

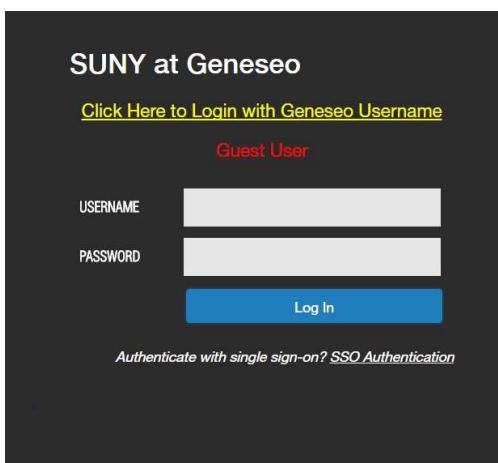
Search Committee's Guide to Navigating the Online Employment System

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>

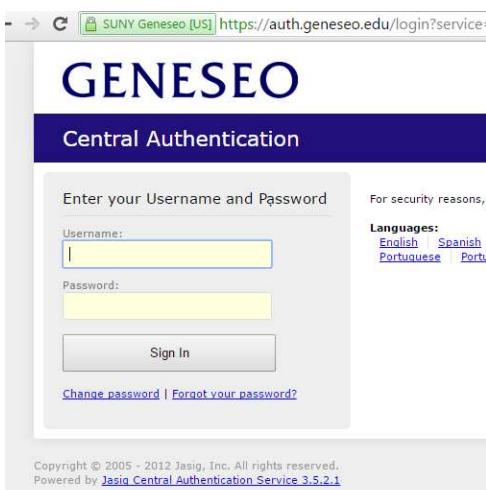
Select the text in Yellow to sign on with your SUNY Geneseo SSO

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



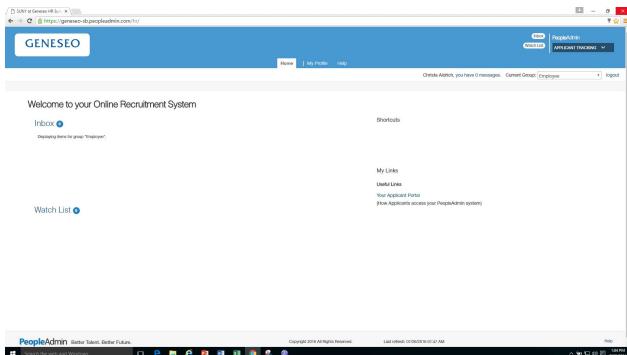
The image shows a dark-themed login page for SUNY at Geneseo. At the top, it says "SUNY at Geneseo" and "Click Here to Login with Geneseo Username". Below that, it says "Guest User". There are two input fields: "USERNAME" and "PASSWORD", both of which are currently empty. Below the password field is a blue "Log In" button. At the bottom of the page, there is a link "Authenticate with single sign-on? SSO Authentication".

Enter your SUNY Geneseo SSO Username and Password

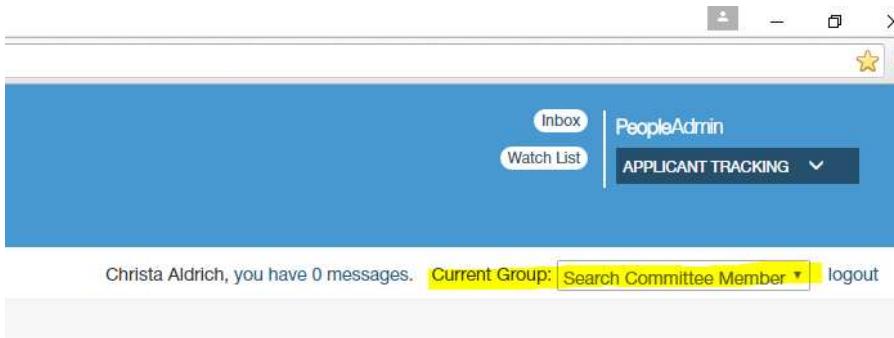


The image shows a web browser window with the URL "https://auth.geneseo.edu/login?service=". The page has a dark header with the word "GENESEO" in large letters. Below the header is a blue bar with the text "Central Authentication". The main form area has a light gray background. It contains fields for "Username" and "Password", both of which are highlighted in yellow. Below these fields is a "Sign In" button. To the right of the input fields, there is a note "For security reasons, p" and a "Languages:" section with links to "English", "Spanish", "Portuguese", and "Portug". At the bottom of the form, there are links "Change password" and "Forgot your password?". At the very bottom of the page, there is a small note: "Copyright © 2005 - 2012 JASIG, Inc. All rights reserved. Powered by [JASIG Central Authentication Service 3.5.2.1](#)".

