**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)*.

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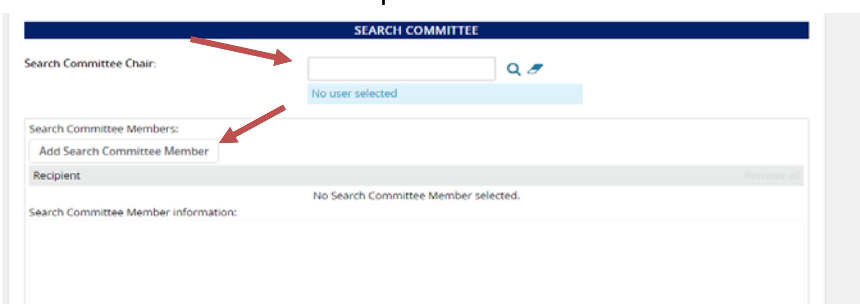
## ADDING A SEARCH COMMITTEE

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.

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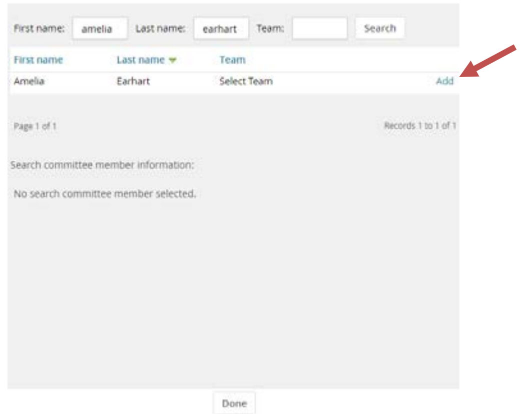
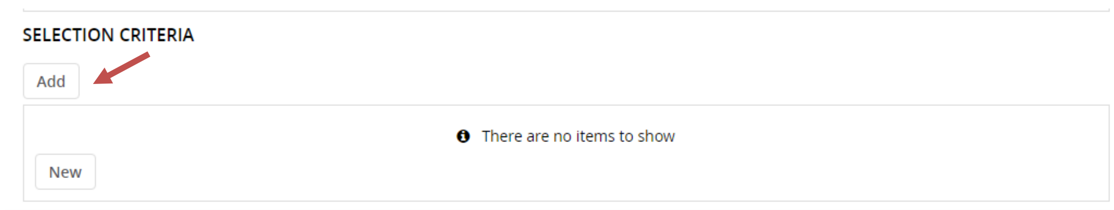


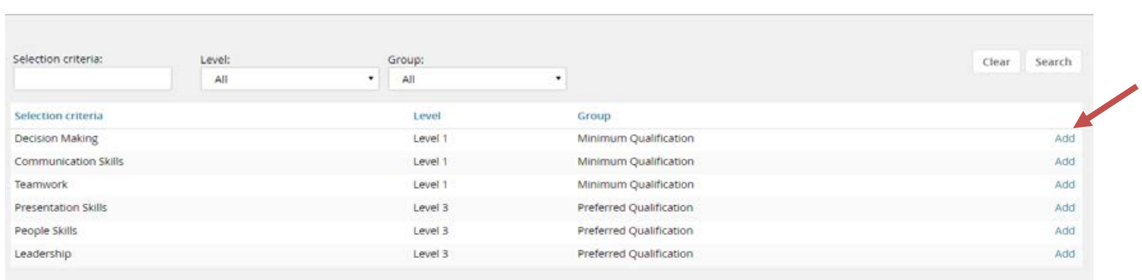

5. Click "Done" when you've added all members.

6. Click "Add" under **Selection Criteria** to add specific selection criteria to the position that search committee members should consider (optional).



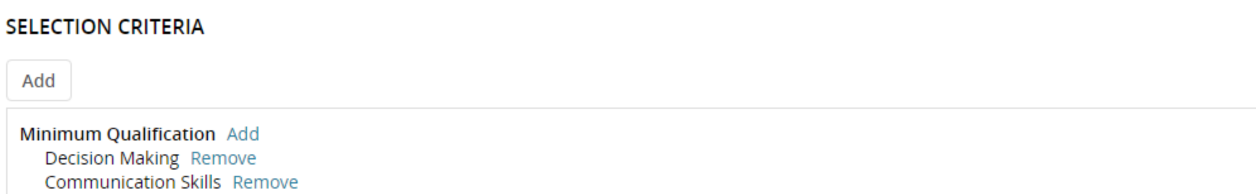

Note: *Selection criteria are used to describe the qualifications, knowledge, skills, abilities and experience a candidate must have to be considered for the position.*

*7.* Click "Add" to add applicable selection criteria. You can add as many as needed.

