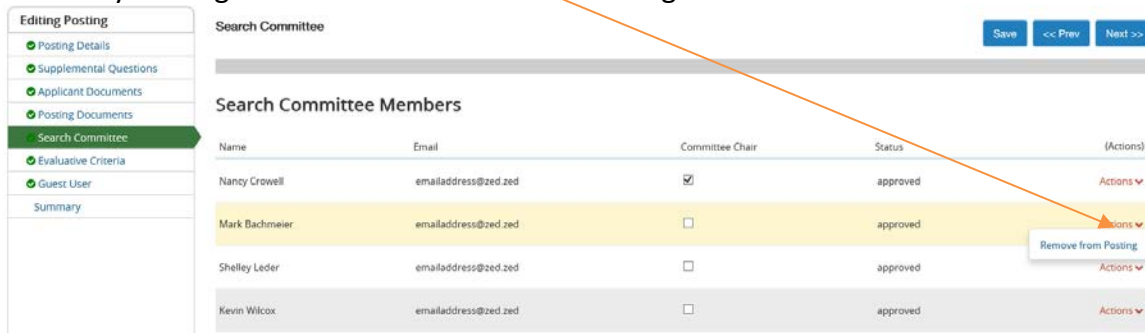
Add Existing User Create New User Account

Save << Prev Next >>

2. To add an existing user (AppState user), choose .
3. Search for the name of the committee member you would like to add.

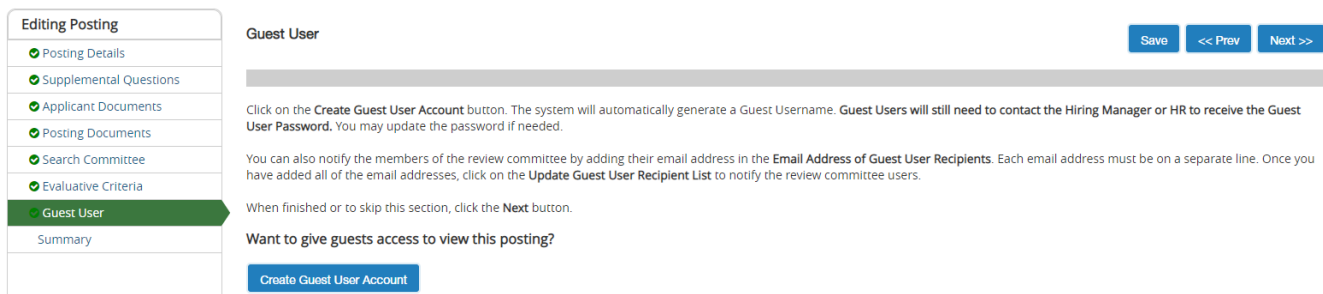


- If you do not see the user in the search, click on [Create New User Account](#) (this is mainly used when AppState students are assigned to Search Committees. Requests will be approved through HR.
- You may also remove Search Committee Members from the selected list of Search Committee Members by clicking Actions and Remove from Posting.



Guest User – Guest Users are defined as users who may not be an employee of your organization, and are given permission to view a single Posting and its Applications. This tab allows users to generate Guest User accounts by providing email contact information for the Guest. Upon activation, the Guest user will be sent an email invitation for access to the Posting and Applications.

To create a Guest User account, navigate to the Guest User Section of your posting.

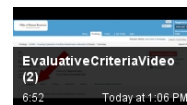


1.6 Evaluative Criteria

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 automatically ranked based on how the criteria is weighted, along with the a point system for each applicant response. Including Evaluative Criteria on the posting can ensure that you interview candidates consistently and the information is readily available for compliance review.

Please click [HERE](#) to view our video tutorial on Evaluative Criteria.



To add Evaluative Criteria:

1. To use the Evaluative Criteria feature, the Search Chair must go to the Posting, click Edit and select the Evaluative Criteria tab.

