

Human Resources and Employee Development

PEOPLE ADMIN

Search Committee Member User's Guide

Valdosta State University

INTRODUCTION

Search Committee Actions in PEOPLEADMIN:

- 1. Review Applicants
- 2. Evaluate Applicants

BEST PRACTICES

Review and assess all applicant files using established criteria (reviewers should commit to spending a minimum of 15-20 minutes per applicant to ensure equitable review of all candidates and allay potential for unconscious biases to shape evaluation)

Maintain confidentiality of the process at all times:

• All search committee deliberations, as well as all information related to the work of the committee, whether verbal or written must remain confidential.

It is important to consider an applicant's entire career—some applicants may have less traditional routes to the position being hired and may have employment gaps. Evaluating the entire career can help understand all of the strengths an applicant will bring to the position and the department.

Documenting why each applicant has been screened out during the process is vital to appropriate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if a complaint is filed and an investigation required.

Once assigned as a Search Committee Member, you will be notified via a system-generated email of your role and provided with the instructions to access your Search Committee Roster of Applicants.

Committee members will NOT be notified via email every time an applicant applies.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located at the top of the page.

SETTING UP A SEARCH COMMITTEE:

Once a Hiring Manager has made a selection for the Search Committee and Search Committee Chair all Committee Members must have the "Search Committee" User group added to their profile in PEOPLEADMIN.

Prior to setting up the position HR should be notified with all of the Search Committee Members to ensure they have the "Search Committee" User Group.

- 1. During the "Creating a New Posting" process there is a SEARCH COMMITTEE tab.
- 2. Enter the information for all Search Committee Members. They will be 'pending' until HR approves the search committee members.

						Watch List APPLCANT TRACKING
		Home Postings	Applicants Hiring Proposals My Profile	Help		
p / Main / Tax Accountant (Closed	0 / Edit Search Committee					Jamie Tanner, you have 1 message. [HR Administrator 🖉 d
diting Posting	Search Committee					(Barn.) Ser.Pire. Nett-
Posting Details						Terretory Providence
Supplemental Questions	Search Committee Membe	rs -				
Applicant Documents	Name	Email		Chair?	Status	(Action
Internal Documents	Traycee Martin	tmartin@valdosta.edu		Yes	approved	Actions -
Search Committee	Antolina Pilgrim	anedwards@valdosta.edu		No	approved	Actions -
Reference Requests	Denise Bogan	dbogan@valdosta.edu		No	approved	Actions -
Ranking Criteria	Search					
Guest User	Jearch					
Rummany	Find a User to assign as a Sean	ch Committee Member.				
Summary	Name	Email Address	Add Member			
	Jan Fackler	jfackler@valdosta.edu	Add Member Make Member The Comm	nitlee Chair		
	First Name Jan					
	Last Name Fackler					
	Email Address factorial address	du .				
	Erman Auroress fractionity algosta e					
	Search					
	New Search Committee M	ember				
	Request that someone be grant	ed access to the system for the numose of serving	as a Search Committee Member			
	Required fields are indicated with	h an asterisk (*)	and a second sec			
	Account Information	and an and the second of the				
	Please enter the following inform	nation to create an account for a new Search Comm	ittee Member			
	First Name	and the state of account to a new search count	and the second			
	Last Name					
	Email					
	Username					
	Constraint 1					
	Concerne 1					

NOTE: If a VSU employee is not showing up after entering their First Name, Last Name, and Email Address they are not set up with the "Search Committee" User Group and HR Should be notified. If the individual is not a VSU employee use the 'New Search Committee Member" area.

SETTING UP RANKING CRITERIA:

- 1. During the "Creating a New Posting" process there is a RANKING CRITERIA tab.
- 2. To add criteria for the Search Committee to Rank click the "ADD A CRITERION" button.

