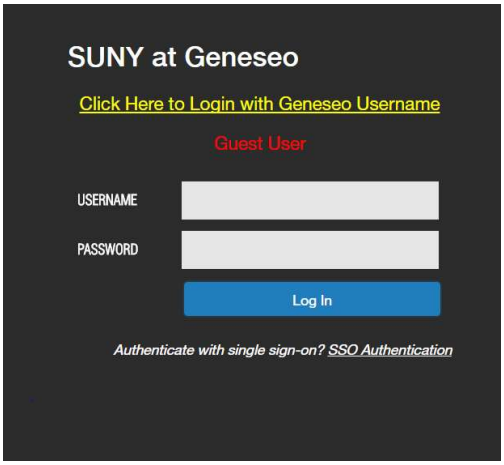
Search Committee's Guide to Navigating the Online Employment System

Confidentiality: Information gathered in the search process must be kept confidential and shared only with individuals involved with the search. Resumes, vitae, cover letters, letters of reference and all other submitted information are all confidential material to be used only in determining the qualifications of the candidate for the position. This material should not be used for any other purpose. Privacy of applicants should be managed responsibly by all search committee members and other individuals who are involved in the search. Breaches of confidentiality or privacy can jeopardize a search and cause candidates to withdraw or decline employment offers as well as cause other legal issues.

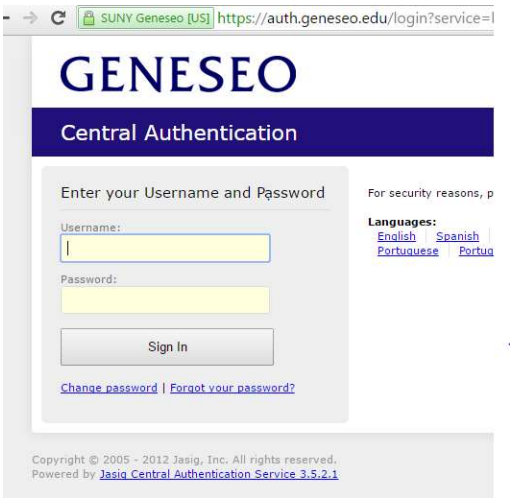
Visit https://jobs.geneseo.edu/hr

Select the text in Yellow to sign on with your SUNY Geneseo SSO

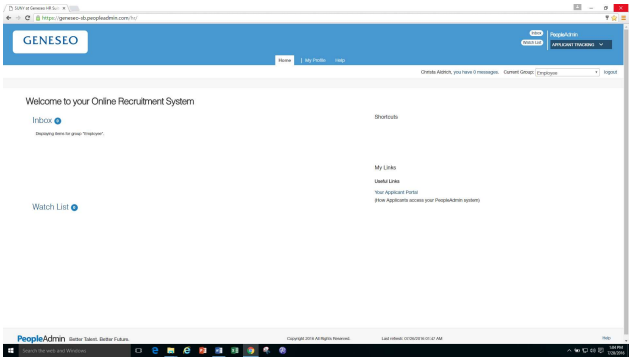
Search Committee members without SSO will be assigned a Guest Username and Password. Enter the Guest Username and Password here.



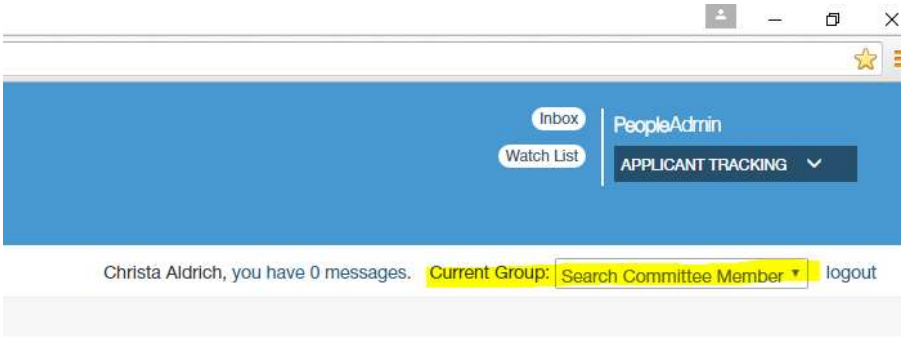
Enter your SUNY Geneseo SSO Username and Password