Editing Posting	
✔	Posting Details
✔	Supplemental Questions
✔	Applicant Documents
✔	Posting Documents
✔	Search Committee
✔	Evaluative Criteria
✔	Guest User
	Summary

2. Click Add a Criterion . A list of criteria is available to choose from by searching appropriate keywords, or you may create your own (you may create criteria that have pre-defined answers or open ended responses).

Add a Ranking Criterion

Available Evaluative Criteria

Category: Keyword:

Add	Category	Description
<input type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How well did this candidate perform in the interview?
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	Please rate the candidate's quality of references.
<input type="checkbox"/>	General	How clear and articulate was the candidate during the interview?
<input type="checkbox"/>	General	Describe a typical day...a typical week
<input type="checkbox"/>	Work Standard	What are your standards of success in your job? What have you done to meet these standards?
<input type="checkbox"/>	Experience	What leadership skills and experience do you have that would qualify you as an effective leader? Be specific.
<input type="checkbox"/>	Education	How well does this candidate's education fit with this position?

Displaying all 9

Can't find the one you want? [Add a new one](#)

You may select a Category or search by a keyword.

To view Question Details and the possible answers, click on the blue Description

Click here to create a new criteria item.

3. Click to add the criteria to you Evaluative Criteria items.
4. After you have selected all the items you want to use in your evaluation/ranking, click Submit.

- Now 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
Uncategorized	Please rank your computer skills		Under Review by HR	active

Name	Label	Workflow State	Weight	Possible Rankings	Points
Computer Skills - General	Computer Skills - General	Under Review by HR	10	Excellent Good Average Beginner	

1.6.1 Creating New Criteria

- Click to Add a New Criteria Item
- Add Name, Label, Category, Description and Choose your Possible Answer preference

Add a Ranking Criterion

Name *

Label *

Category

Description *

Possible Answers

☐ Open Ended Answers
☒ Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

Possible Answer 1 :

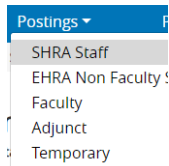
Possible Answer 2 :

- New Evaluative Criteria will be submitted for approval through Human Resources.
- To effectively use the scoring tool, 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.
 - Weight – must use if you want scoring to appear

1.6.2 Evaluating Applicants Using Evaluative Criteria

Once applications have been reviewed Search Committee Members can perform evaluations (Evaluative Criteria must be set up for this position in order to evaluate applicants using criteria).

- To begin reviewing applicants for a Posting, access the Hire Module and search for the desired Posting.



2. Select the desired Posting from the results. Click the Posting Name, then choose the Applicants tab

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

Summary | History | Settings | **Applicants** | Reports | Associated Position Description

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

You may choose to evaluate each applicant one-at-a-time or evaluate several at once.

To evaluate multiple applicants:

1. Click the checkboxes to the left of the First Name column and then the Actions button:

SHRA Applicant Search

SHRA Applicant Search Committee Selected records: 5 Clear search

Select all or some applicants, then choose the Evaluate Applicants item from the Action button.

<input checked="" type="checkbox"/>	Last Name	First Name	Workflow State (Internal)	Employee Status
<input checked="" type="checkbox"/>	Holly		Under Review by Search Committee	
<input checked="" type="checkbox"/>	Angela		Under Review by Search Committee Chair	N/A
<input checked="" type="checkbox"/>	Melissa		Under Review by Search Committee Chair	N/A
<input checked="" type="checkbox"/>	Megan		Under Review by Search Committee Chair	N/A
<input checked="" type="checkbox"/>	Daniel		Under Review by Search Committee Chair	N/A
<input checked="" type="checkbox"/>	Amanda		Under Review by Search Committee Chair	N/A
<input checked="" type="checkbox"/>	Mary		Under Review by Search Committee Chair	N/A

Actions

- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- Print
- Download Applications as PDF
- Create Document PDF per Applicant

2. A new page will appear with multiple applicants and the evaluative criteria listed for the posting:

Showing 30 Applicants Show More Evaluations

Holly Turt [redacted]

Administrative Experience: Does candidate have administrative experience in a professional office setting?
 3 - Substantial (has administrative experience overseeing day-to-day operations of office) ▼