R						(inbox) Peo	pleAdmin
						Watch List APR	CANTTRACKING
			Home Postings Applicants	Hiring Proposals My Profile Help			
						Jamie Tanner, you have 1 message. HR Admir	istrator 💌 C
gs / Mass / Tax Accountant (Close	ed) / £illt: Ranking Criteria						
	Banking Criteria						
diting Posting	Ranking Criteria					Libave.)	Prev Next
Posting Details	Included Evaluative	Criteria				-	Add a Criter
Applicant Documents	Category	Description	0.000	Weight	Workflow State	Status	_
Internal Documents	Uncategorized	Assign this candidate an overall r	anting.	25	Committee	active	
Search Committee	Uncategorized	Please give feedback on the cand	adate's submitted material.		Under Review by Dept/Search Committee	active	
Reference Requests	Uncategorized	Assign a ranking based on the ap	oplicants Tax Knowledge.	25	Under Review by Dept/Search	active	
Ranking Criteria	Uncategorized	Should this applicant be interview	red?		Committee Under Review by Dept/Search	active	
Guest User	Uncategorized	Did the applicant have sufficient h	newledge of Tax Law?		Committee Onsite Interview	artha	
Summary	Uncategorized	Did the Applicant meet or exceed	your expectations of the required qualifications	for this position?	Onsite Interview	active	
	Uncategorized	Would you recommend this appli	cant for hire?		Onsite Interview	active	
anking Criterion			*			Save	Prev New
aniong Criterion							
ble Evaluative Criteria							
xy. Any 💌 Keyword			Add a Banking Criterion		ж		
Category Description			Name "				
Uncategorized Did the Apple	icant have an Master's Degree?		Label *				
ying 1			Status	pending -			
	Cant	find the one you want? Add a new o	ne	pending loadive			
		Submit Cance	Category	active ct a category in			
			Description *				
Ranking Criterion			*				
ne "	Overall Ranking		Possible Answers				
el "	Overall Ranking		Open Ended Answers				
bra.	active (m)						
egory	Please select a category	•			Submit Cancel		
cription *	Please give an overall rank	ing for this applicant.			Distantion (particular		
			3. Click Add a	New One			
			4. Assign a Na	me, Label, Status (ad	ctive), and a Descri	ption, which is th	e que
sible Answers			tion it calf Var	also pood to decide	if the question will	ha anan andad a	r Dro
pen Ended Answers			tion itself. You	also need to decide	in the question will	ne obeu eugeg o	i Pre-
redefined Answers			defined answe	ers. Predefined tend t	o be more objectiv	e measures and	are e
Emply answers w	vill be excluded.						
Click and drag pl	ossible answers to reorder the	om.	er to add a po	int value.			
sible Answer 1 Highly Qualified sible Answer 2 Moderately Pro-	d alified						
sible Answer 3 Not enough info	ormation		5.Assign the c	riterion to a workflow	state and if you we	ould want to weig	h the
sible Answer 4 Not Qualified			auestion in ac	enciation with the oth	or critorions	-	
sible Answer 5			question in as				
No.					have an	المتعادية والمعادية	
			b. The Search	committee Chair will	nave access to all	answers and car	1 expo
		Submit Cancel	them as well a	s a PDF/Excel docun	nent.		
Desting Details	Include d Books 1	Orthogra				5	
Posting Details	Included Evaluative	criteria					Add a Criterior
Applemental Questions	Category	Description		Weight	Workflow State	Status	
the second second second second							

 Supplemental Questions 	Category	Description			Weight	Workflow State	Status	
Applicant Documents	Uncategorized	Assign this candidate an	overall ranking.		25	Under Review by Dept/Search	active	0
Internal Documents						Committee		
Search Committee		Marrise	Overall Ranking					
Reference Requests		Label	Overall Ranking					
Ranking Criteria		Workflow State	Under Review by Dept/Search Committee					
Guest User		Weight	25					
		Possible Rankings		Points				
		Highly Qualified Moderately Qualified Not Qualified Unable to Determine Q	Justifications based on information submitted	100 50 0				
	Uncategorized	Please give feedback on t	The candidate's submitted material			Under Review by Dept/Search Committee	active	o
	Uncategorized	Assign a ranking based o	on the applicants Tax Knowledge.		25	Under Review by Dept/Search Committee	active	0
	Uncategorized	Should this applicant be in	nterviewed?			Under Review by Dept/Search Committee	active	0
	Uncategorized	Did the applicant have au	flicient knowledge of Tax Law?			Onsite Interview	active	0
	Uncategorized	Did the Applicant meet or	exceed your expectations of the required qualific	cations for this position?		Onsite Interview	active	0
	Uncategorized	Would you recommend th	tis applicant for hire?			Onsite Interview	active	0

