For Search Committee Chair & Search Committee (Unit 3 Recruitments)
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Login Information

To access PeopleAdmin, you will need your University SacLink username and password. You should see the secure login screen below. Select “Click Here to Log In with Sacramento State Credentials” to log in.

Section 1. Your Web Browser
PeopleAdmin SelectSuite® supports the following browsers:
- Chrome (self-updating)
- Firefox versions currently supported by the vendor
- Internet Explorer version 9 and later
- Safari versions currently supported by the vendor

When an issue arises with a supported browser version, PeopleAdmin will consider fixing it in an upcoming release. Issues related to browser versions that are no longer supported will not be addressed.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

Section 2. Security of Applicant Data
To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.
Introduction & Home Page

Section 1. User Roles
The Office of Faculty Advancement (OFA) has implemented this system in order to automate many of the tasks of the employment application process.

As a Search Committee /Chair Member, you can:
1. View postings
2. View application materials
3. Print application materials
4. Evaluate applicants/candidate, if evaluative criterion is available

The following table indicates the roles and scopes. The scope indicates the level of authority within the university for each role.

<table>
<thead>
<tr>
<th>User Group</th>
<th>Scope</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Personal</td>
<td>Apply and/or view postings</td>
</tr>
<tr>
<td>Faculty Initiator</td>
<td>Department/Program Center</td>
<td>Create and view recruitment requests, view postings</td>
</tr>
<tr>
<td>Dept. Head/Chair</td>
<td>Department/Program Center</td>
<td>Approve request (recruitment, Personnel Transaction Form)</td>
</tr>
<tr>
<td>Dean/Administrator</td>
<td>Department/Program Center/College</td>
<td>Approve request (recruitment, Personnel Transaction Form)</td>
</tr>
<tr>
<td>Provost/VP</td>
<td>Division</td>
<td>Approve request (recruitment, Personnel Transaction Form)</td>
</tr>
<tr>
<td>Search Chair/Manager</td>
<td>Personal</td>
<td>View application materials, print application materials, evaluate candidates, change status of applicants in work flow</td>
</tr>
<tr>
<td>Search Committee Member</td>
<td>Personal</td>
<td>View application materials, print application materials, evaluate candidates</td>
</tr>
<tr>
<td>Budget</td>
<td>University</td>
<td>Budget authority</td>
</tr>
<tr>
<td>Faculty HR</td>
<td>University</td>
<td>Administrator rights to recruitment process</td>
</tr>
</tbody>
</table>
Section 2. Navigating PeopleAdmin

Once you are logged into PeopleAdmin the “Home” page will display an “Inbox,” “Watch List,” and other links where you can easily navigate to the requests that need your attention. Below is a detailed list of the home page functions available:

**Inbox**

- Displays all items requiring your attention (approval/review).

**Watch List**

- Displays any request you have added to your watch list (Postings, Hiring Proposals, Requests) for easy access.

**Profile & Help**

- Used to update your user account details and online help for using the system.

**Hire**

- Used to toggle between the Hire (formally Applicant Tracking) and Admin modules. You will only have access to Hire module. Click the (...) button to switch modules.

- Displays the user group assigned to you. Use the drop down arrow to change your user group.

The system notification at the top of the screen will indicate your current user group view and other important messages.
Search Committee Member

Section 1. Viewing Posting & Applicants

1. Verify that you are in the “Hire” module and the “Search Committee Member” user group.
2. You can view the posting in which you are assigned to as a Search Committee member by going to the “Requisition” tab and select “Faculty”.

3. A listing of all positions that the Search Committee Member has access to will be visible. Hover over the Actions button next to the posting you are viewing. You have two options, Option 1. “Viewing Requisition” or Option 2. “View Applicants.”

Option 1. View Requisition
1. Select “View Requisition”.
2. You will be directed to the “Summary” tab of the requisition in order to view the requisition request to see information pertaining to the recruitment (e.g. Minimum Qualifications).
3. Click “Applicants” tab to view the list of applicants.
4. **Option 2. View Application**
   4. Select “View Applicants”.
   5. You will be directed to the **Applicants** tab of the requisition.

4. After navigating to the Summary or Applicant tab using Option 1 & Option 2:

   - **Summary** tab allows you to view requisition information about the posting.
   - **Applicants** tab will allow you to view the applicants.

