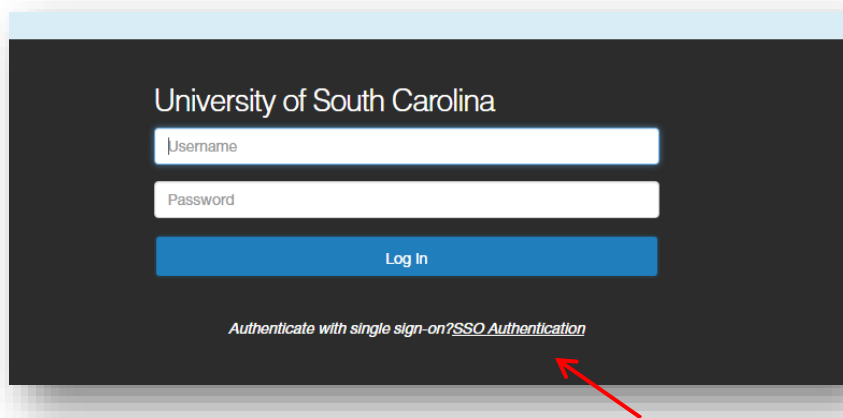


## PeopleAdmin Quick Reference Guide

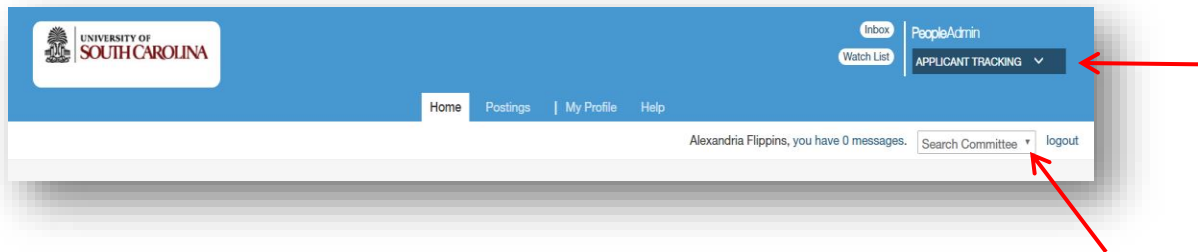
# Search Committee/Interview Panel Member Applicant Review & Evaluation

The Search Committee feature is designed to allow you to view applications, print application materials, and evaluate applicants if an evaluative criterion is added. Search committee or interview panel members are assigned to a posting when the posting is created.

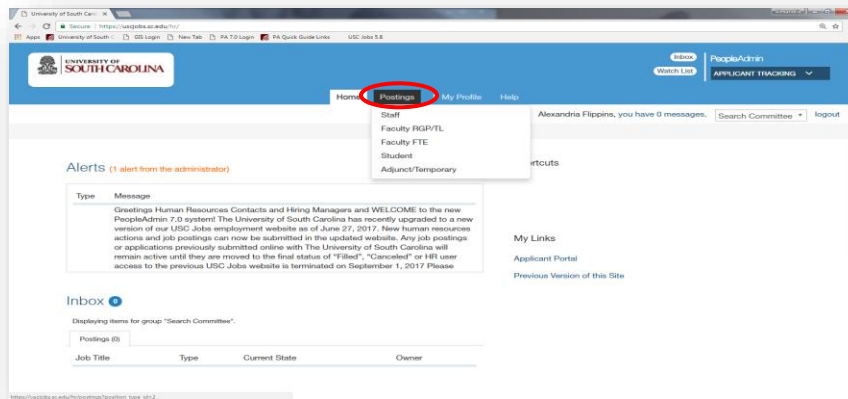
1. Log into PeopleAdmin utilizing single sign-on.



2. Once logged in, make sure you are in the applicant tracking module of the system. When in the applicant tracking module, change your user type to Search Committee Member.