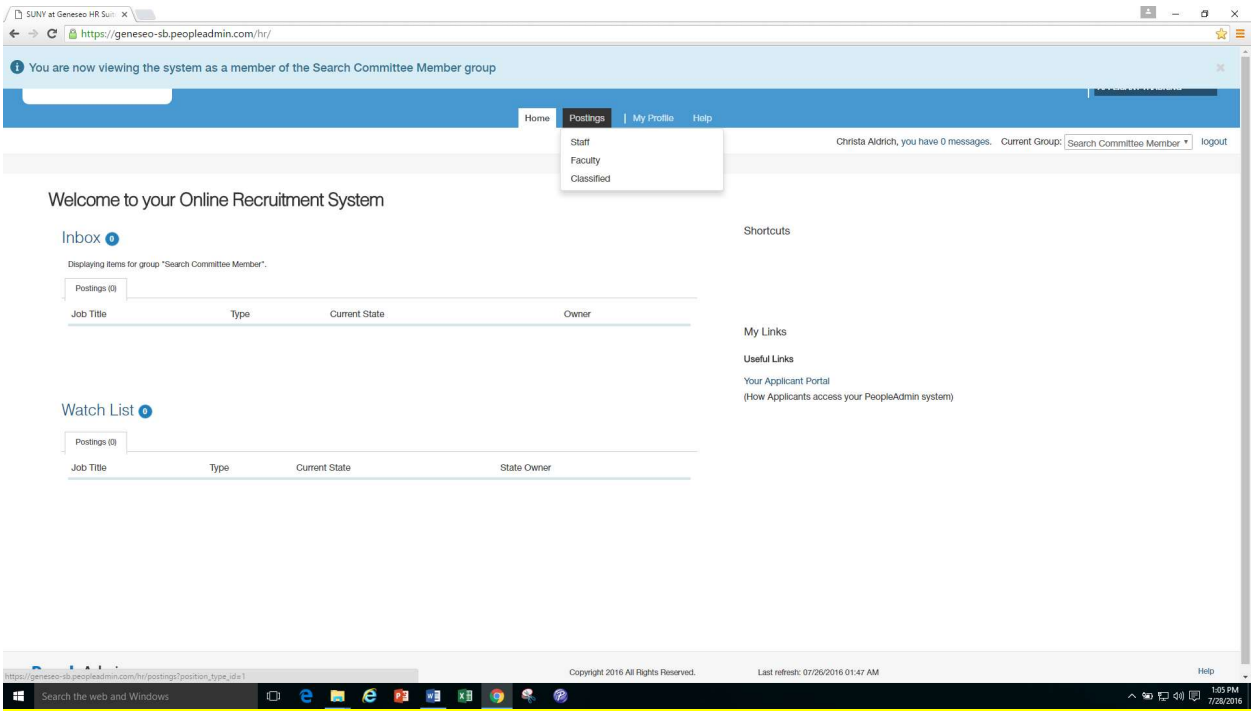
This is the Home Page



Change your Current Group from Employee to Search Committee Member



Search for the posting by type. Select: Staff, Faculty, or Classified

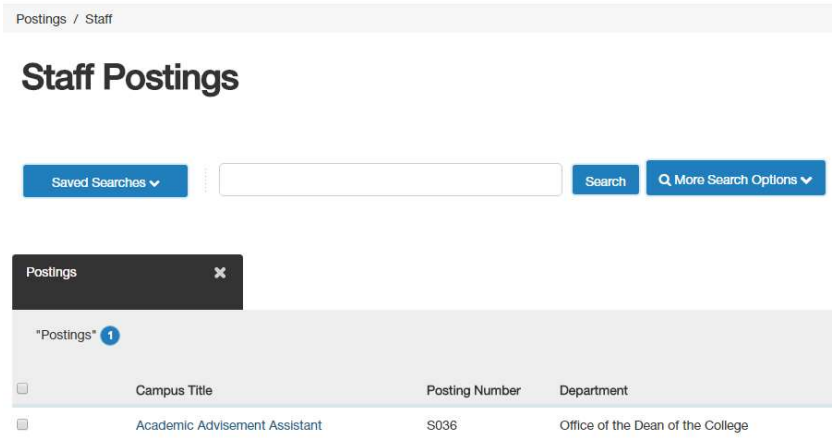


You will only see the postings for which you are a member of the Search Committee.

