

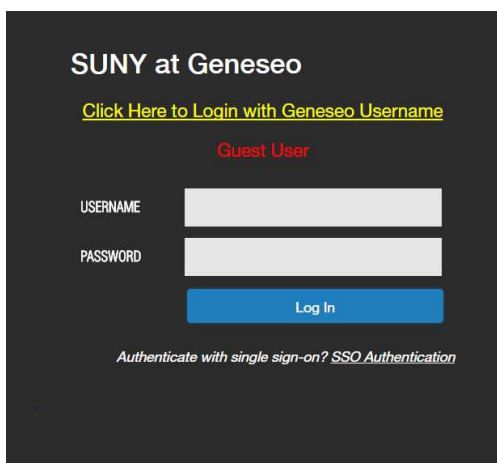
Search Committee's Guide to Navigating the Online Employment System

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>

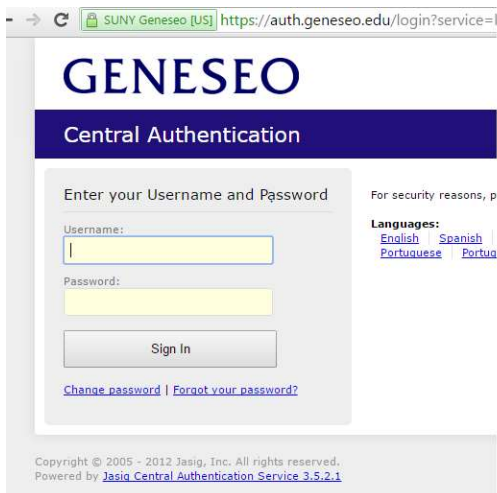
Select the text in Yellow to sign on with your SUNY Geneseo SSO

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



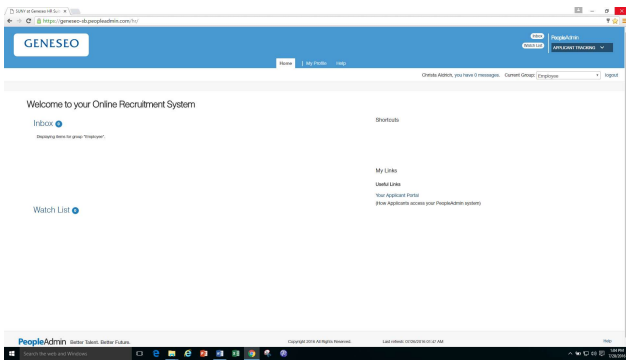
The image shows a login page for SUNY at Geneseo. At the top, it says "SUNY at Geneseo". Below that, there is a yellow link that says "Click Here to Login with Geneseo Username". Underneath this link, the text "Guest User" is displayed in red. There are two input fields: one for "USERNAME" and one for "PASSWORD". Below these fields is a blue button labeled "Log In". At the bottom of the page, there is a small text that says "Authenticate with single sign-on? SSO Authentication".

Enter your SUNY Geneseo SSO Username and Password

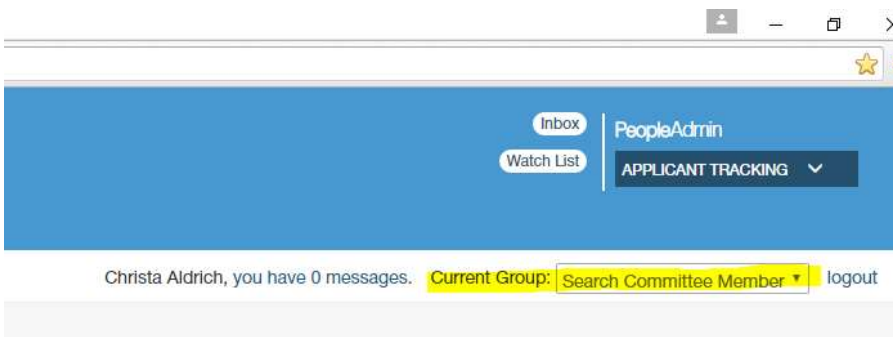


The image shows a web browser window displaying the "GENESEO Central Authentication" page. The address bar shows the URL "https://auth.geneseo.edu/login?service=l". The page has a dark blue header with the "GENESEO" logo and "Central Authentication" text. Below the header, there is a section titled "Enter your Username and Password". This section contains two input fields: "Username:" and "Password:". To the right of these fields, there is a "Sign In" button. Below the "Sign In" button, there are two links: "Change password" and "Forgot your password?". To the right of the input fields, there is a section titled "Languages:" with four links: "English", "Spanish", "Portuguese", and "Portuguese". At the bottom of the page, there is a copyright notice: "Copyright © 2005 - 2012 Jasig, Inc. All rights reserved. Powered by Jasig Central Authentication Service 3.5.2.1".

