University of Utah - PeopleAdmin Search Committee Member User Guide

Access Your Applicants Anytime:
- LOGIN to CIS www.utah.edu
- Locate the "Applicant Tracking System" applet under the "EMPLOYEE" tab
- Enter the University of Utah System
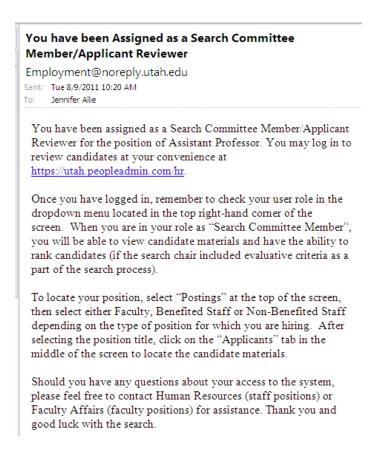- Or go to: https://utah.peopleadmin.com/hr/shibboleth

Search Committee Actions In PEOPLEADMIN:
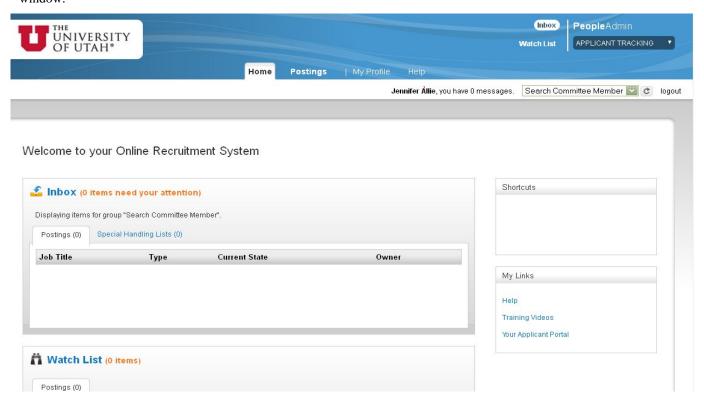- Review faculty applicants
- Evaluate faculty applicants

Best Practices:

- Once assigned as a Search Committee Member, you will be notified via a system-generated email of your role and provided with the Instructions to access your Search Committee Roster of Applicants.
- Committee members will not be notified via email every time an applicant applies.
- Review and assess all applicant files using established criteria (reviewers should commit to spending a minimum of 15-20 minutes per applicant to ensure equitable review of all candidates and allay potential for unconscious biases to shape evaluation).
- Maintain confidentiality of the process at all times:
    - All search committee deliberations, as well as all information related to the work of the committee, whether verbal or written must remain confidential.
- It is important to consider an applicant's entire career – some applicants may have less traditional routes to the professoriate and may have academic or employment gaps or time spent in professional positions. Evaluating the entire career can help understand all of the strengths an applicant will bring to the position and the department.
- Document why each applicant has been screened out during the process is vital to appropriate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if a complaint is filed and an investigation required.

Step 1: Log in to Applicant Portal using CIS Username and Password:

You have been Assigned as a Search Committee Member/Applicant Reviewer

Employment@noreply.utah.edu

Sent: Tue 8/9/2011 10:20 AM

To: Jennifer Allie

You have been assigned as a Search Committee Member/Applicant Reviewer for the position of Assistant Professor. You may log in to review candidates at your convenience at https://utah.peopleadmin.com/hr.

Once you have logged in, remember to check your user role in the dropdown menu located in the top right-hand corner of the screen. When you are in your role as "Search Committee Member", you will be able to view candidate materials and have the ability to rank candidates (if the search chair included evaluative criteria as a part of the search process).

To locate your position, select "Postings" at the top of the screen, then select either Faculty, Benefited Staff or Non-Benefited Staff depending on the type of position for which you are hiring. After selecting the position title, click on the "Applicants" tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please feel free to contact Human Resources (staff positions) or Faculty Affairs (faculty positions) for assistance. Thank you and good luck with the search.
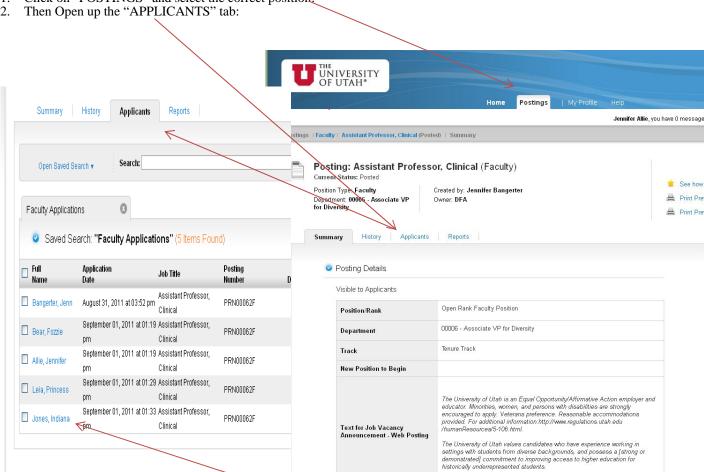
If you have more than one role (e.g., Department Admin/Department Approver; Search Committee Member) make sure to toggle your user row to "SEARCH COMMITTEE MEMBER" and click the circular-arrow refresh button next to the dropdown window.

