



# SEARCH COMMITTEES/PANELS

Knowledge Portal: [Panel/Search Committee](#)

## Overview

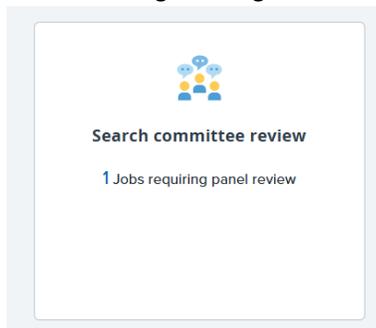
Search Committee functionality allows multiple search committee members to review and rate applicants in a specific Recruitment Process step (or steps).

Users added to the **Search Committee Chair** and **Search Committee Members** fields on the Job Card will have access to view applicants when they have been placed in a status with Search Committee access enabled.

## Access

Search Committee access can be found in two places:

1. Hiring Managers can access Search Committee jobs via the **Search committee review** tile on the Hiring Manager dashboard.



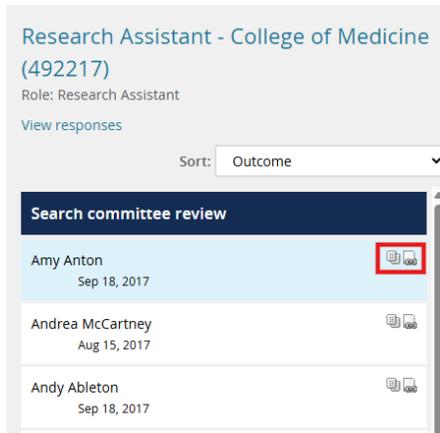
2. Via the **My search committee jobs** link in the Main Menu (hamburger menu).

## Participating in a Search Committee (Assessing Applicants)

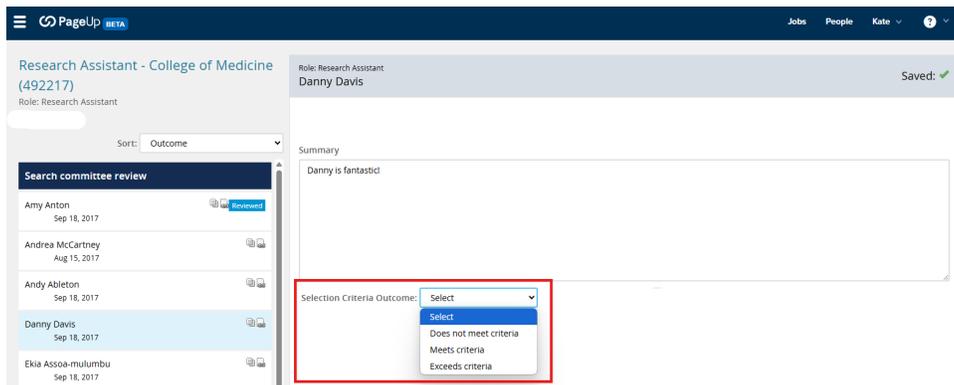
1. Open **My search committee jobs** via the Hiring Manager dashboard tile or the link in the main menu (hamburger menu) to see a list of the jobs you belong on the search committee for.
2. From this page, click View applicants to open the View Applicants page.

My search committee jobs									
Job number	Date added	Status	Title	Hiring Manager	Total applications	Your role	Recruiter		
492216	Jun 25, 2016	Compliance Re	Assistant Professor of Health	Harry Hire	4	Compliance panel facilitator	Ronald Recruit	Manage compliance panel	Review process   Edit job
492216	Jun 25, 2016	Compliance Re	Assistant Professor of Health	Harry Hire	4	Compliance panel additional rev	Ronald Recruit	Review process	Edit job
492216	Jun 25, 2016	Compliance Re	Assistant Professor of Health	Harry Hire	4	Search Committee Member	Ronald Recruit		Edit job
492217	Aug 16, 2017	Offer	Research Assistant - College of Me	Harry Hire	14	Search Committee Chair	Ronald Recruit	View applicants (10)	View responses   Edit job
492225	Apr 20, 2022	Pending approv	Director of Arts/Communications	Harry Hire	0	Search Committee Member	Ronald Recruit		View job

3. Use the small image icons to view applicant answers to application questions and their resume.



4. Optionally leave a summary/comments in the large box.
5. Select a Selection Criteria Outcome for each applicant in the list.



6. Click **Save and next** to progress down the list of applicants one at a time.
7. **Search Committee Chair only:**
  - a. Search Committee Chairs can make comments and select Selection Criteria Outcomes just like Search Committee Members, but they also have two additional options:
    - i. The option to **View responses** of other search committee members by clicking the link on the top left.
    - ii. Assign a Rank to each applicant using the Rank dropdown. The number of options in the Rank dropdown will be equal to the number of applicants currently under consideration for the specific job you are viewing.

### Research Assistant - College of Medicine (492217)

Role: Research Assistant

[View responses](#) Sort: Outcome

Search committee review	
Amy Anton Sep 18, 2017	<a href="#">Response</a>
Andrea McCartney Aug 15, 2017	<a href="#">Response</a>
Andy Ableton Sep 18, 2017	<a href="#">Response</a>
Danny Davis	<a href="#">Response</a>

Role: Research Assistant  
**Andrea McCartney** Saved: ✓

Summary

Selection Criteria Outcome: [Select](#) Rank: [No](#)