## 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.

| SA-Search Committee Ratings by Job<br>Number |
|----------------------------------------------|
| Justin Gaulke<br>4 months ago                |
|                                              |

- 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*).

| R12 • : × ✓ fr |                      |                     |                         |                            |  |  |
|----------------|----------------------|---------------------|-------------------------|----------------------------|--|--|
| 9              | A                    | В                   | 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 |  |  |
| -              | Disk                 | D                   | Educada Hiddaa          | a Forenda an address and   |  |  |

- 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

| ∑ AutoSum - A<br>↓ Fill - Z<br>✓ Clear - Sort<br>Filter | & Find &<br>r - Select - |
|---------------------------------------------------------|--------------------------|
| Editing                                                 | ₽ Eind                   |
|                                                         | ab<br>ac Replace         |

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

| nd and Repla  | ice                   |          |           | ?       | ×  |
|---------------|-----------------------|----------|-----------|---------|----|
| Find          | teplace               |          |           |         |    |
| Find what     | 3 - Exceeds requireme | nts      |           |         | v. |
| Replace with: | 3                     |          |           |         | *  |
|               |                       |          |           | Options | •  |
| Replace All   | Beplace               | Find All | Eind Next | Clos    | e) |

- 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".

| Create PivotTable        |                                | ?                        | $\times$ |
|--------------------------|--------------------------------|--------------------------|----------|
| Choose the data that you | want to analyze                |                          |          |
| Select a table or ra     | ige                            |                          |          |
| ]able/Range:             | 'SA-Search Committee Ratin     | ngs by "!\$A\$1:\$D\$151 | 1        |
| ⊖ ∐se an external dat    | a source                       |                          |          |
| Choose Con               | section                        |                          |          |
| Connection na            | me                             |                          |          |
| Use this workbook        | s Data Model                   |                          |          |
| Choose where you want    | the PivotTable report to be pl | aced                     |          |
| O New Worksheet          |                                |                          |          |
| Existing Worksheet       |                                |                          |          |
| Location: Piv            | ot!\$A\$1                      |                          | 1        |
| Choose whether you war   | t to analyze multiple tables   |                          |          |
| Add this data to the     | Data Model                     |                          |          |
|                          |                                | OK Cano                  | el       |

- 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"

| 7  | Princess Peach | 0                   |
|----|----------------|---------------------|
| 8  | Grand Total    | Ph. com             |
| 9  |                | Ha Coby             |
| 10 |                | Eormat Cells        |
| 11 |                | Number Format       |
| 12 |                | radinoes connag     |
| 13 |                | Befresh             |
| 14 |                | Persona Grand Total |
| 15 |                | Nemote Granu 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".

| 2 | Row Labe   | Edwardo l   | Gwen Ada | Josiah G | Gre |
|---|------------|-------------|----------|----------|-----|
| 3 | America C  | 15          | 12       |          | 7   |
| 4 | Jessica Jo | 9           | 11       |          | 4   |
| 5 | Peter Pari | Paste Ontic |          |          | 7   |
| 6 | Pink Rang  | Paste Optic | , ins.   |          | 16  |
| 7 | Princess I |             |          | %        | 5   |
| 0 |            | 123         |          |          |     |

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"

| Α                                                               | В         | С         |      | D                       | E            |      | F       |   | G         |
|-----------------------------------------------------------------|-----------|-----------|------|-------------------------|--------------|------|---------|---|-----------|
| Column1 -                                                       | Column2 - | Column: - | Colu | ımn4 –                  | Column       | •    | Columne | • | Column7 - |
| Row Labels Edwardo Ur Gwen Adao Jos Al Sort Smallest to Largest |           |           |      |                         |              |      |         |   |           |
|                                                                 |           |           |      | Z¥ =0.                  |              | _    |         |   |           |
| America Ch                                                      | 15        | 12        |      | <b>Ά</b> ↓ S <u>o</u> r | t Largest to | ) Sr | nallest |   |           |

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.