

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 screenshot shows the PeopleAdmin Applicant Tracking System interface. At the top left is the University of Utah logo. The top right features an "Inbox" button and a "PeopleAdmin" dropdown menu currently set to "APPLICANT TRACKING". Below this is a navigation bar with "Home", "Postings", "My Profile", and "Help" links. A user status bar indicates "Jennifer Allie, you have 0 messages." and a dropdown menu for the user role, currently set to "Search Committee Member" with a refresh icon and a "logout" link.

The main content area displays a "Welcome to your Online Recruitment System" message. On the left, there is an "Inbox (0 items need your attention)" section with a sub-section for "Special Handling Lists (0)". Below this is a table with the following headers: "Job Title", "Type", "Current State", and "Owner". The table is currently empty. Below the table is a "Watch List (0 items)" section with a sub-section for "Postings (0)".

On the right side, there are two sections: "Shortcuts" and "My Links". The "My Links" section contains links for "Help", "Training Videos", and "Your Applicant Portal".

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:

The screenshot shows the University of Utah HR system interface. At the top, there is a navigation bar with 'Home', 'Postings', 'My Profile', and 'Help'. Below this, the 'Applicants' tab is selected, showing a list of applicants for the position 'Assistant Professor, Clinical (Faculty)'. The table lists 5 applicants with their names, application dates, job titles, and posting numbers. A red arrow points from the instruction 'Click on “POSTINGS”' to the 'Postings' menu item. Another red arrow points from 'Then Open up the “APPLICANTS” tab:' to the 'Applicants' tab. A third red arrow points from the candidate name 'Allie, Jennifer' in the table to the instruction 'You can then click on the candidate’s name or under “ACTIONS” you may “VIEW Application”'.

Full Name	Application Date	Job Title	Posting Number
Bangerter, Jenn	August 31, 2011 at 03:52 pm	Assistant Professor, Clinical	PRN00062F
Bear, Fozzie	September 01, 2011 at 01:19 pm	Assistant Professor, Clinical	PRN00062F
Allie, Jennifer	September 01, 2011 at 01:19 pm	Assistant Professor, Clinical	PRN00062F
Leia, Princess	September 01, 2011 at 01:29 pm	Assistant Professor, Clinical	PRN00062F
Jones, Indiana	September 01, 2011 at 01:33 pm	Assistant Professor, Clinical	PRN00062F

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: 00ZZ1 - 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

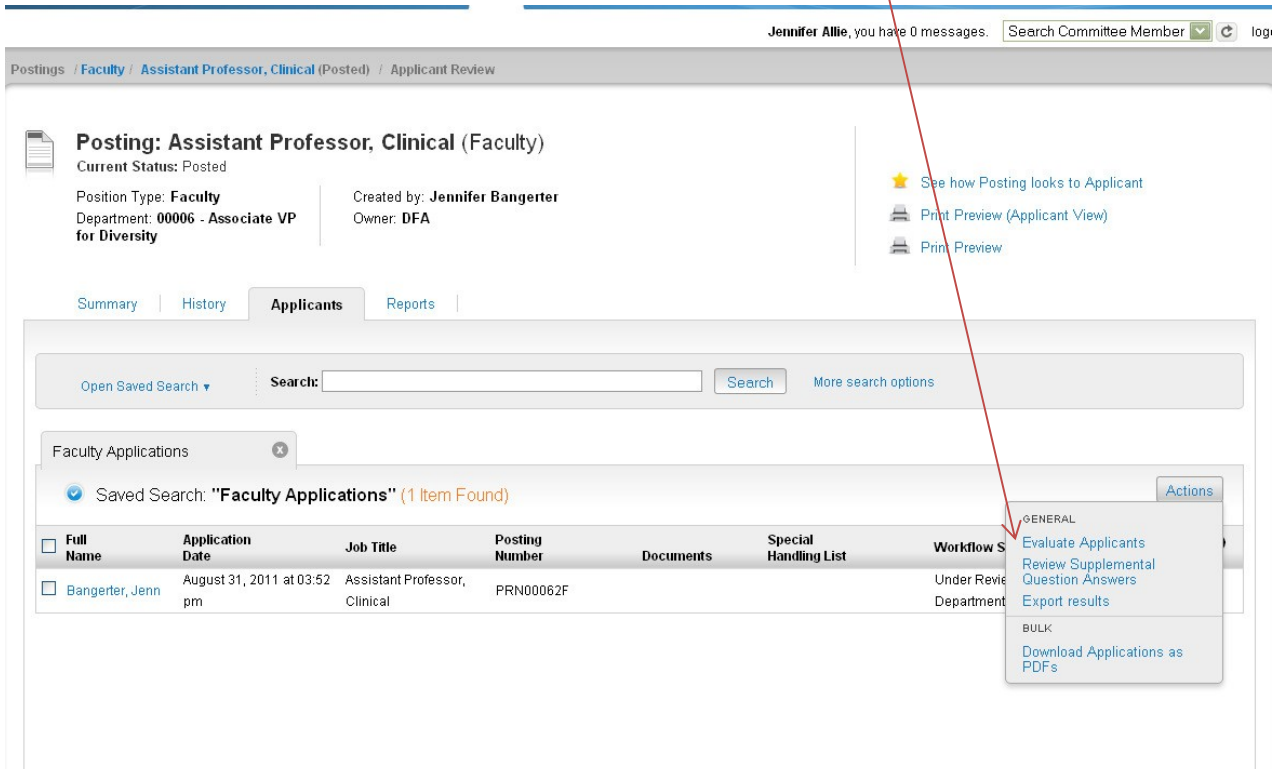
Reference	Submitted?	(Actions)
Anonymous, 08/17/2011 10:28 PM	Yes	Actions ▼
Anonymous, 08/26/2011 05:12 PM	Yes	Actions ▼
Anonymous, 08/17/2011 08:33 PM	Yes	Actions ▼
Anonymous, 08/19/2011 05:12 AM	No	Actions ▼

