Search Committees Review

Revision history

Last modified on	Author	Reason
2/8/2019	CHRS Training Team	Initial Publication
1/30/2022	SDSU HR	SDSU Update

Introduction

This guide shows you how to participate in a search committee review. Some tasks are specific to the search committee chair. Other tasks are completed by everyone on the search committee.

Process diagram

The following diagram shows the process described in this guide.
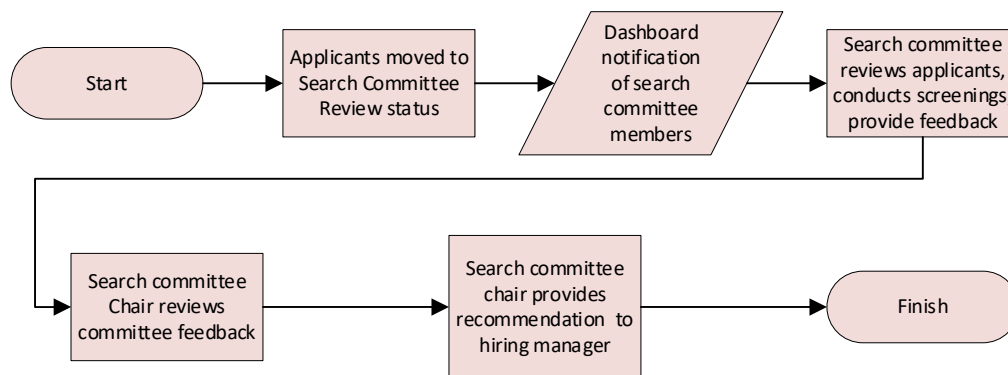
- When applications are moved to the Search Committee Review status, committee members are notified.

- Committee members rate the applicants based on the agreed-upon selection criteria and add comments. Search committee members cannot see other member's comments, review or rating.

- The Search Committee Chair reviews the ratings and comments.

- The Search Committee Chair sends the search committee recommendations to the Hiring Manager or HR Recruiter, based on your campus's business process.

What you will do

- View applicants

- View resume and answers to questions

- Rate applicants by using selection criteria

- Review search committee feedback

Definitions

| Term	Definition
job competencies	Job competencies are used by search committees to assess applicants during the selection process. On the Requisition Information form, job competencies are shown as Groups of selection criteria. Job competencies must be pre-configured to be selected from the competency library. Example of a job competency: *Builds effective teams*
panel	Panel is the term for Search Committee that is used in PageUp documentation.
search committee chair	A user who is able to read other committee members' responses and rank applicants during the search committee review.
search committee member	A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of selection criteria or job competencies, then decide whether the candidate meets the requirements. Committee members can add comments. Decisions and comments made by committee members are visible only to the search committee chair.
selection criteria	Criteria that are used to assess applicants during the selection process. Search committees use these them during the selection process to assess applicants. Example of a search criterion: *Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.* Selection criteria belong to a job competency group and can either be selected from a list or written in.

View applicants

When applications are moved to the search committee review status, search committee members see an alert on their dashboards indicating that a job has applicants waiting for review.

Search committee members can then view the applications. When viewing applicants, committee members can do the following:

- Review answers on the application.

- Review the applicable documentation from the applicant.

- Rate applicants against the selection criteria.

- Add comments.

When to view applicants

If you have a Search committee review widget on your dashboard, you will see jobs that are waiting for your review.
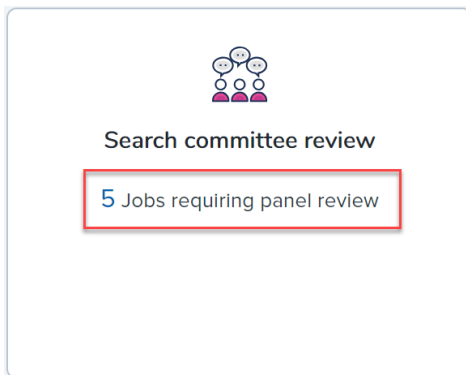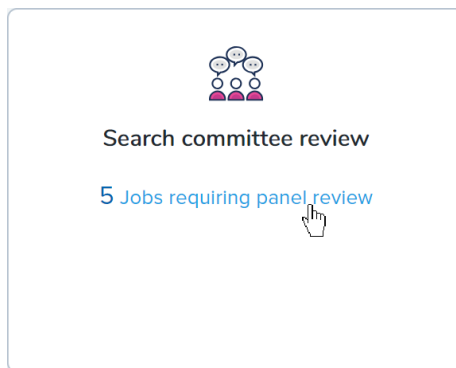

