Human Resources and Employee Development

PEOPLE ADMIN

Search Committee Member User's Guide

Valdosta State University

May, 2012

INTRODUCTION

Search Committee Actions in PEOPLEADMIN:

1. Review Applicants
2. Evaluate Applicants

BEST PRACTICES

Review and assess all applicant files using established criteria (reviewers should commit to spending a minimum of 15-20 minutes per applicant to ensure equitable review of all candidates and allay potential for unconscious biases to shape evaluation)

Maintain confidentiality of the process at all times:

- All search committee deliberations, as well as all information related to the work of the committee, whether verbal or written must remain confidential.

It is important to consider an applicant's entire career—some applicants may have less traditional routes to the position being hired and may have employment gaps. Evaluating the entire career can help understand all of the strengths an applicant will bring to the position and the department.

Documenting why each applicant has been screened out during the process is vital to appropriate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if a complaint is filed and an investigation required.

Once assigned as a Search Committee Member, you will be notified via a system-generated email of your role and provided with the instructions to access your Search Committee Roster of Applicants.

Committee members will NOT be notified via email every time an applicant applies.

Security of Applicant Data

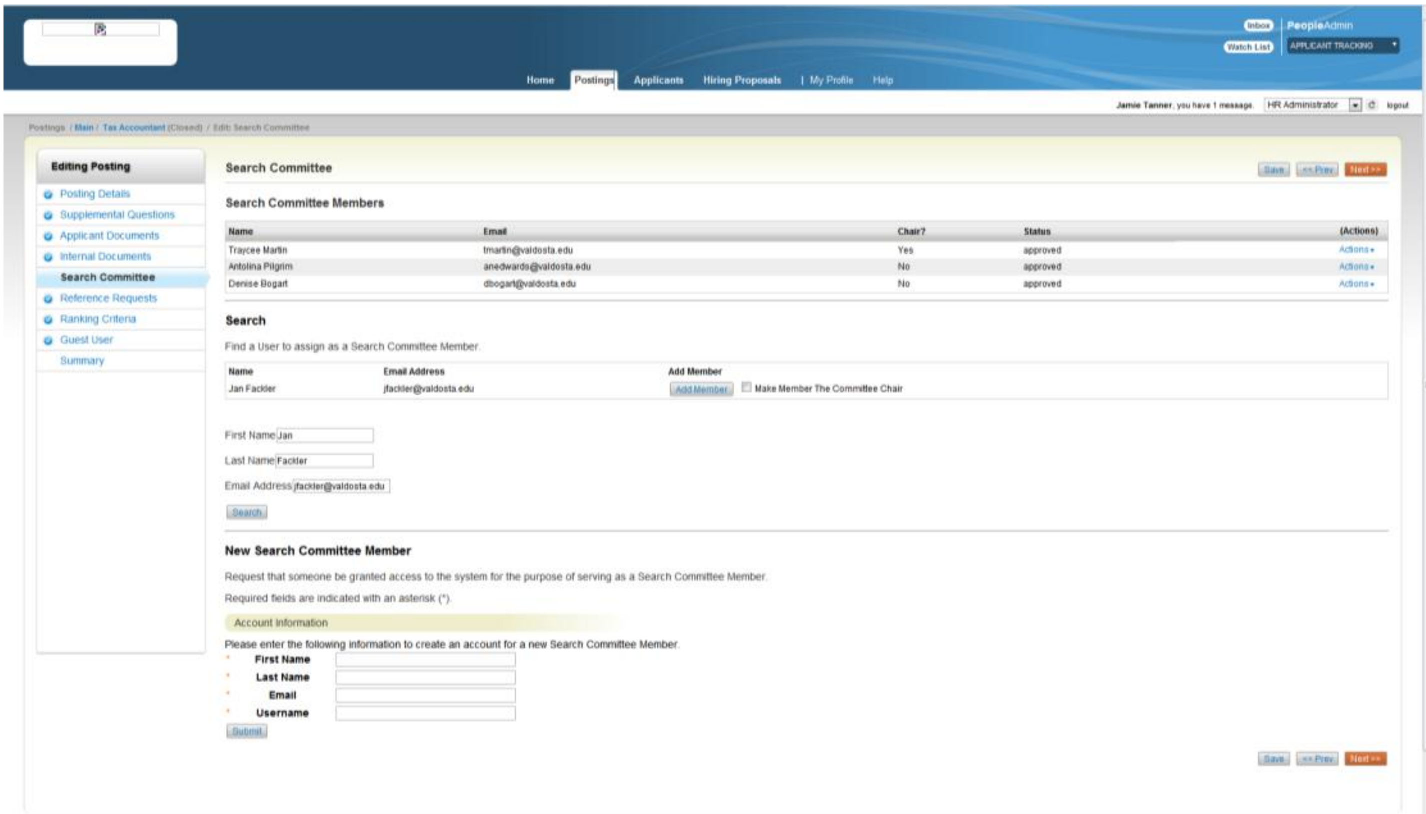
To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located at the top of the page.