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



The screenshot displays the PEOPLEADMIN interface for an applicant review. At the top, it shows the user 'Jennifer Allie' and a search bar for committee members. The main content area is titled 'Posting: Assistant Professor, Clinical (Faculty)' and includes details like 'Current Status: Posted', 'Position Type: Faculty', and 'Department: 00006 - Associate VP for Diversity'. Below this, there are tabs for 'Summary', 'History', 'Applicants', and 'Reports'. The 'Applicants' tab is active, showing a search bar and a table of applications. A red arrow points from the instruction text to the 'Actions' button in the table, which has a dropdown menu open showing the 'Evaluate Applicants' option.

Posting: Assistant Professor, Clinical (Faculty)
Current Status: Posted
Position Type: Faculty
Department: 00006 - Associate VP for Diversity
Created by: Jennifer Bangarter
Owner: DFA

Summary | History | **Applicants** | Reports

Open Saved Search ▾ Search: [] Search More search options

Faculty Applications

Saved Search: "Faculty Applications" (1 Item Found)

<input type="checkbox"/>	Full Name	Application Date	Job Title	Posting Number	Documents	Special Handling List	Workflow S	Actions
<input type="checkbox"/>	Bangarter, Jenn	August 31, 2011 at 03:52 pm	Assistant Professor, Clinical	PRN00062F			Under Review Department	<ul style="list-style-type: none">Evaluate ApplicantsReview Supplemental Question AnswersExport resultsBULKDownload Applications as PDFs

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

The screenshot displays the PeopleAdmin Applicant Tracking interface. At the top, the University of Utah logo is on the left, and navigation links for 'Inbox', 'PeopleAdmin', 'Watch List', and 'APPLICANT TRACKING' are on the right. Below this, a navigation bar includes 'Home', 'Postings', 'My Profile', and 'Help'. A user notification for 'Jennifer Allie' and a search bar for 'Committee Member' are also visible.

The main content area shows the breadcrumb path: 'Postings / ... / Assistant Professor, Clinical (Posted) / Applicant Review / Enter Evaluative Criteria Evaluations'. The 'Workflow State' is 'Under Review By Department/Committee', with 'Save' and 'Next >>' buttons. It indicates 'Showing 1 of 1 Applicants' and lists 'Evaluations'.

The evaluation form for applicant 'Jenn Bangarter' includes the following fields:

- Overall Ranking: Assign this candidat...**: A dropdown menu with 'Please select'.
- General feedback: Please review candi...**: A text input field.
- 0091 Custodian LANGUAGE 00307: Does t...**: A dropdown menu with 'Please select'.
- Interview decision: Should this appli...**: A dropdown menu with 'Please select'.
- Comments**: A large text area for entering comments.

'Save' and 'Next >>' buttons are located at the bottom right of the form.

¹ NOTE: Evaluative questions will only be accessible to search committee members if a candidate is in the specified workflow status. For example, in the example above the candidate is currently “Under Review by Department/Committee” so there are five questions /comments available. If search committee members click on “ON CAMPUS INTERVIEW” on the left hand side, no questions will be available for this particular candidate given that the candidate has not been transitioned to this status.

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