



# Committee Chair Screening Instructions

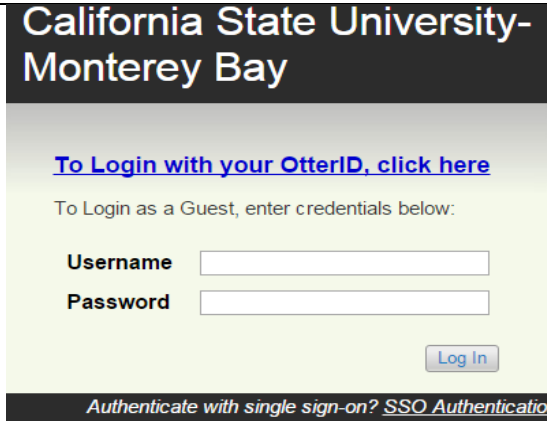
Go to  
<https://csumb.peopleadmin.com/hr/sessions/new>

Login with your OtterID and Password


Note:

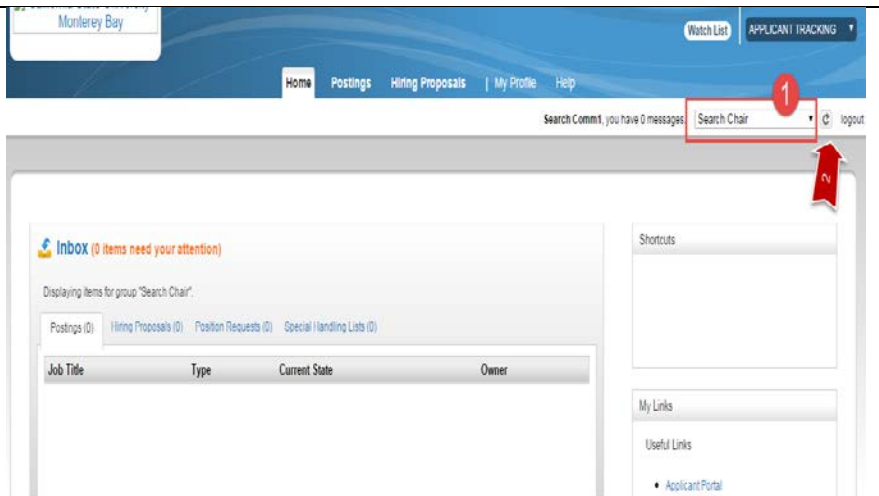
After entering your OtterID and Password  
 Click on the blue link ...

[“To Login with your OtterID, click here”](#)



Step 1: Select “Search Committee Chair”  
 in the group box.

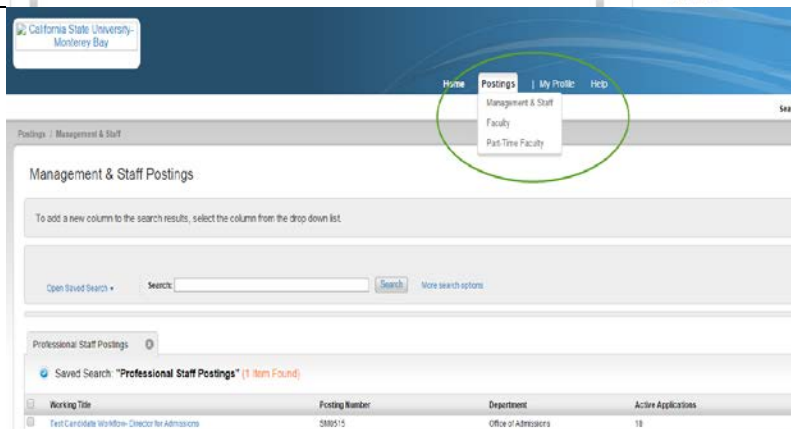
Step 2: Click the  refresh button next to  
 the group box.



