

How to Manage Search Committees

This job aid provides step-by-step directions for adding a search committee (pages 1-3), assigning applicants to the committee (pages 3-4) and reviewing feedback from a search committee (pages 4-7). Adding a search committee is optional. All permission groups can add a search committee and they are added on the requisition.

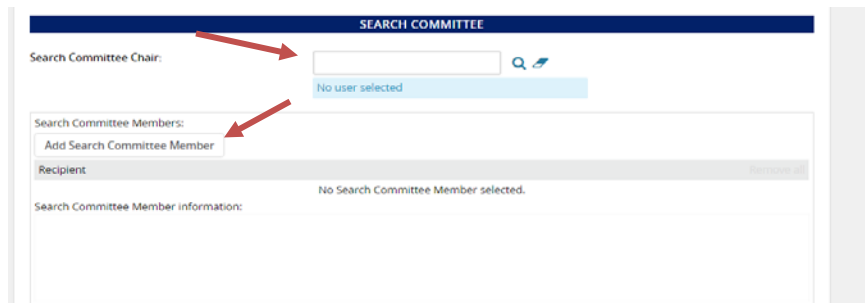
Search Committee members have two options for reviewing applicants: review all applicants (page 3) or only review applicants that were shortlisted by HR (page 4).

If you are a search committee chairperson or member, refer to *How to Review Applicants (for search committee members)*.

ADDING A SEARCH COMMITTEE

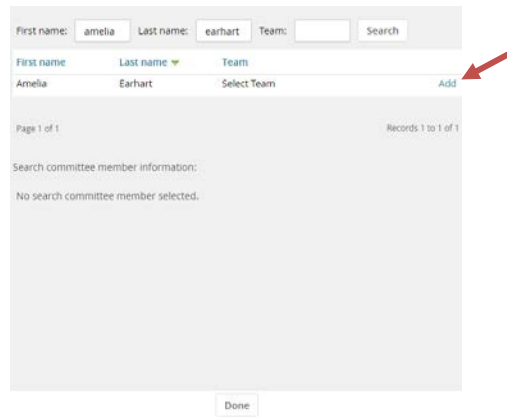
The steps to this section begin after the job description has been approved and the HR User is ready to create the requisition. Refer to [How to Create a Requisition](#) for guidance. Adding a search committee can also be done after a requisition has been approved.

1. Review the *How to Add a Requisition* to begin creating a requisition.
2. Enter or search for name of search committee chairperson in **Search Committee Chair** field.

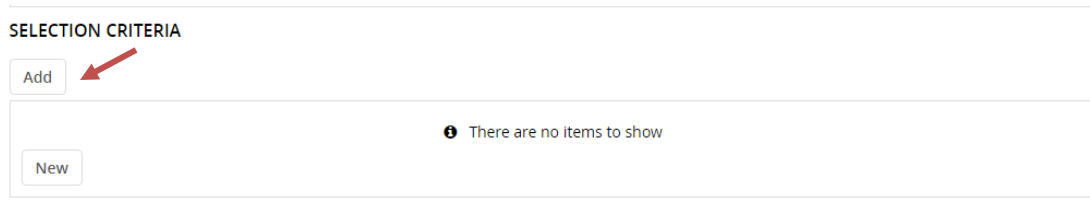


Note: In some cases, the Search Committee Chair could also be the Hiring Manager.

3. Click “Add Search Committee Member” to add additional members (optional). You can search by first name and/or last name.
4. Click “Add” to add member to the committee. Repeat for each member.

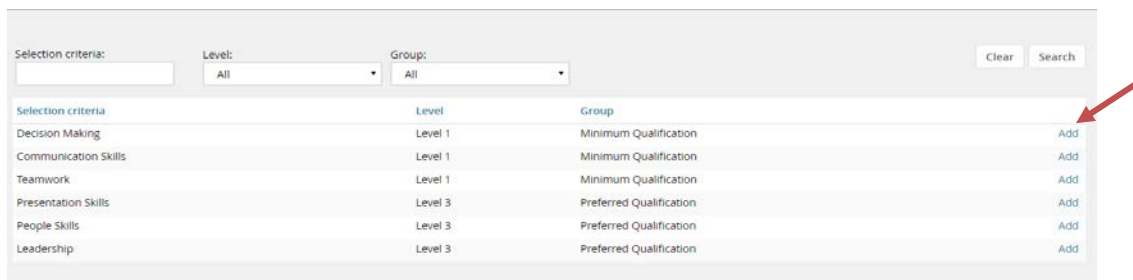


5. Click “Done” when you’ve added all members.
6. Click “Add” under **Selection Criteria** to add specific selection criteria to the position that search committee members should consider (optional).