HR Knowledge: Does candidate have general HR knowledge?
 Yes ▼

Managing Financial Operations: Does candidate have the ability to manage financial operations in a general office setting?
 3 - Outstanding (has experience with Banner Finance) ▼

Organizational/Event Management Experience: Candidate has demonstrated organizational/event management experience
 2 - Some (has some organizational/event management experience) ▼

Written Communication Skills1: Candidates written communication skills as presented in the application materials
 Very Strong ▼

Comments

Angela [redacted]

Administrative Experience: Does candidate have administrative experience in a professional office setting?
 3 - Substantial (has administrative experience overseeing day-to-day operations of office) ▼

HR Knowledge: Does candidate have general HR knowledge?
 No ▼

Managing Financial Operations: Does candidate have the ability to manage financial operations in a general office setting?
 3 - Outstanding (has experience with Banner Finance) ▼

Organizational/Event Management Experience: Candidate has demonstrated organizational/event management experience
 2 - Some (has some organizational/event management experience) ▼

Written Communication Skills1: Candidates written communication skills as presented in the application materials
 Very Strong ▼

Comments

Evaluate each applicant and click Next when done.

To evaluate one applicant at a time:

1. Click on the Applicants Name:

	First Name	Last Name	Posting Number	Application Date
	Test1	Person1	201500072P	July 18, 2016 at 03:07 PM
	Test2	Person2	201500072P	July 18, 2016 at 03:11 PM
	Test3	Person3	201500072P	July 18, 2016 at 03:14 PM
	Test4	Person4	201500072P	August 04, 2016 at 08:57 AM

2. Click on Evaluate Applicant on the right side of the screen

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant

3. The Evaluative Criteria window will pop-up:

Evaluate the applicant. Click Save to exit OR click Save and Next to save the evaluation and move on to the next applicant.

Evaluative Criteria

Holly Turt [redacted]

Administrative Experience: Does candidate have administrative experience in a professional office setting?
 3 - Substantial (has administrative experience overseeing day-to-day operations of office) ▼

HR Knowledge: Does candidate have general HR knowledge?
 Yes ▼

Managing Financial Operations: Does candidate have the ability to manage financial operations in a general office setting?
 3 - Outstanding (has experience with Banner Finance) ▼

Organizational/Event Management Experience: Candidate has demonstrated organizational/event management experience
 2 - Some (has some organizational/event management experience) ▼

Written Communication Skills1: Candidates written communication skills as presented in the application materials
 Very Strong ▼

Comments

Save Save and Next Cancel

4. Once evaluations have been completed, scores will be generated:

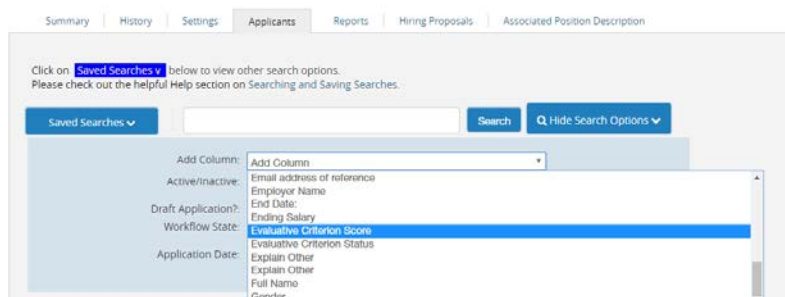
Evaluative Criteria Score Details			
Showing 4 of 4 Applicants			
Full Name	Current State	Under Review by Search Committee	Overall
Test1 Person1	Under Review by Search Committee	34.00	34.00
Test2 Person2	Under Review by Search Committee	91.75	91.75
Test3 Person3	Under Review by Search Committee	50.75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

1.6.3 Reviewing Evaluative Scores

There are 3 methods that can be used to view Evaluative Scores:

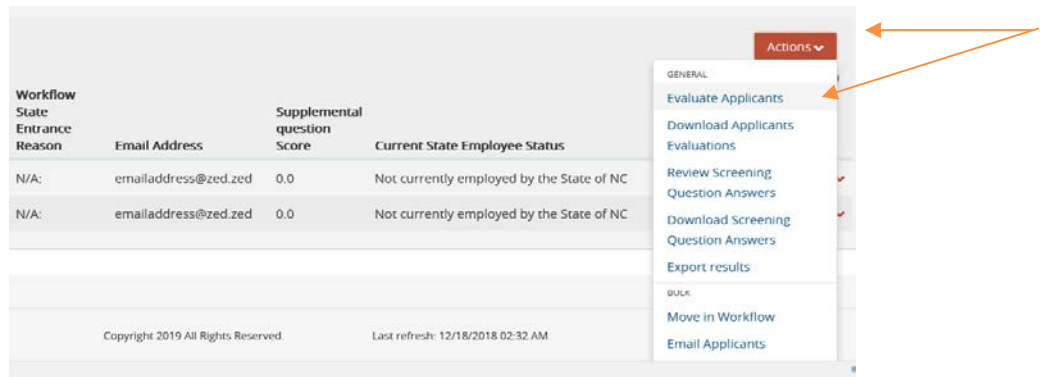
1. Add a column to the search: Navigate to the Applicants tab and add the Evaluative Score Column in the search screen to only see scores.



The Evaluative Criteria Score column will appear (you may sort from high to low or vice versa):

Actions				
(Actions)				
IF Priority	Current State	Documents	Evaluative Criterion Score	
lo	Probationary		87.50	Actions
lo	Permanent		80.00	Actions
lo	Not currently employed by the State of NC		75.00	Actions
lo	Not currently employed by the State of NC		-	Actions

2. Summary of Scores: Click the orange Action button and choose Evaluate Applicants.



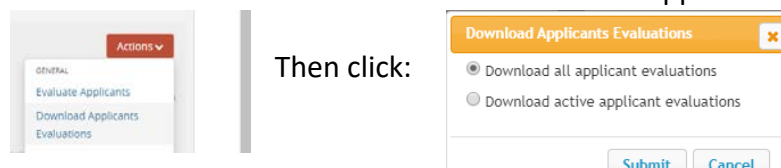
Click on View Detailed Entries



View Total Scores:

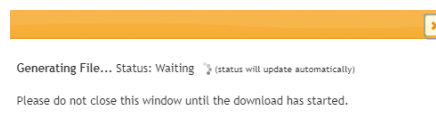
Created by: Shelley Leder Owner: Search Committee Chair			Evaluate Applicants Print Preview	
Current State	Under Review by Search Committee Chair		Overall	
Under Review by Search Committee Chair	75.50		75.50	
Under Review by Search Committee Chair	73.00		73.00	

3. Download detailed evaluative scores -
 - a. Navigate to the Applicants tab.
 - b. Click the checkboxes of the Applicants you wish to view.
 - c. Click the **Actions** button and choose Download Applicants Evaluations.

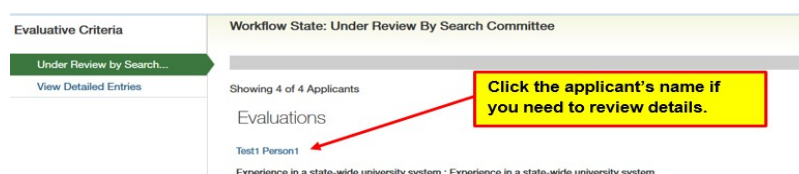


Then click:

- d. 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.



- 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; [Next >>](#) when finished. **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.