For you to review Applicant(s) information, the status must be in the workflow state “Under Review by Search Committee”

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**Section 2. Reviewing Application and Uploaded Application Documents**

You can review the application and application documents of an applicant(s) individually or download all applicants’ information into one PDF file.

**OPTION 1: Review all submitted application materials for an individual applicant.**

1. You can either click on the link of the name of the applicant you want to view or click the button and select “View Application” to view the application.
2. A summary of the applicant’s information will appear. To view the uploaded application documents, scroll to the bottom of the page. Click any of the documents to download and view.
3. Click the “Back” button on the browser window and repeat steps for additional applicants.

OPTION 2: Combine all applicants’ application and documents into one PDF file

1. Check the box next to the “Applicant Last Name” for all applicants, or check the box next to the selected individuals to review only those applicant materials. Hover over the button and select “Download Applications as PDF.”

Once you click the “Actions” button, a drop down menu will appear.

You can also combine all materials (application, resume/CV, Cover Letter, etc.) into one PDF by selecting “Generate” next to Combined Document at the bottom of the page.

Click on any of the document links to download and view.

Check the box next to the applicants that you want to take action on.
2. A pop up will appear requesting which documents you would like to include. **Faculty Advancement recommends selecting “Application and All Documents”**.

![Image of document selection pop up]

3. A pop up will appear acknowledging the generation of the document. Once downloaded, open the file from your “Downloads” folder.

![Image of generating file pop up]

**Section 3. How to Log Out**

To log out of the system, click on the “**logout**” button. This will only log you out of the PeopleAdmin site. You will still be logged into any CMS systems.

![Image of logout button]
Search Committee Chair/Manager

Section 1. Viewing Posting & Applicants
See Section 1 of Search Committee Member.

Section 2. Reviewing Application and Uploaded Application Documents
See Section 2 of Search Committee Member.

Section 3. Applicant Pool Demographic Report

Per the Faculty Recruitment Guide, Search Committee Chairs should work with OFA and their Department Chair to review the demographics report within PeopleAdmin.

1. To run this report, navigate to the Summary or Applicant page following the steps in Section 1 of the Search Committee Member. Once there, select the “Reports” tab.

![Image of PeopleAdmin's Summary page]

2. Select the “Departmental EEO Report”

![Image of PeopleAdmin's Applicants tab with Departmental EEO Report highlighted]

3. You will be taken to a separate page. The report will automatically begin to generate. Once completed, hover your mouse over the “Actions” link and choose the appropriate action. Once finished, press “Back” on your browser to get back to your requisition or follow the instructions in Section 1 Search Committee Member.
Section 4. Moving Applicants through the Workflow

Once the committee members have reviewed application materials and evaluated which applicants should like further consider for interview or hire, the Search Committee Chair needs to move the applicants to appropriate disposition (or labels) within PeopleAdmin. Depending on the Search Committee Model (see UARTP Article 6.06.B), the Search Chair may designate applicants into five (5) dispositions depending on where you are in your process:

- **Under Review by Committee**: the default disposition for applicants once they have applied for a position
- **Further Review**: this disposition may be selected for those applicants who meet the minimum qualifications prior to being invited to campus for an interview. It is recommended to use this disposition, if search process includes screening or phone interviews prior to a campus visit. This disposition may also be skipped if committee will move from applicant screening directly to campus interview.
- **Interview**: this disposition is used to designate those invited to campus interview
- **Finalist**: this disposition is used ONLY in situations where the Department Chair is NOT a part of the search committee. The Dept. Chair will make their recommendation by moving applicants to “Recommend for Hire” from this disposition
- **Recommend for Hire**: this disposition is used for all candidates being considered for hire. Either the Search Chair or Dept. Chair, depending on Search Committee Model, can make this designation. Candidates in this disposition will need Applicant Evaluation and Recommendation (Addendum 1) uploaded as a supporting document (see Section 4).

**OPTION 1: Change an INDIVIDUAL applicant’s disposition**

1. Verify that you are in the “Hire” module and the “Search Chair/Manager” user group.
2. To change an individual applicant’s disposition, select the applicant from the list of applicants (see Section 2: Reviewing Application).
3. On the Applicant Summary page, hover over the button and select the desired option.
OPTION 2: Change applicants’ disposition in bulk

1. Verify that you are in the “Hire” module and the “Search Chair/Manager” user group.

2. To change multiple applicants’ dispositions at once, check the box next to the name of the applicants you wish to take action on from the applicant list (see Section 1: View Posting and Applicants).

