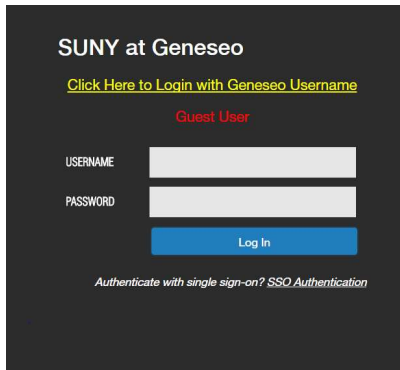


Search Chair/Committee Reviewer User's Guide  
for  
SUNY Geneseo Online Employment System/People Admin 7.0

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Logging onto the OES	Pg. 2
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Go to <https://jobs.geneseo.edu/hr> Click the link in Gold to sign on.



SUNY at Geneseo

[Click Here to Login with Geneseo Username](#)

Guest User

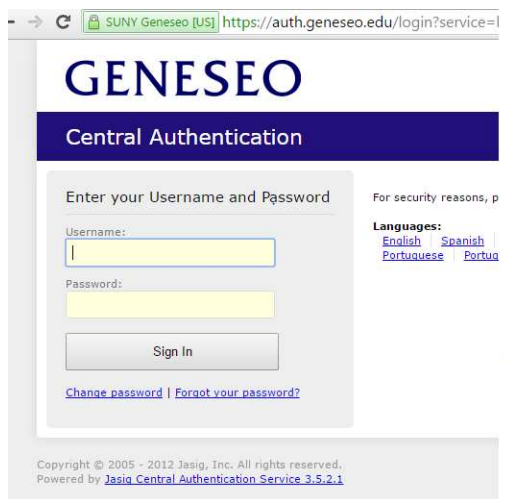
USERNAME

PASSWORD

Log In

Authenticate with single sign-on? SSO Authentication

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



GENESEO

Central Authentication

Enter your Username and Password

Username:

Password:

Sign In

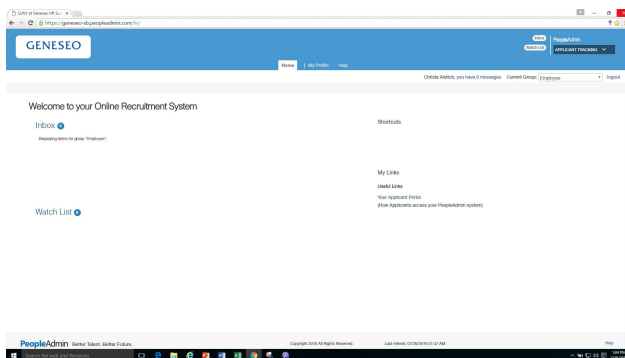
[Change password](#) | [Forgot your password?](#)

For security reasons, p

Languages: [English](#) [Spanish](#) [Portuguese](#) [Portug](#)

Copyright © 2005 - 2012 Jasig, Inc. All rights reserved.  
Powered by [Jasig Central Authentication Service 3.5.2.1](#)

This is the Home Page



GENESEO

Welcome to your Online Recruitment System

Inbox

Watch List

My Links

Quick Links

Your Applicant Portal

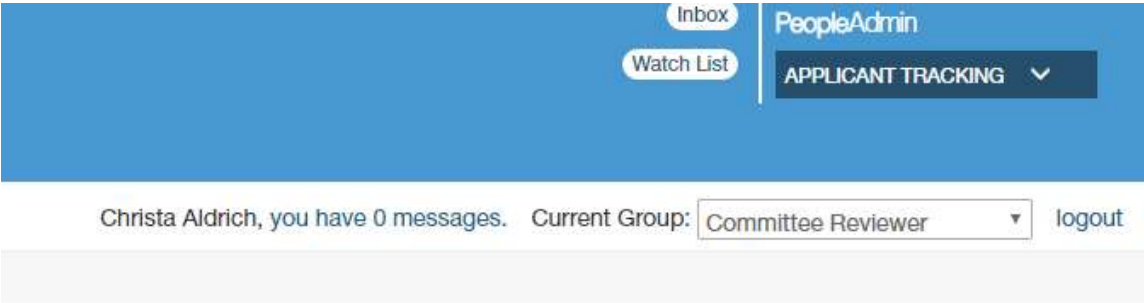
Print Applications across your Recruitment system

