

[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 <u>after</u> 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**.

Available Evaluative Criteria	
Category: Av Keyword:	
Add Category Description	to you force il mere
Skills The applicant's cover letter and resume are well written, properly formatted, and demonstrates use of proper grammar, spelling and punctuation.	
Skills Please rate this applicant's ability to communicate as demonstrated in his/her answers to interview questions.	
Experience How does the applicant's work experience align with the duties and responsibilities of this position?	
Education The applicant has the necessary education and/or training required by the position.	
Experience The applicant demonstrated to your satisfaction that he/she has the necessary experience in supervising others to perform the job successfully.	on subjective fa
Skills The applicant has the necessary technical skills to perform the job successfully.	
Abilities The applicant demonstrated that he/she has the ability to work in a team with supervisors, peers, other individuals and/or direct reports.	
Add Abilities This applicant has a commitment to and understanding of responsive and high quality customer service.	ol condinily
Miscellaneous The applicant expressed a sincere interest in and excitement about the position.	CONTRACTOR OF
Miscelaneous Would you recommend this applicant for the position?	answer.
Miscellaneous What are this applicant's strengths?	1
Miscellaneous What are this applicant's weaknesses?	he rankings.
Miscellaneous Should the applicant be considered for an interview?	1.1.1.
Miscellaneous Why do you think this applicant would or would not be a a good fit with our team, and do you think the applicant would work well with constituents?	eight Worl

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
 - o Predefined requires the committee member to select an answer from two or more choices

	Name *	- C 3	
	Label *		
	Category	Please select a category •	h, you have 0 -
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Step 4: After you select an existing criterion or create a new one, click on the question.

- **Predefined Answers** assign points <u>and</u> 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		We	ight Workflow State	Status	
Skils	The applicant has the nec	essary technical skills to perform the job successfully.		Under Review by Hiring Mgr/Search Cmte	active	0
	Name	Technical Skills				
	Label	Technical Skills				
	Workflow State	Under Review by Hiring Mgr/Search Crite .				
	Weight	10				
	Possible Rankings		Points			
	Exceeds requirements		15			
	Meets requirements		10			
	Needs more training an	nd/or experience	5			
	Does not meet require	ments	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.

Posting: Laborator Current Status: Posted	y Technician II (Staff)	dit		
Position Type: Staff Department: Biology	Created by: Cynthia Beck Owner: Human Resource	with \$		
Summary History	Settings Applicants Report	ts Long Proposals Associated F	fosition Description	
Open Saved Search *	Search:	Search	More search options	
Active Applications Applicants Selected for On Campus Interview Hired Applicants	Hired Applicants			
Inactive Applicants Not Interviewed, Not Hired Position Canceled Selected for Phone Interview	pplications" (31 Items Found)	● ← Previous	7 2 Next→	
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• Click on the Actions button and then Download Applicants Evaluations. Search Committee Member rankings and comments will be download to Excel.

ris search	7	← Previous 1 2 Next →			GENERAL Evaluate Applicants
	Posting Number	Application Date	Workflow State (Internal)	Ranking Criteria Score	Evaluations
	P058	July 21, 2014 at 02:51 PM	Under Review by Hiring Mgr/Search Onte	80.83	Answers
	P058	July 21, 2014 at 03:07 PM	Under Review by Hiring Mgr/Search Crite	93.33	Download Screening
	P058	July 21, 2014 at 10.55 PM	Under Review by Hiring Mgr/Search Onte	60.00	Question Answers
	P058	July 22, 2014 at 12:15 AM	Under Review by Hiring Mgr/Search Crite	50.17	Export Applicants without
	P058	July 22, 2014 at 04:34 AM	Under Review by Hiring Mgr/Search Crite	51.50	Email
	P058	July 22, 2014 at 08:53 AM	Under Review by Hiring Mgr/Search Crite	39.17	Export results
	P058	July 22, 2014 at 09:36 AM	Under Review by Hiring Mgr/Search Onte	60.00	BULK
	P058	July 22, 2014 at 11:07 AM	Under Review by Hiring Mgr/Search Cmte	47.50	Move to Posting
	P058	July 22, 2014 at 01:03 PM	Under Review by Hiring Mgr/Search Cmte	87.50	Move in Worldlow
	P058	July 22, 2014 at 02.25 PM	Under Review by Hiring Mgr/Search Cmte	91.67	Email Applicants
	P058	July 22, 2014 at 02 26 PM	Under Review by Hiring Mgr/Search Crite	57.50	PDF
	P058	July 22, 2014 at 02:50 PM	Under Review by Hiring Mgr/Search Crite	57.50	Create Document PDF per
	P058	July 22, 2014 at 03:13 PM	Under Review by Hiring Mgr/Search Crite	74.17	Applicant
	P058	July 23, 2014 at 07:29 AM	Under Review by Hiring Mgr/Search Crite	75.00	Reactivate Applications

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.

Posting: Laborato	ry Technician II (Staff) Edit		
Position Type: Staff Department: Biology	Created by: Cynthia Beckwith Owner: Human Resources		
Summary History	Settings Applicants Reports ming F	roposals Associated Position Description	
Open Saved Search +	Search:	Search More search options	
Active Applications Applicants Selected for On	Hirart Applicants		
Hired Applicants	rinser approxime.		
Varipus methods Hired Applicants Inactive Applicants Not Interviewed, Not Hired Position Canceled Selected for Phone Interview	pplications" (31 Items Found)	← Previous 1 2 Next→	

- 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

Department Biology	Created by: Cynthia Beckwith Owner: Human Resources		
Summary History Settings	Applicants Reports Hiring Propr	osats Associated Position Description	
Open Saved Search • Search:		Search Hide search options	
Add Column:	Add Column	•	
Active/Inactive:	Major May we contact this employer? Middle Name		
Draft Application?:	Minor Moved to Active Recruitments? Name of School		
	Number of Years Completed		
Workflow State:	Other Name Other education/training/skills Other skills and talents Position Type Preferred Phone		
Workflow State:	Other Name Other education/training/skills Other skills and talents Position Type Preferrod Phone Ranking Ontens Score Reason For Leaving	_	

• 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.

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Draft Application 7:	12	771					
Workflow State: Under Select	Review by Hiring Mgr/Search Cmte ed for Phone Interview ed for On Campus Interview						
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Items Found) Save this s	earch?					Actions	
		- Previous 1 2	Next \rightarrow				
Last Name	Posting Number	Application Date	Workflow State (Internal)	Ranking Criteria Score	-11 x	(Actions)	
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