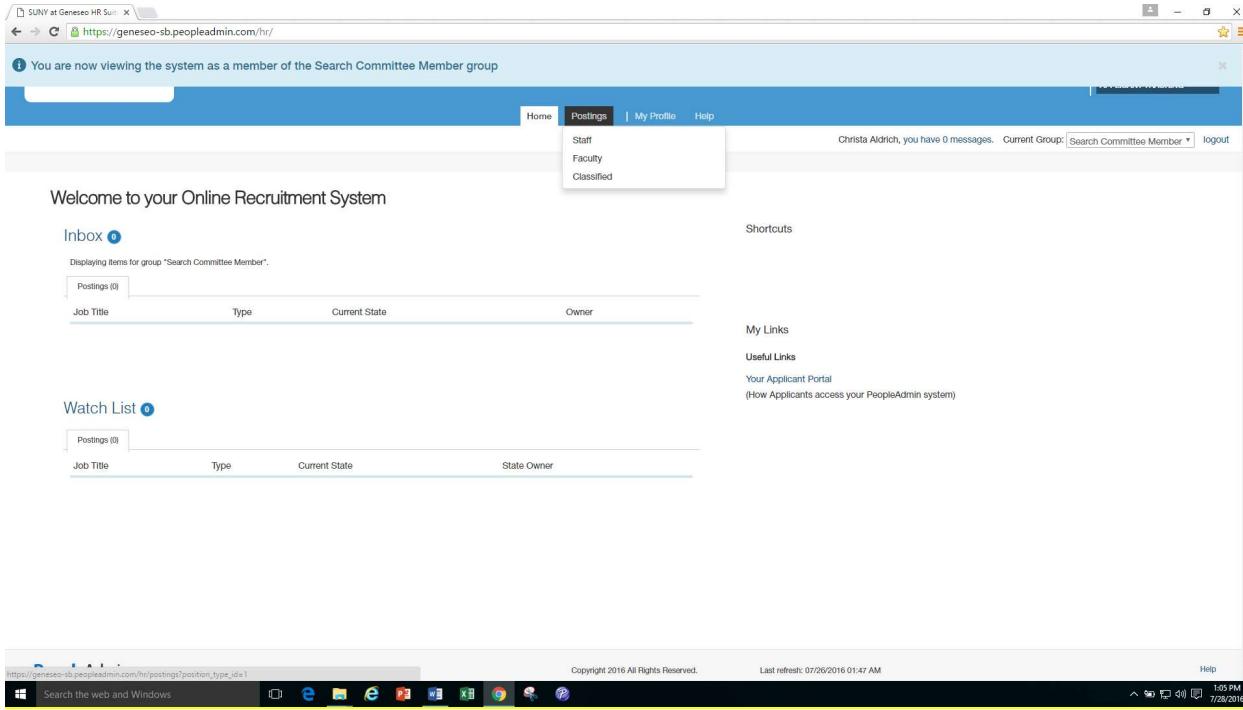
This is the Home Page



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.