Business Process Analyst Applicants 4

	First Name	Last Name	Posting Number	Application Date	Workflow State (Internal)
<input type="checkbox"/>	Test1	Person1	201500098P	July 19, 2016 at 03:42 PM	Under Review by Search Committee
<input type="checkbox"/>	Test2	Person2	201500098P	July 19, 2016 at 04:07 PM	Under Review by Search Committee
<input type="checkbox"/>	Test3	Person3	201500098P	July 19, 2016 at 04:11 PM	Under Review by Search Committee
<input type="checkbox"/>	Test4	Person4	201500098P	July 19, 2016 at 04:14 PM	Under Review by Search Committee

Actions

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

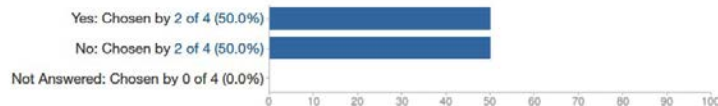
Answer Statistics for 4 Applicants

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.

- a. Overall Scores are only visible to Search Chairs, Hiring Managers and HR
- b. Search Committee Members can only see how they rated the applicant
- c. Scores are given per workflow state assigned as well as Overall scores for each applicant across all criteria and individual applicant scoring details.

The screenshot displays a table titled "Business Process Analyst Applicants" with 4 rows. The table columns are: First Name, Last Name, Posting Number, Application Date, and Workflow State (Internal). The rows are labeled Test1 through Test4. To the right of the table is an "Actions" dropdown menu with the following options: Evaluate Applicants, Download Applicants Evaluations, Review Screening Question Answers, Download Screening Question Answers, and Export results. Three callout boxes with red arrows point to specific menu items:

- Download Applicants Evaluations:** 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.
- 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.

1.7 Applicant Workflows and Actions

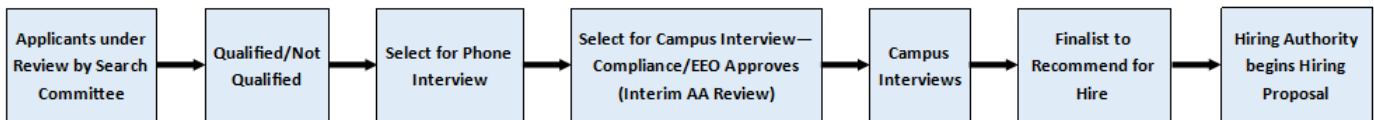
SHRA-Applicant Workflow

Applicant statuses can only be adjusted by the assigned Search Chair. Adjusting applicant statuses will assist the Chair in managing and sorting the applicant pool and will safeguard compliance.



EHRA-Applicant Workflow

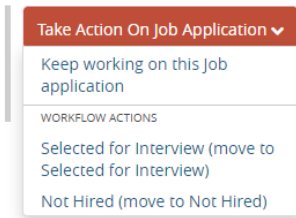
Applicant statuses can only be adjusted by the assigned Search Chair. Adjusting applicant statuses will assist the Chair in managing and sorting the applicant pool and will safeguard compliance.



1.7.1 How to Change Applicant Status

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

- **One Applicant at a time:** With the application open, click Take Action on Application.



- **Take Action on Multiple Applications at one time:**

1. Select all, some, or one applicant.

2. Click the Actions button.

3. Select Move in Workflow. (This will allow you to move the selected applicants in the workflow).

	Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Email Address	Supplemental question Score	Current State Employee Status
<input checked="" type="checkbox"/>	Test1	Person1	Under Review by Search Committee Chair	N/A	emailaddress@zed.zed	100.0	Probationary
<input checked="" type="checkbox"/>	Test2	Person2	Under Review by Search Committee Chair	N/A	emailaddress@zed.zed	100.0	Permanent
<input checked="" type="checkbox"/>	Test3	Person3	Under Review by Search Committee Chair	N/A	emailaddress@zed.zed	100.0	Not currently employed by the State of NC
<input checked="" type="checkbox"/>	Test4	Person4	Under Review by Search Committee Chair	N/A	emailaddress@zed.zed	100.0	Not currently employed by the State of NC
<input type="checkbox"/>	Test5	Person5	Under Review by Search Committee Chair	N/A	emailaddress@zed.zed	100.0	Permanent

The Actions dropdown menu is open, showing the following options:

- GENERAL
- Evaluate Applicants
- Download Applicants
- Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK
- Move in Workflow
- Email Applicants

You may change the status for all applications at once or change each status individually.