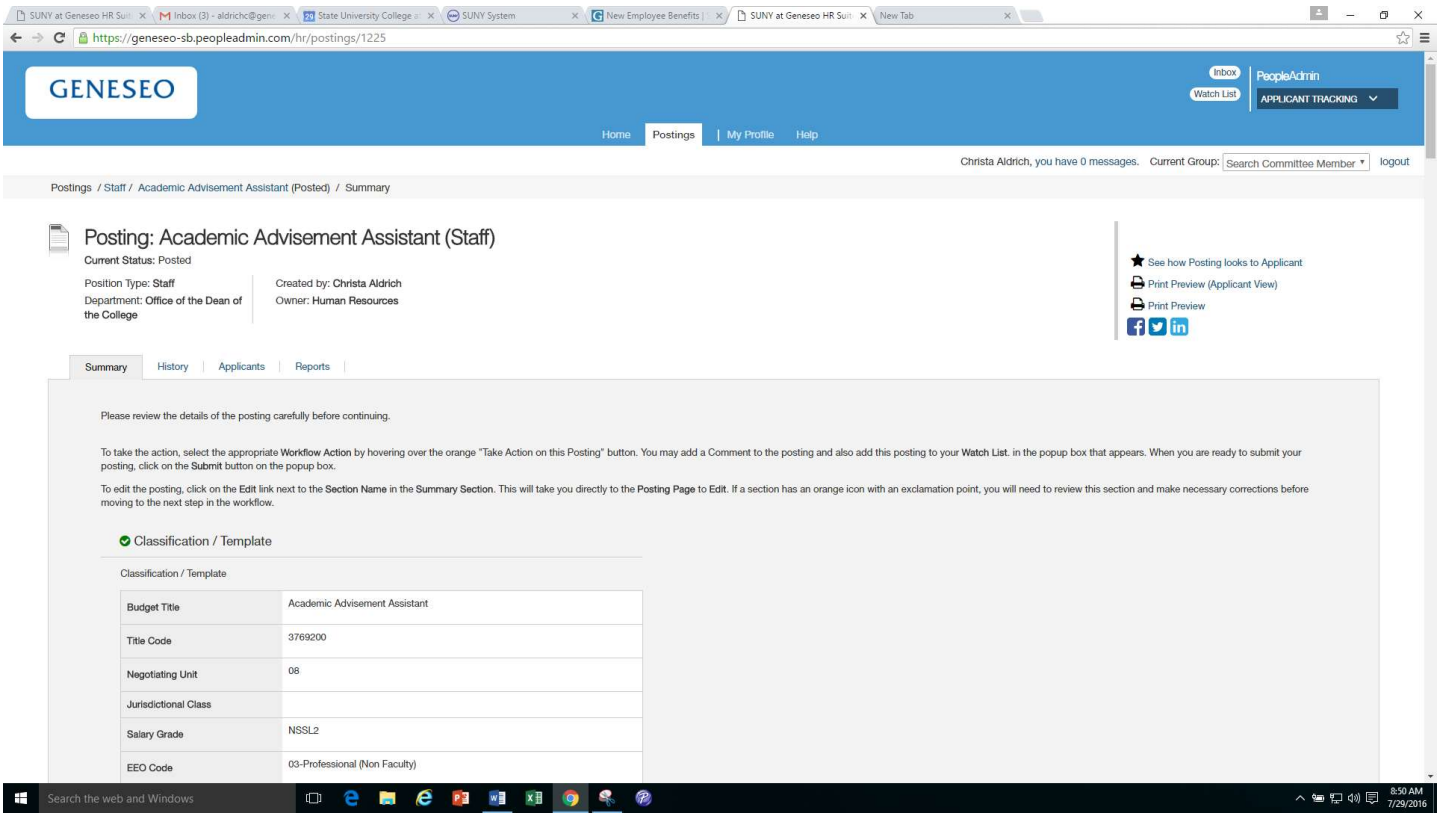
Add the posting to your "Watch List" by Selecting

and then selecting "Watch".

