



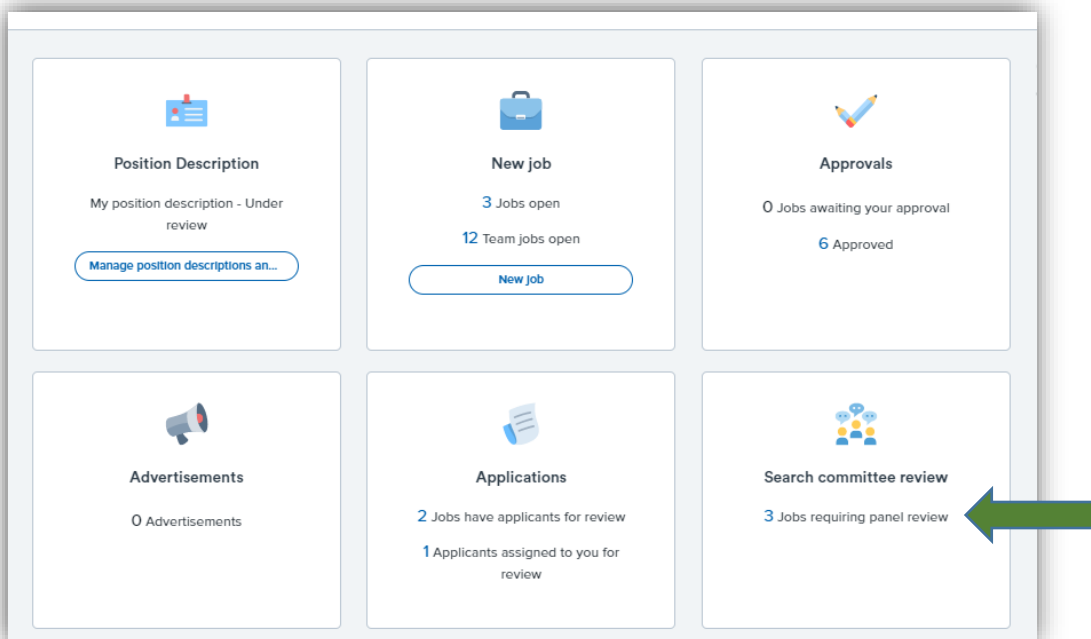
TALENT MANAGEMENT SYSTEM

Recruitment: Accessing, Reviewing, Rating and Ranking Applicants (Search Chair)

This guide is intended to demonstrate the Search Chair process for accessing, reviewing, rating and ranking applicants.

Accessing Applicant Information

1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. In the **Search Committee Review Tile**, select **Jobs requiring panel review**.



3. This will take you to the **My Search Committee Jobs** page. Find the row for the position for which you want to review applicants and select **View Applicants**.

The 'My search committee jobs' page displays a table with the following data:

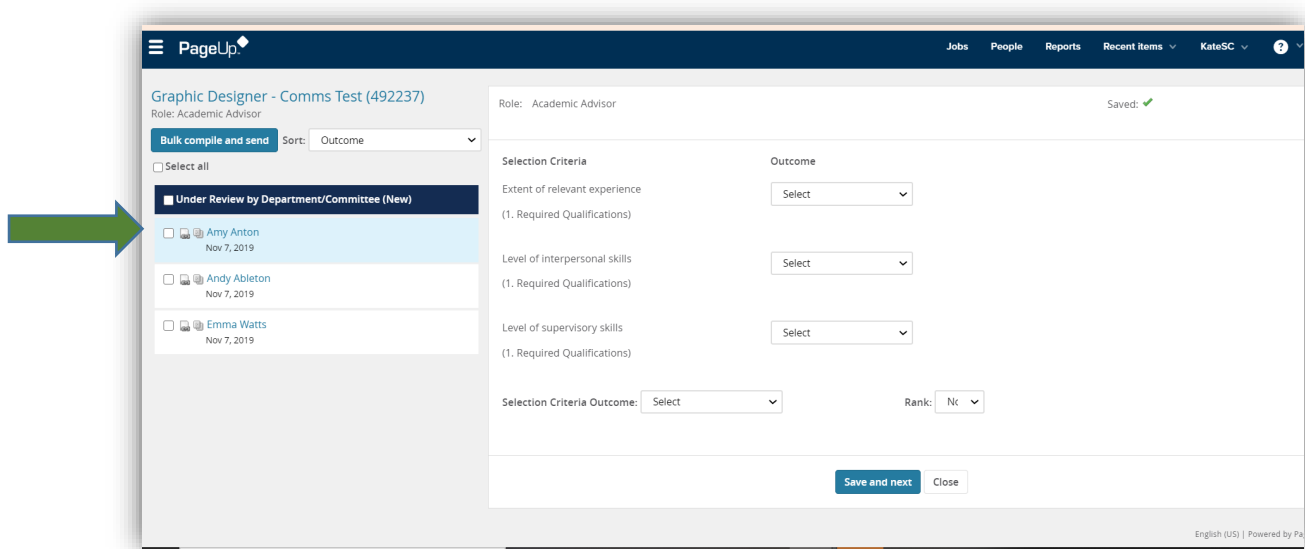
Job number	Date added	Status	Title	User	Total applications	Your role	View Applicants	View Job
492237	Nov 8, 2019	Under Committee Review	Graphic Designer - Comms Test	A	3	Search	View Applicants	View Job
492294	Nov 25, 2019	Offer	Instructor-TAS/Electrical Line Technician Program/Continuing Earning	RD	9	Search Committee Member	View Applicants	View Job
492299	Nov 25, 2019	Offer	Police Officer II	JC	8	Search Committee Member	View Applicants	View Job
492300	Nov 25, 2019	Offer	Academic Department Head	A	8	Search Committee Member	View Applicants	View Job
492304	Dec 3, 2019	Offer	Executive Secretary-TAS	A	9	Search Committee Member	View Applicants	View Job
492378	Feb 18, 2020	Offer	Assistant Professor/Chemistry/Tenure Track	BL	7	Search Committee Member	View Applicants	View Job



Page 1 of 1 Records 1 to 6 of 6

- The next page will display a split screen with a list of applicants on the left and the selection criteria on the right.

Reviewing Applicant Materials

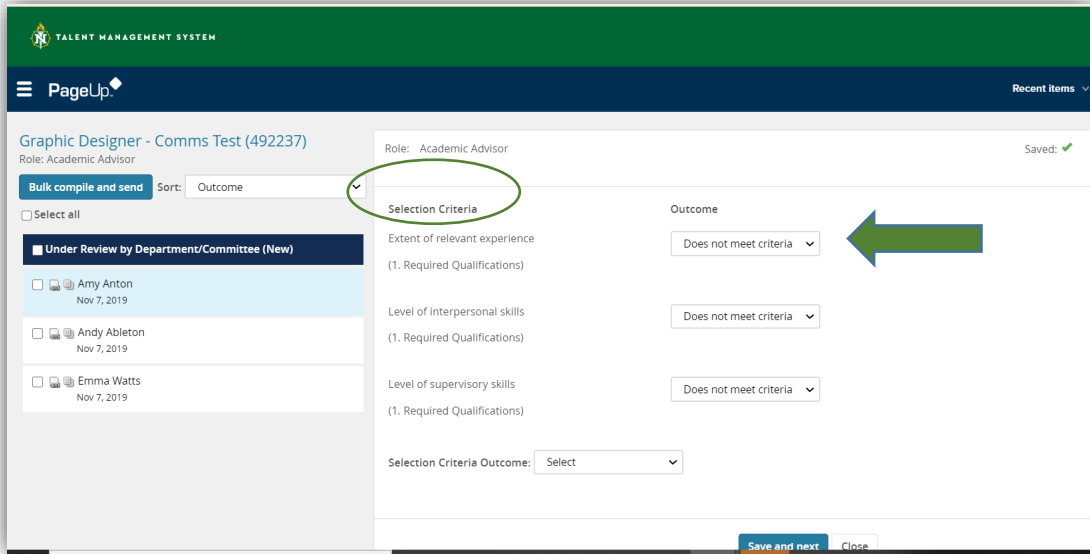
All applicants have two icons next to their name which allow you to review their application materials