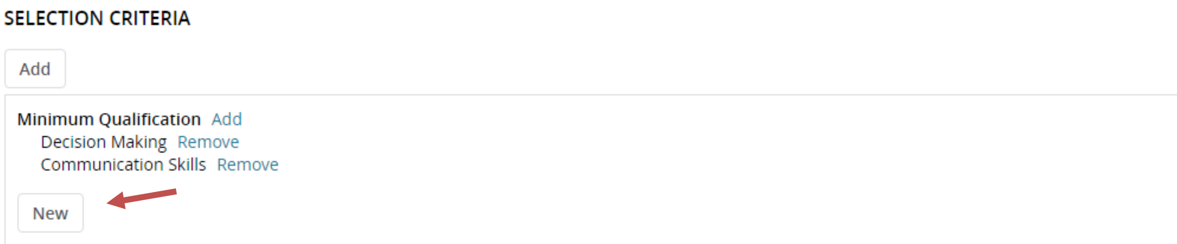



8. Click "Done" after you've selected criteria.

9. Confirm criteria has been added to the field.



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




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


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.

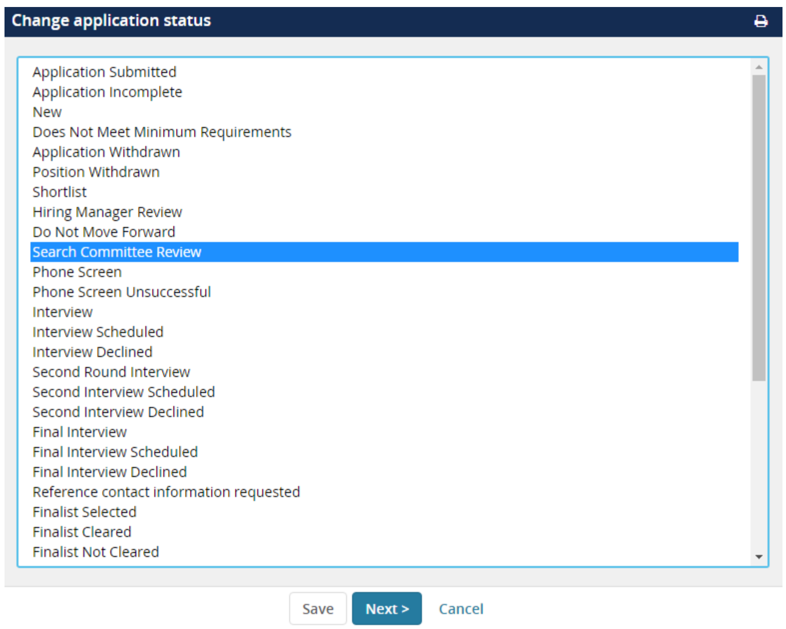
*Please also note that search committee members can only provide feedback on applicants in the **Search Committee Review** status. This is meant for departments who want to truly utilize the system's Search Committee functionality.*

## 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.

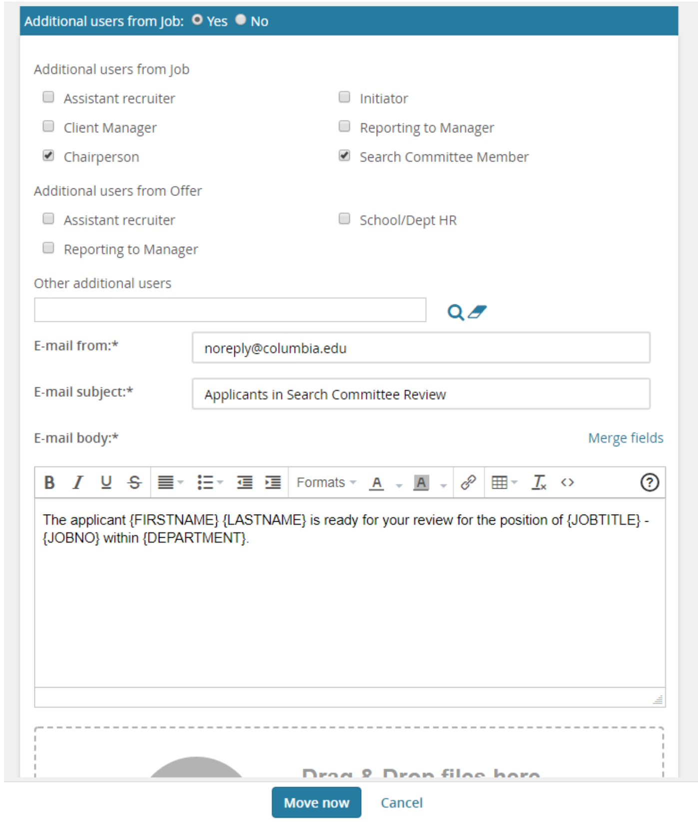
1. Click **Status** of the applicant; select **Search Committee Review**.