STEP 1: Log in to Applicant Portal using Active Directory Username/Password:

Search Committee Member Email Alert:



If you have more than one role (e.g., Department Head/Manager, Hiring Manager, Search Committee Member) make sure to toggle your user role to "SEARCH COMMITTEE MEMBER" and click the circular-arrow refresh button next to the drop-down window.

			Ronel My Profile Help	Water List 40	
elcome to your Online F	Recruitment System			Bengthanset yne have it messages. Hinto U secon Harnou U secon Harnan Resources Search Committee Member	đ legout (Denise I
🛃 Inbox (0 items need your	attention)			Shartoda Control lan hartoda	
Displaying items for group "Hring Idan Postings (5) Hring Propressie (2)	ager" Actions (0) Special Handling Late (0)			Costant received Foreign	
Job Title	Type	Current State	Owner		
				My Linka	
				Useful Links	

STEP 2: View the Applicants:

Review the applicants for the position:

1. Click on "POSTINGS" and select the correct position.

R					Inbox PeopleAdmin
					Watch List APPLICANT TRACKN
			and the second sec		
		Home Po	stings My Profile Help		
				Denise Bogart, you have 0 message	s. Search Committee Member 💌 d' logout (Der
ngs / Main					
Aain Postings					
Open Saved Search • Search:		(Search) Nore search options			
osting Search O					
Saved Search "Posting Search	" (1 fem Found)				Action
- concercenter (coming comme	Contraction of the second seco				
Job Title	Posting Number	Active App	fications	Workflow State	(Actio
Tax Anoninfaet	P022	2		Closed	GENERAL CENERAL
					View Posting
					View.Applicants
					TRACKING
					Watten
The Open the					(mbox) PeopleAdmin
					Cibos PeopleAdmin Watch List APPLICANT TRACKN
	AFFEICANTS (a).	Home Por	stings		Utors PeopleAdmin Watch List APRICANT TRACK
		Home Po	stings	Denise Bogart, you have 0 message	Biblion PeopleAdmin Value Last APECANT TRACKS s. Search Committee Nember • C kopol (Je
P. / Nami / Tax Accountant (Closed) / Appl	card Review	Home Por	stings "styPratie Haip	Denise Bogart, you have 0 message	Viela Lat PeopleAdm APRCANT TRACO APRCANT TRACO Aprc Ant Traco A
P. Mark / Tax Accountant (Closed) / Appl	tant lieveew	Home	stings , sty Profile Hulp	Denise Bogart, you have 0 message	Valin Lin APPLCATT TACON
The Open the P Posting: Tax Accountant Current Status: Closed	eant Boolew (Main)	Home	stings "nty Pratie Heip	Denise Bogart, you have 0 ressage	Visita List PeopleAdmin Visita List APRCANT TRACKA s. Search Committee Member • C kgout (De
Man: Tax Accountant (Closed) 7 Appl Posting: Tax Accountant Current Status: Closed Posting: Tax Accountant	cont Bedgew (Main)	Home	stings , sty Profile Help	Denise Bogart, you have 0 message	Valida Liat PeopleAdmin APPLEAST TRACKS
pr / Maw / Tax Accountant (Closed) / Apple Posting: Tax Accountant Current Status: Closed Postion Type: Main Department Famacial Services	cant Review (Main) Created by: Traycee Martin Cover: Human Rescurr	Home Por	stings any Profee Help	Denise Bogart, you have 0 message	
Mann / Tax Accountant (Closed) / Appl Mann / Tax Accountant (Closed) / Appl Current Status: Closed Position: Tax Accountant Department Financial Services	eant Boolew (Main) Created by Traycee Martin Owner, Human Reference	Home Po	stings "sty Profe Heip	Denise Bogart, you have 0 message	Committee Member PeopleAdmm APRCANT TRACCO APRCANT TRACCO Search Committee Member C kgout (De Gee how Posting Locks to Applicant Phill Preview (Applicant View) Phill Preview
