

How Do I Manage Applicants for Search Committee (Job Aid)

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10mo ago • 18 Views •

Introduction

This job aid provides step-by-step instructions on Applicant Management. This process reviews Applications for specific jobs as a Search Committee Member who is an employee.

Prerequisite(s):

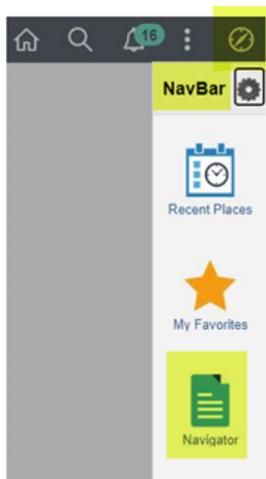
Applicant(s) have applied to the job opening. The Search Committee Member can now begin reviewing the application materials.

Instructions

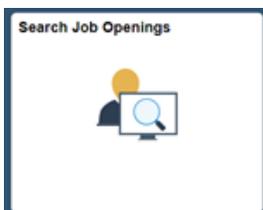
1. Log into **OneUSG Connect**.

Navigation:

Navigator > Recruiting > Search Job Openings



2. The **Search Job Openings** page can be reached by clicking on the **Recruiting Self Service** dropdown and the **Search Job Openings** tile or using the above navigation. Choose **Search** without changing the settings for a full list of jobs you have access.



Recruiting Self Service Search Job Openings

Search Job Openings

[Home](#) | [Browse Job Openings](#) | [Create Job Opening](#) | [Search Job Postings](#)

▼ Search Criteria ⓘ

Job Posting Title
 Job Opening ID
 Status
 Most Recent Activity
 Job Opening Type
 Hot Job
 My Association
 Hiring Manager
 Recruiter
 Created By
 Business Unit
 Department
 Position Number
 Recruitment Contact

Recruiting Self Service Search Job Openings

Search Job Openings

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▼ Search Criteria ⓘ

7 Results Found

Search Results ⓘ

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Occupational Safety Manager	219079	Open	Standard Requisition	Statesboro, Georgia	1	1	0		06/02/2020
<input type="checkbox"/>	Assistant Director of New Student & Family Programs	219070	Open	Standard Requisition	Statesboro, Georgia	1	1	3		06/01/2020
<input type="checkbox"/>	Assistant Producer - Part Time	219042	Open	Standard Requisition	Statesboro, Georgia	1	1	1		05/28/2020

3. Manage Job Opening Page.

- a. Click the name of the job you need to review. This will take you to the **Manage Job Opening** page. Here you will see a list of all Applicants who have applied to the opening.
- b. The page will default to the **All** tab. Notice the additional tabs that show detailed information regarding the applicants. (**Applicants, Applicant Screening, Activity & Attachments, and Details**).

4. Review the Application Details and Materials.

Search Job Opening Manage Job Opening

[Return](#) | [Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) Personal

Job Opening ID 218954
 Job Posting Title Student Services Coordinator
 Job Code 667X12 (Student Svcs Coordinator)
 Position Number 10000896 (Student Svcs Coordinator)

Status 010 Open
 Business Unit 39000 (Georgia Southern University)
 Department 0410001 (Multicultural Services)

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (0)	Interview (4)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ⓘ

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Employee Referral	Application	Resume	Print	Other Actions
<input type="checkbox"/>	Student	11111	External	Reject On	2-Failed BQ Screen-Exp/Ed/Lic		<input type="button" value="Application"/>	<input type="button" value="Resume"/>	<input type="button" value="Print"/>	<input type="button" value="Other Actions"/>
<input type="checkbox"/>	Student	11111	External	Reject On	2-Failed BQ Screen-Exp/Ed/Lic		<input type="button" value="Application"/>	<input type="button" value="Resume"/>	<input type="button" value="Print"/>	<input type="button" value="Other Actions"/>
<input type="checkbox"/>	Student	11111	External	Interview			<input type="button" value="Application"/>	<input type="button" value="Resume"/>	<input type="button" value="Print"/>	<input type="button" value="Other Actions"/>
<input type="checkbox"/>	Student	11111	External	Interview			<input type="button" value="Application"/>	<input type="button" value="Resume"/>	<input type="button" value="Print"/>	<input type="button" value="Other Actions"/>
<input type="checkbox"/>	Student	11111	External	Interview			<input type="button" value="Application"/>	<input type="button" value="Resume"/>	<input type="button" value="Print"/>	<input type="button" value="Other Actions"/>
<input type="checkbox"/>	Student	11111	External	Interview			<input type="button" value="Application"/>	<input type="button" value="Resume"/>	<input type="button" value="Print"/>	<input type="button" value="Other Actions"/>

a. Clicking on the **Application** icon will bring up the detailed **Application** Page (i.e. View Application Details page).