SETTING UP A SEARCH COMMITTEE:

Once a Hiring Manager has made a selection for the Search Committee and Search Committee Chair all Committee Members must have the "Search Committee" User group added to their profile in PEOPLEADMIN.

Prior to setting up the position HR should be notified with all of the Search Committee Members to ensure they have the "Search Committee" User Group.

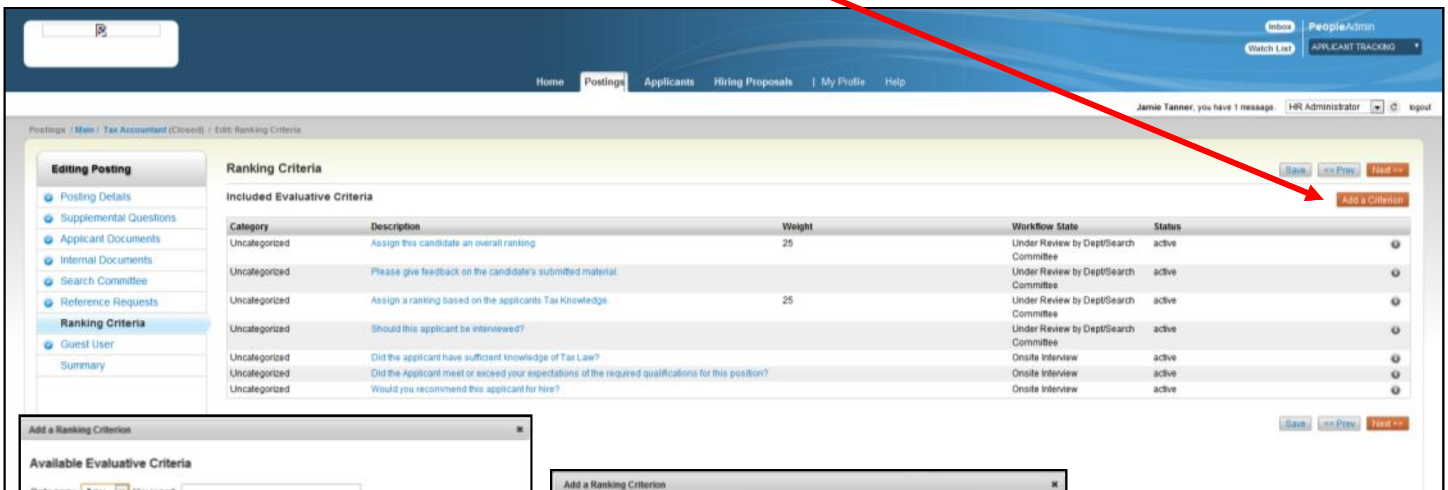
1. During the "Creating a New Posting" process there is a SEARCH COMMITTEE tab.
2. Enter the information for all Search Committee Members. They will be 'pending' until HR approves the search committee members.

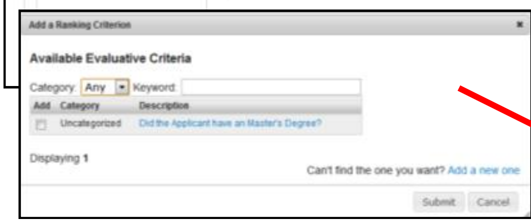


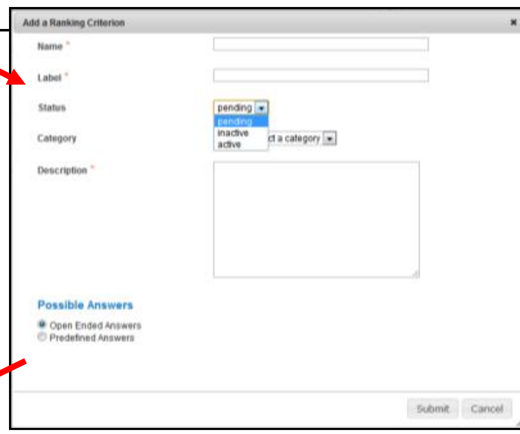
NOTE: If a VSU employee is not showing up after entering their First Name, Last Name, and Email Address they are not set up with the "Search Committee" User Group and HR Should be notified. If the individual is not a VSU employee use the 'New Search Committee Member' area.