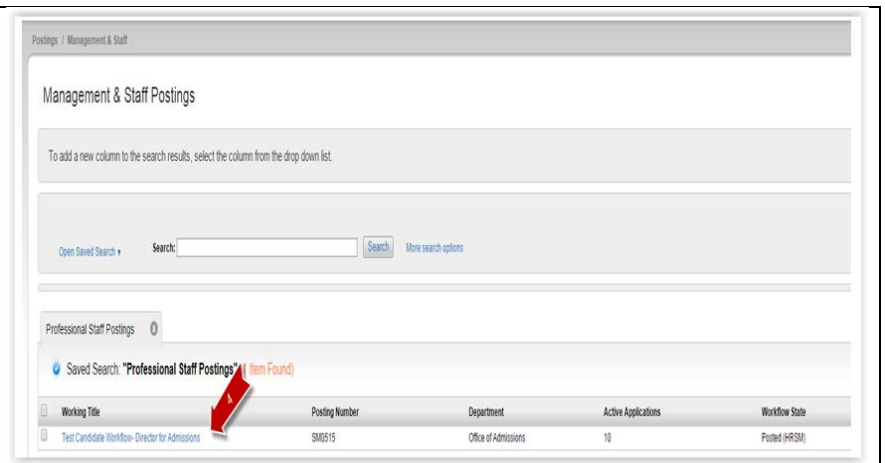
Step 3: Click on the Postings tab and select  
 appropriate posting type:

- Management & Staff
- Faculty
- Part-Time Faculty

Look under “Working Title” for the  
 position to populate →



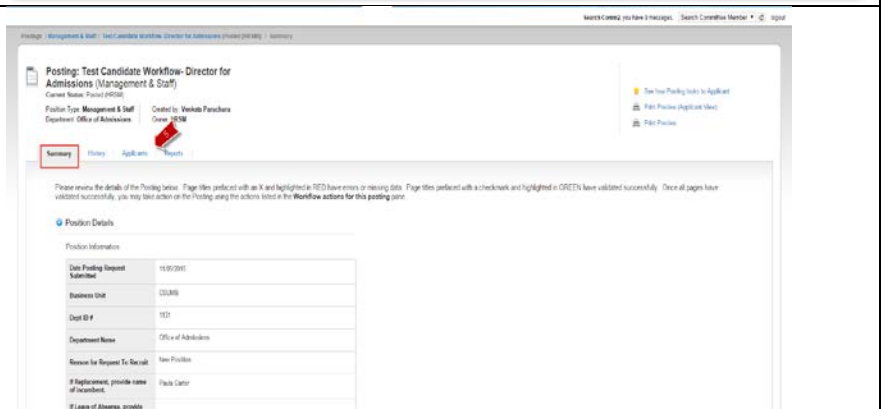
Step 4: Click on the appropriate position to review applicants.



Summary Tab: Provides details of the job posting.

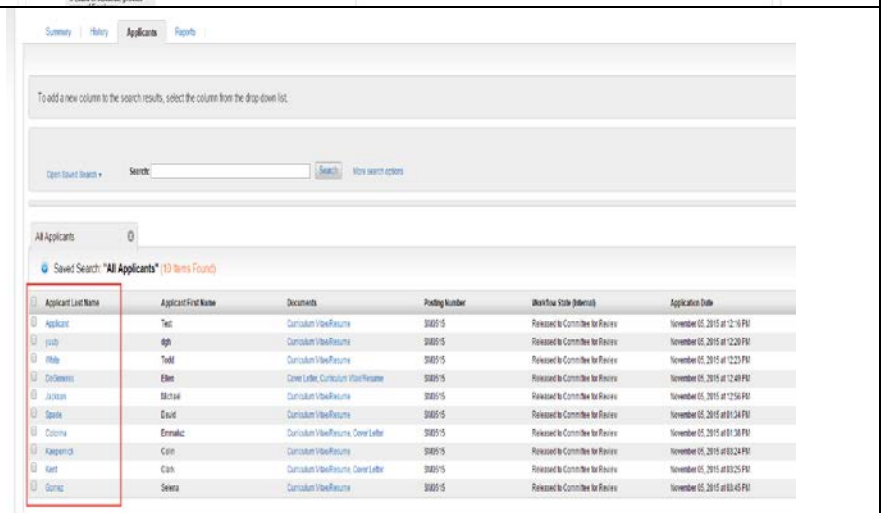
History Tab: Provides action details

Step 5: Go to Applicants tab to move applicants to Interview workflow state.



Screenshot shows list of applicants who applied for this posting

To view applicant details, click on the applicant's last name.



To evaluate applicant please refer to "Search Committee Member" document.

**Note:** currently only Search Committee Chairs are receiving system emails when applicants are ready to view. As Chair, you now control when you would like your committee members to begin evaluating applications by providing them with the link to the system.