b. You can also view the Applicant's resume by clicking the link under the **Resume Attachment** section and other attached documents, such as cover letter, etc. from this page by clicking on the link under the **Attachments** section. The link will open the attachment into format created in (i.e. Word, PDF, etc).

View Application Details

Name: [Redacted] Applicant ID: [Redacted] Preferred Contact: [Redacted]
 Applicant Type: External Applicant Status: 010 Active Phone: [Redacted] Email: [Redacted] Address: [Redacted]

Job Openings

Job Opening ID	Posting Title	View Questionnaire
218921	Vice President for Business & Finance	View Questionnaire

Job Families

Job Family
[Redacted]

Referral Source

How did you learn of the job? Inside Higher Ed
 Additional Information: Specific Referral Source

Resume

Resume Title: [Redacted] Resume_05.27.2020.doc
 Language Code: English
 Resume Attachment: [Redacted]
 Attachment: [Redacted]
 No Resume Text

Attachments

Attachment	Attachment Title	Attachment Type	Apply to All	Last Updated	Uploaded By
[Redacted]	ESD Transcript	Transcripts	<input checked="" type="checkbox"/>	05/27/20 12:57PM	[Redacted]
[Redacted]	Cover Letter - [Redacted]	Cover Letters	<input checked="" type="checkbox"/>	05/27/20 1:03PM	[Redacted]
[Redacted]	[Redacted] Letter [Redacted]	Cover Letters	<input type="checkbox"/>	05/27/20 1:07PM	[Redacted]
[Redacted]	Professional [Redacted]	List of References	<input type="checkbox"/>	05/27/20 1:32PM	[Redacted]
[Redacted]	CV [Redacted]	Curriculum Vitae	<input checked="" type="checkbox"/>	05/27/20 12:58PM	[Redacted]

Work Experience

Start Date	End Date	Employer	Ending Job Title
07/01/2017		California State University, S	Controller
07/16/2012	06/30/2017	California State University, S	Manager of Auxiliary Accounts
12/15/2008	07/15/2012	Perz Enterprises	Accounting Manager

5. If the hiring manager or recruiter has scheduled an interview in HCM and listed you as a search committee member, you will have access to an Interview Evaluation for the candidate. If not, you will not be able to complete an interview evaluation this way.

- Navigate to Employee Self Service (ESS) to access the **Recruiting Self Service** tile or to Recruiting Self Service.
- Then select the **Interview Evaluations** tile.
- The date range may be used to narrow the results.
- Use the **Evaluate Applicant** link to the far right of the candidate's name.
- Complete applicable evaluation fields and select **Submit**.

Interview Evaluations

Please complete interview evaluations for the applicants listed. Select the link in the Action column to access an evaluation form. The list includes only applicants who were interviewed during the specified time period. To view other applicants, change the interview dates and then select the Refresh button.

Show Interviews Between 05/10/2020 and 06/10/2020 [Refresh](#)

ID	Name	Interview Date	Start Time	Time Zone	Job	Interview Rating	Interview Type	Score	Action
[Redacted]	[Redacted]	06/10/2020	10:30AM	EST	Assistant Producer - Part Time		Onsite/Campus	0.000	Evaluate Applicant

4. Interview Evaluations Interview Evaluation

Interview Evaluation

| [Return](#) [Personalize](#)

Name
Applicant ID
Status 010 Active

Job Posting Title Assistant Producer - Part Time
Job Opening ID 210242
Job Opening Status 010

Evaluation

Interview Date

Interview Type

Recommendation

Overall Rating

Recommendation

Comments

Interview Ratings 1 of 4

Category **Communication Skills**

Interview Rating Score 0

Comment

Category **Education/Training**

Interview Rating Score 0

Comment

Category **Work Experience**

Interview Rating Score 0

Comment

Category **Technical Skills**

Interview Rating Score 0

Comment

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