Postings / Staff

Staff Postings

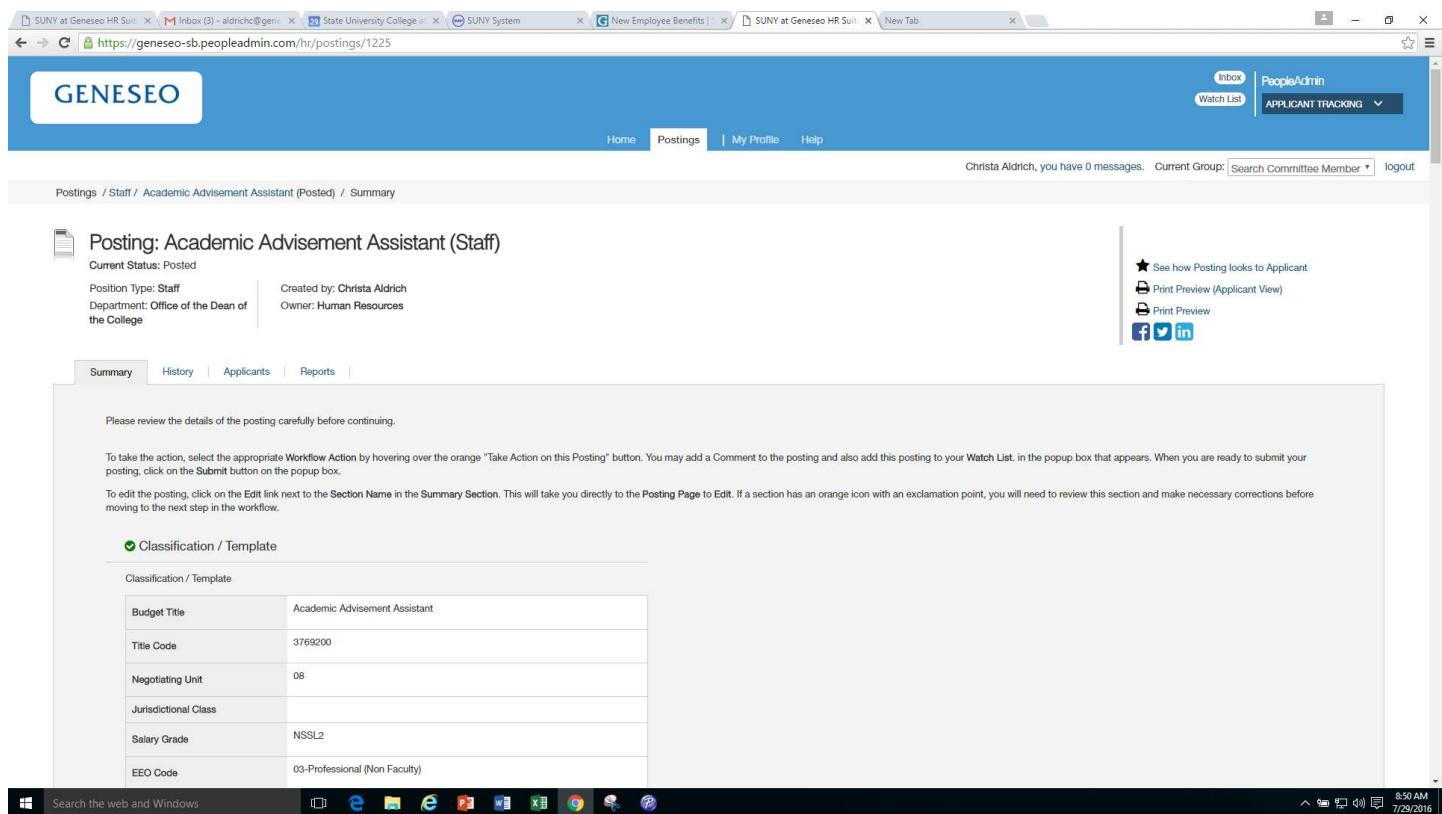


Postings X

"Postings" 1

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

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



GENESEO

Home Postings My Profile Help

Christa Aldrich, you have 0 messages. Current Group: Search Committee Member [logout](#)

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

★ See how Posting looks to Applicant
🖨 Print Preview (Applicant View)
🖨 Print Preview
✉ Facebook   

Summary History Applicants Reports

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate Workflow Action by hovering over the orange “Take Action on this Posting” button. You may add a Comment to the posting and also add this posting to your Watch List. in the popup box that appears. When you are ready to submit your posting, click on the Submit button on the popup box.

To edit the posting, click on the Edit link next to the Section Name in the Summary Section. This will take you directly to the Posting Page to Edit. If a section has an orange icon with an exclamation point, you will need to review this section and make necessary corrections before moving to the next step in the workflow.

Classification / Template

Classification / Template	
Budget Title	Academic Advisement Assistant
Title Code	3769200
Negotiating Unit	08
Jurisdictional Class	
Salary Grade	NSSL2
EEO Code	03-Professional (Non Faculty)

Spread the word through Social Media

★ See how Posting looks to Applicant

🖨 Print Preview (Applicant View)

🖨 Print Preview



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.

