ACCESS YOUR APPLICANTS ANYTIME:

1. LOGIN to CIS www.utah.edu
2. Locate the “Applicant Tracking System” applet under the "EMPLOYEE" tab
3. Enter the University of Utah System

Search Committee Actions In PEOPLEADMIN:
1. Review faculty applicants
2. Evaluate faculty applicants

BEST PRACTICES:

Review and assess all applicant files using established criteria (reviewers should commit to spending a minimum of 15-20 minutes per applicant to ensure equitable review of all candidates and allay potential for unconscious biases to shape evaluation).

Maintain confidentiality of the process at all times:
- All search committee deliberations, as well as all information related to the work of the committee, whether verbal or written must remain confidential.

It is important to consider an applicant’s entire career – some applicants may have less traditional routes to the professoriate and may have academic or employment gaps or time spent in professional positions. Evaluating the entire career can help understand all of the strengths an applicant will bring to the position and the department.

Documenting why each applicant has been screened out during the process is vital to appropriate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if a complaint is filed and an investigation required.

Once assigned as a Search Committee Member, you will be notified via a system-generated email of your role and provided with the Instructions to access your Search Committee Roster of Applicants.

Committee members will not be notified via email every time an applicant applies.
Step 1: Log in to Applicant Portal using CIS Username and Password:

You have been assigned as a Search Committee Member/Applicant Reviewer for the position of Assistant Professor. You may log in to review candidates at your convenience at https://utah.peopleadmin.com/hr.

Once you have logged in, remember to check your user role in the dropdown menu located in the top right-hand corner of the screen. When you are in your role as “Search Committee Member”, you will be able to view candidate materials and have the ability to rank candidates (if the search chair included evaluative criteria as a part of the search process).

To locate your position, select “Postings” at the top of the screen, then select either Faculty, Benefited Staff or Non-Benefited Staff depending on the type of position for which you are hiring. After selecting the position title, click on the “Applicants” tab in the middle of the screen to locate the candidate materials.

Should you have any questions about your access to the system, please feel free to contact Human Resources (staff positions) or Faculty Affairs (faculty positions) for assistance. Thank you and good luck with the search.

If you have more than one role (e.g., Department Admin/Department Approver; Search Committee Member) make sure to toggle your user row to “SEARCH COMMITTEE MEMBER” and click the circular-arrow refresh button next to the dropdown window.
Step 2: View the Applicants:

To view the applicants for the position:

1. Click on “POSTINGS” and select the correct position:

2. Then Open up the “APPLICANTS” tab:

3. You can then click on the candidate’s name or under “ACTIONS” you may “VIEW Application”

4. This will open the summary view of the application and you may then open up all required and optional documentation submitted by the candidate. Documents attached to the application are located at the bottom of the application summary.
5. If the posting was set up to use the PEOPLEADMIN system to solicit and collect letters of recommendation you can view attached letters of recommendation by clicking on “RECOMMENDATIONS”

a. Letters submitted through the system will be accessible from this screen by either clicking on the title of the letter or by hovering over “ACTIONS” and viewing the file:
Step 3: EVALUATING Applicants:

If the search committee has built in evaluative criteria, members will be asked to evaluate and rank candidates within the PEOPLEADMIN system. To evaluate applicants go to your “APPLICANTS” tab (see Step 2 for instructions to find applicants).

1. Hover over the GRAY AND BLUE “Actions” button to see the “EVALUATE APPLICANTS” option.
2. After clicking “Evaluate Applicants” you will have access to evaluative criteria available to you based on workflow statuses set up by Department (e.g., Candidate Under Review by Department/Committee; On Campus Interview; Recommend for Hire).

NOTE: Evaluative questions will only be accessible to search committee members if a candidate is in the specified workflow status. For example, in the example above the candidate is currently “Under Review by Department/Committee” so there are five questions /comments available. If search committee members click on “ON CAMPUS INTERVIEW” on the left hand side, no questions will be available for this particular candidate given that the candidate has not been transitioned to this status.
PLEASE NOTE:
There is a known system issue that currently allows for only 25 characters or the descriptive criteria name and question being displayed on the evaluation criteria screen. This is scheduled to be corrected in the next major release of PA 7.5. We understand that this is not ideal and have been assured by the vendor that this will be corrected as quickly as possible. We will follow up and send out information regarding this issue late October 2011.

In the interim, search committee members should contact the search committee administrative staff member with questions about the full descriptive criteria and for assistance with evaluating faculty applicants.

3. You may proceed through the available evaluation criteria and record your responses directly into the system. Search Committee Chairs will have access to all members comments and rankings:
For Questions about Faculty Recruitment please contact your respective Faculty Affairs Representative:

<table>
<thead>
<tr>
<th>ACADEMIC CAMPUS:</th>
<th>HEALTH SCIENCES CAMPUS:</th>
</tr>
</thead>
</table>
| Jennifer Aoyagi Bangerter, EdD  
Director, Administration and Faculty Recruitment  
Office for Equity and Diversity  
201 S. Presidents Circle, Room 204  
Salt Lake City, Utah 84112  
801-581-7569  
j.aoyagi.bangerter@utah.edu | Jennifer Allie  
Director, Office of Faculty and Academic Personnel  
UUHSC  
30 N. 1900 E. Room 1C047B  
Salt Lake City, Utah 84132  
801-581-5705  
jennifer.allie@hsc.utah.edu |
| Estela Hernandez  
Administrative Assistant  
Office for Equity and Diversity  
801-581-7569  
estela.hernandez@utah.edu | Janette Cundey  
Administrative Program Coordinator  
Office of Faculty and Academic Personnel  
801-587-7822  
janette.cundey@hsc.utah.edu |