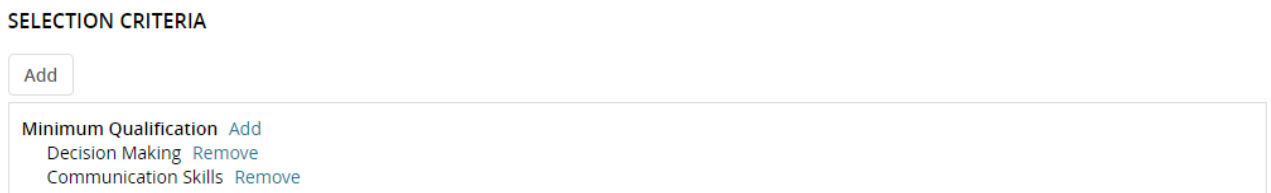


Note: Selection criteria are used to describe the qualifications, knowledge, skills, abilities and experience a candidate must have to be considered for the position.

7. Click “Add” to add applicable selection criteria. You can add as many as needed.



8. Click “Done” after you’ve selected criteria.
9. Confirm criteria has been added to the field.



10. Click 'New' to create custom selection criteria (optional).

SELECTION CRITERIA

The screenshot shows a 'SELECTION CRITERIA' section with an 'Add' button at the top left. Below it, there is a list of existing criteria: 'Minimum Qualification' (with an 'Add' link), 'Decision Making' (with a 'Remove' link), and 'Communication Skills' (with a 'Remove' link). At the bottom left of this list is a 'New' button, which is highlighted with a red arrow pointing to it.

- Type custom selection criteria in field
- Select **Minimum Qualification** or **Preferred Qualification** for each criteria.

SELECTION CRITERIA

This screenshot shows the 'SELECTION CRITERIA' section with an 'Add' button. Below it, the same list of existing criteria is shown. A new criteria entry is being added: 'Advanced experience with Excel'. To the right of this entry is a dropdown menu currently set to 'Preferred Qual'. A red arrow points to this dropdown. Below the dropdown, a menu is open showing 'Preferred Qual' (selected), 'Minimum Qualification', and 'Preferred Qualification'. At the bottom of the page, there is a dark blue bar with the text 'POSTING DETAILS'.

11. Complete remaining requisition fields. Refer to *How to Create a Requisition* for guidance.

ASSIGNING ALL APPLICANTS TO THE SEARCH COMMITTEE

The steps in this section are for search committees who want to review all applicants who have applied to the job. If they only want to review shortlisted applicants, refer to page 4.

Ensure all applicants are in one of these nine statuses:

- New (default status)
- Shortlist
- Hiring Manager Review
- Do Not Move Forward
- Search Committee Review
- Interview
- Second Round Interview
- Final Interview
- Finalist Selected

Note: Applicants must be in one of the above statuses for a search committee member to review. Because the "New" status is the default for all new applicants, applicants will automatically be viewable to the search committee. However, if you move an applicant's status from "New" to another status, they must be in one of the nine statuses above if a search committee member needs to review.

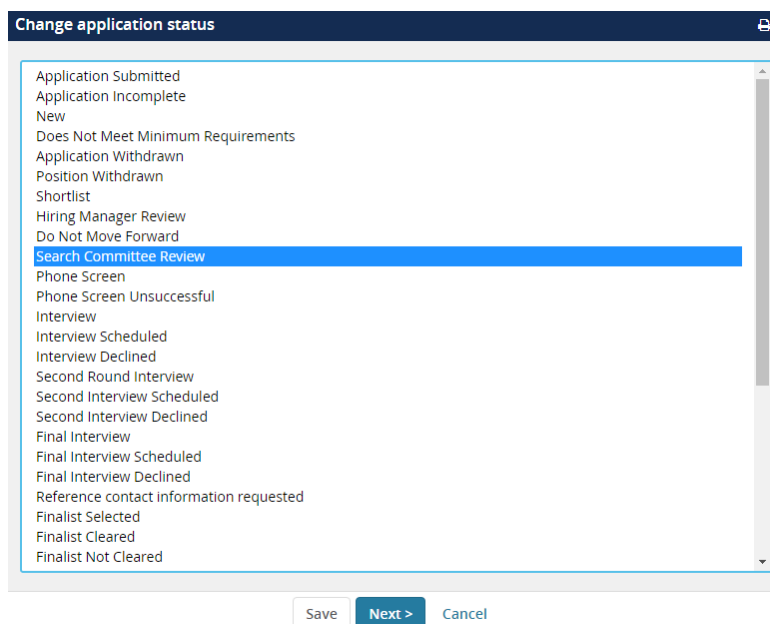
Please also note that search committee members can only provide feedback on applicants in the **Search Committee Review** status. This is meant for departments who want to truly utilize the system's Search Committee functionality.

ASSIGNING SHORTLISTED APPLICANTS TO THE SEARCH COMMITTEE

The steps in this section begin after you have reviewed and identified applicants who must be reviewed by the search committee.

You must change an applicant's status to assign him/her to a search committee. Refer to [How to Manage Applicants](#) for guidance.

1. Click **Status** of the applicant; select **Search Committee Review**.



TalentLink Tip: Use the “Bulk move” action to move multiple applicants at the same time to Search Committee Review status. Refer to the [How to Manage Applicants](#) job aid or watch the training video on the [TalentLink page](#) of the Human Resources website.

