TALENT&LINK

How to Review Applicants (for search committee members)

This job aid provides step-by-step directions for reviewing applicants as a search committee member.

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1. Go to TalentLink by clicking the link in the system-generated email or via humanresources.columbia.edu/talentlink and clicking the blue TalentLink button; log in with your UNI and password. Please note you will also need to authenticate using DUO.

2. View Dashboard (this is your landing screen when you log in).

3. Go to the **Search committee review** box; click "Jobs requiring panel review."
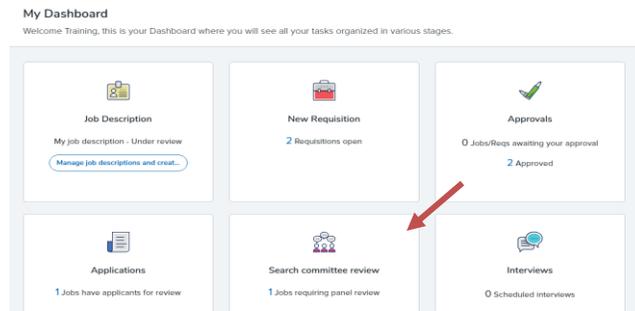
4. Click "View job" (right side of row) on the **My search committee jobs** page to view the job posting. A popup will appear. Scroll down to **POSTING DETAILS** to view job advertisement.

5. Click "View Applicants" (right side of row) on the **My search committee jobs** page to view applicants for the position.

6. View list of applicants on the left. Applicants will be grouped based on their status (e.g., new, shortlist, search committee review). Please note that you can only provide feedback on applicants in the **Search Committee Review** status.
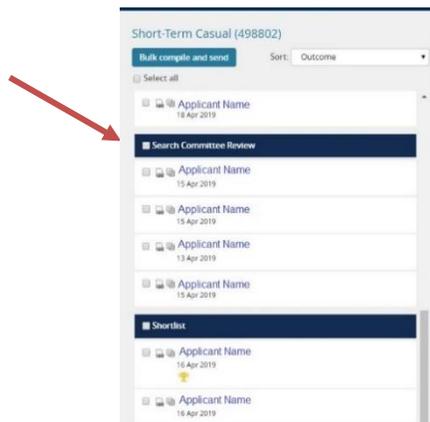
7. View applicant's resume and application form using the icons to the left of each name.
   ● 🖥️ **View resume** and/or print resume.
   ● 📑 **View answers** applicant provided on application and access any files uploaded.
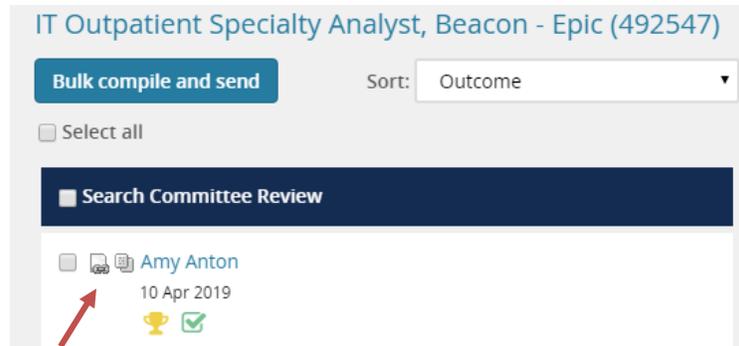
Note: Click the applicant's name to view their applicant card, a one-page applicant summary.

PROVIDING FEEDBACK

You will be able to rate applicants (i.e., "Meets Criteria", "Does Not Meet Criteria", etc.) and provide comments only on applicants in the **Search Committee Review** status. This is for departments who want to truly utilize the system's Search Committee functionality.

1. Click white space in field surrounding applicant's name to begin review. Confirm field is now blue (this is how you know which applicant you are reviewing if there is more than one).

2. Select **Outcome(s)** for criteria. There may be more than one criteria to consider.
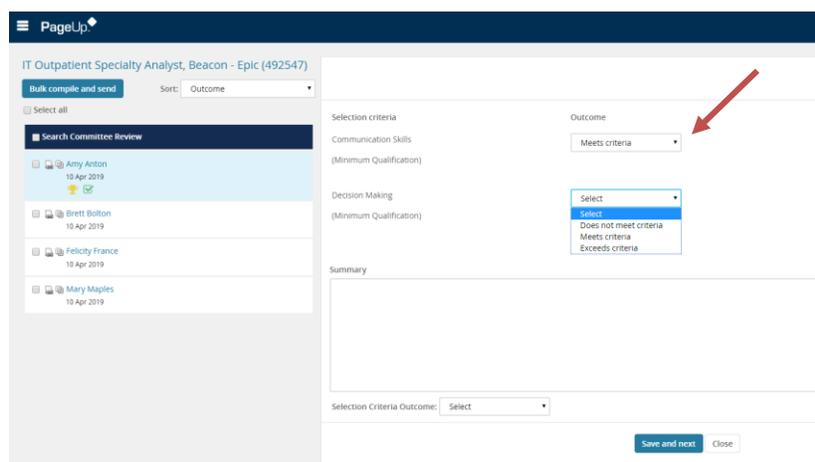
3. Add notes in the **Summary** text box (optional).

4. Click "Save" to mark applicant as reviewed. If there is more than one applicant, click "Save and next" to mark applicant as reviewed and move to the next applicant.
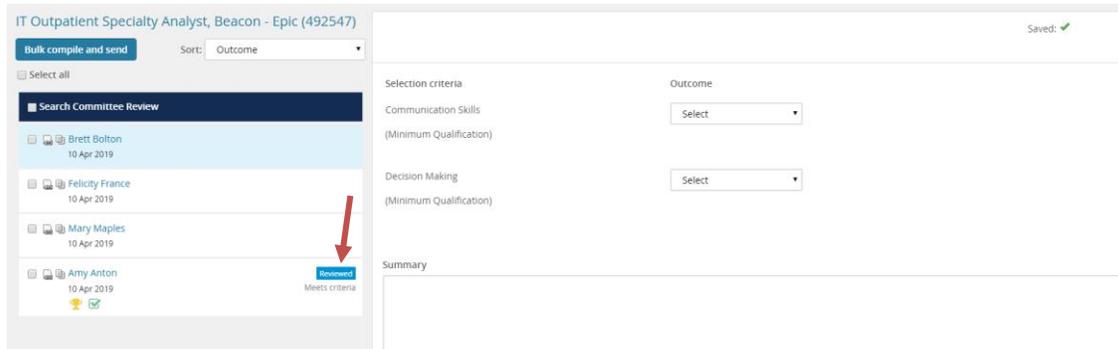
5. Click "Close" after you have reviewed applicant(s).

FOR SEARCH COMMITTEE CHAIRPERSON

If you are the Search Committee Chair, you can see reviews by search committee members via the **My search committee jobs** page.

1. Access the **My search committee jobs** page through the Dashboard or through the menu (three horizontal lines) at the top left of the page by selecting "Search committee review".

2. Click "View responses" to view feedback given by the other members.

3. View list of applicants to the left.

4. Click white space in field surrounding applicant's name to see review(s). Confirm field is now blue (this is how you know which applicant you are reviewing if there is more than one).