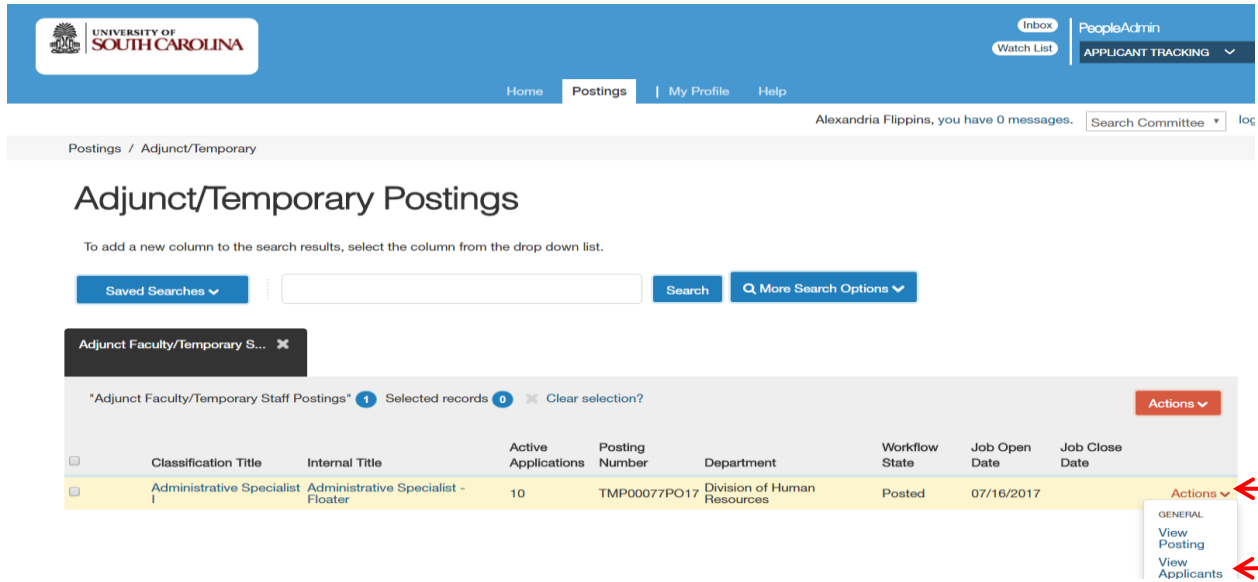
3. Hover over the Postings tab and select the position type of the posting that you have been selected to serve as a search committee member for.



## PeopleAdmin Quick Reference Guide

# Search Committee/Interview Panel Member Applicant Review & Evaluation

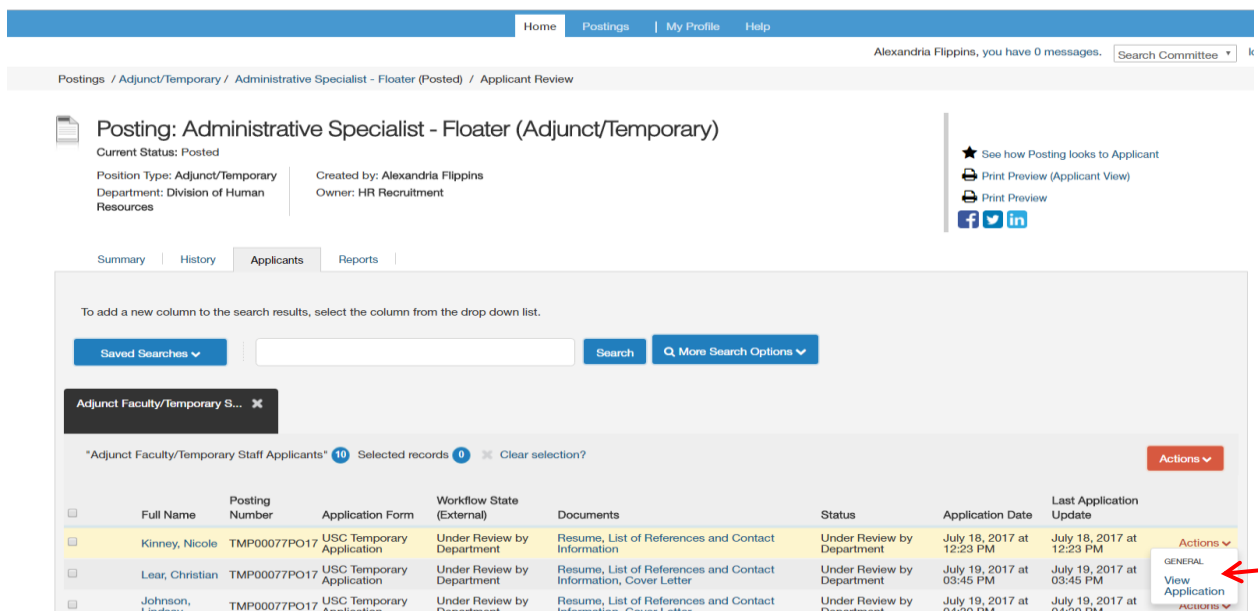
4. Once you have selected the position type, a list of postings will appear that you have been assigned to as a search committee member. To view the applicants for a posting, click the **Actions** tab to the right of the selected position.