PeopleAdmin

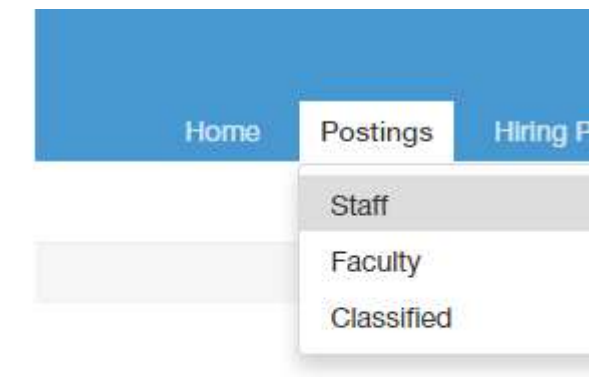
Copyright 2013 All Rights Reserved

Reviewing Evaluations of the Search Committee

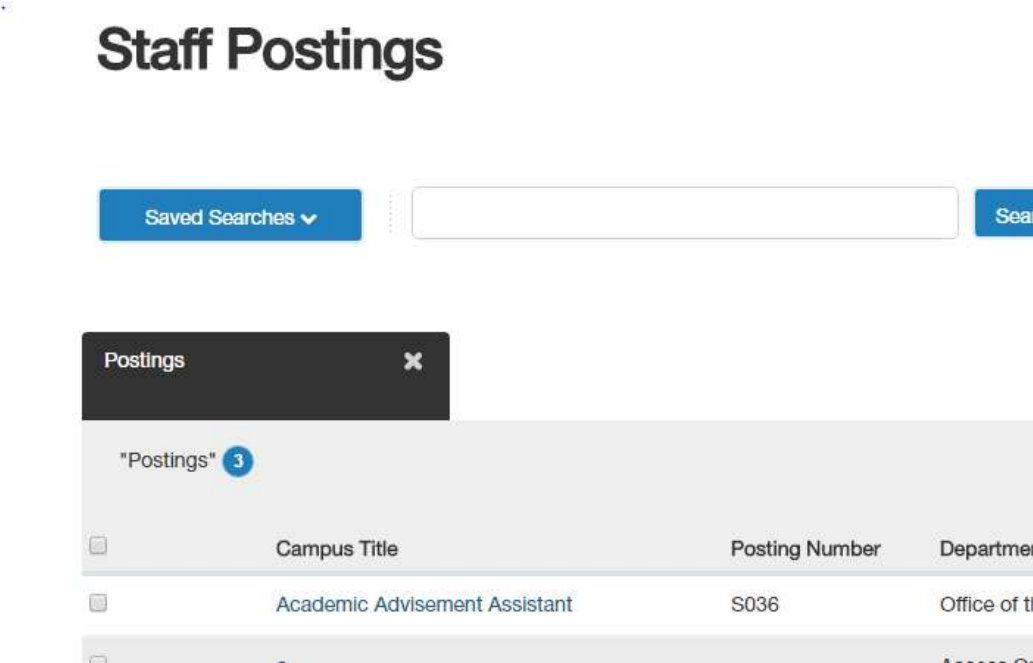
Change your Current Group from Employee to Committee Reviewer



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

More Search Options ▾

Applications

×

"Applications" 1

Actions ▾

	First Name	Last Name	Posting Number	Workflow State (Internal)	Last Updated	
<input type="checkbox"/>	Susan	Storm	S036	Under Review by Dept. / Cmte.	July 28, 2016 at 01:54 PM	Actions ▾
<input type="checkbox"/>	Velma	Dinkley	S036	Under Review by Dept. / Cmte.	July 28, 2016 at 03:37 PM	Actions ▾
<input type="checkbox"/>	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.

