California State University MONTEREY BAY
Extraordinary Opportunity

Committee Screening Instructions

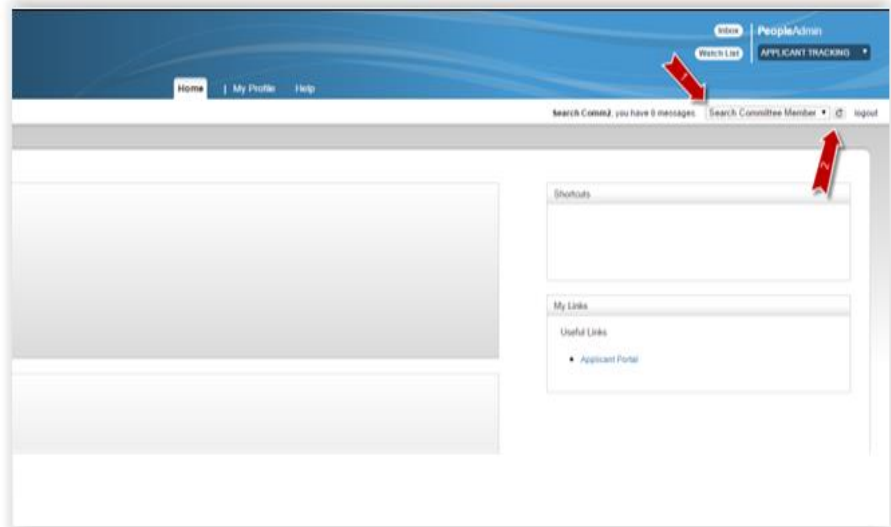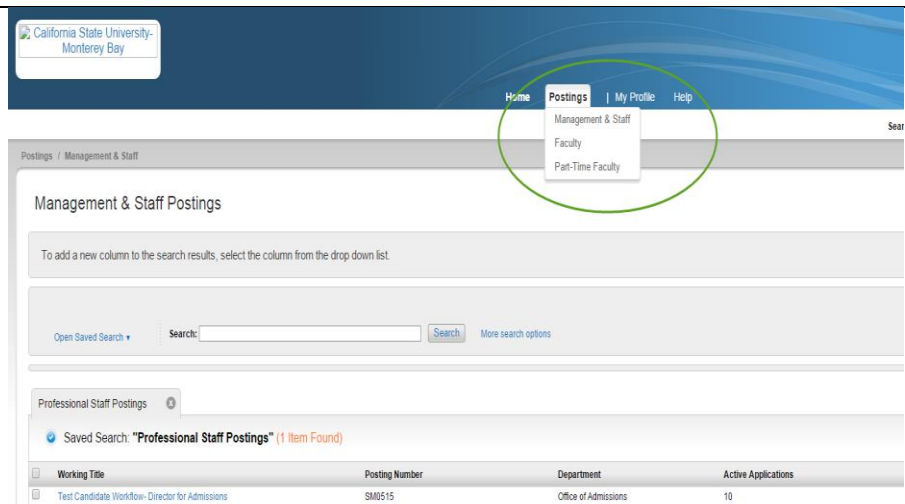|	
Go to: **https://csumb.peopleadmin.com/hr** Login with your OtterID and Password Note: After entering your OtterID and Password Click on the blue link **...** **"To Login with your OtterID, click here"**	**California State University-Monterey Bay** **To Login with your OtterID, click here** To Login as a Guest, enter credentials below: Username [ ] Password [ ] Log In Authenticate with single sign-on? SSO Authentication
Step 1: Please make sure to select "Search Committee Member" in the group box. Step 2: Click the ↻ refresh button next to the group box.	
Step 3: Click on the <u>Postings tab</u> 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 for evaluating applicants	
You will see a list of applicants who applied for this posting. To view applicant details click on the applicant's last name. From this screen: You may click on the links to documents (resumes) and/or the candidate's application.	
Summary Tab: Provides details of applicants and all the applicants' documents (resume, cover letter etc). Scroll to the bottom of the page to view applicant's documents. Step 6: Click Evaluate Applicant link as shown by arrow.	

Step 7: Answer evaluate question if you would like to interview this candidate or not, enter any comments for the applicant. Step 8: Click Save Step 9: Use the Applicant review breadcrumbs to go back to applicant list for evaluating next applicant.	
To review or evaluate all applicants at once, check the all applicants checkbox. Click on Actions box and select Evaluate Applicants. Click on Actions box to download your responses into excel sheet. Select "Download Applicants Evaluations" from the list.	
After evaluating all applications, Click: Save The workflow process now continues with the Committee Chair.	