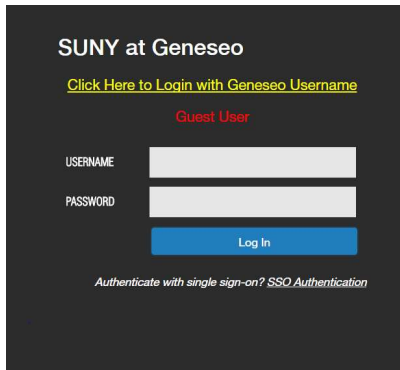Search Chair/Committee Reviewer User's Guide

for

SUNY Geneseo Online Employment System/People Admin 7.0

CONTENTS

Reviewing the Search Committee Evaluations as the Committee Reviewer

Go to https://jobs.geneseo.edu/hr   Click the link in Gold to sign on.

Log on with your SUNY Geneseo single sign on username and password

This is the Home Page

Reviewing Evaluations of the Search Committee

Change your Current Group from Employee to Committee Reviewer
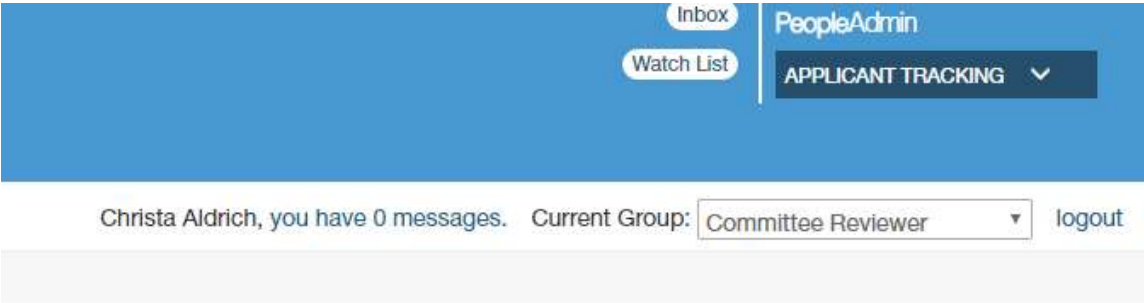
Search Postings by Type

Select the Campus Title of the posting in blue.

Select the Applicants tab

Postings / Staff / Academic Advisement Assistant (Posted) / Summary

Posting: Academic Advisement Assistant (Staff)

Current Status: Posted

Position Type: Staff
Department: Office of the Dean of the College

Created by: Christa Aldrich
Owner: Human Resources

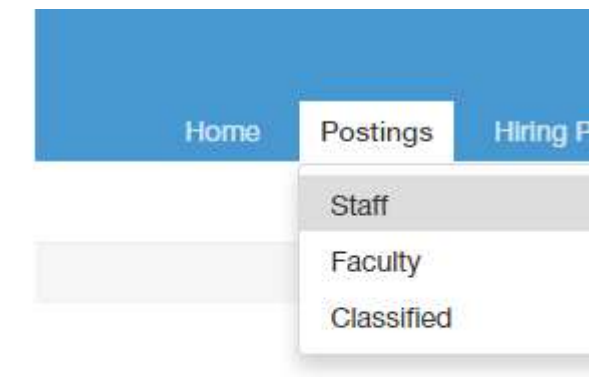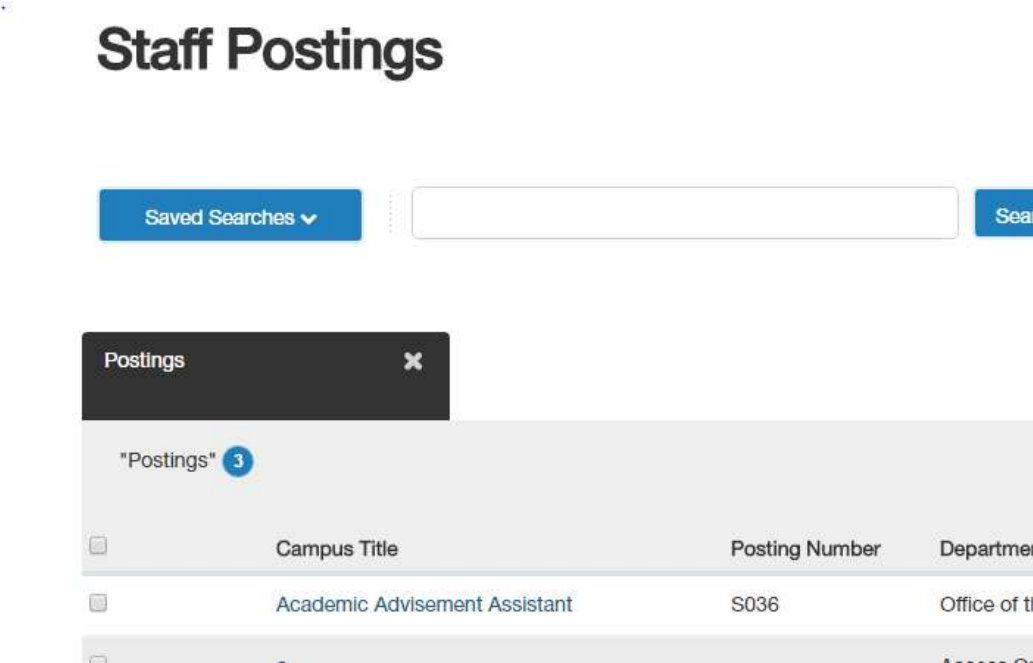| Summary | History | Applicants | Reports | Hiring Proposals |