Showing 3 of 3 Applicants

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

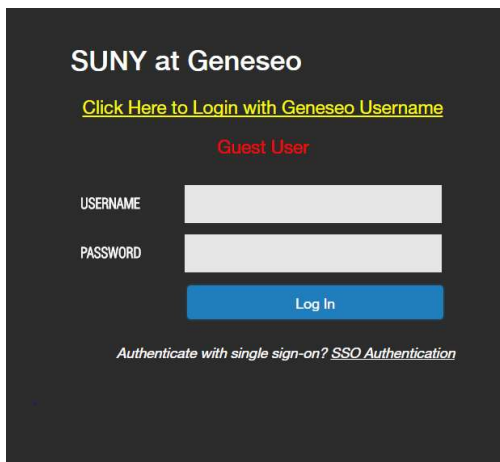
Workflow State: Under Review By Dept. / Cmte.

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

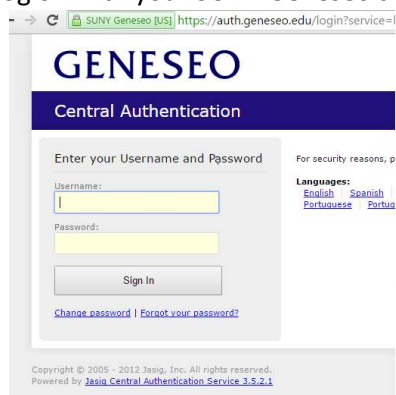
## Recommending Applicants for Initial Interviews

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.

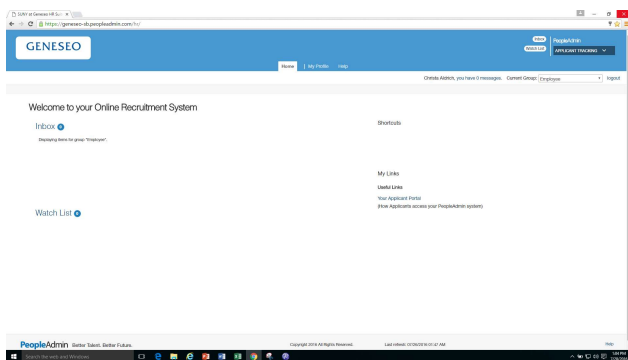
Go to <https://jobs.geneseo.edu/hr>



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.

Search Postings.



Select the title of the posting in [blue](#).

Postings / Staff

# Staff Postings

Saved Searches

Search

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.

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 applicant by clicking on their [name](#).

Applications ×

"Applications" 3

<input type="checkbox"/>	First Name	Last Name	Posting Number	Workflow State (Internal)
<input type="checkbox"/>	<a href="#">Susan</a>	Storm	S036	Under Review by Dept. / Cmte.
<input type="checkbox"/>	<a href="#">Velma</a>	Dinkley	S036	Under Review by Dept. / Cmte.
<input type="checkbox"/>	<a href="#">Hermione</a>	Granger	S036	Under Review by Dept. / Cmte.

Select "Take Action on Job Application".

Take Action On Job Application ▼

★ View Posting Applied To

★ Preview Application

★ Evaluate Applicant

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.

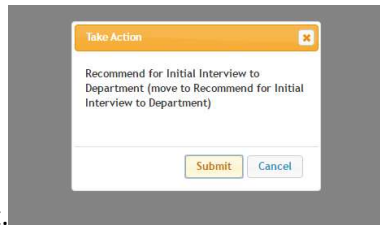
**DO NOT MOVE THE APPLICANT TO OTHER CHOICES – IF YOU DO NOT SEE THE CORRECT CHOICE CALL HR**

---

WORKFLOW ACTIONS

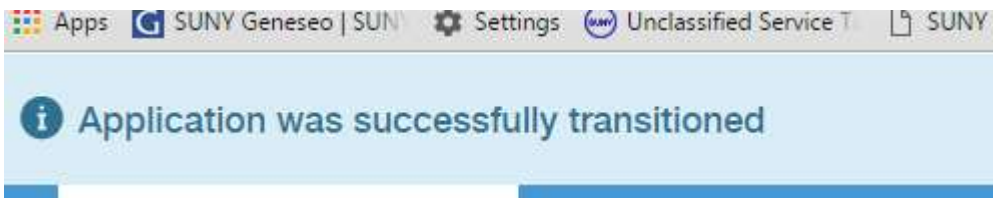
[Not Selected \(move to Not Interviewed Not Hired\)](#)

[Recommend for Initial Interview to Department \(move to Recommend for Initial Interview to Department\)](#)



Take action and Submit.