Posting: Tax Accountant (Closert) / Appl Posting: Tax Accountant Current Status: Closed Populor Type: Main Department Financial Services	In the second se	Home	ntinga ny Pratile Heigi	Denise Bogart, you have 0 message	Bee New Posting looks to Applicant Man List Search Committee Member C kopul (De Den Proving looks to Applicant Post Preview
Mem / Tax Accountant (Closed) / Applicant Current Status Closed Posting: Tax Accountant Current Status Closed Posting Texanclal Services Burnmary History Applicant	International Content of Content	Home Por	stings aty Prate Help	Denise Bogart, you have 0 message	Beenfow Posting losts to Applicant See how Posting losts to Applicant Print Preview (Applicant View) Print Preview
Inter Open time Inter Open time Inter Open t	Created by Traycon Martin Owner, Human Refeortr	Home Por	stings "nily Piolie Hulp	Denise Bigart, you have 0 message	
The Open the Ansatz Services Summary History Applicant Open Saved Search Application Search	(Main) Created by: Traycee Martin Owner: Human Resource	Home Por	ntinga , nty Profile Heigi	Denise Bogart, you have 0 message	Bee new Posting looks to Applicant PeopleAdmin APRICANT TRACK Bee new Posting looks to Applicant
	Itani Boview (Main) Created by: Traycee Martin Owner: Human Resource Reports	Home Por	tingsαιγΡασία Heig	Denise Bogert, you have 0 message	Beender Committee Member Can Commi
Inter Open title Application Search Saved Search Saved Search Application Search Saved Search	In the second se	Home Por	tings mty Piatie Heigi	Denise Bogart, you have 0 message	
Posting: Tax Accountant (Closed) / Appl Posting: Tax Accountant Current Status: Closed Positing: Tax Accountant Current Status: Closed Positing: Tax Etain Department Financial Service Burronary History Applicant Open Saved Search Saved Search Saved Search Last Rame Last R	Earn Theolew (Main) Created by, Traycee Martin Owner, Human Resource arch* (2 Hems Found) First Name Brigmen	Home Por	stings , sty Phofie Help Help Application Date March 23, 2012 at 61 44 pm	Denise Bogart, you have 0 message Denise Bogart, you have 0 message	Committee Member PeopleAdm APRCANT TRACON APRCANT APRCANT TRACON APRCANT APRCANT TRACON APRCANT
Inter Open title	Arren Berner (Main) Created by: Traycee Martin Cover: Name Resource Reports a Reports Arch" (2 Henre Found) First Name Briganin Croise	Home Por CRAICE Hare south splates	stings , anty Photos Helip Helips Application Date March 23, 2012 at 0140 pm April 23, 2012 at 0140 pm	Denise Bogert, you have 0 message Denise Bogert, you have 0 message	PeopleAdm Value List PeopleAdm APRCANTRACON APRCANTRA

- 3. You can then click on the candidate's name or under "ACTIONS" you may "VIEW Application"
- 4. This will open the summary view of the application and you may then open up all required and optional documentation as well as letters of reference (**RECOMMENDATIONS**) submitted by the candidate and references. Documents attached to the application are located at the bottom of the application summary.