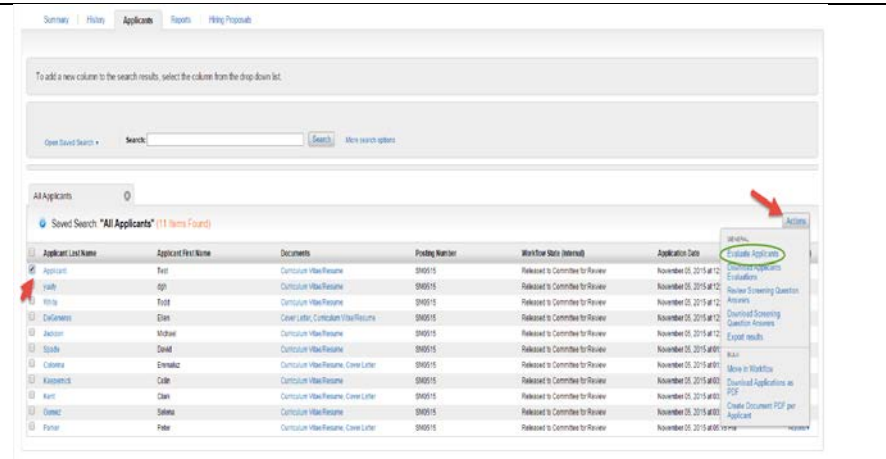
One of the functions of Search Committee Chair is to review committee's evaluations and move the applicants to the next stage (To Interview, Not to Interview).

This can be done either individually by each applicant, or by group of applicants.

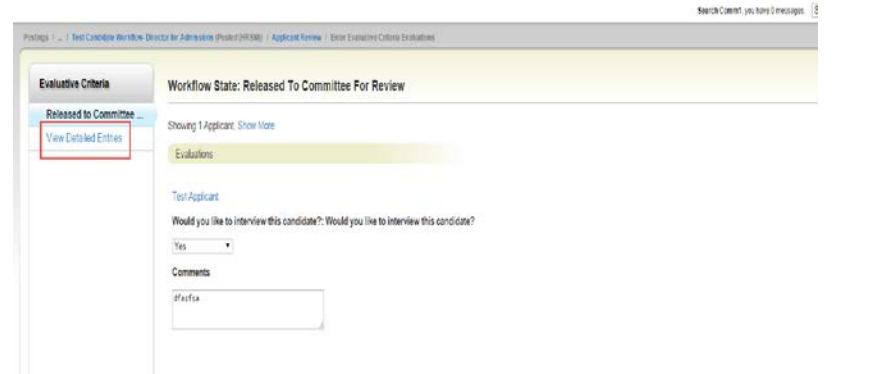
Let's review both options:

**Option 1:** Review search committee evaluation for single applicant and to decide to interview or not to interview.

Select an applicant in the list,  
 Click on Action button and  
 Select Evaluate Applicants from the dropdown list as shown in the screenshot



Click on View Detailed Entries



Click on Applicant's Full Name

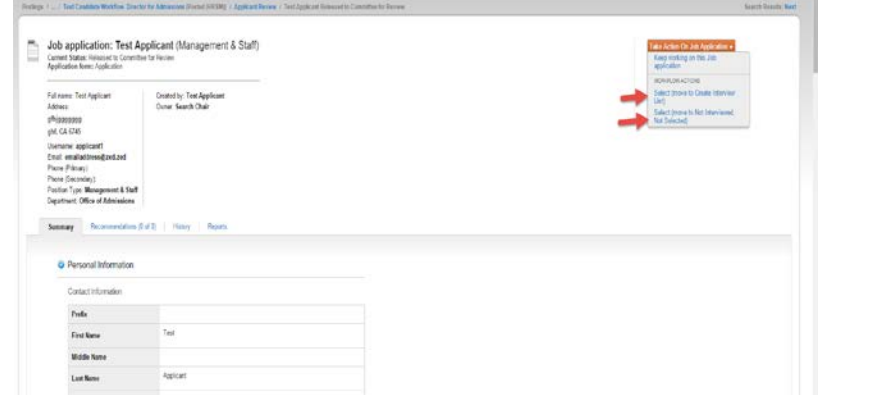


Screenshot shows Committee members ratings for one applicant.  
 To move this applicant to next stage click on the Applicant's name using the breadcrumbs as shown with the arrow sign

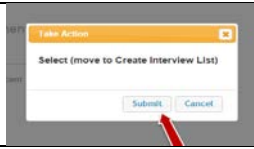


This step will open the applicants Job application page.  
 Click on the orange button and  
 Select one of the options as shown in the screenshot

- Select (move to Create Interview List)
- Select (move to Not Interviewed, Not selected)



