



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

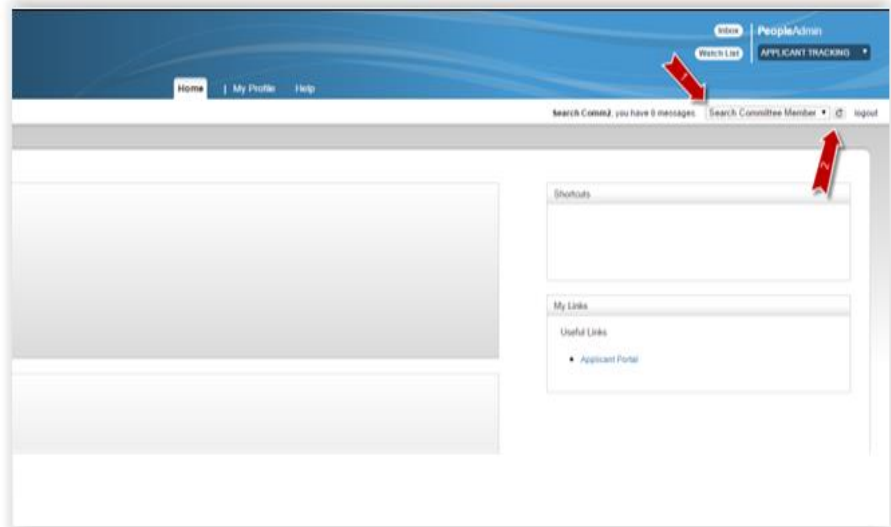
Password

Log In

Authenticate with single sign-on? [SSO Authentication](#)

Step 1: Please make sure to select “Search Committee Member” in the group box.

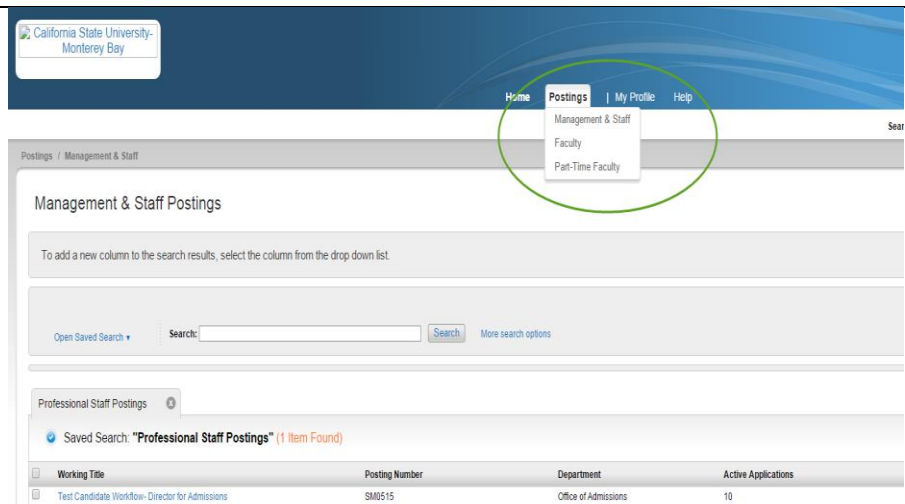
Step 2: Click the  refresh button next to the group box.



Step 3: Click on the 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.

Management & Staff Postings

To add a new column to the search results, select the column from the drop down list.

Open Saved Search ▾ Search: Search More search options

Professional Staff Postings 0

Saved Search: "Professional Staff Postings" (1 Item Found)

Working Title	Posting Number	Department	Active Applications	Workflow State
Test Candidate Workflow- Director for Admissions	SM0515	Office of Admissions	10	Posted (HRSM)

Summary Tab: Provides details of the job posting.