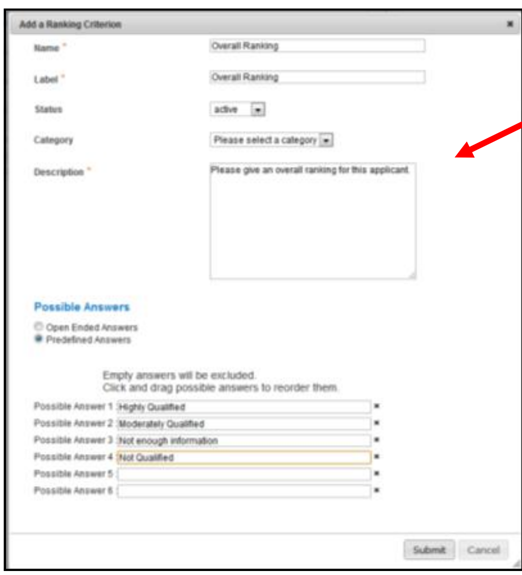
SETTING UP RANKING CRITERIA:

1. During the “Creating a New Posting” process there is a RANKING CRITERIA tab.
2. To add criteria for the Search Committee to Rank click the “ADD A CRITERION” button.







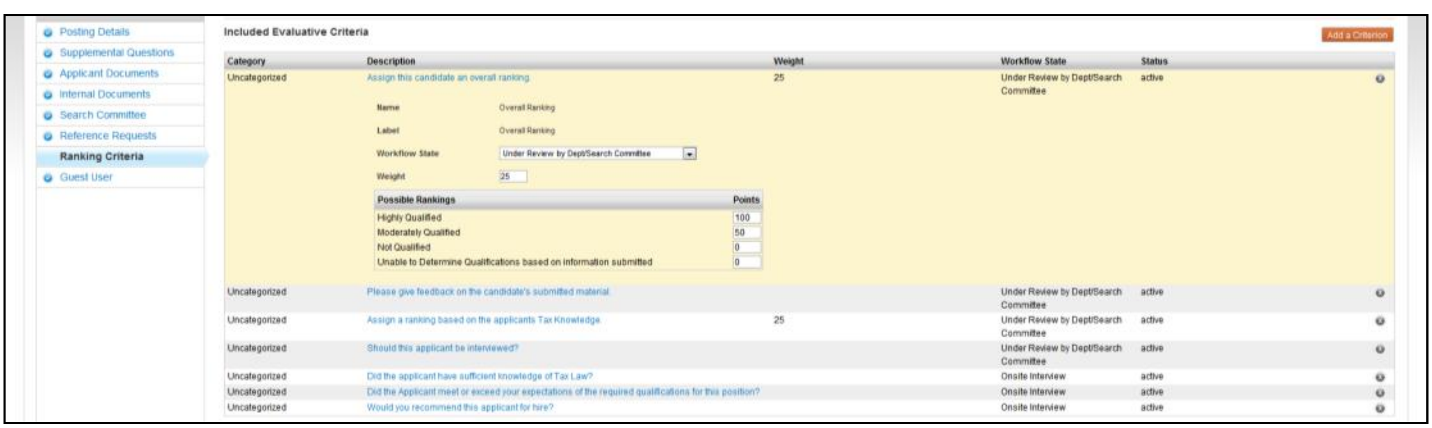


3. Click Add a New One

4. Assign a Name, Label, Status (active), and a Description, which is the question itself. You also need to decide if the question will be open ended or Predefined answers. Predefined tend to be more objective measures and are easier to add a point value.

5.Assign the criterion to a workflow state and if you would want to weigh the question in association with the other criterions.

6. The Search Committee Chair will have access to all answers and can export them as well as a PDF/Excel document.



STEP 1: Log in to Applicant Portal using Active Directory Username/Password:

Search Committee Member Email Alert:

You have been Assigned as a Search Committee Member

vsu_peopleadmin@valdosta.edu

Sent: Tue 8/9/2011 10:20 AM

To: Denise Bogart

Hello,

You have been assigned as a search committee member. You may log in to review candidates at your convenience at https://valdosta.peopleadmin.com/hr. Following is a brief outline of the position.

