Quick Reference Guide: Search Committee Member Role

How to Login

1. Log in to PeopleAdmin at: https://jobs.uark.edu/hr/shibboleth
2. Please note that you will be logged out of the system after 60 minutes of activity.
3. As a Search Committee Member, you can:
   - View postings
   - View application materials
   - Print application materials
   - Evaluate applicants/candidate, if evaluative criterion is available

Note: Confirm that you are in the Applicant Tracking module (blue). If not, click to select that module. Also, confirm that your user type is Search Committee Member. If not, click on the refresh button to select that user type and click the button.

How to View a Posting

1. Hover over Postings and select the appropriate employee group from the drop-down menu (for this example, Faculty will be used).

2. A listing of all positions that the Search Committee Member has access to will be visible under Ad hoc Search.
How to Evaluate Applicants

1. Once you have selected the position in which you would like to begin evaluating applicants, by clicking the position, from the posting Summary, click on the Applicants tab.

2. From this screen, you can perform a variety of activities:
   a. Review all submitted application materials for an applicant by hovering over Actions at the end of the row of an applicant and click on View Application:

   b. View, export, or download application materials for more than one or all applicants. Check the box next to Full Name for all applicants, or check the box next to selected individuals to review only those applicant materials. Hover over Actions (at the top of the last column) and select the action you would like to take.
c. Evaluate applicants on evaluative criteria, or general comments (depending on the request within the posting). Check the box next to **Full Name** for all applicants, or check the box next to selected individuals to evaluate/comment only those applicants. Hover over **Actions** (at the top of the last column) and select **Evaluate Applicants**.

![Evaluate Applicants](image)

3. Once the evaluation of the applicants has begun, Search Committee Members have the opportunity to rate applicants and/or comment on the qualification of the applicant based on the qualifications as listed in the posting.

![Workflow State: Under Review By Department](image)

4. To rate an applicant, Search Committee Members will be given questions, if setup during the creation of the posting. Comments are also allowed by entering the desired information in the **Comment** field. Comments will only be viewable by the committee member who entered the information and the Search Chair.

![Evaluative Criteria](image)
5. Once all evaluations have been completed, the **Search Committee Chair** will be able to download and/or view all ratings and comments. If a score was added to the choices for rating, the **Search Committee Chair** will also be privy to the average score based on the evaluations.

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**How to Logout**

6. To log out of the system, click on the **logout** button.