

[Note: Firefox and Chrome are the recommended browsers to use with PeopleAdmin.]

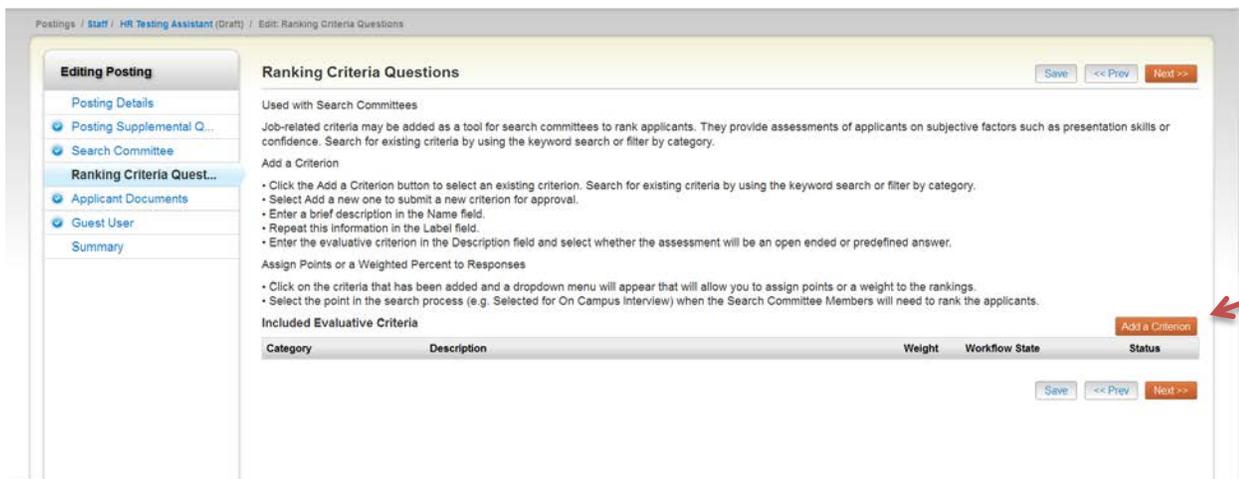
Job-related criteria may be added as a tool for Search Committee Chairs and Members to rate applicants and submit comments. This is an important feature because ratings and comments can be easily downloaded to Excel for a Hiring Manager to view at one time and if scoring is used, the Hiring Manager can see at a glance how committee members rate and rank applicants. The results can also facilitate discussion at committee meetings and be a factor in making a hiring decision.

NOTE: The Hiring Manager typically creates the criteria. However, for the Hiring Manager to view committee member rankings, the manager must be given the **Search Committee Chair** role and select that role when reviewing rankings and comments.

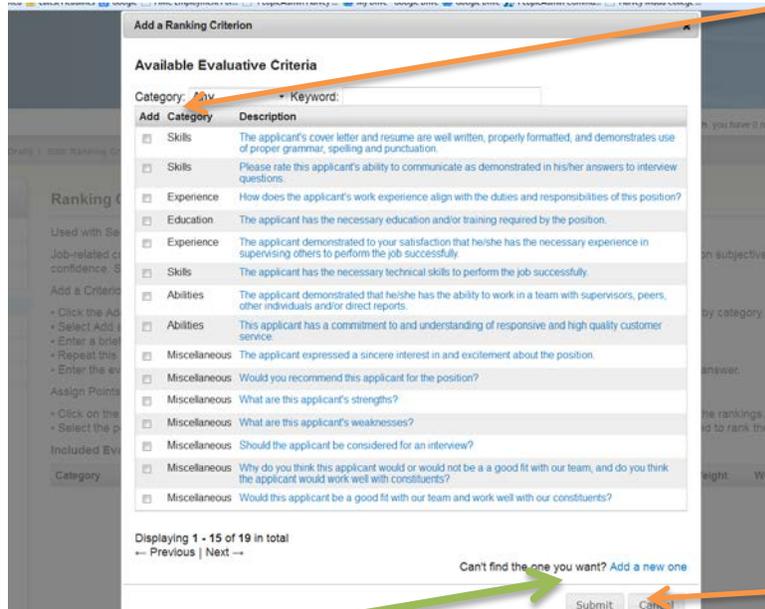
Step 1: While creating a posting, select the **Ranking Criteria Questions** tab or access it as you page through the posting site. Hiring Managers may use this feature while creating the posting. To add ranking criteria after a position is posted, please contact Human Resources for assistance.



Step 2: To add ranking criteria to the posting for Search Committee Members, click on the **Add a Criterion** button.