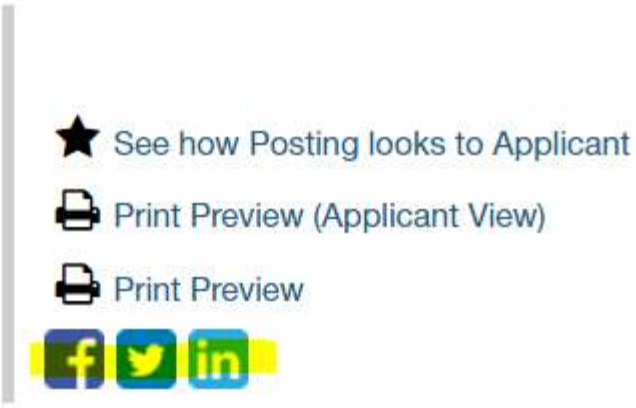
Click on the Campus Title highlighted in blue to view the Posting Summary and Applicants.



This is the Posting Summary page. Scroll through to see details including the position description, required qualifications and preferred qualifications.



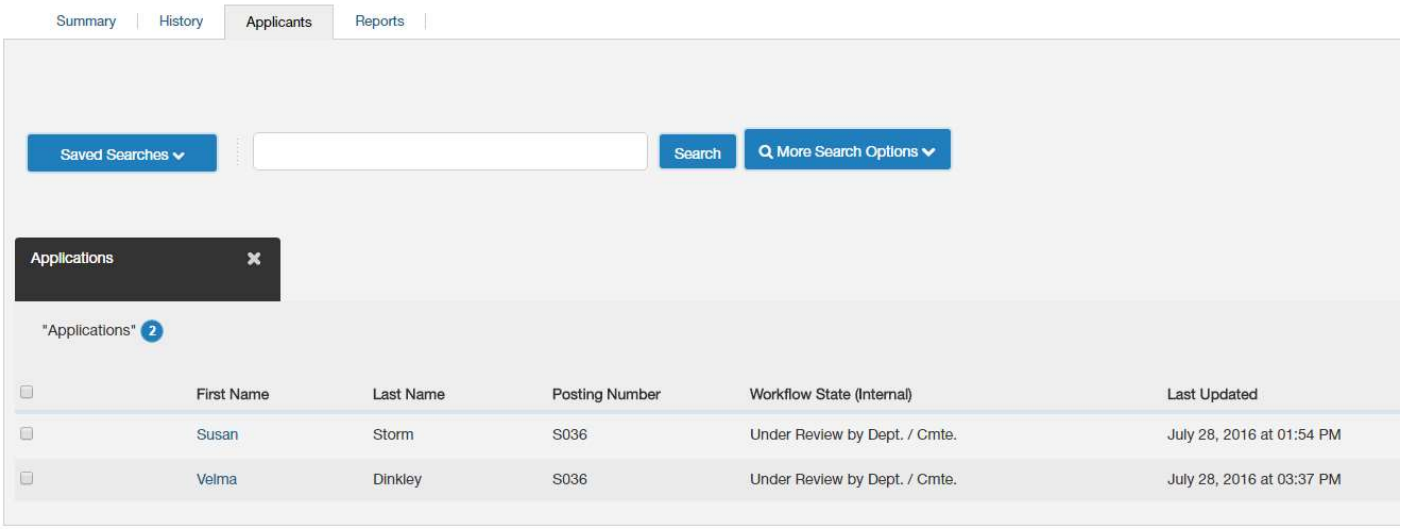
Spread the word through Social Media



This is the Applicants tab.

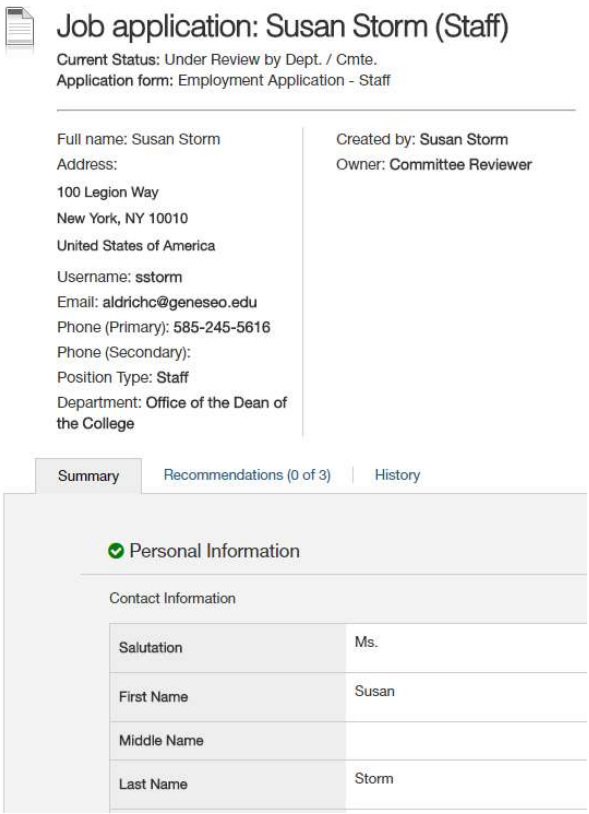
You can sort the order in which you view applicants by hovering your mouse over the columns. Sort by First Name, Last Name, Workflow Status.

