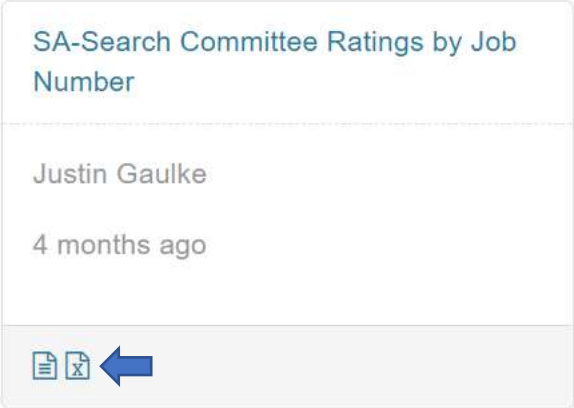
How-To Run and Sort CHRS Score Report

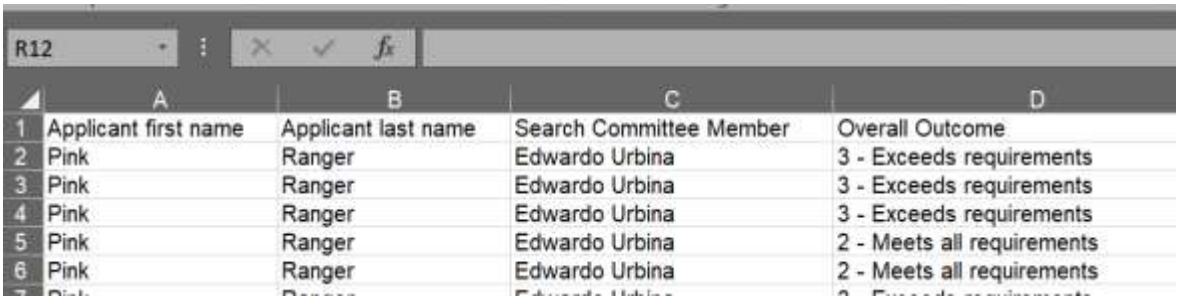
Updated 2/22/2022

1. Navigate to the “Reports (Legacy)” tab of the job card in question
2. Find the “SA-Search Committee Ratings by Job Number” report. Select the “X” symbol to export the data into an Excel file.



3. Enable Editing and save the Excel file.
4. Only the following columns in the “SA-Search Committee Ratings” tab will be needed*
    a. Applicant first name
    b. Applicant last name
    c. Search Committee Member
    d. Overall Outcome

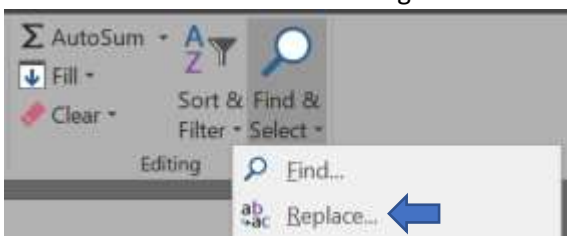
    *You can delete or move the extra columns, or leave them and disregard in the PivotTable. If you leave all columns, just please keep in mind that Overall ***Outcome*** is the relevant measure for this report (not Overall *Rating*).



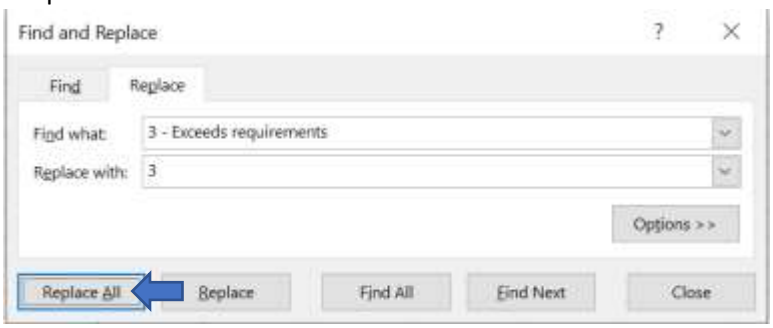
	A	B	C	D
1	Applicant first name	Applicant last name	Search Committee Member	Overall Outcome
2	Pink	Ranger	Edwardo Urbina	3 - Exceeds requirements
3	Pink	Ranger	Edwardo Urbina	3 - Exceeds requirements
4	Pink	Ranger	Edwardo Urbina	3 - Exceeds requirements
5	Pink	Ranger	Edwardo Urbina	2 - Meets all requirements
6	Pink	Ranger	Edwardo Urbina	2 - Meets all requirements

5. Create a new column before “Applicant first name” titled “Applicant name”. This will be used to combine the Applicant’s first and last names.
    a. In the first cell of your new column, use the formula =B2&" "&C2 to select and combine the first cell of the “Applicant first name” and “Applicant last name” columns.
    b. Hit enter, and copy or drag this formula down to fil the entire column

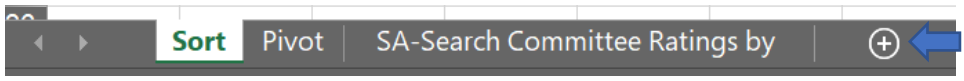
6. Use “Find and Replace” to convert the values in “Overall Outcome” to numbers only
    a. Use Ctrl + F or select the following from the “Home” menu



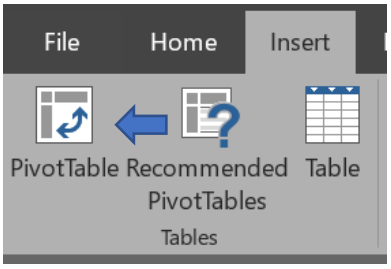
    b. Enter the following values into the “Find What” and “Replace” fields, and select “Replace All”



