

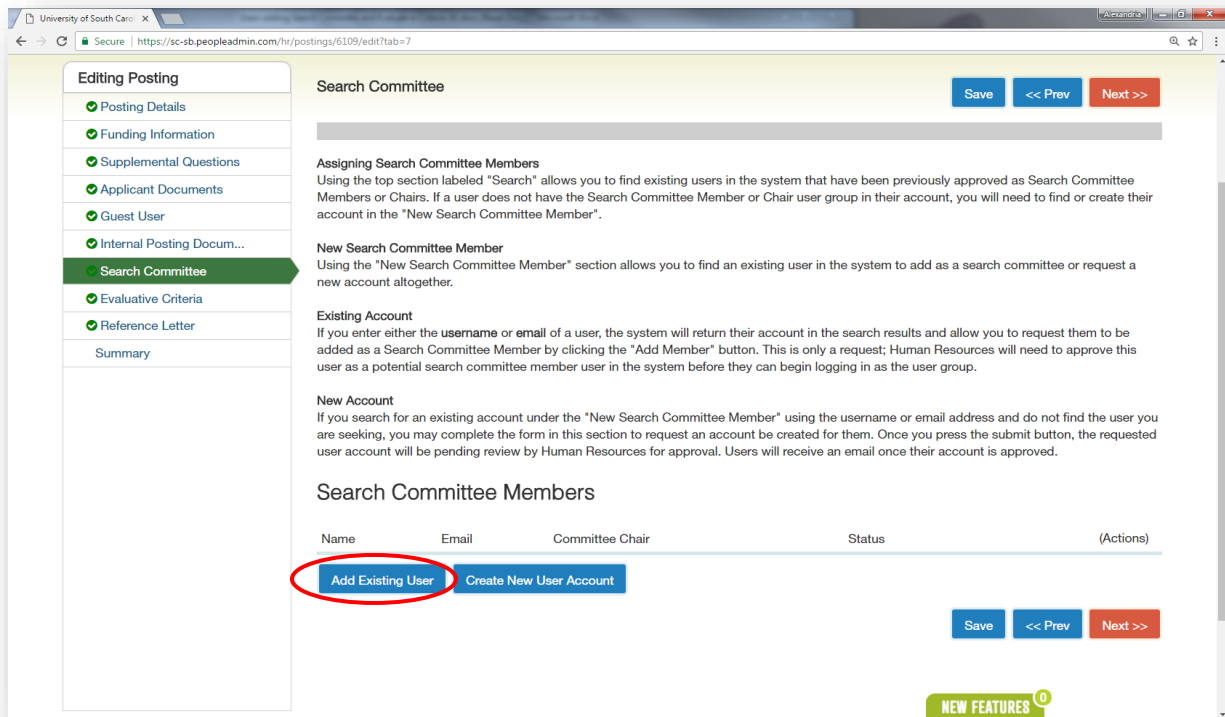
PeopleAdmin Quick Reference Guide
Adding Search Committee/Interview Panel Members & Evaluative Criteria

Adding Search Committee/Interview Panel Members

The Search Committee Feature is designed to allow you to add members from across your campus to serve on the review and selection committee for a specific job.

To add search committee/interview panel members to the posting:

1. Go to the Search Committee tab on the posting and click Add Existing User. All university employees have access to the search committee user group.



2. Use the Keyword Search to find the member(s) you would like to add. Once you find the person click Add Member. Check the Committee Chair box to select the Committee Chair.

- Search committee members will receive an email notifying them they are on a committee. The email will include the job posting information as well.
- Search committee members can log in with their own user name and password, then change their user group to search committee to see the posting and applicants.
- Search committee members will be able to see the applicants when they are at a state that allows for applicant viewing. This is established in the evaluative criteria section.
- Search committee members will have access to all applicant materials such as application, curriculum vitae, resume, cover letter and the answers to the applicant's supplemental questions if they were used.

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✕
Add Existing User

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Admin	People	emailaddress@zed.zed	University of South Carolina	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Davis	April R.	emailaddress@zed.zed	Recruitment and Employment Services	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Jarvis	Rena	rjarvis@mailbox.sc.edu	Recruitment and Employment Services	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Flippins	Alexandria	crawfo84@mailbox.sc.edu	Recruitment and Employment Services	<input type="checkbox"/>	<input type="button" value="Add Member"/>
McCormick	Christina	MCCORMID@mailbox.sc.edu	Recruitment and Employment Services	<input type="checkbox"/>	<input type="button" value="Add Member"/>

Displaying all 5 User

Adding and Using Evaluative Criteria

Evaluative/Ranking Criteria is designed to allow the hiring search chair and search committee to rate the applicants at different states in the hiring process to determine the most qualified applicant for the position. It allows the search committee/interview panel members to provide feedback on applicants within standardized parameters.