R				Webnis PeopleAdmin Webh List AS9L/CANT TRACKING •
		Home Postings My Profile Help		
			Denise Bogart, you have 0 messages.	Search Committee Member 💌 d logout (Denise Bogart)
Vestings / - / Tak Accountion (Closent) / A Dob application: Benji Carrent Status: Under Review by Application form: Application Pull name: Benjamn Li Address Validosta, GA Validosta, GA Pinone (Secondar); Phone (Ingeforent Nexueer / I feature / Li finatur Hauser for Department Connexitien amin Li (Main) Department County free Create for Benjamin Li Create for Benjamin Li Create for Benjamin Li			Search Results: Next
Summary Recommendation	na (0 of 0) Heatory			
General Information				
Contact Information				
First Name	Benjamin			
Middle Name				
Last Name	Li I			

STEP 3: EVALUATING Applicants:

The search committee has built in evaluative criteria, members will be asked to evaluate and rank candidates within the PEO-PLEADMIN system. To evaluate applicants go to your "APPLICANTS" tab (see Step 2 for instructions to find applicants).

1. Hover over the Gray and Blue "Actions" button to see the "EVALUATE APPLICANTS" option.

		Ho	me Postings My Profile Help		
				Denise Bogart, you have 0 messages.	Search Committee Member 💌 🗷 logout (
/ Main / Tax Accountant (Closed	() / Applicant Review				
Posting: Tax Account	ntant (Main)				
Position Type: Main	Created by: Traycee Martin				See how Posting looks to Applicant
Department Financial Services	Owner: Human Resources				Print Preview (Applicant view)
				U 7	
Summary History	Innicants Reports				
Summary monthly h	define and a second				
Commit (Internet ()	Aburnary (actions)				
Open Saved Search + 9	earch	Search Wore search options			
Open Saved Search + Septication Search	esrch:	Statich. More search spores			
Open Saved Search • S plication Search 0	earche	Search Wore search options			(Action
Open Saved Search • S spication Search 0	earch: [Deating Number	Application Date	Workflow State (Internal)	Action Generia, Evaluate Applicants
Open Saved Search • 5 plication Search @ Saved Search "Applicat Last Name L	earch: bion Search" (2 finns Found) First Name Brightm	Posting Number IV22	Application Date Narro 23, 2412 at 01-49 pm	Workflow State (Internal) Under Review by Deptilisarch Connettee	Actor Generia Fostuate Applicants Download Applicants Evaluations
Open Saved Search • 5 plication Search © Saved Search: "Applicat Last Name L Mantatr	earch: bion Search" (2 fiems Found) First Rame Bergans Coole	Starch Wore search options Posting Number Pi22 Pi22	Application Date Harch 23, 2012 at 01-69 pm April 29, 2012 at 05:05 pm	Workflow State (Internal) Under Review by Displicanth Committee Under Review by Displicanth Committee	Addan Generika Evaluatin Applicantis Evaluations Review Supplemental Review Supplemental
Open Saved Search * S glication Search @ Saved Search "Applicat Last Itame L Monster	earch: Sion Search" (2 firms Found) First Rame Beignen Coste	Posting Number Posting Number Pozz Pozz	Application Date Narch 23, 2012 at 01-69 pm April 29, 2012 at 02:35 pm	Workflow State (Internal) Under Review by Dept/Search Connettee Under Review by Dept/Search Connettee	Action Openena, Evolution A opticartis Develop a deficience Review Digestemental Openena Stappiermental Export Revids
Open Saved Search + 8 opeication Search Saved Search "Applicat Last Isame U Venstar	earch b b tion Search" (2 flems Found) First Name Brijsm Cooke	Starch Wore search options. Poeting Number Po22 P022	Application Date March 21, 2012 at 01-49 pm April 20, 2012 at 09:35 pm	Workflow State (Internal) Under Review by DeptSearch Connittee Under Review by DeptSearch Connittee	Adden Generika Evaluatie Applicantis Deveload Applicantis Cassical Arbitectis Cassical Arbitectis Cassical Arbitectis Export results Buck
Open Saved Search + 5 opplication Search Saved Search Amount Amoun	earch: b) tion Search" (2 Rome Found) First Rome Beijann Coole	Posting Number PO2 P022	Application Date Narch 23, 2012 at 01-45 pm April 28, 2012 at 08:35 pm	- Workflow Stete (Internal) Under Review by DeptSearch Connible Under Review by DeptSearch Connible	Actor Ceterolou, Evaluate Applicants Diversional Applicants Conversional Supplemental Calestion Antewers Diversional Supplemental Calestion Antewers Export results Buck Diversional Applications as