THE UNIVERSITY OF UTAH®

Inbox | PeopleAdmin

Watch List | APPLICANT TRACKING ▼

Home | Postings | My Profile | Help

Jennifer Àllie, you have 0 messages. | Search Committee Member ▼ ⟳ logout

Welcome to your Online Recruitment System

Inbox (0 items need your attention)

Displaying items for group "Search Committee Member".

Postings (0) | Special Handling Lists (0)

Job Title	Type	Current State	Owner

Shortcuts

My Links

Help

Training Videos

Your Applicant Portal

Watch List (0 items)

Postings (0)

Step 2: View the Applicants:

To view the applicants for the position:
1. Click on "POSTINGS" and select the correct position:
2. Then Open up the "APPLICANTS" tab:

3. You can then click on the candidate's name or under "ACTIONS" you may "VIEW Application"
4. This will open the summary view of the application and you may then open up all required and optional documentation submitted by the candidate. Documents attached to the application are located at the bottom of the application summary.

5. If the posting was set up to use the PEOPLEADMIN system to solicit and collect letters of recommendation you can view attached letters of recommendation by clicking on "RECOMMENDATIONS"
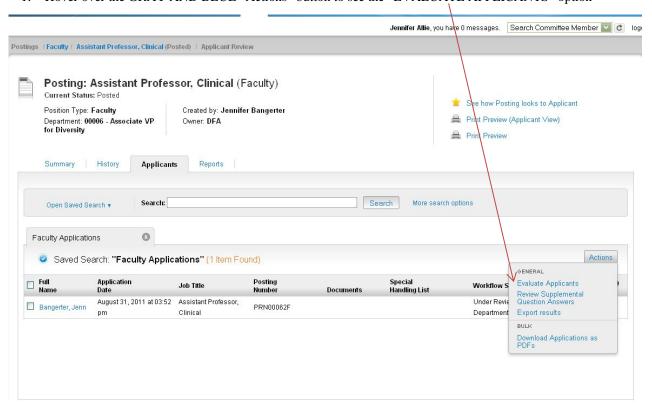
Department: 00221 - Biochemistry

| Summary | Recommendations (4) | History | Reports |

✔ Personal Information

Contact Information

Name Prefix (Mr., Ms., Miss, Dr., etc)

a. Letters submitted through the system will be accessible from this screen by either clicking on the title of the letter or by hovering over "ACTIONS" and viewing the file:

| Summary | Recommendations (4) | History | Reports |

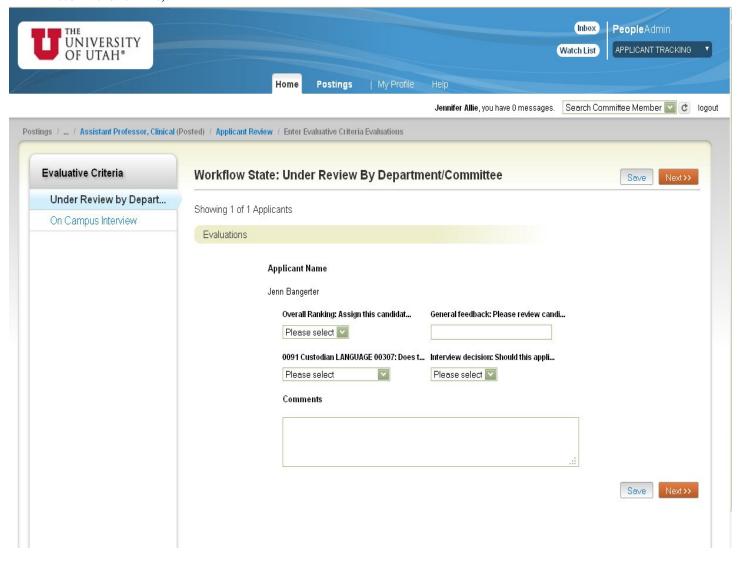| Reference	Submitted?	(Actions)
Anonymous, 08/17/2011 10:28 PM	Yes	Actions ▾
Anonymous, 08/26/2011 05:12 PM	Yes	Actions ▾
Anonymous, 08/17/2011 08:33 PM	Yes	Actions ▾
Anonymous, 08/19/2011 05:12 AM	No	Actions ▾

View

Step 3: Evaluating Applicants:

If the search committee has built in evaluative criteria, members will be asked to evaluate and rank candidates within the PEOPLEADMIN system. To evaluate applicants go to your "APPLICANTS" tab (see Step 2 for instructions to find applicants).

1. Hover over the GRAY AND BLUE "Actions" button to see the "EVALUATE APPLICANTS" option

2. After clicking "Evaluate Applicants" you will have access to evaluative criteria available to you based on workflow statuses set up by Department (e.g., Candidate Under Review by Department/Committee; On Campus Interview; Recommend for Hire).[1]

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3. You may proceed through the available evaluation criteria and record your responses directly into the system. Search Committee Chairs will have access to all members comments and rankings:

Evaluative Criteria

Under Review by Depart...

On Campus Interview

Workflow State: On Campus Interview

Save « Prev Next »

Showing 1 Applicant. Show More

Evaluations

Applicant Name

Jennifer Allie

Dual Appointment: Are you willing to pursue a joint appointment at the VA?

Please select
Please select
Yes
No

Save « Prev Next »

For Questions about Faculty Recruitment please contact your respective Faculty Affairs Representative:

Main Campus:
Office for Faculty 201 S. Presidents Circle, Room 308 Salt Lake City, Utah 84112 Phone 801-581-8763 Fax 801-585-6812 officeforfaculty@utah.edu