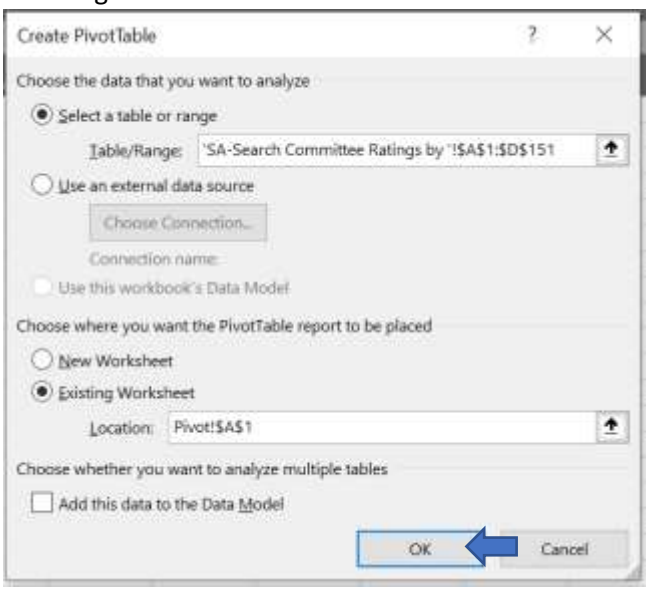
        i. 0 – Meets none of the requirements > 0
        ii. 1 – Meets some requirements > 1
        iii. 2 – Meets all requirements > 2
        iv. 3 – Exceeds requirements > 3
        v. 4 – Far exceeds requirements > 4
7. Create two new tabs: “Pivot” and “Sort”



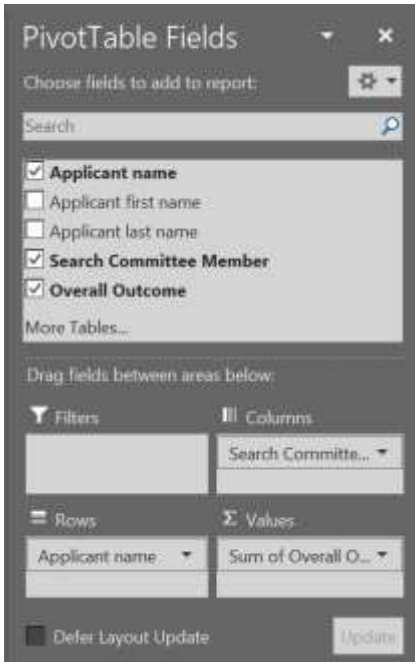
8. Navigate to the “Pivot” tab, and from the “Insert” menu, select “PivotTable”



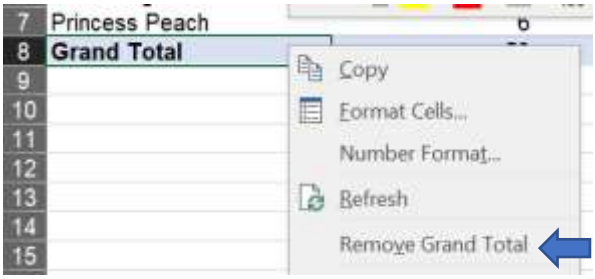
9. A window will appear. Ignore and navigate back to the “SA-Search Committee Ratings” tab. Click and drag to select all data. Select “Ok”.



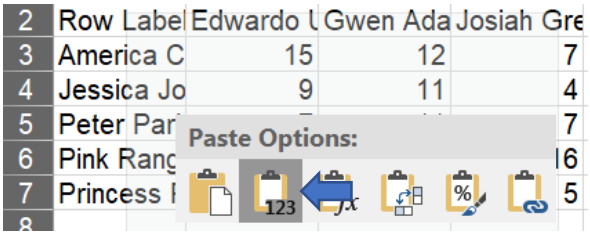
10. Navigate back to the “Pivot” tab. On the right under “PivotTable Fields”, click and drag the fields to the following locations
    a. Rows: Applicant name
    b. Columns: Search Committee Member
    c. Values: Overall Outcome (Sum)
        i. If this does not default to “Sum”, click the drop-down and select “Value Field Settings”



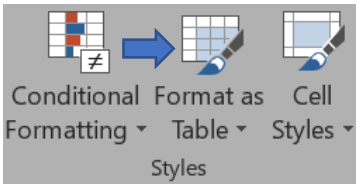
11. Right-click the “Grand Total” text at the bottom of the “Sum of Overall Outcome” column, and select “Remove Grand Total”



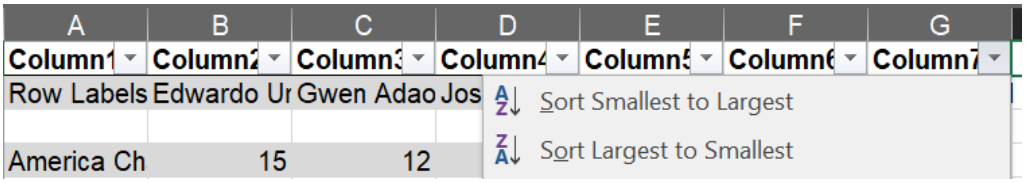
12. Click and drag to select all cells of the PivotTable, ignoring row 1, and “Copy”. Navigate to the “Sort” tab and “Past as Values”.



13. Click and drag to select your data. Under the “Styles” section of the “Home” menu, select “Format as Table” and choose any option. In the pop-up window that appears, select “Ok”.



14. In the “Grand Total” column (Column G), select the sort drop-down and “Sort Largest to Smallest”



This will create a ranked list of applicants for the committee’s review. You can optionally resize the columns to show all text, and hide the “Pivot” and “SA Search Committee Ratings” tabs to clean up the report before sending.