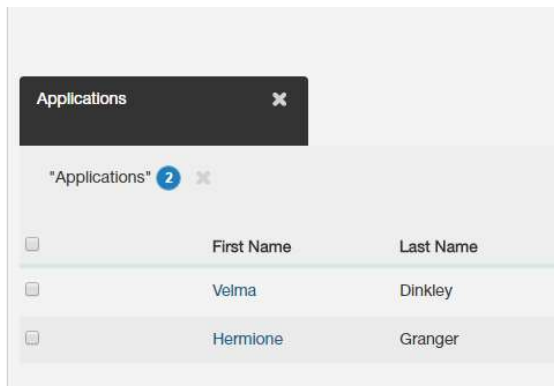
Pop up message is received.



## Evaluating the Applicants after Initial Interviews

This must be completed for **all** applicants that receive an initial interview.

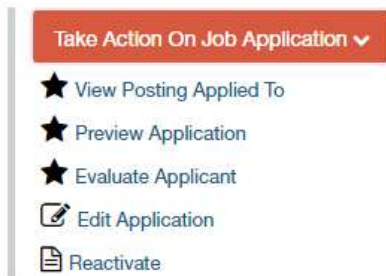
Select Applicant that was interviewed. Click the name in [blue](#).



The screenshot shows a modal window titled "Applications" with a close button. Below the title bar, there is a search bar containing the text "Applications" and a blue circle with the number "2". Below the search bar is a table with two columns: "First Name" and "Last Name". The table contains two rows of data:

	First Name	Last Name
<input type="checkbox"/>	Velma	Dinkley
<input type="checkbox"/>	Hermione	Granger

Scroll to the right to Take Action on Job Application. Select Evaluate Applicant.



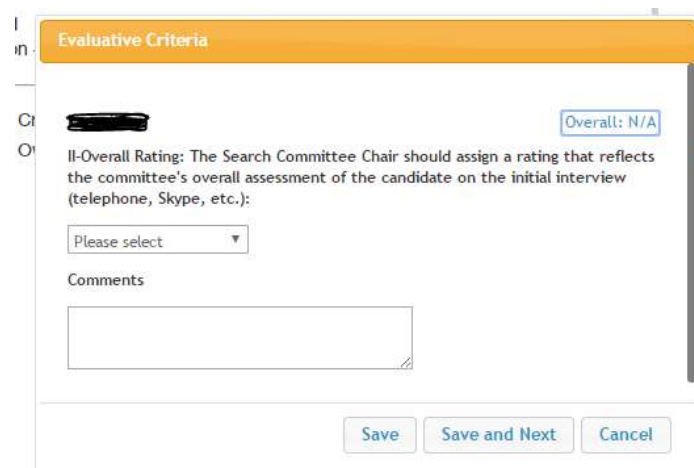
The screenshot shows a red button labeled "Take Action On Job Application" with a downward arrow. Below the button is a list of actions:

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant
- ✎ Edit Application
- 📄 Reactivate

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.



The screenshot shows a pop-up window titled "Evaluative Criteria". It contains a text area for comments, a dropdown menu for the overall rating, and buttons for "Save", "Save and Next", and "Cancel".