Click on the First Name highlighted in blue to open the application.



This is the application for Susan Storm.

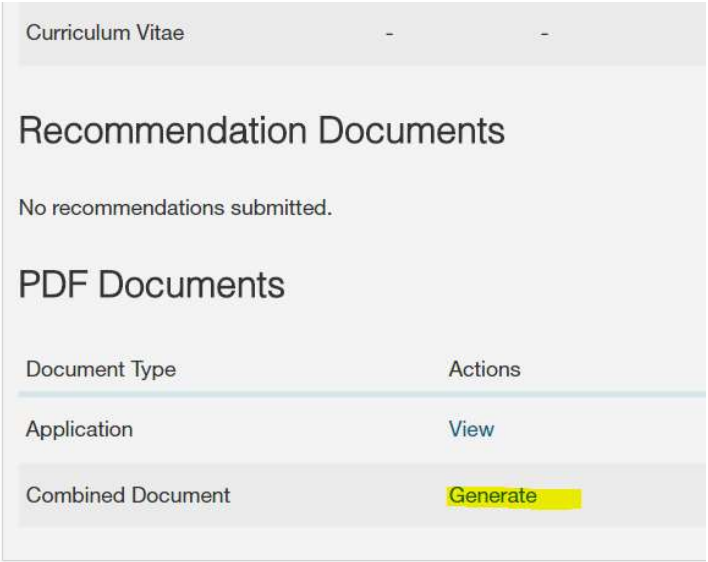
Scroll through the Summary to review her personal information, education history, employment history, reference information, and answers to supplemental questions.



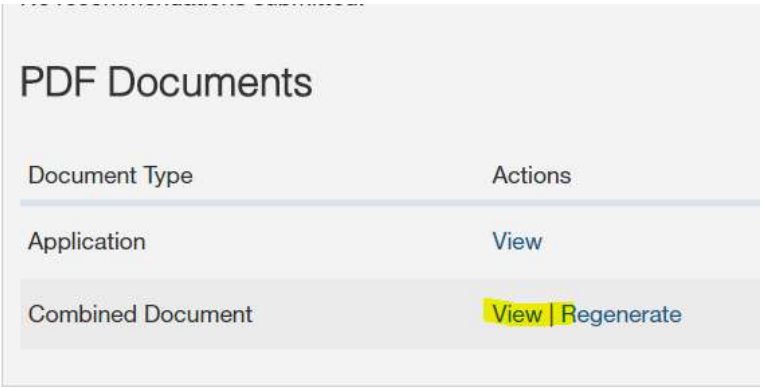
The Required Documents are found near the bottom of the Summary screen.

Click on the Name of the document highlighted in blue to open the document. It will open in another window.

To view this applicant's documents in one window, scroll to Combined Document and select Generate



Select View

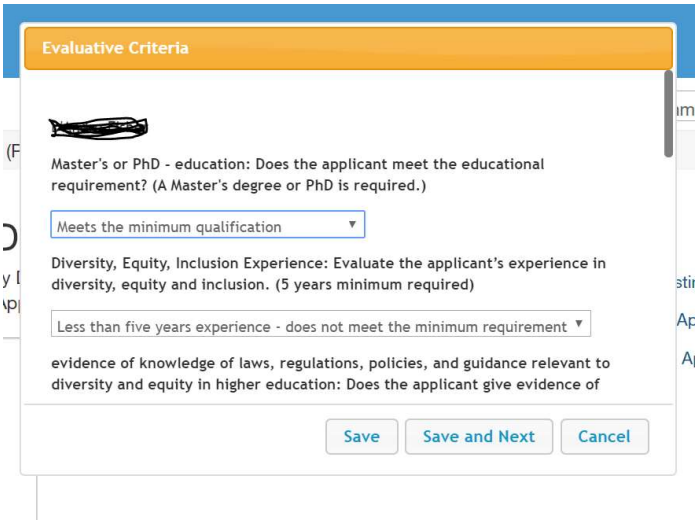


The documents will open in a new window. Once you have reviewed the documents against the required and preferred qualifications, you are ready to complete the Evaluative Criteria.

