



User Group: Search Committee Chair

# EHRA Non Faculty 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 | Hide Search Options

Add Column: Add Column

**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](#)

Active Postings

1. Click on Posting Name

"Active Postings" 1 Selected records 0 Clear selection? Actions

|                          | Posting Name           | All Submitted Applications | Active Applications | Workflow State | Department                         | Search Committee Members | Position Number | Created Date                 | (Actions) |
|--------------------------|------------------------|----------------------------|---------------------|----------------|------------------------------------|--------------------------|-----------------|------------------------------|-----------|
| <input type="checkbox"/> | Deputy General Counsel | 60                         | 60                  | Posted         | Office of General Counsel - 140000 | 6                        | 063751          | October 04, 2018 at 08:43 AM | Actions   |



Home | Postings | Pools | Shortcuts

Postings / EHRA Non Faculty Staff / Deputy General Counsel (Posted) / Applicant Review

## Posting: Deputy General Counsel (EHRA Non Faculty Staff) [Edit](#)

Current Status: Posted

Position Type: EHRA Non Faculty Staff  
Department: Office of General Counsel - 140000

Created by: Nancy Crowell  
Owner: Search Committee Chair

- Take Action On Posting
- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List
- [f](#) [t](#) [in](#)

**2. Click on Applicants tab**

Summary | History | Settings | **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 | Hide Search Options v

Add Column: Add Column

Active/Inactive: Active

Workflow State: Workflow State

Search Committee Search

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] Hide Search Options v

- Add Column: Add Column
- Active/Inactive: Email address of reference
- Workflow State: Evaluative Criterion Score
- Full Name
- Hired Elsewhere
- How did you hear about this employment opportunity?
- If a veteran, do you wish to declare a service disability?
- If spouse of a disabled veteran, name of veteran as appears on the DD214:
- Internal Candidate
- Is System User?
- Is this number?
- Is this number?
- Job Application ID
- Job Title
- Job Type
- Last Active State
- Last Application Update
- Last Four Digits of SSN
- Last Updated
- Middle Name

Search Committee Search x

"Search Committee Search" 60 Selected

- 3. Click the dropdown beside Add Column:
- 4. Scroll down and select Evaluative Criterion Score
- 5. Once you click Evaluative Criterion Score, the screen will refresh automatically

|                          | First Name | Last Name | Application ID | Application Date             | Workflow State (Internal)        | Entrance Reason | Email Address            | Combined Document | Supplemental question Score | (Actions) |
|--------------------------|------------|-----------|----------------|------------------------------|----------------------------------|-----------------|--------------------------|-------------------|-----------------------------|-----------|
| <input type="checkbox"/> | Michael    | Trump     | 201500433P     | October 06, 2018 at 03:36 PM | Under Review by Search Committee |                 | trumplaw@rushmore.com    | Generate          | 0.0                         | Actions v |
| <input type="checkbox"/> | John       | Adams     | 201500433P     | October 07, 2018 at 12:23 PM | Under Review by Search Committee |                 | jdadams319@yahoo.com     | Generate          | 0.0                         | Actions v |
| <input type="checkbox"/> | Robin      | Johnson   | 201500433P     | October 08, 2018 at 02:05 PM | Under Review by Search Committee |                 | robinjohnson21@gmail.com | Generate          | 0.0                         | Actions v |
| <input type="checkbox"/> | Donald     | Knapp     | 201500433P     | October 08, 2018 at 04:23 PM | Under Review by Search Committee |                 | Donald@theknappfirm.com  | Generate          | 0.0                         | Actions v |
| <input type="checkbox"/> | Paul       | Celentano | 201500433P     | October 09, 2018 at 09:15 AM | Under Review by Search Committee |                 | pconeoh@gmail.com        | Generate          | 0.0                         | Actions v |
| <input type="checkbox"/> | Michael    | Stivers   | 201500433P     | October 09, 2018 at 11:34 AM | Under Review by Search Committee |                 | mwstive@yahoo.com        | Generate          | 0.0                         | Actions v |
| <input type="checkbox"/> | Mark       | Matthew   | 201500433P     | October 09, 2018 at 08:22 PM | Under Review by Search Committee |                 | MarkPMatthew63@gmail.com | Generate          | 0.0                         | Actions v |

Workflow State:

### 6. You will see the Evaluative Criterion Score column added

Ad hoc Search ✕

Ad hoc Search 60 Save this search? Selected records 0 ✕ Clear selection?

