

Search Committee Steps

Steps on Evaluating Applicants and Search Chair Responsibilities

Logging in as a Search Committee Member or Chair

- Step 1** From your web browser, go to the site: jobs.uncw.edu/hr. Click [Click Here to Log In with UNCW Credentials](#). Login to PeopleAdmin 7 with your UNCW credentials.
- NOTE:** It is recommended that you utilize either Chrome or Firefox as your web browser setting.
- Step 2** On the Home screen, change your role to **Search Committee Member** (right side of the screen, next to your name). Be sure to click the refresh button to change roles.
- Step 3** Click on the **Postings tab** and select the type of position (EHRA Non-Faculty, SHRA, or EHRA Faculty) to find the position you need to review. Click the job title to open the posting.
- Step 4** Click on the **Applicant tab**. Select **Open Saved Search** dropdown and select **All Applicants** to view applicants.

Viewing an Individual Application

- Step 1** In the applicant tab, scroll down to your list of applicants.
- Step 2** Click on the applicants name to open the individual application.
- Step 3** Review the application and documents. Documents are located at the bottom of the application as a PDF.

Viewing Multiple Applications

- Step 1** In the applicant tab, scroll down to your list of applicants.
- Step 2** Click on the box left of the column title Full Name to check all applicants.
- Step 3** Hover over the **Actions** button that is located above the Actions column (bottom right side of the screen) and select **Download Application/Profiles as PDF** from the drop-down box. The All Applicants and All Documents action is preselected, but documents may be selected individually. This may take several minutes to load.
- Step 4** The applications and materials PDF will not open in a separate tab/window. You may want to save PDF as a document so that you can work in the system and review applications at the same time.

Evaluating Applicants

- Step 1** On the applicant tab, click on the **Actions** button above the Actions column.
- Step 2** Select **Evaluate Applicants**.
- Step 3** The Evaluative Criteria question has three options: 2 – Strong Candidate, 1 – Meets Qualifications, 0 – Does Not Meet Qualifications. Select the appropriate evaluation for each applicant and make any comments that you feel the Chair should know. Please keep in mind that comments become part of the permanent record for this search.
- Step 4** Click the next button to save your responses.
- Note: You will only be able to view your assessment of each applicant. Only the Search Chair can see all assessments and comments from the committee.

Search Chair

- Step 1** Using the steps above, review and evaluate the applicants.
- Step 2** To view search committee evaluations, click the actions button above the Actions column and select Evaluate Applicants.
- Step 3** On the Evaluation page, click **View Detailed Entries**. On this page, you can see a list of applicants and the cumulative score from the search committee. The Evaluative Criteria question has three options: 2 – Strong Candidate, 1 – Meets Qualifications, 0 – Does Not Meet Qualifications. The higher the score, the stronger the candidate.
- Step 4** To view comments from the search committee, click **Review Applicants** from the list on the right side of the screen. Select **Open Saved Search** and **All Applications**. On the applicant screen, click the **Actions** button above the actions column and select **Download Applicant Evaluations**.
- Step 5** The evaluations will open in an Excel document showing you how each committee member ranked the applicants and any comments entered.
- Step 6** Determine what candidates the committee wants to interview from the Evaluation document either by highlighting strong candidates or by inserting a column to indicate whether or not to interview.
- Step 7** Save this document and send to the Assistant/Coordinator of the search. The Assistant/Coordinator has the ability to move applicants in the workflow and send the interview list to HR for analysis.
- Step 8** The Assistant/Coordinator will notify you that HR has approved the interview list and if there are any second look candidates. Once you are notified, you can begin interviews.
- Step 9** When the committee has decided on the top candidates, please work with the Assistant/Coordinator to move the candidates in the workflow.