A screenshot of a web-based application interface. At the top, there is a navigation bar with tabs: 'Summary', 'History', 'Applicants' (which is highlighted in blue), and 'Reports'. Below the navigation bar, there is a search bar with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'More Search Options' button. The main content area is titled 'Applications' with a close button. Below the title, there is a sub-header 'Applications' with a '2' in a blue circle, indicating two items. A table is displayed with the following columns: 'First Name', 'Last Name', 'Posting Number', 'Workflow State (Internal)', and 'Last Updated'. The table contains three rows of data. The first row has a checkbox in the first column, 'First Name' is 'Susan', 'Last Name' is 'Storm', 'Posting Number' is 'S036', 'Workflow State' is 'Under Review by Dept. / Crmte.', and 'Last Updated' is 'July 28, 2016 at 01:54 PM'. The second row has a checkbox in the first column, 'First Name' is 'Velma', 'Last Name' is 'Dinkley', 'Posting Number' is 'S036', 'Workflow State' is 'Under Review by Dept. / Crmte.', and 'Last Updated' is 'July 28, 2016 at 03:37 PM'.

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

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.

Job application: Susan Storm (Staff)

Current Status: Under Review by Dept. / Cmte.
Application form: Employment Application - Staff

Full name: Susan Storm
Address:
100 Legion Way
New York, NY 10010
United States of America
Username: storm
Email: aldrichc@geneseo.edu
Phone (Primary): 585-245-5616
Phone (Secondary):
Position Type: Staff
Department: Office of the Dean of
the College

Created by: Susan Storm
Owner: Committee Reviewer

[Summary](#) [Recommendations \(0 of 3\)](#) [History](#)

Personal Information

Contact Information

Salutation	Ms.
First Name	Susan
Middle Name	
Last Name	Storm

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.

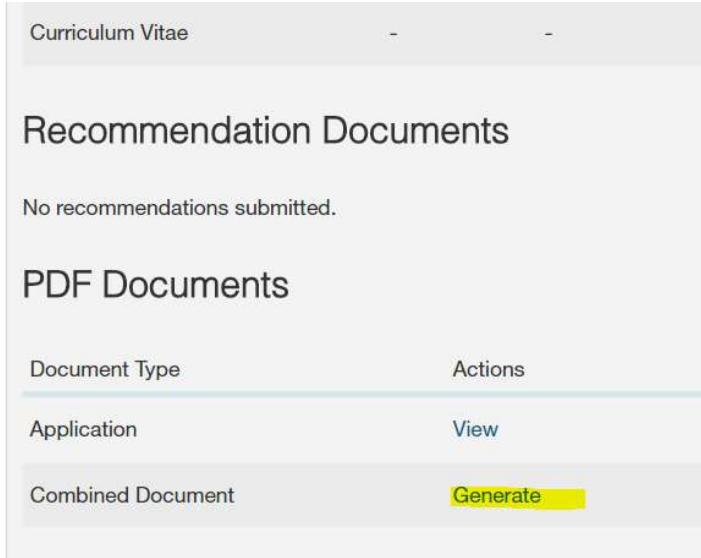
Required Documents

Document Type	Name
 Resume	Resume 07-28-16 13:17:05 (11.7 KB)
 Cover Letter/Letter of Application	Cover Letter/Letter of Application 07-28-16 13:18:09 (11.9 KB)

Optional Documents

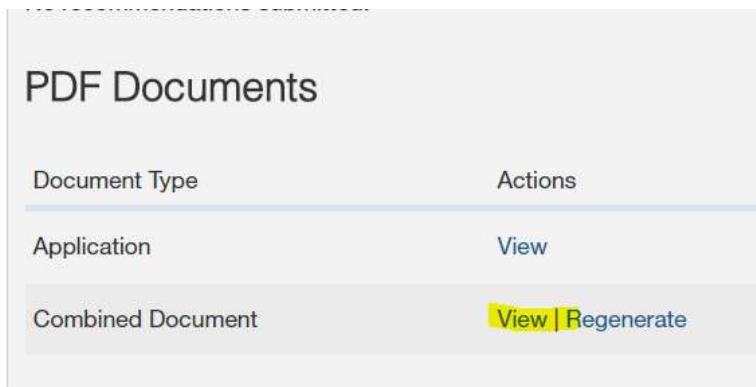
No optional documents added.

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



Document Type	Actions
Application	View
Combined Document	Generate

Select View



Document Type	Actions
Application	View
Combined Document	View Regenerate

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.