Select the orange Actions box

Saved Searches ⌄				Search	Q More Search Options ⌄		

Applications ✕

"Applications" ③

Actions ⌄

	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated		
☐	Susan	Storm	S036	Under Review by Dept. / Cmte.	July 28, 2016 at 01:54 PM	Actions ⌄
☐	Velma	Dinkley	S036	Under Review by Dept. / Cmte.	July 28, 2016 at 03:37 PM	Actions ⌄
☐	Hermione	Granger	S036	Under Review by Dept. / Cmte.	August 02, 2016 at 02:55 PM	Actions ⌄

Select Evaluate Applicants from the dropdown menu. Each of the applicants has an overall score. Scroll to review each overall score.

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Evaluations

Susan Storm   Overall: 89

Education-Bachelor: Evaluate the applicants education. A Bachelor's degree is required.

| Has a Bachelor degree in related field ▾ |

Experience-worksample: Evaluate the applicant's work experience. One year experience in a professional/administrative/office setting.

| five years or more ▾ |

Quality: Describe the quality of the applicant's materials including application, cover letter and resume.

| multiple typos |

Comments

Select View Detailed Entries on the left- Be patient this takes a minute

Postings / ... / Academic Advisement A:

Evaluative Criteria

Under Review by Dept. ...

View Detailed Entries

View the Overall score. This is the computed score of the search committee members.

Evaluative Criteria Score Details

Showing 3 of 3 Applicants

Full Name	Current State	Under Review by Dept. / Cmte.	Overall
Susan Storm	Under Review by Dept. / Cmte.	88.89	88.89
Velma Dinkley	Under Review by Dept. / Cmte.	77.78	77.78

To see how each search committee member rated an individual applicant, select the applicant's name in blue. (In this example Christa Aldrich is the only committee member. If you have more search committee members their names and ratings will appear.)

Evaluative Criteria Details and Overrides

* Required Information

Workflow State: Under Review By Dept. / Cmte.

| Reviewer Name	Bachelor (weight: 1)	Work (weight: 2)	Quality	Comments
Christa Aldrich	Has a Bachelor degree in related field(10.0 points)	five years or more(20.0 points)	multiple typos	N/A
Average Score	10.00 points	20.00 points	N/A	
Total				88.89

Recommending Applicants for Initial Interviews

Before changing the applicant Status, the search committee members must complete their ratings in the OES. The search committee meets to decide which applicants they will recommend for initial interviews. Then, the Committee Reviewer must change the Status FROM "Under Review by Committee" TO "Recommend for Initial Interview to Department.