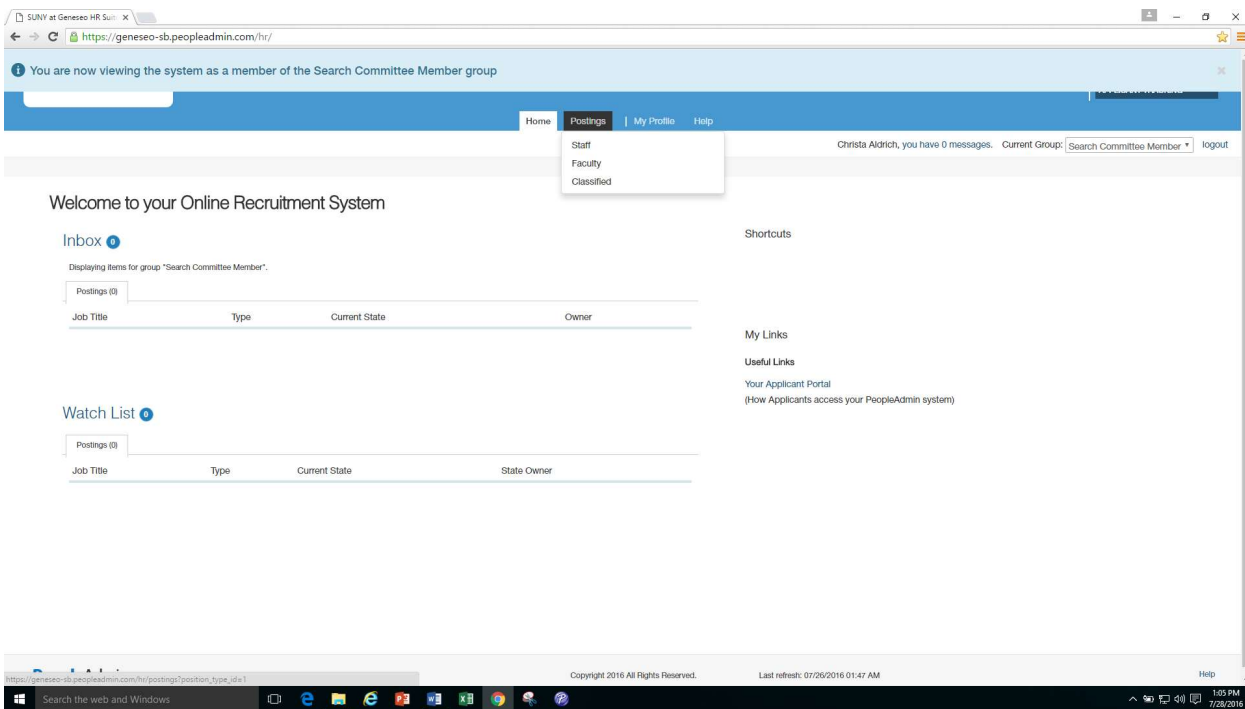
This is the Home Page




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

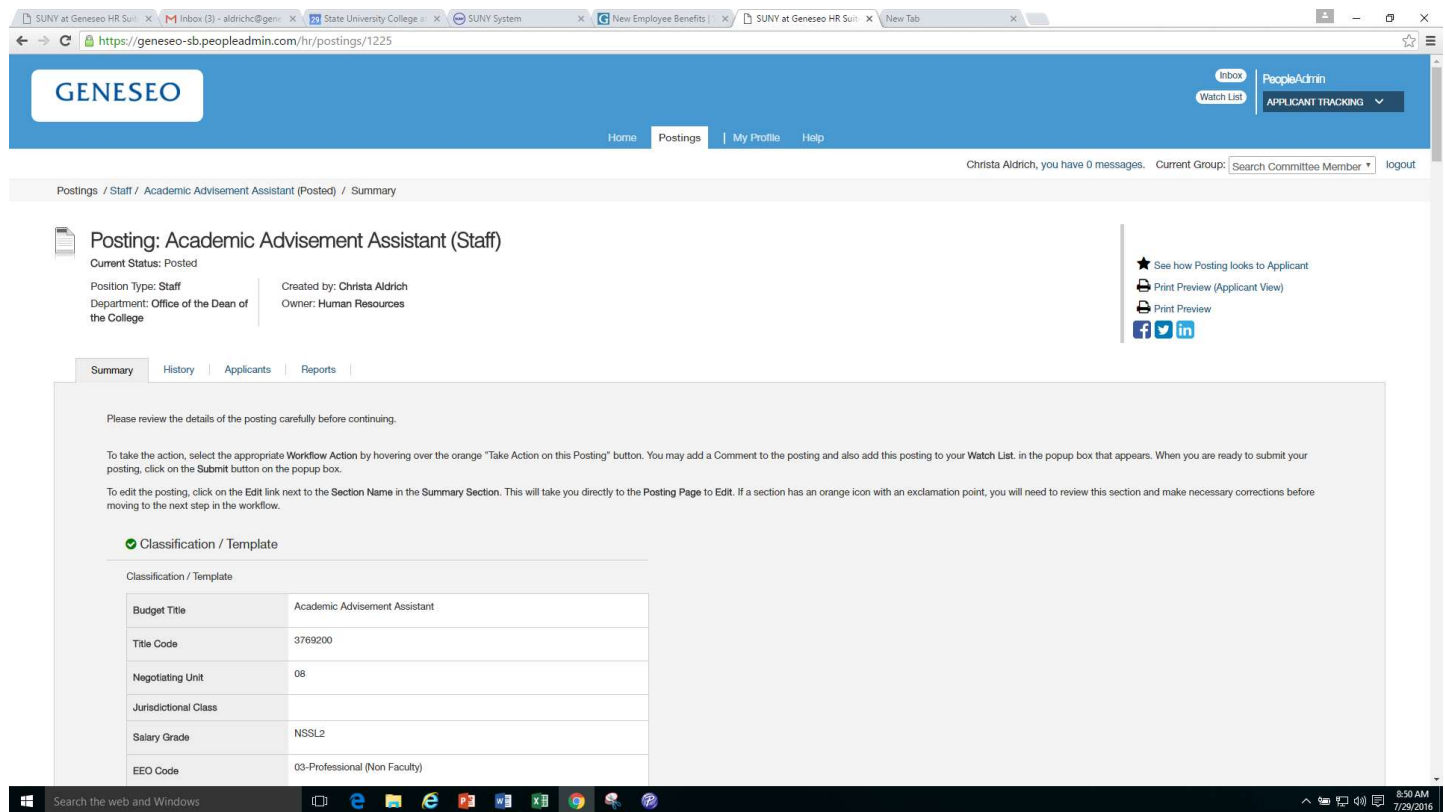
[Saved Searches](#) [Search](#) [More Search Options](#)

Postings ×

"Postings" ¹

	Campus Title	Posting Number	Department
<input type="checkbox"/>	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.



The screenshot displays the Geneseo PeopleAdmin interface. The top navigation bar includes the Geneseo logo, user information (Christa Aldrich), and links for Home, Postings, My Profile, and Help. The main content area shows the "Posting: Academic Advisement Assistant (Staff)" summary. It includes details such as "Current Status: Posted", "Position Type: Staff", "Department: Office of the Dean of the College", and "Created by: Christa Aldrich". A sidebar on the right offers options like "See how Posting looks to Applicant", "Print Preview (Applicant View)", and "Print Preview". The main section has tabs for Summary, History, Applicants, and Reports. The "Summary" tab is active, showing a "Classification / Template" section with a table of details:

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



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.

Summary | History | Applicants | Reports

Saved Searches Search More Search Options


Applications

"Applications" 2

	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
<input type="checkbox"/>	Velma	Dinkley	S036	Under Review by Dept. / Cmte.	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: 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

✔ 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

Curriculum Vitae - -

Recommendation Documents

No recommendations submitted.

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

Select View

PDF Documents

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.

Evaluative Criteria



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

Meets the minimum qualification ▼

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

vp) 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 Clear selection?

<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.

[Postings](#) / ... / [Chief Diversity Officer \(Posted\)](#) / [Applicant Review](#) / Enter Evaluative Criteria Evaluations

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

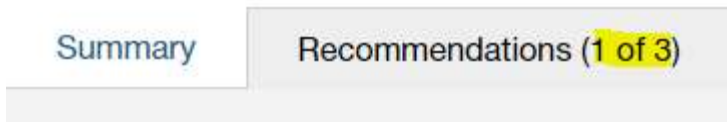
Owner: Committee Reviewer

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.