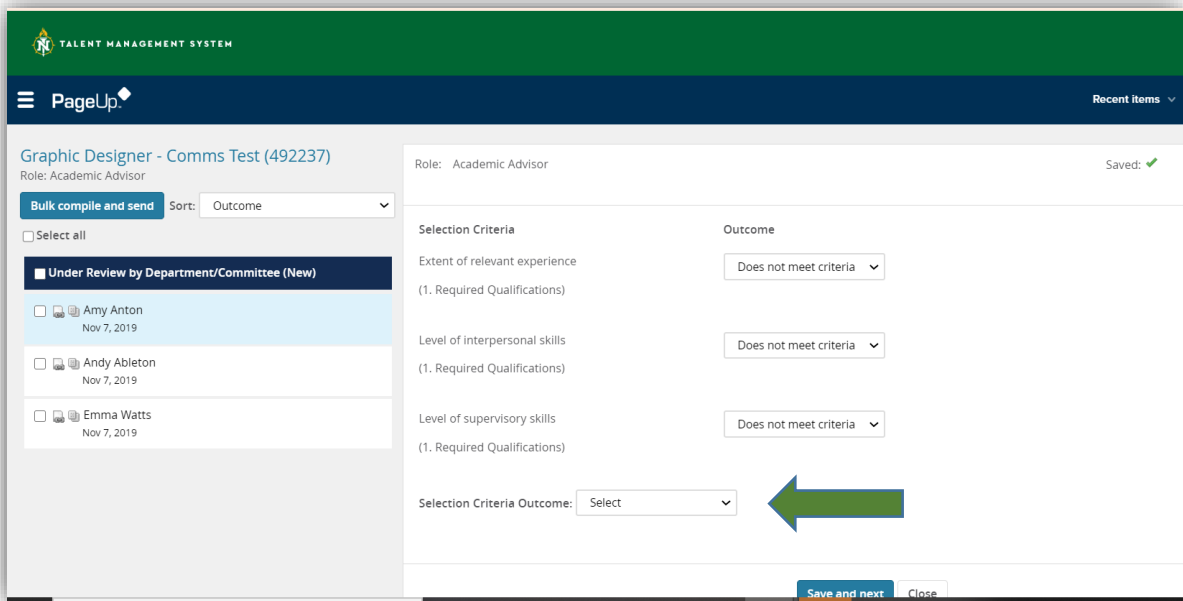
- Select the View Resume icon  to display the uploaded resume or curriculum vita.
- Select the View Answers icon  to display the applicant's profile, responses entered on the application, and any documentation that may be attached to the application (e.g. cover letter, resume, letter of recommendation).
- Review all materials for all applicants
- Anything in view resume or view answers that contains a link (e.g. cover letter, resume, letter of recommendation) can be downloaded, opened and/or printed