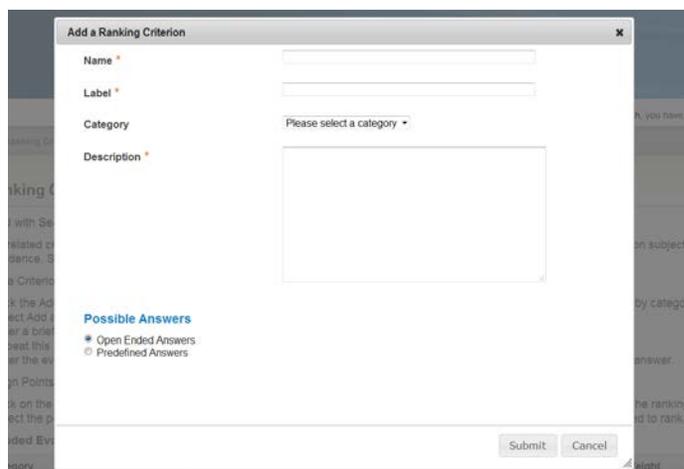


A new dialogue box will open on your screen with a menu of Available Evaluative Criteria. You can search for existing approved questions by category or keyword. Select a question by checking the **Add** box and click **Submit**.



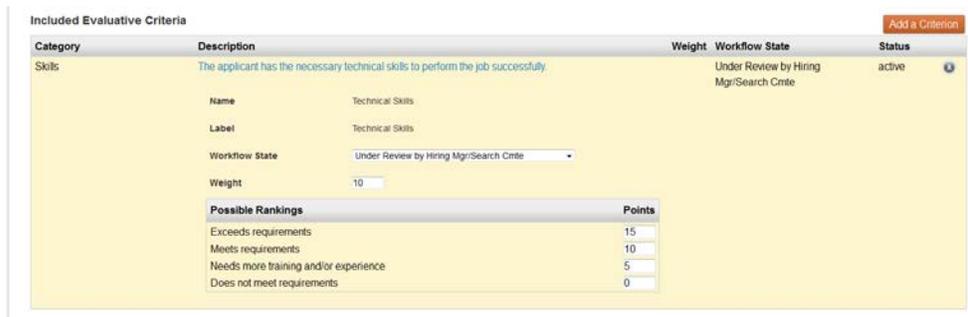
Step 3: To create a **new** criterion: *(Contact Human Resources if you need assistance with creating ranking criteria.)*

- Select **Add a Criterion** at the bottom of the Ranking Criteria Questions page (orange button)
- A new dialogue box will appear that will allow you to either select a criterion from available questions or **Add a new one** (the link is towards the bottom.)
- **Name** the question/statement, choosing words that best represent the content and repeat the name in the **Label** field.
- Select the **category** that best fits the criterion – Education, Experience, Knowledge, Skills, Abilities or Licenses/Certification
- Description Field – this is where you enter criterion either as a question or statement.
- Select the type of answer you want:
 - **Open Ended** – committee responses will vary
 - **Predefined** - requires the committee member to select an answer from two or more choices



Step 4: After you select an existing criterion or create a new one, click on the question.

- **Predefined Answers** - assign points and a weighted percent to criteria for multiple choice answers. **You must enter a weight in order for the system to calculate the ranking score.**
 - **Points** – the sum total of points for each criterion does not have to equal 100; however, it is advisable to be consistent in assigning points to each answer
 - **Weight** – add a percent to indicate the importance the criterion is – the higher the percentage – the greater weight/importance that is given to the criterion. The sum of the weights given to each criterion does NOT have to equal 100.



Category	Description	Weight	Workflow State	Status
Skills	The applicant has the necessary technical skills to perform the job successfully		Under Review by Hiring Mgr/Search Cmte	active

Name	Technical Skills
Label	Technical Skills
Workflow State	Under Review by Hiring Mgr/Search Cmte
Weight	10

Possible Rankings	Points
Exceeds requirements	15
Meets requirements	10
Needs more training and/or experience	5
Does not meet requirements	0

- Select the **Workflow State(s)** at which you want Search Committee members to rank applicants. You can select/create different questions at different stages during the recruitment. Recommended states are: Under Review by Hiring Mgr/Search Cmte, Selected for Phone Interview, Selected for On-Campus Interview.

Step 5: How to Evaluate an Applicant

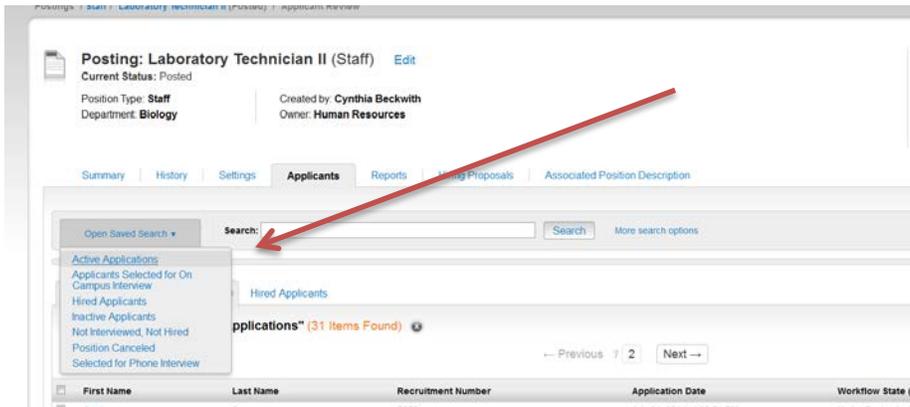
When an application is open, Search Committee Members and Chairs will be able to respond to Ranking Criteria Questions for each applicant by selecting “Evaluate Applicant” at the top right corner of the page. This link will give the Committee Member/Chair access to the Ranking Criteria Questions.