2. Each application also has the "EVALUATE APPLICANT" at the top of the page.

				_
	B		Elias PeopleAdmin	
			Home Posting My Profile Halp	
			Benise Bogart, you have 8 messages. 🛛 Search Committee Member 💌 🛞 logovi (Benise Bogart	0
Posts	nge / = / Tax Accountant (Closed) / Ap	ppbant Review / Benjamin Li Under Review by Dept/Search Committee	Search Results: Next	
C	Job application: Benjai Carrent Status: Under Review by Dr Application form: Application Full name: Benjamin Li Address: Vatiosta. GA	min Li (Main) estilseach Committee Created by Benjamin Li Owner: Department ChairManager	View Posting Applied To Preview Application Evaluation Applicant	
	Email: bitikige/adiosta.edu Phone (Primary): Phone (Secondary): Poalition Type: Main Department Financial Services Summary Recommendation	s (0 of 0) History		
	General Information			
	Contact Information			
	First Name	Benjamin		
	Middle Name			
	Last Name	u		

STEP 3: EVALUATING Applicants:

3. After clicking "Evaluate Applicants" you will have access to evaluative criteria available to you based on workflow statuses set up by the Department (e.g., Candidate Under Review by Department/Committee; On Campus Interview; Recommend for Hire.)¹

(B		
	Home Postings 1 My Profile Hale	
		Denise Bogart, you have 0 messages. 🛛 Search Committee Member 💌 🗷 lugout (Denise Bogart)
Postings / = / Tax Accountant (Closed) / /	uplicant Review / Enter Evaluative Criteria Evaluations	
Evaluative Criteria	Workflow State: Under Review By Dept/Search Committee	
Under Review by Dept/S	Values for this evaluative criterion cannot be edited.	
Onsite Interview	Showing 1 Applicant. Show More	
	Evaluations	
	Benjamin Li	
	Overall Ranking: Assign this candidate an overall ranking.	
	Please select	
	Job Specific Ranking: Assign a ranking based on the applicants Tax Knowledge.	
	Please select	
	Interview Decisions: Should this applicant be interviewed?	
	Please select 💌	
R		(whow) PeopleAdmin
		Watch List APPCCANT TRACKING
	Home Postings My Profile Help	
Postings / _ / Tex Accountant (Closed) / A	olcant Besiew / Enter Evaluative Criteria Evaluations	Denise Bogart, you have 9 messages. Search Committee Member 💌 🧟 logout (Denise Bogart)
Evaluative Criteria	Workflow State: Onsite Interview	
Under Review by Dept/S	Values for this evaluative criterion cannot be edited.	
	Showing 1 of 1 Applicants	
	Evaluations	
	Benjamin Li	
	Knowledge Base: Did the applicant have sufficient knowledge of Tax Law?	
	Pressessed	
	Please select .	
	Recommend for Hire: Would you recommend this applicant for hire?	
	Please select *	
	Comments	
	L2	

4. You may proceed through the available evaluation criteria and record your responses directly into the system. Search Committee Chairs will have access to all members comments and rankings:

¹ NOTE: Evaluative questions will only be accessible to search committee members if an applicant is in the specified workflow status. For example, in the example above candidates in the "Under Review by Department/Committee" receive 4 questions and a comments area; candidates in the "Onsite Interview" status receive 3 different questions and a comments area. If an applicant is not transitioned to onsite interview these questions do not populate for the applicant and the search committee