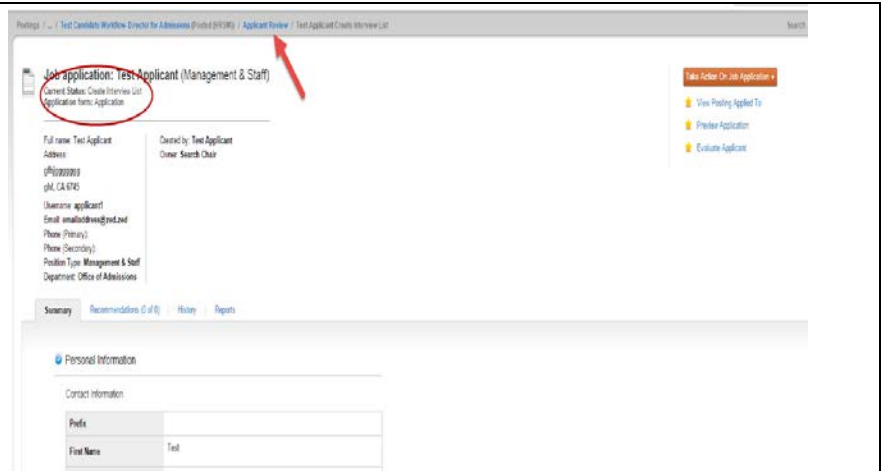
Click Submit.



The current status of the applicant changes to “Create Interview List “as shown below.

To review next applicant, go back to the applicant list using the breadcrumbs- Applicant Review link as shown.

Repeat all the above steps for the next applicant to review and move applicants to next stage individually.

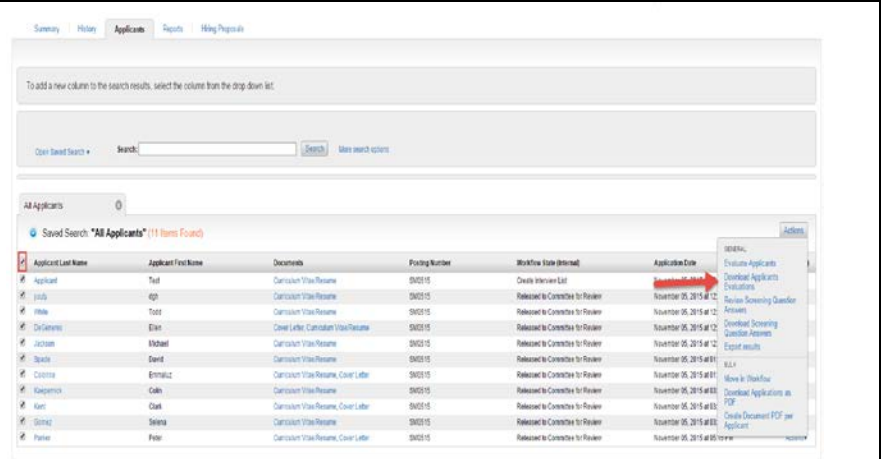


**Option 2:** Review Search Committee’s evaluation for all applicants and move them to next stage in groups.

Select all applicants, click on Action button and

Select Download Applicants Evaluations option from the dropdown list.

This option opens an excel sheet on your screen.



This is the excel sheet with the listing of all applicants and search committee member’s evaluations.

applicant id	first name	last name	current state	Susan McFarlane Would you like to interview this candidate?: Would you like to interview this candidate?	comment s	Search Comm2 Would you like to interview this candidate?: Would you like to interview this candidate?	comments	Search Comm1 Would you like to interview this candidate?: Would you like to interview this candidate?	comments
17	Test	Applicant	Create Interview List Released to Committee for Review	Yes	finally	Yes	Good Eip	Yes	dfdfsa
20	dgn	yuty	Released to Committee for Review	<no value entered>		No	Not Relevant Eip	No	sdfdf
19	Todd	White	Released to Committee for Review	<no value entered>		Yes	Good Technical Skills	Yes	
35	Elen	DeGeneres	Released to Committee for Review	<no value entered>		Yes		<no value entered>	
37	Michael	Jackson	Released to Committee for Review	<no value entered>		No		Alternate/Maybe	zfvz
48	David	Spade	Released to Committee for Review	<no value entered>		Alternate/Maybe		No	Xcvz
38	Emmalz	Coloma	Released to Committee for Review	<no value entered>		Yes		Yes	svesag
58	Colin	Kaesemick	Released to Committee for Review	N/A		<no value entered>		Yes	sdfdsa
60	Clark	Kent	Released to Committee for Review	N/A		No		No	cvsfdf
73	Selena	Gomez	Released to Committee for Review	N/A		Yes		Yes	wCaGzXV
104	Peter	Parker	Released to Committee for Review	N/A		N/A		<no value entered>	