To **Evaluate the applicant**, return to the top of the Job Application page.

Then select Evaluate Applicant , located near the upper right of the page.

Evaluate the applicant by answering the questions in the pop up box.



Close ended answers display in a dropdown field.

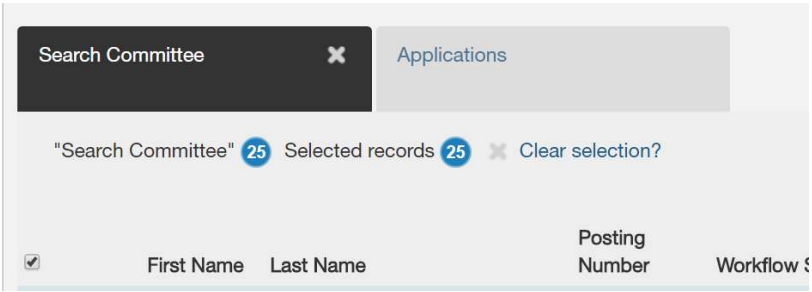
Open ended answers are completed in the text box.

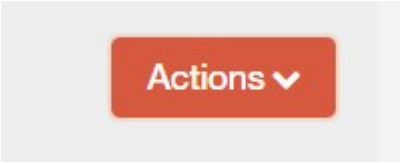
When finished evaluating the applicant select Save.

Review your evaluations for the applicants:

Go to the Applicants tab

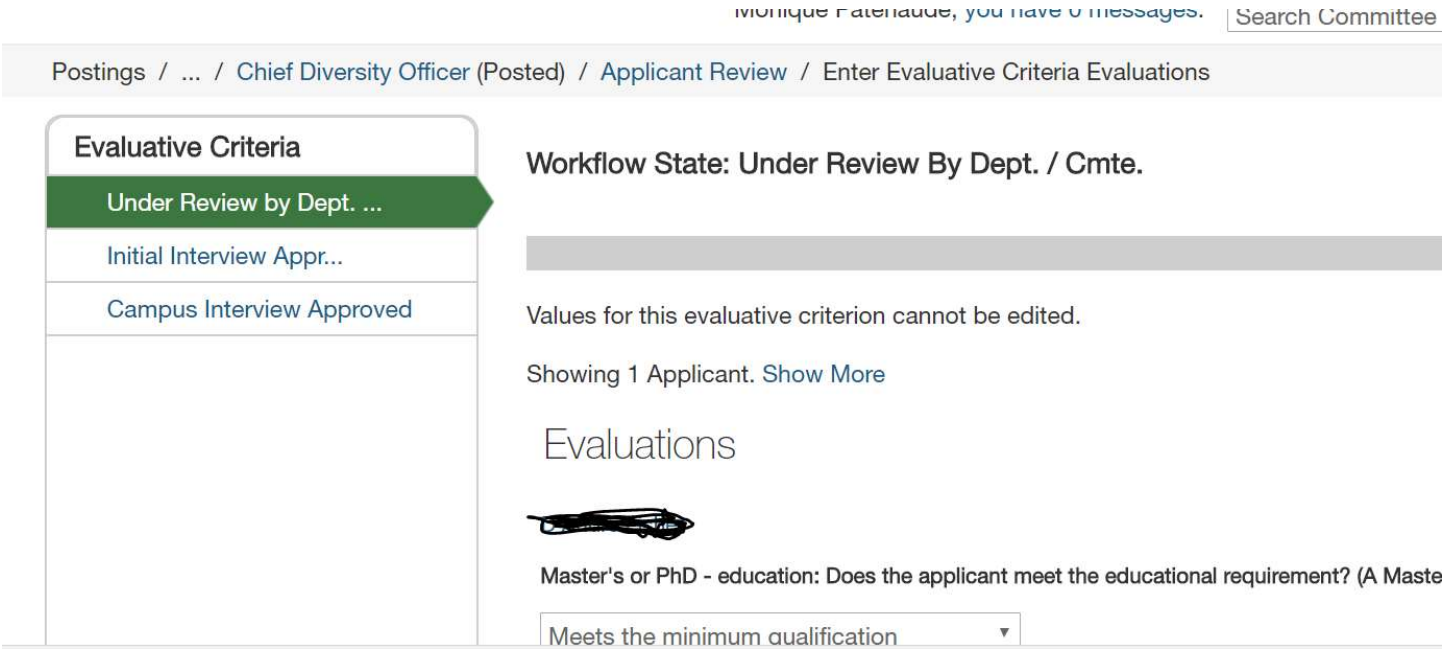
Check the box at the left of First Name



Select the orange Actions tab. 

Select Evaluate Applicants from the drop down menu.

The next page displayed shows you how you evaluated the applicants. You need to scroll to see all of them.



Search Committee Members cannot edit answers to Evaluative Criteria. From this page. To change an evaluation, you must complete the Evaluative Criteria for the applicant from the beginning.

REFERENCES

References are conducted utilizing the system and should be used as part of the overall evaluation of the candidates. References are contacted via email as scheduled in the OES. (Reference letters may be requested; this is typically for faculty or senior level positions).

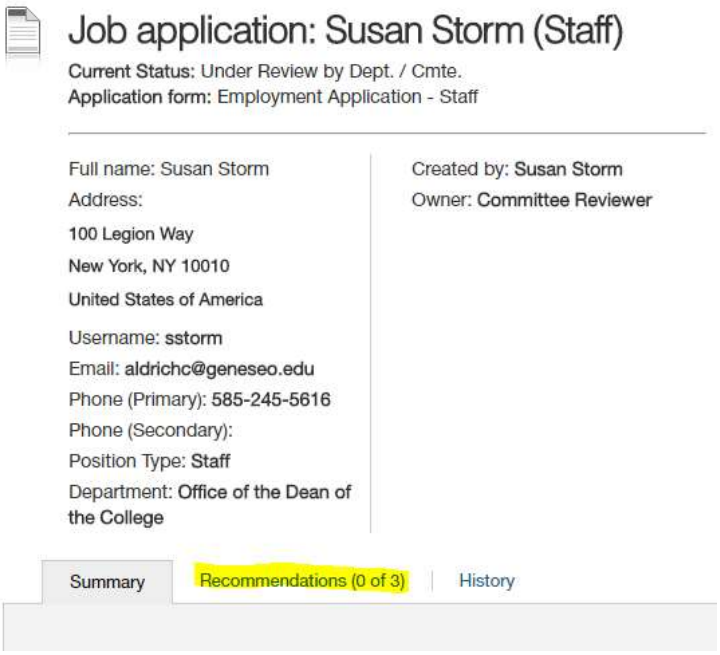
Go to the application. At the top of the page view: Evaluate Applicants / Susan Storm / Evaluative Criteria Details. Select the applicant's name, in this case it is Susan Storm. This will return you to her profile. From there click on the Recommendations tab.

Reference email questions are a standard set of questions with room for additional comments

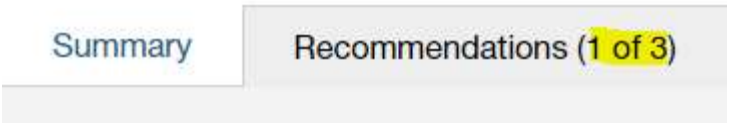
Recommendation

Do you decline to provide a referral for this candidate?
How do you know this candidate?
How long have you known this candidate?
Identify major strengths in this candidate's performance of work duties
Identify areas where this candidate needs professional development
How would you describe the candidate's relationship with peers/colleagues?
Would you recommend this candidate for re-hire for a similar position in your organization?
Additional Comments

References have not responded to request for information.



In this instance 1 of 3 references has been received.



To review the reference, click on Recommendations

Then select the link in blue with the name of the referee to view the answers to the questions and comments. If there are letters of recommendation attached, you will find them here.

For assistance with the Online Employment System (OES) contact Human Resources at (585) 245-5616.