The screenshot shows the PeopleAdmin interface for a search committee member. The breadcrumb trail is "Postings / Adjunct/Temporary". The main heading is "Adjunct/Temporary Postings". Below this, there is a search bar and a "Search" button. A table of postings is displayed with the following columns: Classification Title, Internal Title, Active Applications, Posting Number, Department, Workflow State, Job Open Date, and Job Close Date. One row is highlighted in yellow, representing an "Administrative Specialist - Floater" position with 10 active applications. To the right of this row, the "Actions" dropdown menu is open, showing options: "GENERAL", "View Posting", "View Applicants", and "View Application". Red arrows point to the "Actions" tab and the "View Applicants" option.

5. Select the applicants that you would like to review. Applicants can be reviewed individually or in bulk. To review a single application, click the Actions tab to the right of an applicant's name and select view application.

- The applicant documents such as curriculum vitae, resume, cover letter, etc. can be located at the bottom of the application.



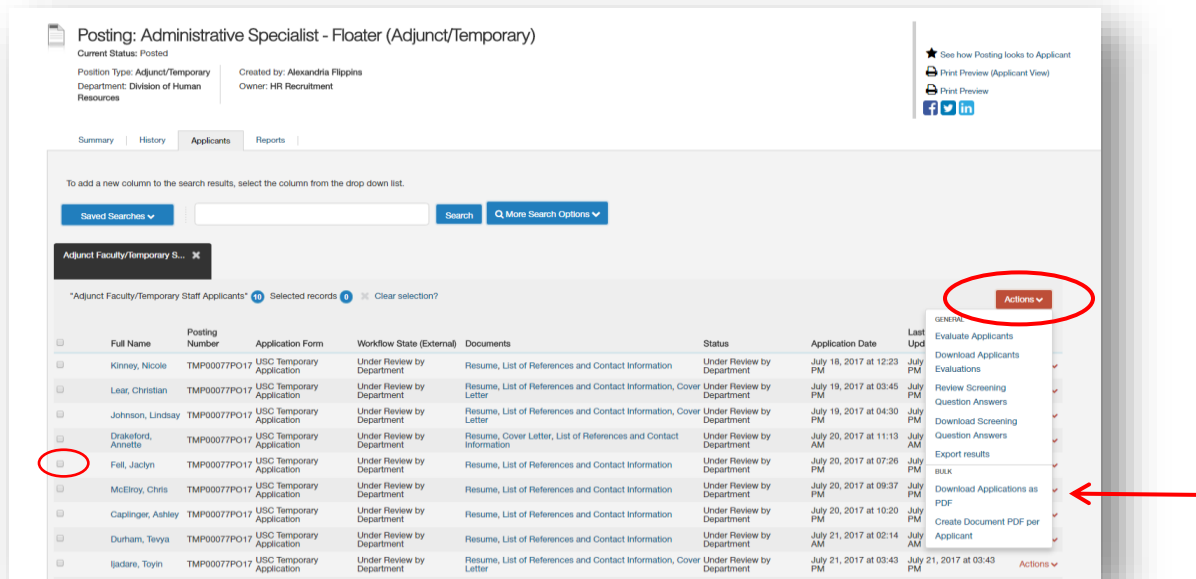
The screenshot shows the "Applicant Review" page for the "Administrative Specialist - Floater (Adjunct/Temporary)" position. The breadcrumb trail is "Postings / Adjunct/Temporary / Administrative Specialist - Floater (Posted) / Applicant Review". The page displays details about the position, including its current status (Posted), position type (Adjunct/Temporary), and department (Division of Human Resources). Below this, there are tabs for "Summary", "History", "Applicants", and "Reports". The "Applicants" tab is active, showing a list of applicants with columns: Full Name, Posting Number, Application Form, Workflow State (External), Documents, Status, Application Date, and Last Application Update. Three applicants are listed: Kinney, Nicole; Lear, Christian; and Johnson, I. To the right of the first applicant, the "Actions" dropdown menu is open, showing options: "GENERAL", "View Application", and "View Application". A red arrow points to the "View Application" option.

