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-Aplicant 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.