Go to https://jobs.geneseo.edu/hr
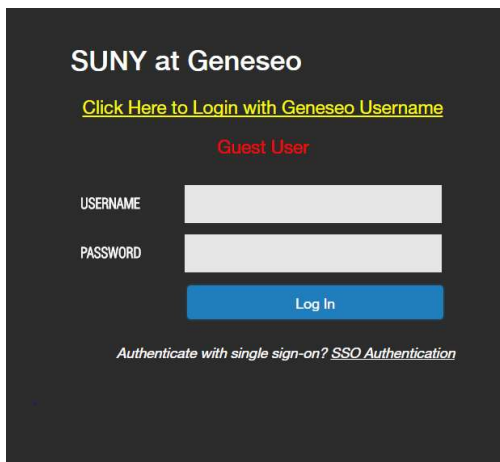
Log on with your SUNY Geneseo single sign on username and password
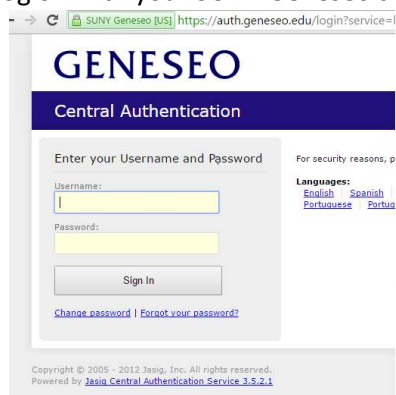
This is the Home Page

Change your Current Group from Employee to Committee Reviewer.

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PeopleAdmin

APPLICANT TRACKING ∨

Christa Aldrich, you have 0 messages.   Current Group: Committee Reviewer ▼   logout

Search Postings.

Home   Postings   Hiring

Staff

Faculty

Classified
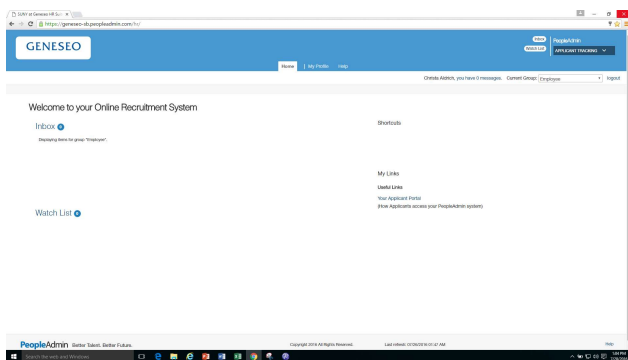
Select the title of the posting in blue.

Postings / Staff

Staff Postings

Saved Searches ∨

Search   Q More Search Options ∨

Postings   ✖

"Postings" 4

	Campus Title	Posting Number	Department	Acti
☐	Academic Advisement Assistant	S036	Office of the Dean of the College	3

Select the Applicant tab.

Select applicant by clicking on their name.

Select "Take Action on Job Application".

Select "Recommend for Initial Interview to Department". If you are not recommending the applicant for an initial interview, leave them at the applicant status of Under Review by Search Committee.

DO NOT MOVE THE APPLICANT TO OTHER CHOICES – IF YOU DO NOT SEE THE CORRECT CHOICE CALL HR

Not Selected (move to Not Interviewed Not Hired)

Recommend for Initial Interview to Department (move to Recommend for Initial Interview to Department)
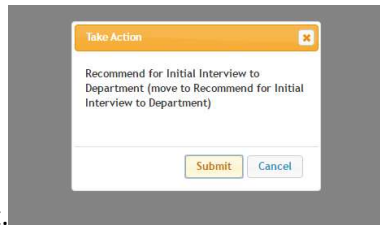
Take action and Submit.
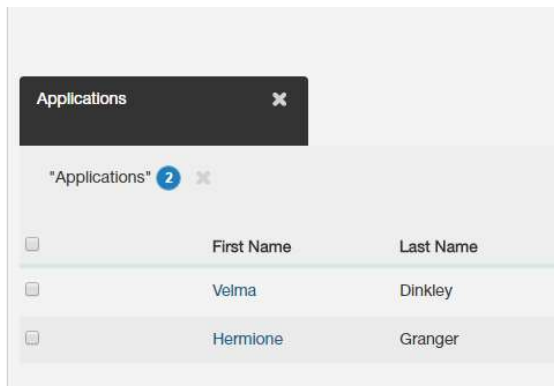
Pop up message is received.
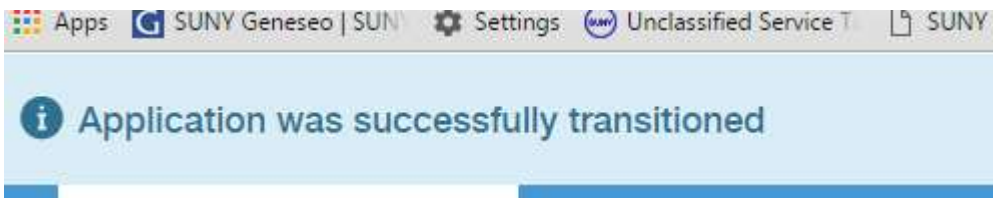
Evaluating the Applicants after Initial Interviews