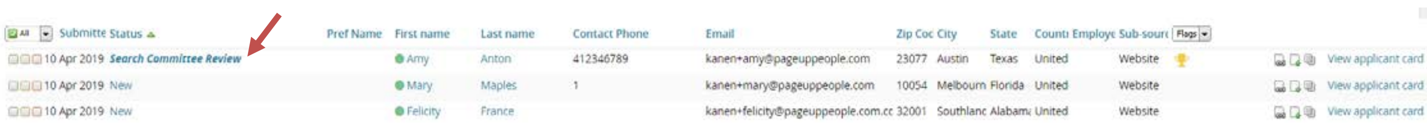

TalentLink Tip: Use the "Bulk move" action to move multiple applicants at the same time to Search Committee Review status. Refer to the *How to Manage Applicants* job aid or watch the training video on the TalentLink page of the Human Resources website.

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).




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.

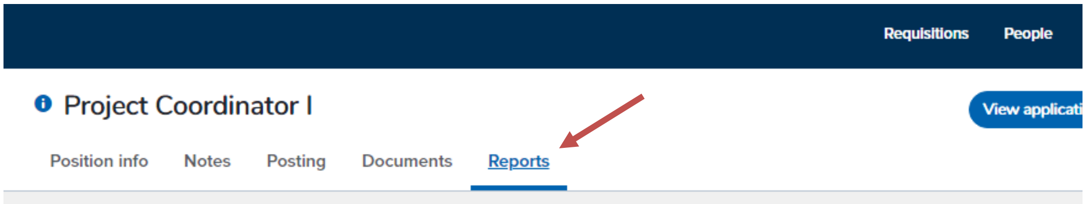
## REVIEWING FEEDBACK FROM A SEARCH COMMITTEE

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.

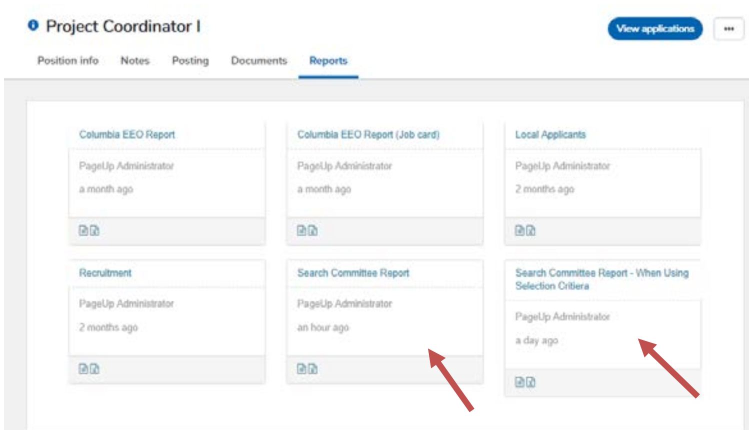
Note: Search committees will only be able to provide feedback on applicants in the “Search Committee Review” status and only these applicants will appear on the reports. Applicants in other statuses will not appear on the search committee reports.

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”.

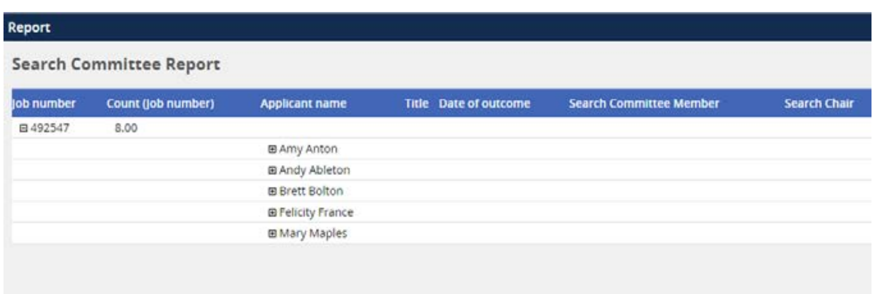
7. Find the requisition and click on “Reports” tab at the top.