← Previous 1 2 Next →

Actions ▾



|                          | First Name | Last Name  | Posting Number | Application Date             | Workflow State (Internal)        | Workflow State Entrance Reason | Email Address             | Combined Document | Supplemental question Score | Evaluative Criterion Score | (Actions)              |
|--------------------------|------------|------------|----------------|------------------------------|----------------------------------|--------------------------------|---------------------------|-------------------|-----------------------------|----------------------------|------------------------|
| <input type="checkbox"/> | Michael    | Trump      | 201500433P     | October 06, 2018 at 03:36 PM | Under Review by Search Committee |                                | trumplaw@rushmore.com     | Generate          | 0.0                         | 66.00                      | Actions <span>▾</span> |
| <input type="checkbox"/> | John       | Adams      | 201500433P     | October 07, 2018 at 12:23 PM | Under Review by Search Committee |                                | jadams319@yahoo.com       | Generate          | 0.0                         | 49.00                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Robin      | Johnson    | 201500433P     | October 08, 2018 at 02:05 PM | Under Review by Search Committee |                                | robinjohnson21@gmail.com  | Generate          | 0.0                         | 52.00                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Donald     | Knapp      | 201500433P     | October 08, 2018 at 04:23 PM | Under Review by Search Committee |                                | Donald@theknappfirm.com   | Generate          | 0.0                         | 50.00                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Paul       | Celentano  | 201500433P     | October 09, 2018 at 09:15 AM | Under Review by Search Committee |                                | pcneoh@gmail.com          | Generate          | 0.0                         | 55.00                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Michael    | Stivers    | 201500433P     | October 09, 2018 at 11:34 AM | Under Review by Search Committee |                                | mwstive@yahoo.com         | Generate          | 0.0                         | 50.00                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Mark       | Matthews   | 201500433P     | October 09, 2018 at 08:22 PM | Under Review by Search Committee |                                | MarkRMatthews63@gmail.com | Generate          | 0.0                         | 48.75                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Lewis      | Lamar, Jr. | 201500433P     | October 10, 2018 at 10:41 AM | Under Review by Search Committee |                                | lewis.lamar@gmail.com     | View              | 0.0                         | 73.33                      | Actions <span>▾</span> |
| <input type="checkbox"/> | John       | Chancey    | 201500433P     | October 10, 2018 at 02:39 PM | Under Review by Search Committee |                                | wes.chancey@icloud.com    | View              | 0.0                         | 48.33                      | Actions <span>▾</span> |
| <input type="checkbox"/> | Sara       | Chisnell   | 201500433P     | October 11, 2018 at 12:02 PM | Under Review by Search Committee |                                | animalbarrister@gmail.com | View              | 0.0                         | 41.67                      | Actions <span>▾</span> |
| <input type="checkbox"/> | David      | Lamb       | 201500433P     | October 11, 2018 at 01:29 PM | Under Review by Search Committee |                                | lambdw@hotmail.com        | View              | 0.0                         | 68.33                      | Actions <span>▾</span> |

Ad hoc Search

Ad hoc Search 60 Save this search? Selected records 30 Clear selection?

**7. Select the checkbox to select all applicants**  
 Depending on how many applicants you have, you may need to check the box to select all results (depending on how many pages there are).