This must be completed for *all* applicants that receive an initial interview.
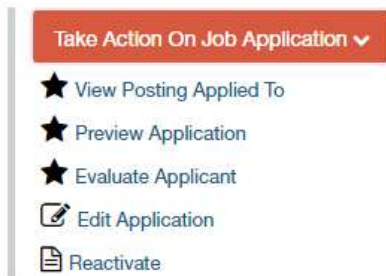
Select Applicant that was interviewed. Click the name in blue.

Scroll to the right to Take Action on Job Application. Select Evaluate Applicant.
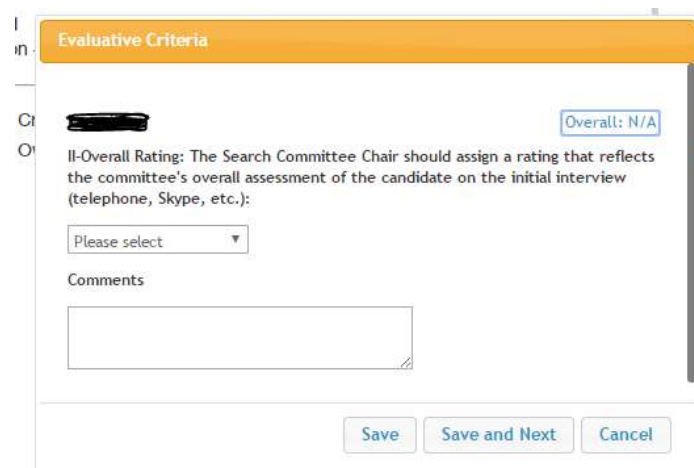
A pop up window will appear.

Rate the Initial Interview Performance by selecting a rating from the dropdown.

Enter the search committee's comments on the candidate with regards to the required and preferred qualifications, strengths and weaknesses, and performance in the initial interview. Save.

Recommending Applicants for Campus Interviews

Select "Applicant Review"

Select the applicant by Name

Select "Take Action on Job Application".

Select "Recommend for Campus Interview to Department"… from the drop down. If you are not recommending the applicant for a campus interview, leave them at the status of Initial Interview Approved. (You must still complete the evaluations post initial interview.) **DO NOT MOVE TO OTHER CHOICES – IF THE CORRECT CHOICE IS NOT AVAILABLE CONTACT HR.**
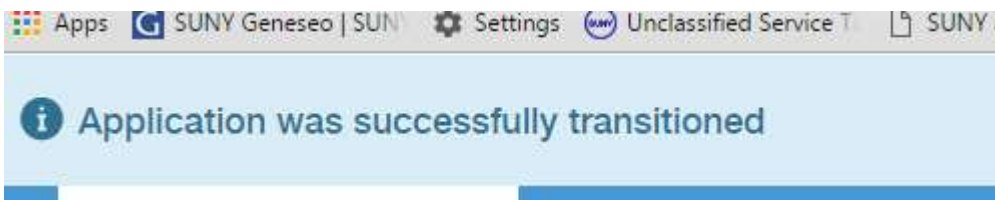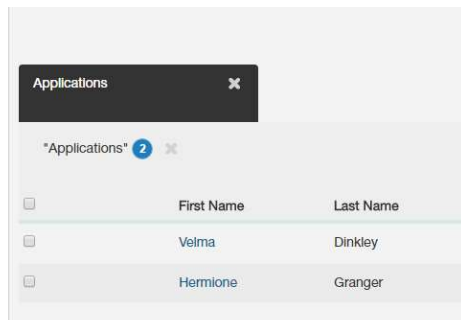
A pop up window will appear. Submit.
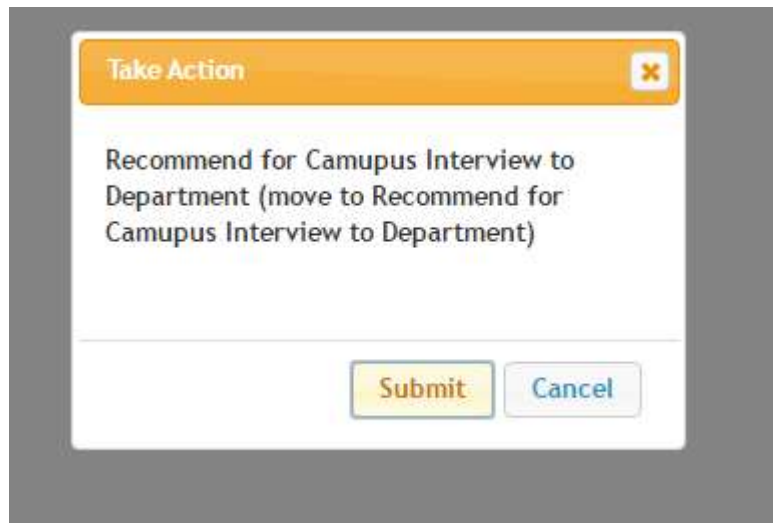
Pop up message is received.