Prerequisites and assumptions

- You are a search committee member for a job.
- The selection criteria have been agreed upon by the search committee.
- Applicants have been moved to the search committee review status.

How to view applicants

1. Click the **Jobs requiring panel review** link on the dashboard.

2. Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

Your role		
Search Committee Chair	View responses	Edit job
Search Committee Chair	View responses	Edit job
Search Committee Member		View job
Search Committee Member	View Applicants	View job
Search Committee Member	View Applicants	View job

Additional information

- If you are a search committee chair, you have links to view responses.

- Search committee members cannot view other members' responses.

View resume and answers to questions

You can quickly open an applicant's resume, or view their answers to the job application questions by using two small icons on the View Applicants page.

### When to view resume and answers to questions

During the search committee review process.

Prerequisites and assumptions

- You are a search committee member for a job.

- Applicants have been moved to the search committee review status.

How to view resume and answers to questions

The view resume and view answers icons are next to the applicant's name in the applicants list. Click the applicable icon to view each.
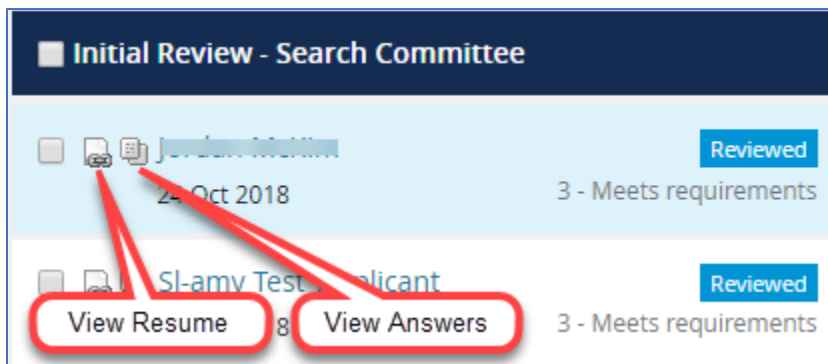
Rate applicants by using selection criteria

Use the selection criteria to rate applicants. You rate each applicant on each selection criterion and provide a summary at the end. The selection criteria outcome is displayed in the applicant list.

### When to rate applicants by using selection criteria

- The applicant has been interviewed by the search committee.

- You are on a search committee.

- Selection criteria have been established.

- The applicant is in the search committee review status.
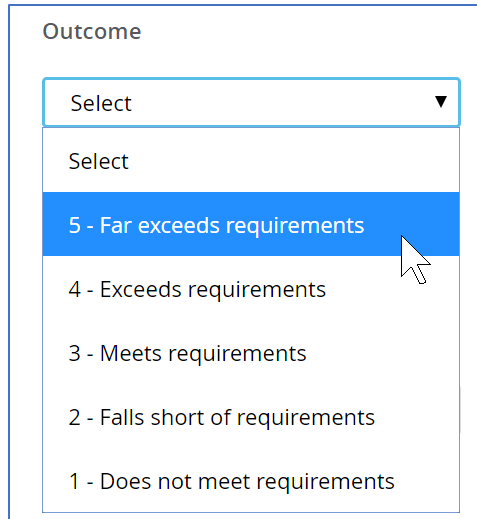
Prerequisites and assumptions

- You have reviewed and agreed upon the selection criteria.

- The applicants have been moved to the search committee review status.

- You have interviewed or screened the applicant.

