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

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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.

Staff Postings

*Postings* 3

- Campus Title: Academic Advisement Assistant
  - Posting Number: S036
  - Department:
Select the Applicants tab

Select the orange Actions box

Select Evaluate Applicants from the dropdown menu. Each of the applicants has an overall score. Scroll to review each overall score.
Select View Detailed Entries on the left- Be patient this takes a minute

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

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.)
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.

Staff Postings

<table>
<thead>
<tr>
<th>Campus Title</th>
<th>Posting Number</th>
<th>Department</th>
<th>Act</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement Assistant</td>
<td>5036</td>
<td>Office of the Dean of the College</td>
<td>3</td>
</tr>
</tbody>
</table>
Select the Applicant tab.

**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

Select applicant by clicking on their name.

<table>
<thead>
<tr>
<th>Applications</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Susan</td>
<td>Storm</td>
</tr>
<tr>
<td>Velma</td>
<td>Drinkley</td>
</tr>
<tr>
<td>Hormono</td>
<td>Granger</td>
</tr>
</tbody>
</table>

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

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.

![Application was successfully transitioned](image)
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.**

WORKFLOW ACTIONS

12
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.

Application was successfully transitioned
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)
Selected (move to Recommended to Department, Acceptable Candidate)

A pop up will appear. Submit.

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.