3. Hover over the Actions button and select “Move in Workflow”.

4. Select the desired disposition from the dropdown box for either ALL applicants or individually. Click “Save Changes” once complete.

Section 4. Finalist(s) and/or Recommended for Hire Candidate(s)

Once the Search Committee has decided on which candidate(s) they would like to recommend to hire, they must complete the “Candidate Evaluation and Recommendation” form [see Addendum 1] and upload to ALL recommended applicants.

1. Navigate to the Applicant Summary page of the applicant being recommended for hire (see Section 2: Reviewing Application and Uploaded Application Documents).
2. Select the “Supporting Documents” tab and click the “Add Document” button.

3. Use the “Browse” function and select the relevant “Candidate Evaluation and Recommendation” form for the applicant.

4. Once uploaded, hover over the button and select the next appropriate disposition in the workflow.

5. Repeat steps 1-4 for all applicants being recommended.

6. Send an email to your Dean/Admin [or Dept Chair if using “Finalist” disposition] alerting them to the need for their action.

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**Section 5. Additional Dispositions**

Applicants not being moved forward at different stages of the workflow can be assigned additional dispositions. These dispositions are “Not Interviewed, Not Hired” and “Interviewed, Not Hired”.

- **Not Interviewed, Not Hired**: Applicants not invited to a campus interview
- **Interviewed, Not Hired**: Applicants invited to campus interview, but not a finalist/recommended for hire

1. Follow the steps in Section 3: Moving Applicants through the Workflow and choose the appropriate disposition
2. Upon selecting “Not Interviewed, Not Hired” or “Interviewed, Not Hired”, a popup will appear asking for a reason for the selection. Choose the most appropriate reason.

Not Interviewed, Not Hired

Interviewed, Not Hired

3. Select Submit. Repeat for all applicable applicants.

Section 6. Notifications
PeopleAdmin will send out notifications automatically once the position is “Filled” or “Cancelled”. Notifications are sent based upon the Disposition selected for that applicant. Samples of these notifications can be requested from Faculty Advancement.

Faculty Advancement recommends sending out additional correspondence to those applicants invited for on-campus interviews.
Section 7. Workflow

Section 7. How to Log Out

To log out of the system, click on the “logout” button. This will only log you out of the PeopleAdmin site. You will still be logged into any CMS systems.

Dean/Admin: Initiating Personnel Transaction

Section 1. Viewing Posting & Applicants Recommended for Hire

1. Verify that you are in the “Hire” module and the “Dean/Administrator” user group.

2. View the posting in which you are assigned to as a Dean/Admin by going to the “Requisition” tab and select “Faculty”.

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3. A listing of all positions that the Dean/Admin has access to will be visible. Hover over the **Actions** button next to the posting you are viewing. You have the two options, Option 1. “Viewing Requisition” or Option 2. “View Applicants.”

**Option 1. View Requisition**
1. Select “View Requisition”.
2. You will be directed to the “Summary” tab of the requisition in order to view the requisition request to see information pertaining to the recruitment (e.g. Minimum Qualifications).
3. Click “Applicants” tab to view the list of applicants.

**Option 2. View Application**
1. Select “View Applicants”.
2. You will be directed to the **Applicants** tab of the requisition.
Option 1 & Option 2

**Section 2. Reviewing Application and Uploaded Application Documents**

You can review the application and application documents of an applicant(s) recommended for hire individually or download all applicants’ information into one PDF file.

**OPTION 1: Review all submitted application materials for an individual applicant.**

1. You can either click on the link of the name of the applicant you want to view or click the "Action" button and select “View Application” to view the application.

For you to review Applicant(s) information, the status must be in the workflow state “Recommended for Hire”.

“Summary” tab allows you to view requisition information about the posting.

“Applicants” tab will allow you to view the applicants.

Clicking on the name link of the applicant you wish to view or the “Action” tab will direct you to the applicant’s application.
2. A summary of the applicant’s information will appear. To view the uploaded application documents, scroll to the bottom of the page. Click any of the documents to download and view.