How to rate applicants by using selection criteria

1. Select the applicant that you are reviewing from the panel on the left. If you have already reviewed the applicant, you will see a Reviewed flag.
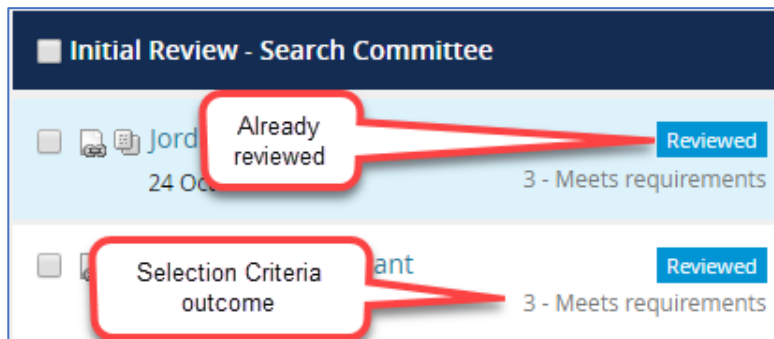
2. Read the selection criteria.

3. For each criterion, select an outcome from the menu.
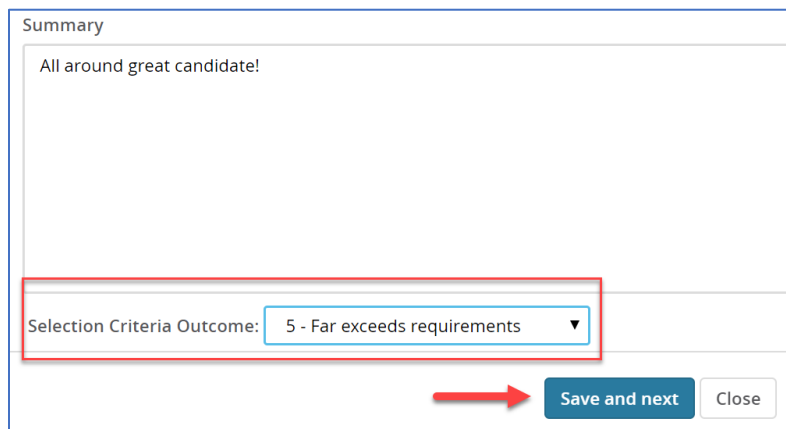
4. Add comments in the Comments field.

5. Use the **scroll bar** on the right side of the page to scroll down to see all the selection criteria.

6. At the bottom of the page, type in a summary of your views about this applicant.

8. Click **Save and next** to review another candidate, or click **Close** to exit.

What happens next

- Your review feedback is saved to the applicant card.
- The Search Committee Chair will review your feedback.

Related documents

[Applicant Card](#)

Review search committee feedback

The **Search Committee Chair** can review the feedback from the search committee members. The Search Committee Chair must review the information provided by the members before making a recommendation to the hiring manager.

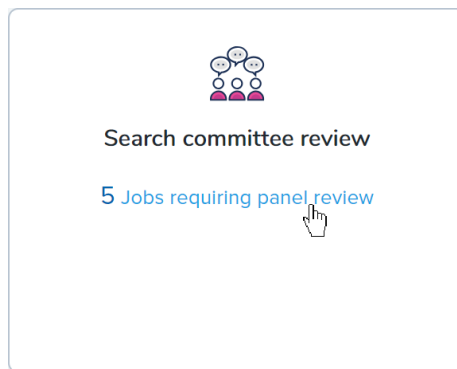### When to review search committee feedback

Review search committee feedback after all the search committee members have completed their reviews.

Prerequisites and assumptions

- You are a Search Committee Chair.
- Search committee members have completed their reviews.

How to review search committee feedback

1. Open **My Search Committee jobs**:

   a. From the side menu, click **Search committee review**.

2. Click **View Responses** for the applicable job.

4. In the main panel read the selection criteria and the reviewers ratings and comments.

What happens next

- After reviewing all the responses, you can send recommendations to the hiring manager.

- If applicant ranking is enabled, you can rank the applicants.

Related documents