

Human Resources

| 100 Campus Center - Tide Hall, Seaside, CA 93955

831-582-3389 | 831-582-3572 (fax)

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

<u>Note</u>: 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.

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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- <u>Applicant Review</u> link as shown.	Protect / / Test Candido Writerio Evolution for Admission (Frield (BECHD) / Applicant Evenine / Test Applicant Count Intervent Let Loter application: Test-Applicant (Management & Staff) Counter State: Count Entervent Let Applicant Inter-Applicant	teart. Tala Inter Or the Application -
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**Option 2:** Review Search Committee's evaluation for all applicants and move them to next stage in groups.

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