2. Click “Next>” to review status change.
3. Review and set email preferences.

4. Click “Move now”. Confirm status has changed to ***Search Committee Review*** (bolded and italicized).

Submitte Status	Pref Name	First name	Last name	Contact Phone	Email	Zip	Coc	City	State	Count	Employe	Sub-sourc	Flag
10 Apr 2019 <i>Search Committee Review</i>		Amy	Anton	412346789	kanen+amy@pageuppeople.com	23077	Austin	Texas	United		Website		View applicant card
10 Apr 2019 New		Mary	Maples	1	kanen+mary@pageuppeople.com	10054	Melbourn	Florida	United		Website		View applicant card
10 Apr 2019 New		Felicity	France		kanen+felicity@pageuppeople.com.cc	32001	Southlanc	Alabama	United		Website		View applicant card

5. Repeat steps 1 to 4, or use the “Bulk move” action to move other applicants to ***Search Committee Review*** status.

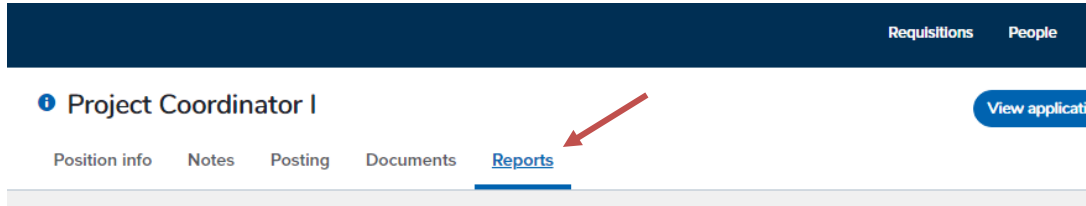
Refer to *How to Review Applicants (for search committee members)* to learn the steps search committees take to view applicants.

REVIEWING FEEDBACK FROM A SEARCH COMMITTEE

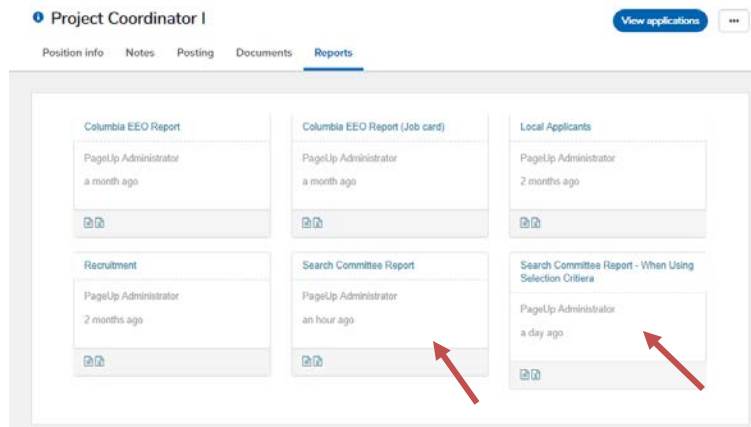
Feedback from search committees can be viewed by generating one of two reports on a requisition: Search Committee Report or Search Committee Report - When Using Selection Criteria.

Note: Search committees will only be able to provide feedback on applicants in the “Search Committee Review” status and only these applicants will appear on the reports. Applicants in other statuses will not appear on the search committee reports.

6. Access the requisition through the Dashboard or through the menu (three horizontal lines) at the top left of the page by selecting “Manage Requisitions”.
7. Find the requisition and click on “Reports” tab at the top.



8. Click “Search Committee Report” or “Search Committee Report - When Using Selection Criteria” if you added selection criteria on the requisition.



9. View report in the popup.

Report						
Search Committee Report						
job number	Count (job number)	Applicant name	Title	Date of outcome	Search Committee Member	Search Chair
492547	8.00	Amy Anton				
		Andy Ableton				
		Brett Bolton				
		Felicity France				
		Mary Maples				

10. Click the symbol to the left of applicant’s name to view feedback from each search committee member.

Search Committee Report

Job number	Count (job number)	Applicant name	Title	Date of outcome	Search Committee Member	Search Chair	Application Status at review	Selection Criteria Outcome
492547	8.00	Amy Anton	IT Outpatient Specialty Analyst, Beacon - Epic	10 Apr 2019	Amelia Earhart	Training Tester	Search Committee Review	Meets criteria
		Amy Anton	IT Outpatient Specialty Analyst, Beacon - Epic	10 Apr 2019	Training Tester	Training Tester	Search Committee Review	Does not meet criteria
		Andy Ableton						
		Brett Bolton						
		Felicity France						
		Mary Maples						

11. Export report into an Excel or CSV file (optional).

- Click "Select a format" to choose your preferred format.

			Training Tester	Training Tester	Search Committee Review	Does not meet criteria	Does not meet criteria
			Training Tester	Training Tester	Search Committee Review	Does not meet criteria	Does not meet criteria
		Brett Bolton					
		Felicity France					
		Mary Maples					
ager-Strat HR Initiatives	2.00						

Select a format
 CSV (comma delimited) file
 Excel file
 Excel (2007+) File

- Click "Export".
- Click "Download Report".

12. Click "Close window" when done.