> Tax Accountant
>
> P022
>
> This position reports directly to the Director of Accounting. The first area of responsibility includes managing the daily office operations: including hire, train, supervise, and evaluate student office personnel; processing student payroll, and overseeing their key control; ordering all office supplies and handling all maintenance of office equipment. The second area of responsibility includes overseeing all campus reservations (excluding the UC-North and Student Union) through the R25 scheduling software; serving as the R25 liaison between the department and Information Technology; overseeing the billing of campus rentals. The third area of responsibility includes planning, coordination, and on-site supervision of special events on campus.

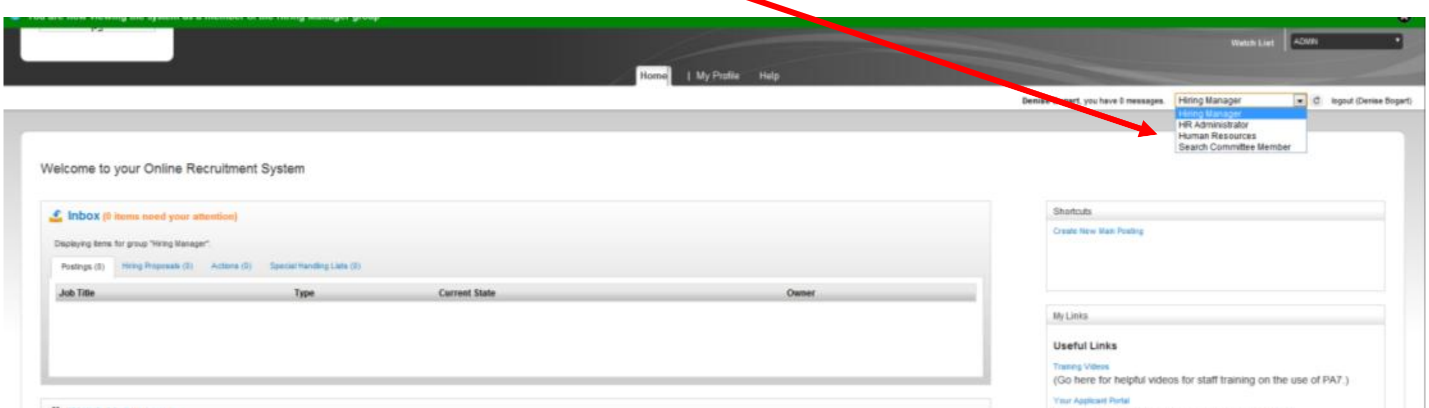
Once you have logged in, remember to check your user role in the drop down menu located in the top right-hand corner of the screen. When you are in your role as "Search Committee Member", you will be able to view candidate materials and have the ability to rank candidates (if the search chair included evaluative criteria as a part of the search process).

To locate your position, select "Postings" at the top of the screen, select Main. After selecting the position title, click on the "Applicants" tab in the middle of the screen to locate the candidate materials.

Please contact Human Resources if you have any questions. Thank you and good luck with the search.

Human Resources & Employee Development
Valdosta State University
1500 N. Patterson St.
Valdosta, GA 31698
(229) 333-5709

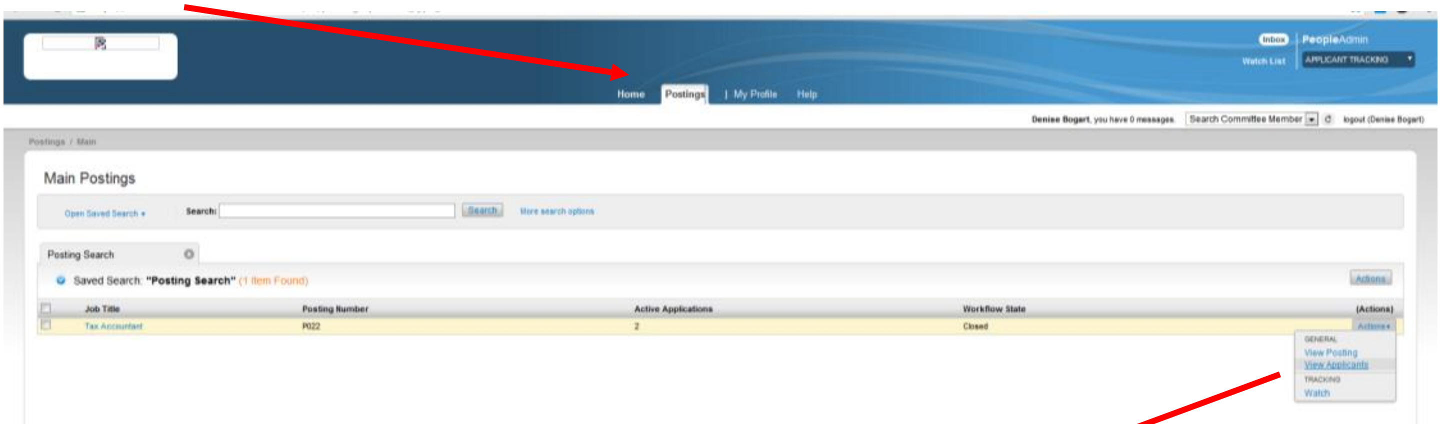
If you have more than one role (e.g., Department Head/Manager, Hiring Manager, Search Committee Member) make sure to toggle your user role to "SEARCH COMMITTEE MEMBER" and click the circular-arrow refresh button next to the drop-down window.