1. Click on the Evaluative Criteria Section and select Add Criterion.

Editing Posting

- Posting Details
- Funding Information
- Supplemental Questions
- Applicant Documents
- Guest User
- Internal Posting Docum...
- Search Committee
- Evaluative Criteria**
- Reference Letter
- Summary

Evaluative Criteria

Adding New Criterion: Click on the button labeled "Add a Criterion". A pop up box will appear where you can add an existing criterion or create a new one.

Adding Existing criterion: There are two ways to search for approved criterions to add to the job being posted. You can filter using the key word search or filter by criterion category.

Assign Points: Click on the criterion that has been added and a dropdown menu will appear where points can be associated to each answer on the criterion.

Workflow State: Select the workflow state in the applicant process when you would like for Search Committee Members to begin evaluating applicants for the selected criterion.

Criterion Weight: You can designate the weight of a criterion relative to others in the weight field. It is recommended your total weights add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).

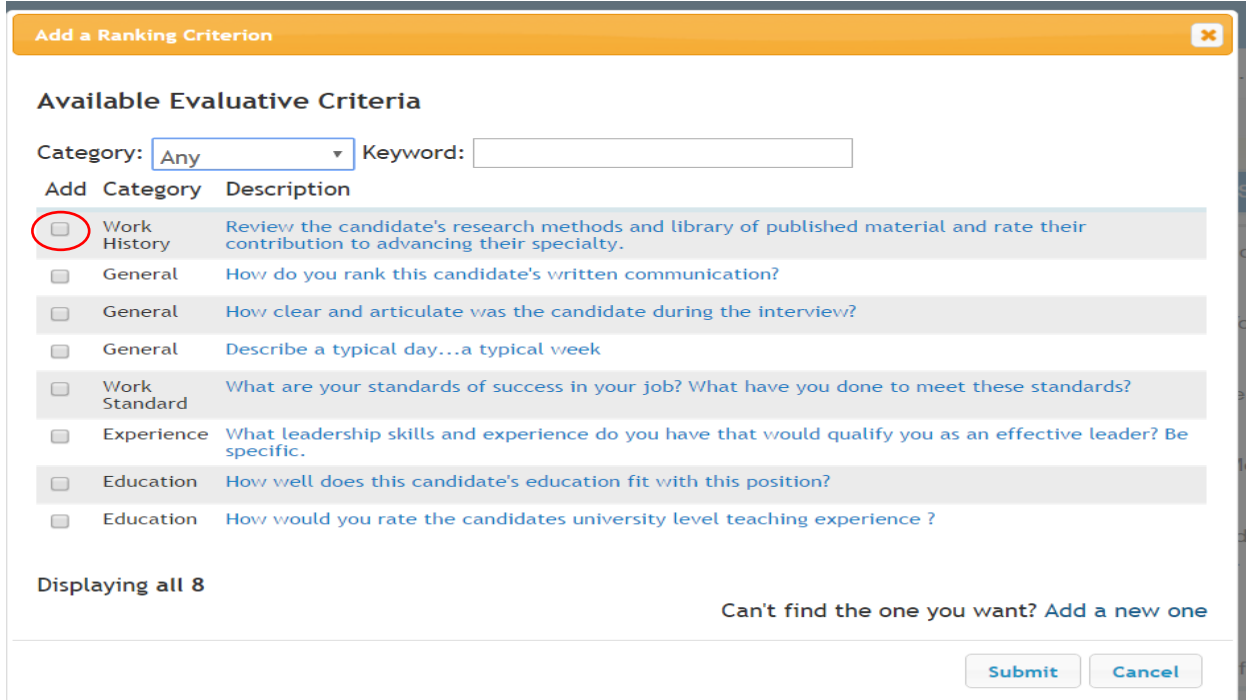
Included Evaluative Criteria

Category	Description	Weight	Workflow State	Points
<input type="button" value="Add a Criterion"/>				

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2. A bank of questions will appear. Search the library of questions by category or keyword. Once you locate your question, click the Add box beside the question.