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.




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

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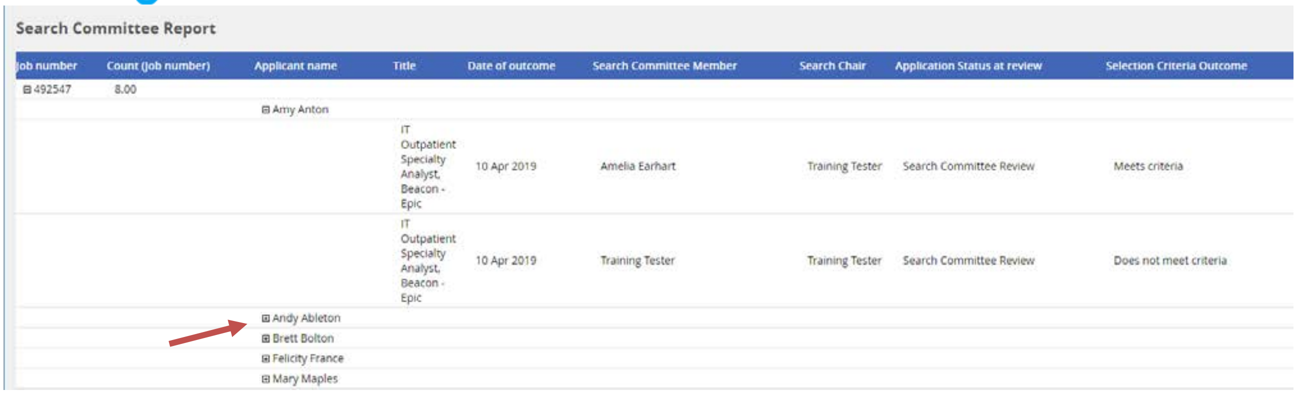
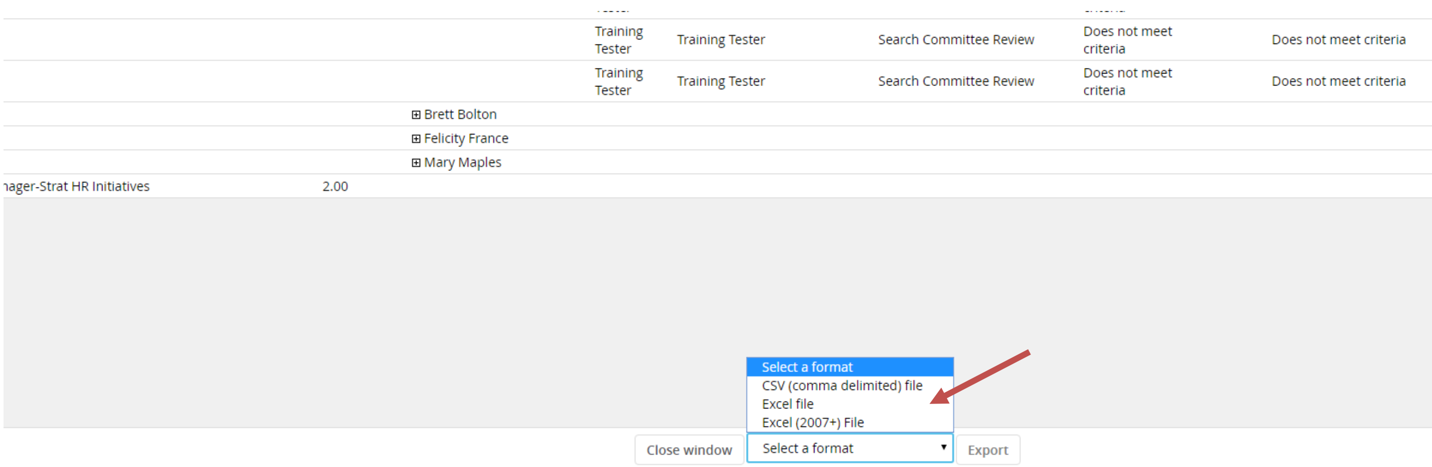



11. Export report into an Excel or CSV file (optional).
    - Click "Select a format" to choose your preferred format.




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

12. Click "Close window" when done.