**8. After step 7, click on the orange Actions dropdown and choose Export Results**

| <input checked="" type="checkbox"/> | First Name   | Last Name  | Posting Number | Application Date             | Workflow State (Internal)        | Entrance Reason | Email Address             | Combined Document | Supplemental question Score | Veteran's Preference | Evaluative Criterion Score |
|-------------------------------------|--|------------|----------------|------------------------------|----------------------------------|-----------------|---------------------------|-------------------|-----------------------------|----------------------|----------------------------|
| <input type="checkbox"/>            | All 30 results on this page have been selected. Select all 60 results? |            |                |                              |                                  |                 |                           |                   |                             |                      |                            |
| <input checked="" type="checkbox"/> | Michael  | Trump      | 201500433P     | October 06, 2018 at 03:36 PM | Under Review by Search Committee |                 | trumplaw@rushmore.com     | Generate          | 0.0                         |                      | 66.00                      |
| <input checked="" type="checkbox"/> | John   | Adams      | 201500433P     | October 07, 2018 at 12:23 PM | Under Review by Search Committee |                 | jdadams319@yahoo.com      | Generate          | 0.0                         |                      | 49.00                      |
| <input checked="" type="checkbox"/> | Robin  | Johnson    | 201500433P     | October 08, 2018 at 02:05 PM | Under Review by Search Committee |                 | robinjohnson21@gmail.com  | Generate          | 0.0                         |                      | 52.00                      |
| <input checked="" type="checkbox"/> | Donald   | Knapp      | 201500433P     | October 08, 2018 at 04:23 PM | Under Review by Search Committee |                 | Donald@theknappfirm.com   | Generate          | 0.0                         |                      | 50.00                      |
| <input checked="" type="checkbox"/> | Paul   | Celentano  | 201500433P     | October 09, 2018 at 09:15 AM | Under Review by Search Committee |                 | pconeoh@gmail.com         | Generate          | 0.0                         |                      | 55.00                      |
| <input checked="" type="checkbox"/> | Michael  | Stivers    | 201500433P     | October 09, 2018 at 11:34 AM | Under Review by Search Committee |                 | mwstive@yahoo.com         | Generate          | 0.0                         |                      | 50.00                      |
| <input checked="" type="checkbox"/> | Mark   | Matthews   | 201500433P     | October 09, 2018 at 08:22 PM | Under Review by Search Committee |                 | MarkRMatthews63@gmail.com | Generate          | 0.0                         |                      | 48.75                      |
| <input checked="" type="checkbox"/> | Lewis  | Lamar, Jr. | 201500433P     | October 10, 2018 at 10:41 AM | Under Review by Search Committee |                 | lewis.lamar@gmail.com     | Generate          | 0.0                         |                      | 73.33                      |
| <input checked="" type="checkbox"/> | John   | Chancey    | 201500433P     | October 10, 2018 at 02:39 PM | Under Review by Search Committee |                 | wes.chancey@icloud.com    | Generate          | 0.0                         |                      | 48.75                      |
| <input checked="" type="checkbox"/> | Sara   | Chisnell   | 201500433P     | October 11, 2018 at 12:02 PM | Under Review by Search Committee |                 | animalbarrister@gmail.com | Generate          | 0.0                         |                      | 45.00                      |
| <input checked="" type="checkbox"/> | David  | Lamb       | 201500433P     | October 11, 2018 at 01:29 PM | Under Review by Search Committee |                 | lambdw@hotmail.com        | Generate          | 0.0                         |                      |                            |

- Actions
- GENERAL
    - Evaluate Applicants
    - Download Applicants Evaluations
    - Review Screening Question Answers
    - Download Screening Question Answers
    - Import Application Data
    - Export Applicants without Email
    - Export results
  - BULK
    - Copy Applications to Posting
    - Move in Workflow
    - Email Applicants
    - Download Applications as PDF
    - Create Document PDF per Applicant
    - Reactivate Applications

**9. Depending on which browser you are using, you should see the download appear. You should be able to open up the file in Excel and configure your data.**