Add a Ranking Criterion

Available Evaluative Criteria

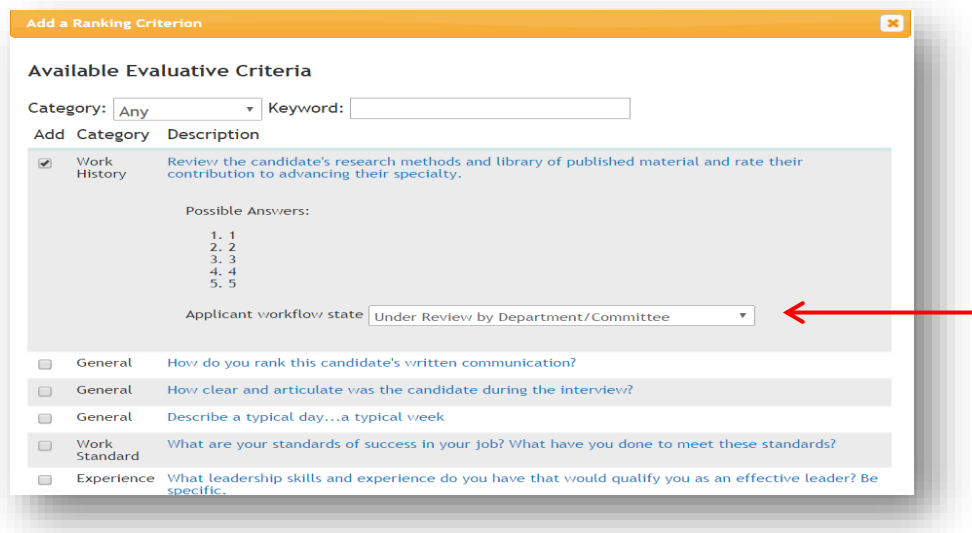
Category: Keyword:

Add	Category	Description
<input checked="" type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	How clear and articulate was the candidate during the interview?
<input type="checkbox"/>	General	Describe a typical day...a typical week
<input type="checkbox"/>	Work Standard	What are your standards of success in your job? What have you done to meet these standards?
<input type="checkbox"/>	Experience	What leadership skills and experience do you have that would qualify you as an effective leader? Be specific.
<input type="checkbox"/>	Education	How well does this candidate's education fit with this position?
<input type="checkbox"/>	Education	How would you rate the candidates university level teaching experience ?

Displaying all 8

Can't find the one you want? [Add a new one](#)

3. Once you select the Add box, the system will show the possible answers for the selected question. It will also allow you to select the workflow in which you would like the search committee members to evaluate the candidate for that particular question. Once completed for each question, click Submit.



Add a Ranking Criterion

Available Evaluative Criteria

Category: Keyword:

Add	Category	Description
<input checked="" type="checkbox"/>	Work History	Review the candidate's research methods and library of published material and rate their contribution to advancing their specialty.
<input type="checkbox"/>	General	How do you rank this candidate's written communication?
<input type="checkbox"/>	General	How clear and articulate was the candidate during the interview?
<input type="checkbox"/>	General	Describe a typical day...a typical week
<input type="checkbox"/>	Work Standard	What are your standards of success in your job? What have you done to meet these standards?
<input type="checkbox"/>	Experience	What leadership skills and experience do you have that would qualify you as an effective leader? Be specific.

Possible Answers:

- 1. 1
- 2. 2
- 3. 3
- 4. 4
- 5. 5

Applicant workflow state:

- If you cannot find the ranking criterion you would like to use in the question bank, you can add a new criteria by selecting Add a New One.

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- Fill in all of the required fields. The name and label can be named the same title.
- Select the category this question should be categorized in.
- Add your question to the description.
- Choose which type of answer format you want for the question. It is highly recommended that you use predefined answers as much as possible with ranking criteria.
- Click Submit when all fields are complete.

4. Once you have selected or added all criteria, you can add weights to the questions and assign points to the answers, if desired. The system will automatically determine a score based on the points and weights assigned. Click on each question selected and you will be allowed to enter points and weights for each question.

Category	Description	Weight	Workflow State	Status
General	Please rate the candidate's quality of references.		Finalist	active ✕
	Name	Quality of References		
	Label	Quality of References		
	Workflow State	Finalist		
	Weight	<input type="text"/>		
	Possible Rankings		Points	
	Unacceptable		<input type="text" value="0.0"/>	
	Below Average		<input type="text" value="5.0"/>	
	Average		<input type="text" value="10.0"/>	
	Above Average		<input type="text" value="15.0"/>	
	Superior		<input type="text" value="20.0"/>	
General	How well did this candidate perform in the interview?		Interviewed	active ✕
Experience	How would you rate the candidates job market paper, sample publication or writing sample?		Under Review by Department/Committee	active ✕

5. Click Save to retain all of your information. Select Next to move to the next section.