Overall: N/A

II-Overall Rating: The Search Committee Chair should assign a rating that reflects the committee's overall assessment of the candidate on the initial interview (telephone, Skype, etc.):

Please select

Comments

Save Save and Next Cancel

## Recommending Applicants for Campus Interviews

Select “Applicant Review”

The screenshot shows a breadcrumb trail: Postings / ... / Academic Advisement Assistant (Posted) / Applicant Review / Enter Evaluative Criteria. On the left, under 'Evaluative Criteria', there is a green button labeled 'Under Review by Dept. ...' and a link 'View Detailed Entries'. On the right, the 'Workflow State' is 'Under Review By Dept. / Cmte.'. Below this, it says 'Showing 1 Applicant. Show More' and 'Evaluations'.

Select the applicant by Name

The screenshot shows a modal window titled 'Applications' with a close button. Below the title, it says '"Applications" 2'. There is a table with three columns: a checkbox, 'First Name', and 'Last Name'. The table contains two rows of data.

<input type="checkbox"/>	First Name	Last Name
<input type="checkbox"/>	Velma	Dinkley
<input type="checkbox"/>	Hermione	Granger

Select “Take Action on Job Application”.

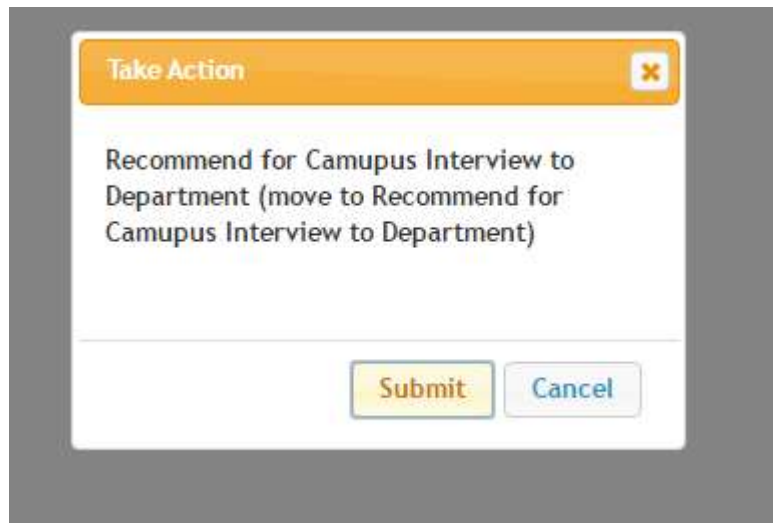
The screenshot shows a dropdown menu titled 'Take Action On Job Application'. The menu is open, showing three options, each preceded by a star icon: 'View Posting Applied To', 'Preview Application', and 'Evaluate Applicant'.

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.**

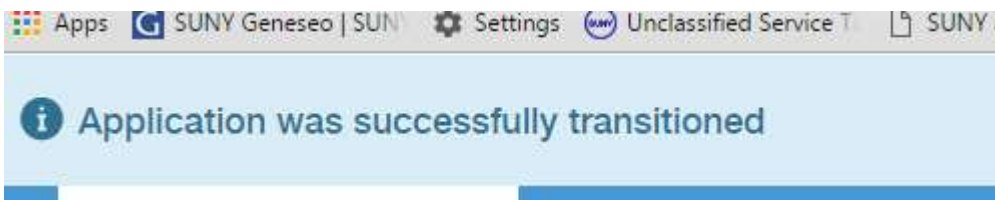
[Not Selected \(move to Interviewed Not Hired\)](#)

[Recommend for Campus Interview to Department \(move to Recommend for Campus Interview to Department\)](#)

A pop up window will appear. Submit.



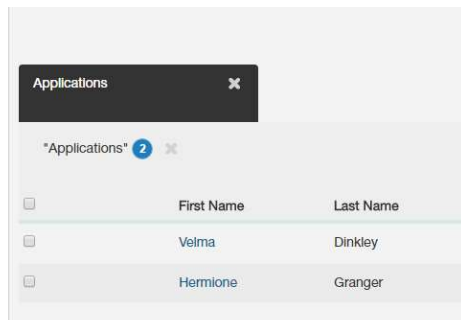
Pop up message is received.



## Evaluating the Applicants after Campus Interviews

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

Select applicant by name.