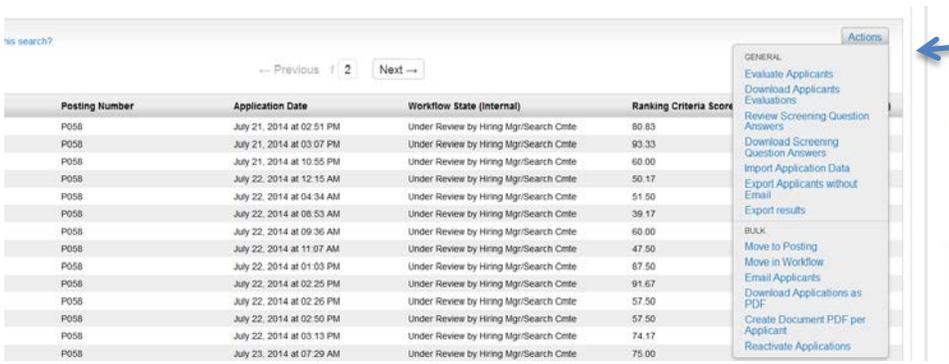
Step 6: Access Search Committee Evaluations and Ranking Criteria Scores

Accessing Search Committee Evaluations

- Click on the **Applicants** tab
- Click on Open Saved Search and click on Active Applications. A list of all applicants under consideration will appear.

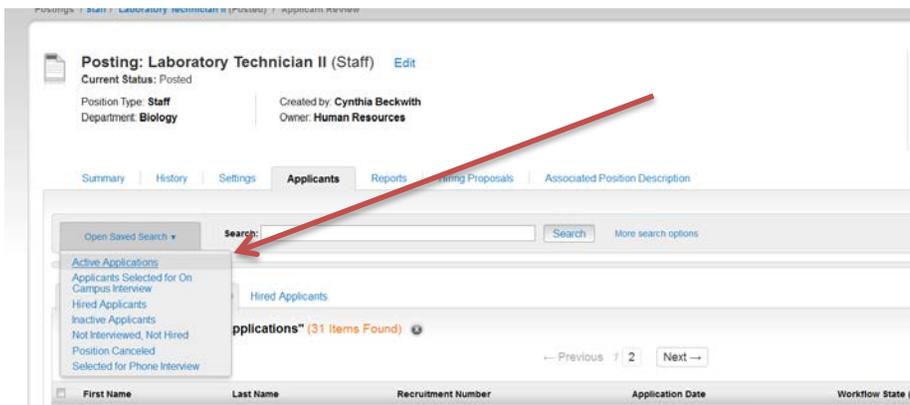


- Click on the Actions button and then Download Applicants Evaluations. Search Committee Member rankings and comments will be download to Excel.

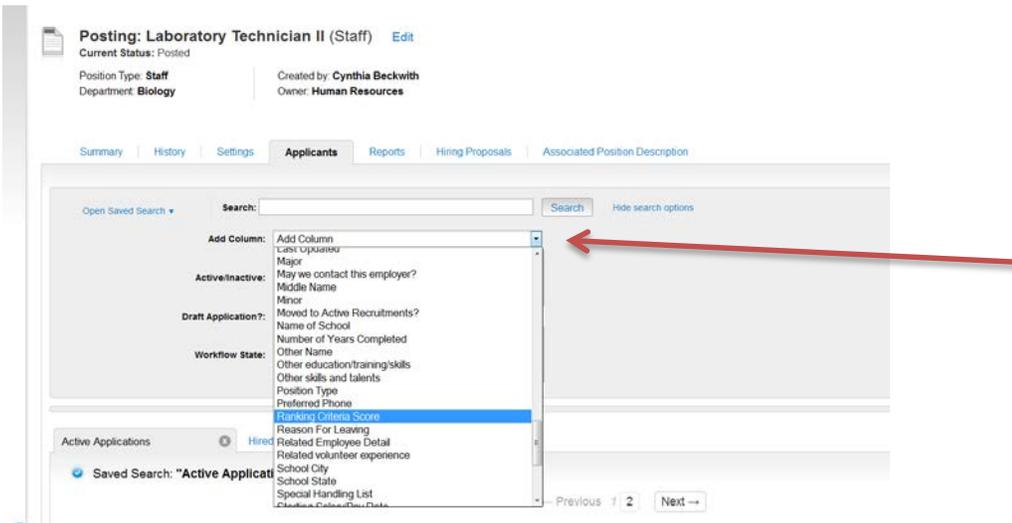


Accessing Ranking Criteria Scores

- Click on the **Applicants** tab
- Click on Open Saved Search and click on Active Applications. A list of all applicants under consideration will appear.



- Click on **More search options** to the right of the **Search** box
- Click on the arrow next to the **Add Column** box and select **Ranking Criteria Score**



- A column will be added to the list of applicants with their scores. You can arrange them in ascending and descending order by clicking on the arrows to the right of the column title.