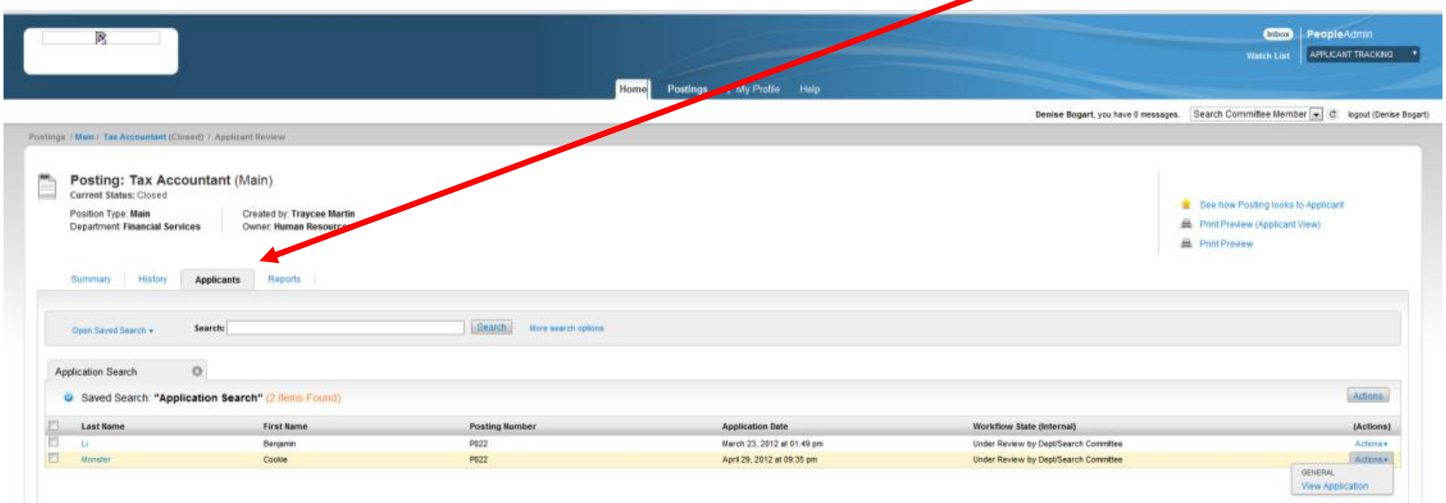
STEP 2: View the Applicants:

Review the applicants for the position:

1. Click on "POSTINGS" and select the correct position.

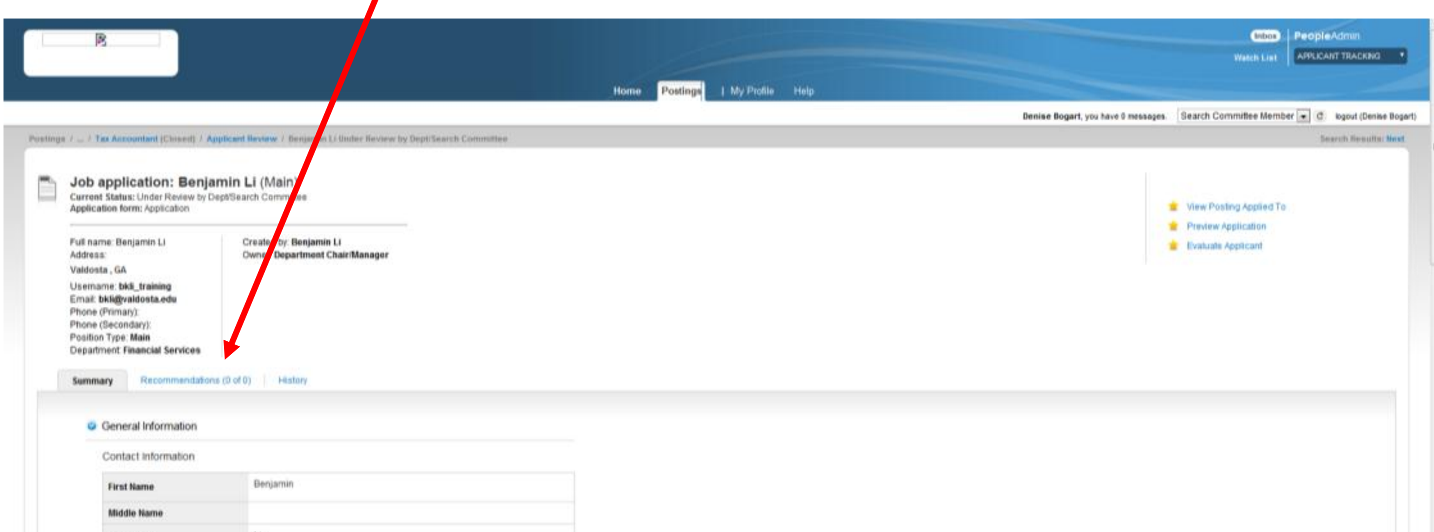


2. The Open the "APPLICANTS" tab:



3. You can then click on the candidate's name or under "ACTIONS" you may "VIEW Application"

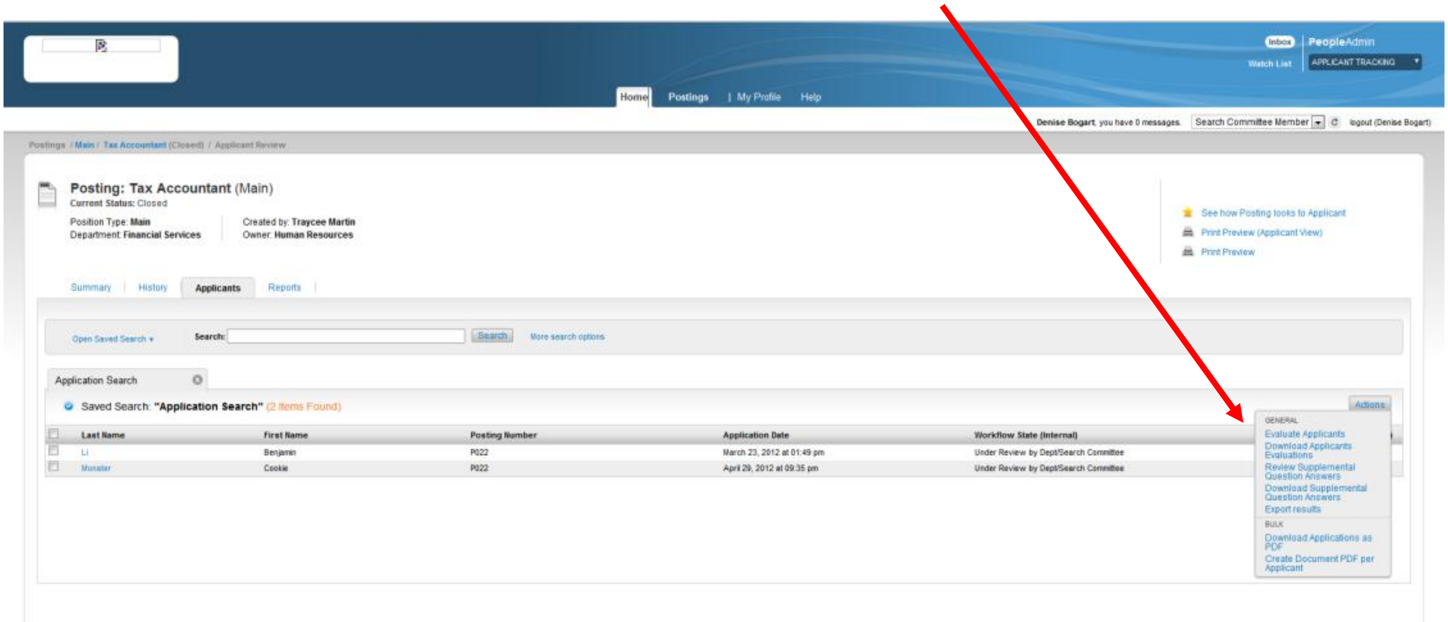
4. This will open the summary view of the application and you may then open up all required and optional documentation as well as letters of reference (RECOMMENDATIONS) submitted by the candidate and references. Documents attached to the application are located at the bottom of the application summary.