The screenshot shows a modal window titled "Applications" with a close button (X). Below the title bar, there is a search bar labeled "\*Applications\*" with a blue "2" and a close button. Below the search bar is a table with two columns: "First Name" and "Last Name". The table contains two rows of data:

	First Name	Last Name
<input type="checkbox"/>	Velma	Dinkley
<input type="checkbox"/>	Hermione	Granger

### Evaluate Applicant



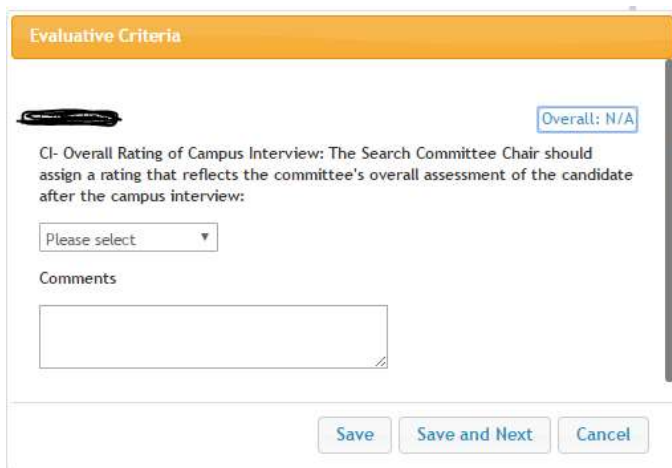
The screenshot shows a dropdown menu titled "Take Action On Job Application" with a downward arrow. The menu contains the following options:

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant
- ✎ Edit Application
- 🔄 Reactivate

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.



The screenshot shows a form titled "Evaluative Criteria". At the top right, there is a label "Overall: N/A". Below this, there is a text area with the following text: "CI- Overall Rating of Campus Interview: The Search Committee Chair should assign a rating that reflects the committee's overall assessment of the candidate after the campus interview:". Below the text area, there is a dropdown menu with the text "Please select" and a downward arrow. Below the dropdown menu, there is a text area labeled "Comments". At the bottom of the form, there are three buttons: "Save", "Save and Next", and "Cancel".

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”

Postings / ... / Academic Advisement Assistant (Posted) / **Applicant Review** / Enter Evaluative Criteria

**Evaluative Criteria**  
**Under Review by Dept. ...**  
[View Detailed Entries](#)

**Workflow State: Under Review By Dept. / Cmte.**  
  
Showing 1 Applicant. [Show More](#)  
  
Evaluations

Select the applicant by Name

Applications <span>×</span>		
"Applications" <span>2</span>		
<input type="checkbox"/>	First Name	Last Name
<input type="checkbox"/>	Velma	Dinkley
<input type="checkbox"/>	Hermione	Granger

Select “Take Action on Job Application”.

**Take Action On Job Application** ▼

- ★ [View Posting Applied To](#)
- ★ [Preview Application](#)
- ★ [Evaluate Applicant](#)

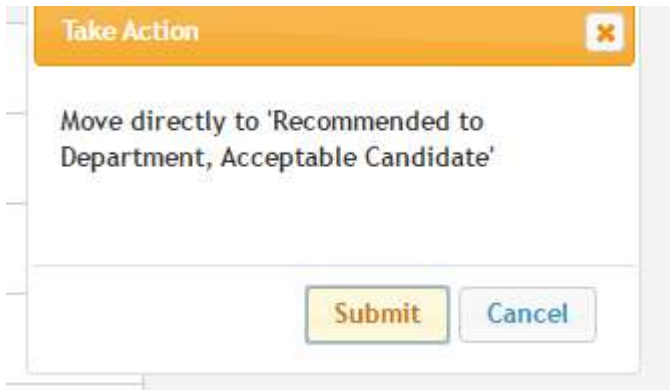
Select from the drop down.

WORKFLOW ACTIONS

[Not Selected \(move to Interviewed Not Hired\)](#)

Selected (move to Recommended to Department, Acceptable Candidate)

A pop up will appear. Submit.



You will receive a pop up message:



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.