Evaluating the Applicants after Campus Interviews

This must be completed for all applicants that receive a campus interview.

Select applicant by name.
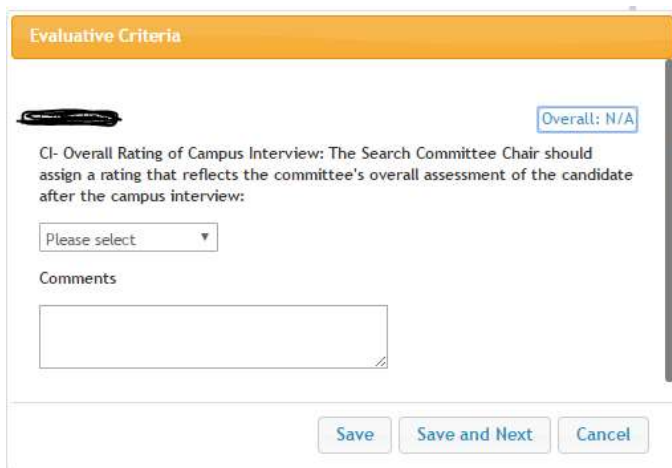
Evaluate Applicant

Select "Evaluate Applicant".

Rate the Campus Interview by selecting from the dropdown.

Enter the search committee's comments on the candidate with regards to the required and preferred qualifications, strengths and weaknesses, and performance in the interviews. Save.

Complete the question: "The search committee should provide a summary (candidate acceptable or not acceptable) for the candidate. Include strengths and weaknesses, results from the search committee interviews, a summary of feedback from secondary sources (open forums, departmental meeting, teaching demonstration, references, etc.)."

Recommending Acceptable Candidates

Select "Applicant Review"

Select the applicant by Name

Select "Take Action on Job Application".

Select from the drop down.

WORKFLOW ACTIONS

Not Selected (move to Interviewed Not Hired)

A pop up will appear. Submit.

Take Action ✖

Move directly to 'Recommended to Department, Acceptable Candidate'

Submit   Cancel
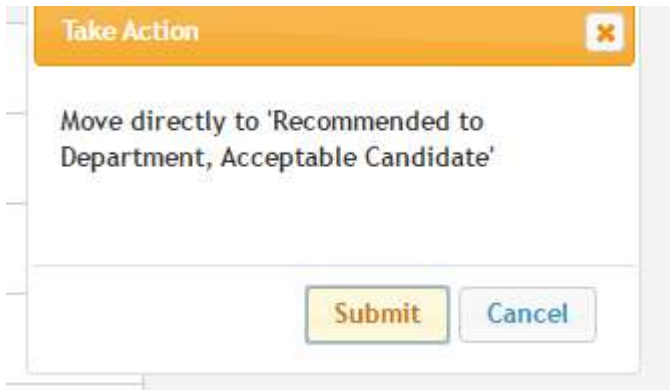
You will receive a pop up message:

ⓘ Application was successfully transitioned

Staff- At this stage the department head meets with the divisional Vice President to discuss the selection of the candidate to be extended an offer.

Faculty- At this stage the department chair meets with the Assistant Provost to discuss the selection of the candidate to be extended an offer.   The Assistant Provost consults with the Provost.

The search committee will be notified once a hiring decision has been made and an offer extended. Do not discuss the new hire with others until the announcement to campus has been made. Confidentiality must be maintained during and after the search process.

Human Resources will contact the department and/or search chair to discuss notification of candidates.

IF YOU NEED ASSISTANCE WITH THE OES, CONTACT CHRISTA ALDRICH AT X5627.