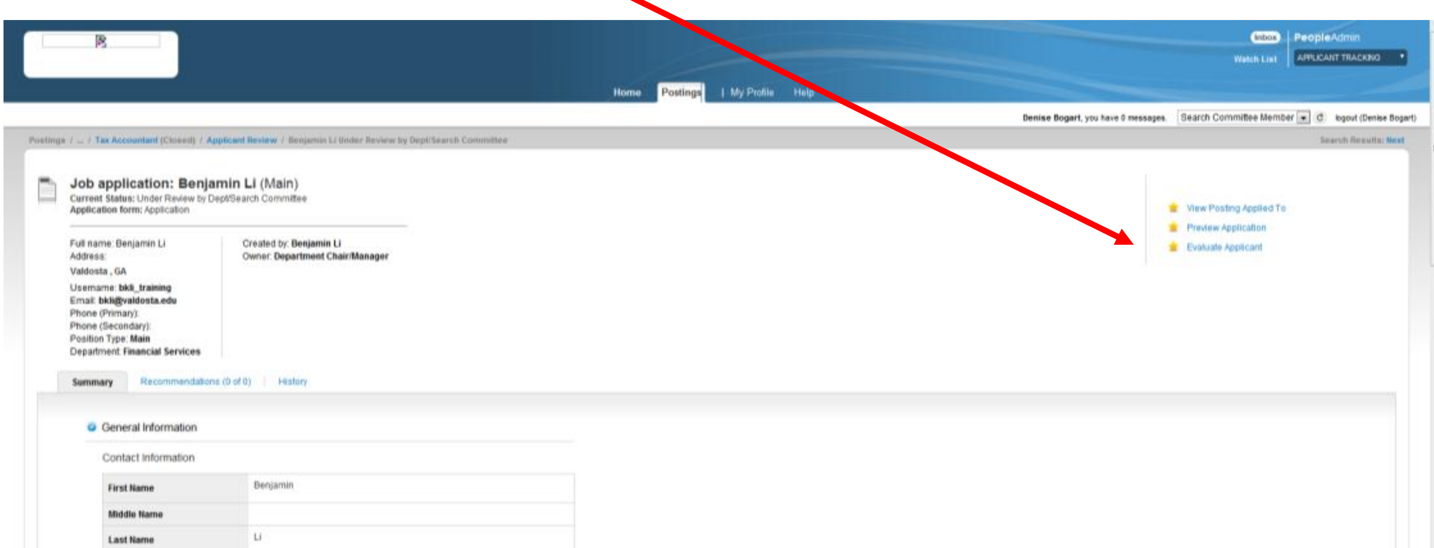
STEP 3: EVALUATING Applicants:

The search committee has built in evaluative criteria, members will be asked to evaluate and rank candidates within the PEO-PLEADMIN system. To evaluate applicants go to your “APPLICANTS” tab (see Step 2 for instructions to find applicants).