Rate Applicants According to Selection Criteria

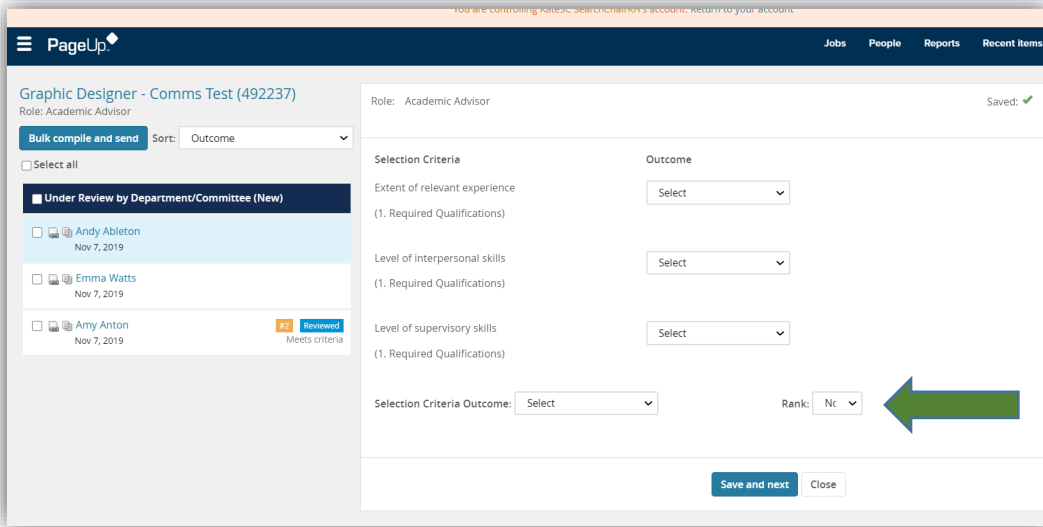
- After completing the review of each applicant and all of their application materials submitted, review each **Selection Criteria** and select the appropriate **outcome** from the drop down menu.



2. Select an overall selection criteria outcome for each applicant



3. Search Chair Only- Select a numerical ranking for each applicant (in comparison to other applicants)



4. Click “save and next” and the screen will advance to the next applicant

View Search Committee Member Responses

1. From the “my search committee jobs” page, click “**View responses**” next to the appropriate posting. This must be done prior to the search chair providing an overall ranking of all of the applicants.

Job number	Date added	Status	Title	User	Total applications	Your role	
492275	Nov 22, 2019	Approved	TV Program and Traffic Manager	A	0	Chairpersc	View responses Edit job
492296	Nov 25, 2019	Offer	Assistant Professor/Tenure Track/	A	1	Chairpersc	View responses Edit job
492297	Nov 25, 2019	Approved	MSW Field Coordinator/Three Year A		0	Chairpersc	View responses Edit job
492406	Mar 26, 2020	EO Review	Payroll Specialist	A	3	Chairpersc	View responses Edit job
492407	Mar 26, 2020	Under Commi	Coordinator of E/O Services	A	3	Chairpersc	View Applicants View responses Edit job

2. This page shows the feedback provided by your search committee members.

PageUp BETA

Jobs People Reports Recent Items JanetSC

Payroll Specialist (492406)

Feedback from search committee members

All

Select all Print

- Interview 1 Unsuccessful (Search Chair/Dept Head to Contact)
 - Julane Cappel
- Does Not Meet Minimum Qualifications (send email now)
 - Janet Koski
- Recommend to EO for Hire
 - Brenda Bickler

Application status: Under Review by Department/Committee (New)

Extent and level of payroll experience. (1. Required Qualifications)

- JulaneEMP EmployeeJC
"Meets criteria"
- BrendaEMP EmployeeBB
"Not Observed"
- JanetSC SearchChairJK
"Exceeds criteria"

Level of customer service skills. (1. Required Qualifications)

- After reviewing all committee members' responses, the search chair may choose to revisit the previous step (ranking applicants) and re-rank applicants based on the feedback provided by committee members.
- To return to the home page (dashboard) click on the **PageUp** logo in the upper left hand corner or log out by clicking your name in the upper right hand corner and "logout"

PageUp BETA

Jobs People Reports Recent Items JanetSC

My Dashboard

Welcome JanetSC, this is your Dashboard where you will see all your tasks organized in various stages.

JanetSC SearchChairJK
jakoski+60@nmu.edu

View profile

Logout

Position Description
My position description - Under review

New job
2 Jobs open
New Job

Approvals
0 Jobs awaiting your approval
1 Approved

https://nmu.dc4.pageuppeople.com/beta/hiringmanagerdashboard#...