TALENT S 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.

- Go to TalentLink by clicking the link in the system-generated email or via <u>humanresources.columbia.edu/talentlink</u> 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.

| My search committee jobs | | | | | | | |
|--------------------------|-------------|-------------------|--|------|--------------------|-------------------------|----------------------------|
| Job number | Date added | Status | Title | User | Total applications | Your role | |
| 492547 | 10 Apr 2019 | Compliance Review | IT Outpatient Specialty Analyst, Beacon - Epic | AR | 14 | Search Committee Member | View Applicants View job |

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.

| Bulk compile and send | Sort: Outcome | |
|-------------------------------|---------------|--|
| 🗇 Select all | | |
| Applicant Name 18 Apr 2019 | | |
| Search Committee Review | ~ | |
| Applicant Name 15 Apr 2019 | | |
| Applicant Name 15 Apr 2019 | | |
| Applicant Name 13 Apr 2019 | | |
| Applicant Name 15 Apr 2019 | | |
| Shortlist | | |
| Applicant Name 16 Apr 2019 | | |
| a a Applicant Name | | |

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- 7. View applicant's resume and application form using the icons to the left of each name.
 - Wiew resume and/or print resume.
 - Uiew answers applicant provided on application and access any files uploaded.

| IT Outpatient Specialty Analyst, Beacon - Epic (492547) | | | | | |
|---|-------|-----------|--|--|--|
| Bulk compile and send | Sort: | Outcome 🔹 | | | |
| Select all | | | | | |
| Search Committee Review | | | | | |
| □ □ Amy Anton 10 Apr 2019 | | | | | |

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.

| utpatient specialty Analyst, Beacon - Epic (4925- | 47) | |
|---|-------------------------|--|
| k compile and send Sort: Outcome | • | |
| elect all | Selection criteria | Outcome |
| Search Committee Review | Communication Skills | Meets criteria 🔹 |
| Amy Anton 10 Apr 2019 | (Minimum Qualification) | |
| ₹ & | Decision Making | Select • |
| Brett Bolton 10 Apr 2019 | (Minimum Qualification) | Select Does not meet criteria Meete criteria |
| 10 Apr 2019 | Summary | Exceeds criteria |
| Mary Maples 10 Apr 2019 | | |
| | | |
| | | |
| | | |
| | | |

- 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.

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| | | | | | Saved: • |
|-----------------------------|---|----------------------------|--|----------|----------|
| ulk compile and send | Sort: Outcome | • | | | |
| elect all | | | Selection criteria | Outcome | |
| Search Committee Review | i and a second se | | Communication Skills | Select | |
| Brett Bolton 10 Apr 2019 | | | (Minimum Qualification) | | |
| B B Felicity France | | , | Decision Making (Minimum Qualification) | Select • | |
| Mary Maples 10 Apr 2019 | | | | | |
| 0 Amy Anton 10 Apr 2019 | | Reviewed Meets criteria | Summary | | |

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.

| My search | committee job | s | | | | | |
|------------|---------------|-------------------|--|------|--------------------|-------------|---|
| Job number | Date added | Status | Title | User | Total applications | Your role | • |
| 492547 | 10 Apr 2019 | Compliance Review | IT Outpatient Specialty Analyst, Beacon - Epic | AR | 14 | Chairperson | View Applicants View responses Edit job |

- 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).

| Select all | Communication Skills (Minimum Qualification) |
|------------------------------------|--|
| | Amelia Earhart |
| ~Prep for Offer to Submit Finalist | "Does not meet criteria" |
| Amy Anton | |
| | Training Tester |
| A Court Committee Bardan | "Meets criteria" |
| A Search Committee Review | |
| Andy Ableton | |
| | Decision Making (Minimum Qualification) |
| Brett Bolton | Amelia Earhart |
| Felicity France | "Does not meet criteria" |
| | |
| Mary Maples | Training Tester |
| | "Meets criteria" |
| ^ New | |
| | |
| | Overall |
| | Amelia Earhart |
| | "Does not meet criteria" |
| | |