History Tab: Provides action details

Step 5: Go to Applicants tab for evaluating applicants

Posting: Test Candidate Workflow- Director for Admissions (Management & Staff)

Current Status: Posted (HRSM)

Position Type: Management & Staff Created by: Venkato Panichuru
Department: Office of Admissions Owner: HRSM

Summary History Applicants Reports

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the **Workflow actions for this posting** pane.

Position Details

Position Information

Date Posting Request Submitted	11/05/2015
Business Unit	CSUMB
Dept ID #	1131
Department Name	Office of Admissions
Reason for Request To Recruit	New Position
If Replacement, provide name of incumbent.	Paula Carter
If Leave of Absence, provide name of incumbent.	

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.

All Applicants 0

Saved Search: "All Applicants" (10 Items Found)

Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date
Applicant	Test	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 12:16 PM
youth	dgh	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 12:20 PM
White	Todd	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 12:23 PM
DeGenese	Ellen	Cover Letter, Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 12:49 PM
Jackson	Michael	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 12:56 PM
Spade	David	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 01:34 PM
Colonia	Emmanuel	Curriculum Vitae/Resume, Cover Letter	SM0515	Released to Committee for Review	November 05, 2015 at 01:38 PM
Kaepemick	Cole	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 03:24 PM
Kerr	Clark	Curriculum Vitae/Resume, Cover Letter	SM0515	Released to Committee for Review	November 05, 2015 at 03:25 PM
Gomez	Selena	Curriculum Vitae/Resume	SM0515	Released to Committee for Review	November 05, 2015 at 03:45 PM

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.

Job Application: Test Applicant (Management & Staff)

Current Status: Released to Committee for Review
Application Form: Application

Full name: Test Applicant
Address: gfh9999999
gfh, CA 9746
Username: applicant
Email: emailaddress@and.zed
Phone (Primary):
Phone (Secondary):
Position Type: Management & Staff
Department: Office of Admissions

Created by: Test Applicant
Owner: Search Chair

View Posting Applied To
Preview Application
Evaluate Applicant

Summary Recommendations (0 of 0) History

Personal Information

Contact Information

Prefix	
First Name	Test
Middle Name	
Last Name	Applicant

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.

California State University - Monterey Bay

Home Postings My Profile Help

Search Comm2, you have 0 messages. Search Committee Member logout

Postings / ... / Test Candidate Workflow- Director for Admissions (Posted (HRSM)) / Applicant Review / Enter Evaluative Criteria Evaluations

Evaluative Criteria

Released to Committee ...

Workflow State: Released To Committee For Review

Showing 1 Applicant. Show More

Evaluations

Test Applicant

Would you like to interview this candidate?: Would you like to interview this candidate?

Yes
Yes
No
Alternate/Maybe

Relevant Experience

Save Next >>

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.

All Applicants

Saved Search: "All Applicants" (10 Items Found)

Applicant First Name	Documents	Posting Number	Workflow State (Internal)
Test	Curriculum Vitae/Resume	SM0515	Released to Committee for Review
dgh yuuty	Curriculum Vitae/Resume	SM0515	Released to Committee for Review
White Todd	Curriculum Vitae/Resume	SM0515	Released to Committee for Review
DeGeneres Ellen	Cover Letter, Curriculum Vitae/Resume	SM0515	Released to Committee for Review
Jackson Michael	Curriculum Vitae/Resume	SM0515	Released to Committee for Review
Spade David	Curriculum Vitae/Resume	SM0515	Released to Committee for Review

Actions

- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK
- Download Applications as PDF
- Create Document PDF per Applicant

check this box to select all Applicants

Click Evaluate Applicants

After evaluating all applications,

Click: Save

The workflow process now continues with the Committee Chair.

Evaluative Criteria

Released to Committee ...

Workflow State: Released To Committee For Review

Showing 10 Applicants. Show More

Evaluations

Test Applicant

Would you like to interview this candidate?: Would you like to interview this candidate?

Yes

Comments

Comments

dgh yuuty

Would you like to interview this candidate?: Would you like to interview this candidate?

Please select

Comments

Todd White

Click Save