## PeopleAdmin Quick Reference Guide

# Search Committee/Interview Panel Member Applicant Review & Evaluation

6. If you want to review multiple applications at once, select the check box in front of the names of the applicant that you want to review and hover over the Actions button. Click Download Applications as PDF to view all applications selected.

- If an evaluative criterion was added, committee members can also choose to evaluate applicants from this drop down box.



Posting: Administrative Specialist - Floater (Adjunct/Temporary)  
Current Status: Posted  
Position Type: Adjunct/Temporary | Created by: Alexandra Flippins  
Department: Division of Human Resources | Owner: HR Recruitment

Summary | History | Applicants | Reports

To add a new column to the search results, select the column from the drop down list.

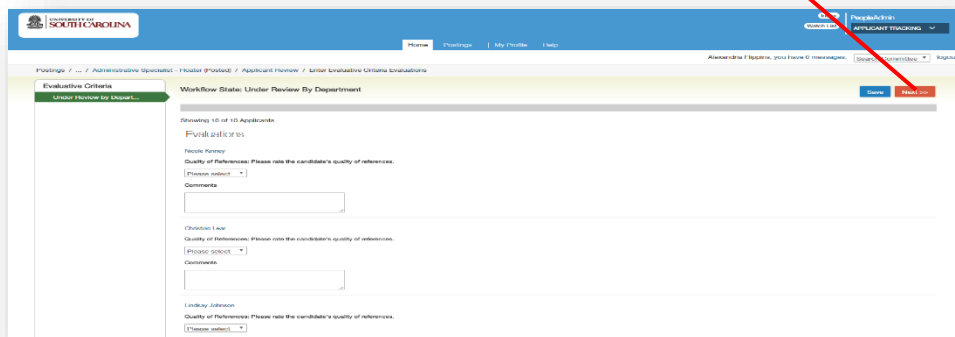
Saved Searches [ ] Search [ ] More Search Options [ ]

Adjunct Faculty/Temporary Staff Applicants [ ] Selected records [ ] Clear selection?

Full Name	Posting Number	Application Form	Workflow State (External)	Documents	Status	Application Date	Last Upd	Actions
<input type="checkbox"/> Kinney, Nicole	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 18, 2017 at 12:23 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Leer, Christian	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 19, 2017 at 03:45 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Johnson, Lindsay	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 19, 2017 at 04:30 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Drakeford, Annette	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, Cover Letter, List of References and Contact Information	Under Review by Department	July 20, 2017 at 11:13 AM	July AM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Fell, Jaclyn	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 20, 2017 at 07:26 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> McElroy, Chris	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 20, 2017 at 09:37 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Caplinger, Ashley	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 20, 2017 at 10:20 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Durham, Tevya	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information	Under Review by Department	July 21, 2017 at 02:14 AM	July AM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>
<input type="checkbox"/> Ibadare, Toyin	TMP00077PO17	USC Temporary Application	Under Review by Department	Resume, List of References and Contact Information, Cover Letter	Under Review by Department	July 21, 2017 at 03:43 PM	July PM	<ul style="list-style-type: none"> <li>Evaluate Applicants</li> <li>Download Applications as PDF</li> <li>Evaluations</li> <li>Review Screening</li> <li>Question Answers</li> <li>Download Screening</li> <li>Question Answers</li> <li>Export results</li> <li>Print</li> <li>Download Applications as PDF</li> <li>Create Document PDF per Applicant</li> <li>July 21, 2017 at 03:43 PM</li> </ul>

7. To evaluate applicants, select the Evaluate Applicants option. All applicants that are at a workflow state to be evaluated will be listed to be evaluated. Click Save once all applicants have been evaluated.

- Please remember that all comments will be documented.
- Only Search Committee Chairs will have the option to view all evaluations completed for each applicant as well as view the average score based on the evaluations.



Posting: Administrative Specialist - Floater (Posted) / Applicant Review / Enter Evaluative Criteria Evaluations

Workflow State: Under Review By Department

Showing 10 of 10 Applicants

Evaluative Criteria

Unrated | Rated

Evaluative Criteria

Nicole Kinney  
Quality of Performance: Please rate the candidate's quality of references.  
[Please select...]  
Comments

Christina Lee  
Quality of Performance: Please rate the candidate's quality of references.  
[Please select...]  
Comments

Lindsay Johnson  
Quality of Performance: Please rate the candidate's quality of references.  
[Please select...]  
Comments

Save | Print