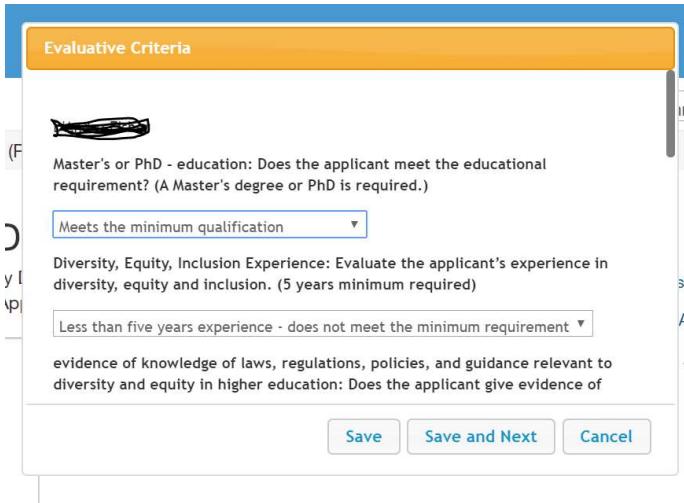
 [View Posting Applied To](#)

 [Preview Application](#)

 [Evaluate Applicant](#)

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

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



Master's or PhD - education: Does the applicant meet the educational requirement? (A Master's degree or PhD is required.)

Meets the minimum qualification

Diversity, Equity, Inclusion Experience: Evaluate the applicant's experience in diversity, equity and inclusion. (5 years minimum required)

Less than five years experience - does not meet the minimum requirement

evidence of knowledge of laws, regulations, policies, and guidance relevant to diversity and equity in higher education: Does the applicant give evidence of

Save Save and Next Cancel

Close ended answers display in a dropdown field.

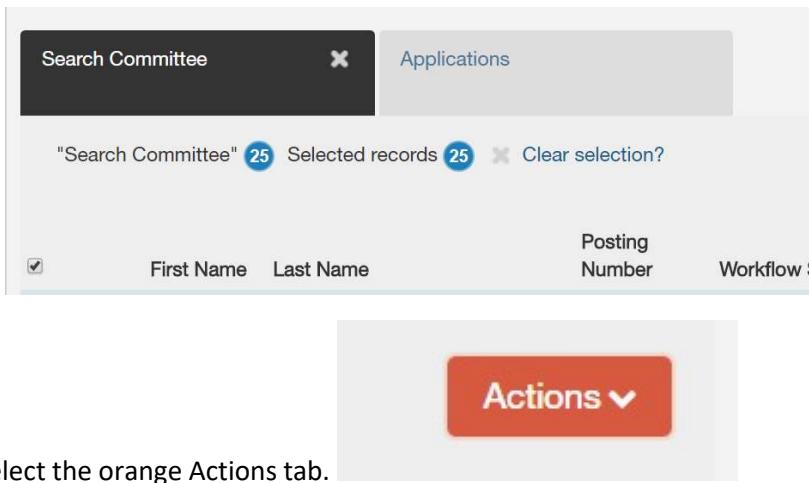
Open ended answers are completed in the text box.

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



Search Committee Applications

"Search Committee" 25 Selected records 25

<input checked="" type="checkbox"/>	First Name	Last Name	Posting Number	Workflow
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Actions ▾

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.

Evaluative Criteria

Under Review by Dept. ...

Initial Interview Appr...

Campus Interview Approved

Workflow State: Under Review By Dept. / Cmte.

Values for this evaluative criterion cannot be edited.

Showing 1 Applicant. Show More

Evaluations



Master's or PhD - education: Does the applicant meet the educational requirement? (A Maste

Meets the minimum qualification ▾

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.

Job application: Susan Storm (Staff)

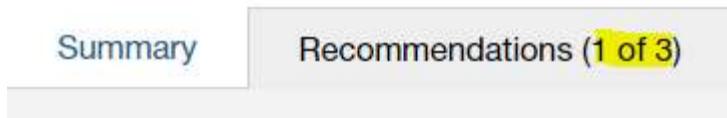
Current Status: Under Review by Dept. / Cmte.
 Application form: Employment Application - Staff

Full name: Susan Storm
 Address:
 100 Legion Way
 New York, NY 10010
 United States of America
 Username: **sstorm**
 Email: aldrichc@geneseo.edu
 Phone (Primary): 585-245-5616
 Phone (Secondary):
 Position Type: Staff
 Department: Office of the Dean of
 the College

Created by: Susan Storm
 Owner: Committee Reviewer

[Summary](#) | [Recommendations \(0 of 3\)](#) | [History](#)

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.