3. Click the “Back” button on the browser window and repeat steps for additional applicants.
OPTION 2: Combine all applicants’ application and documents into one PDF file

1. Check the box next to the “Applicant Last Name” for all applicants, or check the box next to the selected individuals to review only those applicant materials. Hover over the button and select “Download Applications as PDF.”

2. A pop up will appear requesting which documents you would like to include. **Faculty Advancement recommends selecting “Application and All Documents.”**
3. A pop up will appear acknowledging the generation of the document. Once downloaded, open the file from your “Downloads” folder.

Section 3. Reviewing Candidate Evaluation and Recommendation Document

The Candidate Evaluation and Recommendation document is prepared by the Search Committee to inform the Dean/Admin who are the preferred candidates for hire. Because candidates are not evaluated within the PeopleAdmin system, this is the way for the Search Committee to make known their evaluations and recommendations.

1. To view the Search Committee’s Candidate Evaluation and Recommendation Document, navigate to the Applicant Summary page of a candidate recommended for hire [see Section 2] and select the “Supporting Documents” tab.

2. Click the file name of the Supporting Document.

3. Repeat steps for other candidates “Recommended for Hire”.

![Image of generating file status complete message]

Generating File... Status Complete
Please do not close this window until the download has started.
If your download does not start automatically, click here.
Section 4. Initiating the Personnel Transaction

A Personnel Transaction form has been built into the PeopleAdmin system. Once a candidate has accepted a tentative offer of employment, the Dean/Admin will initiate the Personnel Transaction.

1. Navigate to the Applicant Summary page of the candidate you are hiring [see Section 2]. Click the button.

2. On the next screen, click the “Start Personnel Transaction” button.

3. For any remaining candidates, you will need to change their disposition to “Interviewed, Not Selected”. Refer to Section 5 of Search Chair Manager.

4. See the Personnel Transaction User Guide for instructions and tips on completing the Personnel Transaction.

Section 5. How to Log Out

To log out of the system, click the “logout” button. This will only log you out of the PeopleAdmin site. You will still be logged into any CMS systems.
Addendum: Candidate Evaluation and Recommendation Document

Candidate Evaluation and Recommendation

Upload this form as a “Supporting Document” to the selected applicant for your recruitment when submitting to Dean/Administrator level approval in the Applicant Workflow.

I. SEARCH COMMITTEE MODEL
Pursuant to UARCP Section 0.06.E, please indicate the Search Committee model that was utilized in this search:

☐ Search Committee (Minimum of three faculty)
☐ Search Committee and Department Chair (Minimum of three faculty; Dept. Chair ex officio)
☐ Search Committee of the Whole with a Screening Committee

II. APPLICANT ASSESSMENTS
Please list all applicants invited for on-campus interview. (If more space needed, attach additional document)

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Which preferred qualifications did candidate meet?</th>
<th>Applicants Strengths in comparison to other applicants</th>
<th>Applicants Weaknesses in comparison to other applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
III. **CANDIDATE(S) RECOMMENDED FOR APPOINTMENT**

Please list the recommended candidate(s) for the position.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Candidate Name</th>
<th>Reasons for ranking (as it pertains to advertised job criteria)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ No candidate recommended from pool.

IV. **VERIFICATIONS & APPROVALS:**

A. **Qualifications** – All qualifications have been verified and all candidates invited for interview meet ALL required qualifications.
   
   Yes ☐ (please explain) __________________________

B. **Reference checks** - Hiring committees are responsible for completing reference checks before an applicant is offered an appointment.
   
   Reference checks completed: Yes ☐ No (please explain) __________________________

C. **Degrees** – Was the highest/terminal degree verified for your recommended candidate(s)?
   
   Yes ☐ No (Please explain) __________________________

   Highest degree verified: ________________ Institution earned from: __________________________

   Date Earned: __________________________

   If degree verified is not terminal degree, indicate deadline for obtaining terminal degree: __________________________

D. **AA/EOR Affirmation**

Pursuant to UARTP Section 6.06.D.2.H, I affirm by my signature that no inappropriate actions have been taken which may have been the effect of discriminating against an applicant for this faculty position. If the AA/EOR fails/declines to sign, a written statement by the AA/EOR shall be included.

Signature: __________________________  Date: __________________________