Change for all applicants:

Current State	New State	Reason
Under Review by Search Committee Chair	<input type="text" value="Select a workflow state..."/>	
Under Review by Search Committee Chair	<input type="text" value="Select a workflow state..."/>	
Under Review by Search Committee Chair	<input type="text" value="Select a workflow state..."/>	
Under Review by Search Committee Chair	<input type="text" value="Select a workflow state..."/>	

Then choose Save Changes

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	
<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 applications along in the workflow until a candidate is Recommend for Hire. Once a candidate is at Recommend for Hire, the hiring authority (User Groups: Supervisor, Hiring Manager, Department Head, Dean/Director, Vice Chancellor) can initiate the Hiring Proposal and submit forward for approval.

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)

1.8 Reports Available to Search Chairs

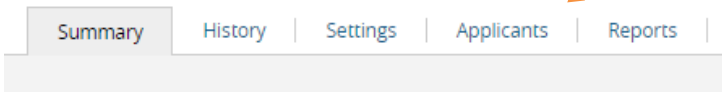
Departmental EEO Report (Summary of Affirmative Action Data) for Search Chairs

The search chair can generate this helpful report during the search process. This real-time report will provide information to determine the degree to which we are attracting a diverse applicant pool based on gender, race, veteran status, and disability status.

To view the current AA data for Applicants:

1. Find and click on the Posting for which you want to view Affirmative Action data.

2. Click on the Reports tab



3. Choose Departmental EEO Report and wait until the Status changes to Completed.

4. Click Actions and View Report or Download to Excel

Status	Message	(Actions)
Completed	Completed at 06/19/2019 03:08 PM	Actions

Report Generated: Friday July 05, 2019 02:31:30 PM

Job Title	Office Manager
Classification Title	Administrative Support Specialist (Lead in Acad Dept or Admin with Budget Functions)
Job Number	068981

All Applicants

Gender	Hispanic / Latino	American Indian Or Alaska Native	Native	Asian	Black Or African American	American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Female	0	0	0	0	1	0	0	27	0	1	29
Male	1	0	0	0	0	0	0	8	0	0	9
Prefer Not To Answer	0	0	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	1	0	0	35	0	1	38

Veteran Status	Hispanic / Latino	American Indian Or Alaska Native	Native	Asian	Black Or African American	American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
I Identify As One Or More Of The Classifications Of Protected Veteran Listed In The Category Definitions	0	0	0	0	0	0	0	0	0	0	0
I Am Not A Protected Veteran	1	0	0	0	1	0	0	35	0	0	37
I Choose Not To Provide This Information	0	0	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0	1	1
Total	1	0	0	0	1	0	0	35	0	1	38

Disabled Status	Hispanic / Latino	American Indian Or Alaska Native	Native	Asian	Black Or African American	American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Yes, I Have A Disability (Or Previously Had A Disability)	0	0	0	0	0	0	0	0	0	0	0
No, I Do Not Have A Disability	1	0	0	0	1	0	0	34	0	1	37
I Do Not Wish To Answer	0	0	0	0	0	0	0	1	0	0	1
No Answer	0	0	0	0	0	0	0	0	0	0	0
Total	1	0	0	0	1	0	0	35	0	1	38

View Report in PeopleAdmin

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Download Report to Excel

AppState Careers (PeopleAdmin) User Guides

ASU has developed some training and reference manuals available on the [HR website](#).

- [AppState Careers \(PeopleAdmin\) User Guide – Introduction and Basic Navigation](#)
 - [Saving a Search](#)
- AppState Careers (PeopleAdmin) User Guides for Position Types
 - [SHRA Positions](#)
 - [EHRA Non Faculty Positions](#)
 - [Temporary Positions](#)
- [AppState Careers \(PeopleAdmin\) User Guide – Approvers](#)
- [AppState Careers \(PeopleAdmin\) Separations Guide](#)
- [Performance Management User Guides](#)