1. Hover over the Gray and Blue “Actions” button to see the “EVALUATE APPLICANTS” option.

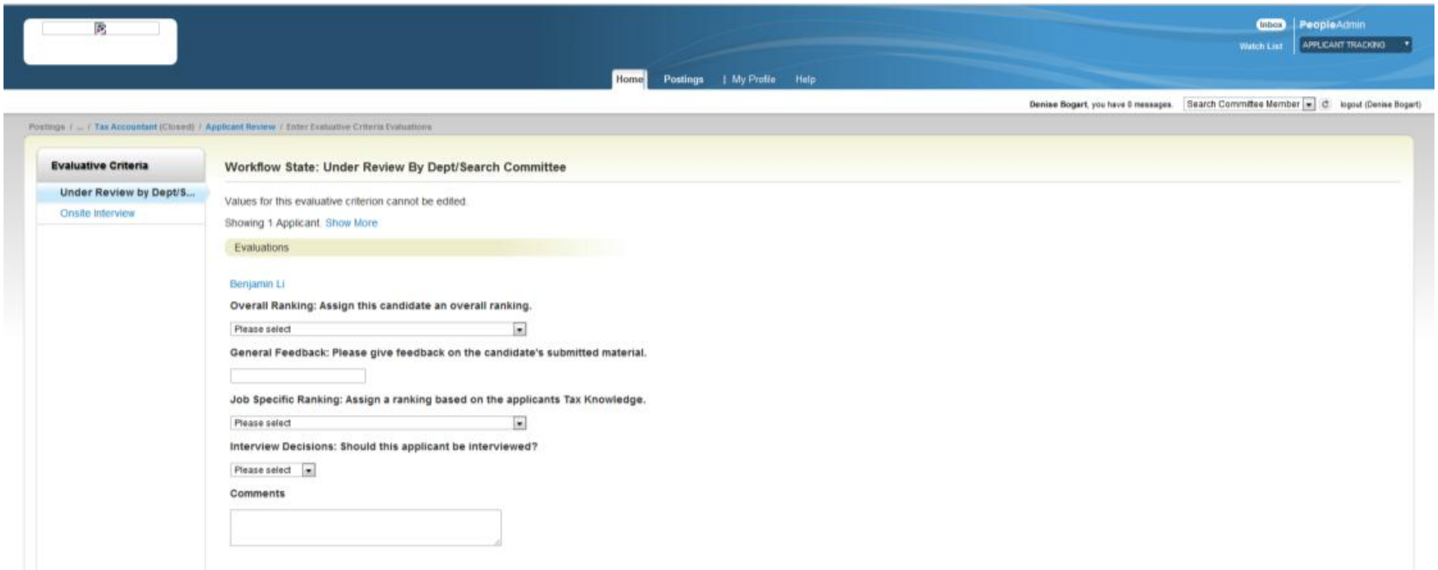


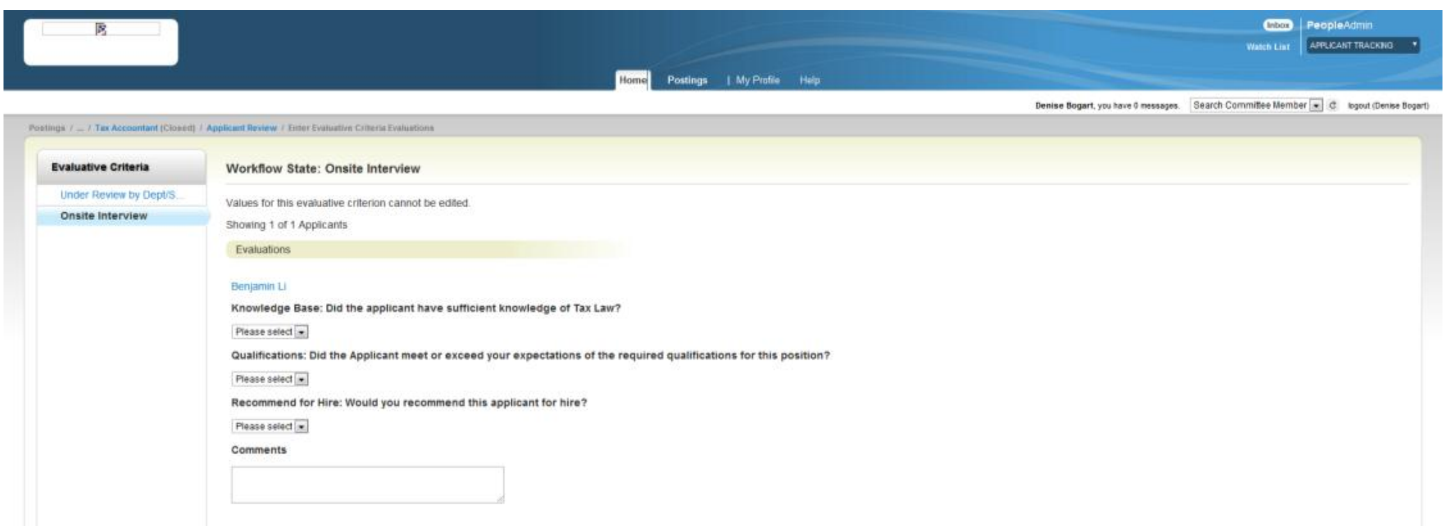
2. Each application also has the “EVALUATE APPLICANT” at the top of the page.



STEP 3: EVALUATING Applicants:

3. After clicking “Evaluate Applicants” you will have access to evaluative criteria available to you based on workflow statuses set up by the Department (e.g., Candidate Under Review by Department/Committee; On Campus Interview; Recommend for Hire.)[1]





4. You may proceed through the available evaluation criteria and record your responses directly into the system. Search Committee Chairs will have access to all members comments and rankings:

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[1] NOTE: Evaluative questions will only be accessible to search committee members if an applicant is in the specified workflow status. For example, in the example above candidates in the “Under Review by Department/Committee” receive 4 questions and a comments area; candidates in the “Onsite Interview” status receive 3 different questions and a comments area. If an applicant is not transitioned to onsite interview these questions do not populate for the applicant and the search committee