



Committee Application Screening Instructions

PeopleAdmin 7.0



1. Go to the [applicant tracking system](#) and log in (*continue to step 2*);

OR

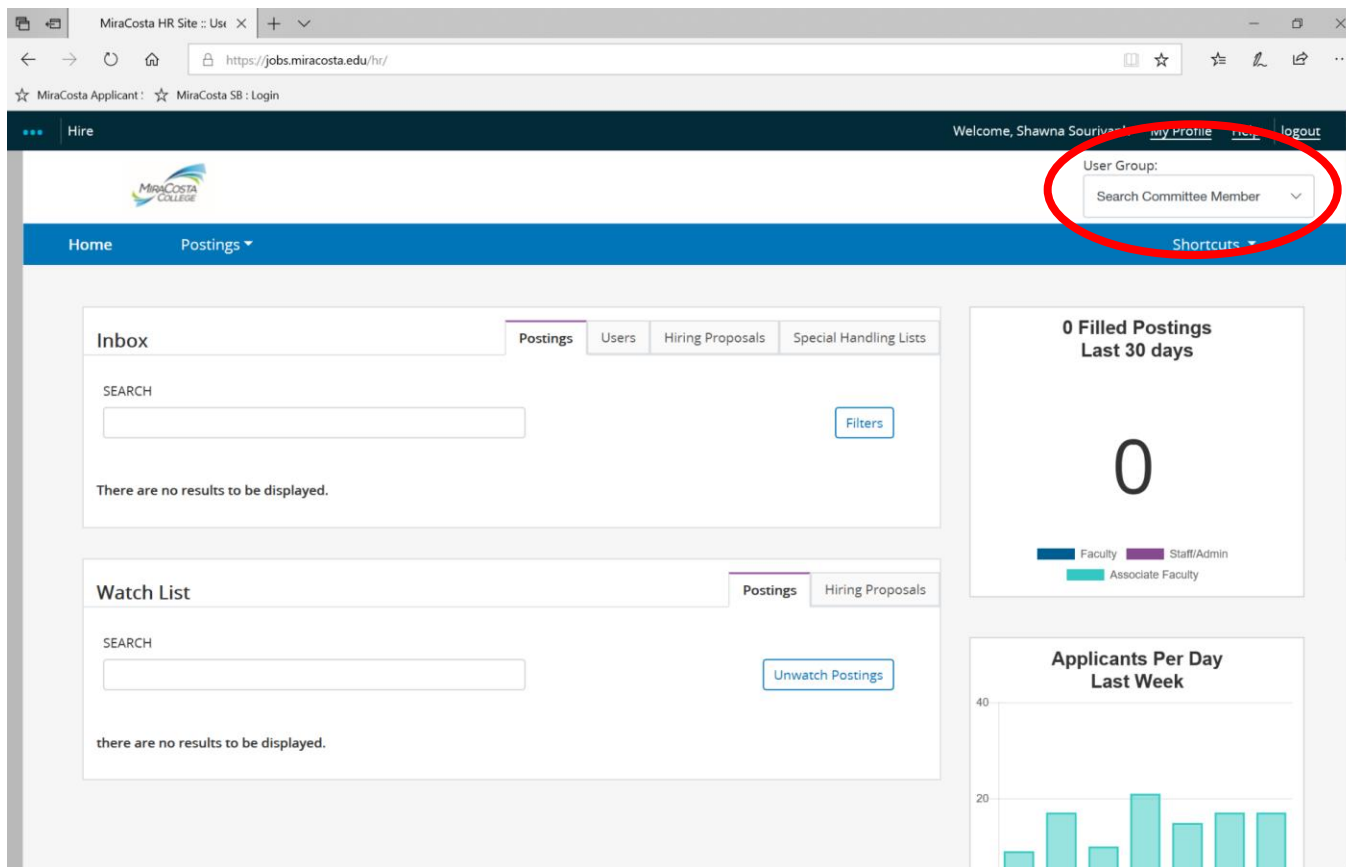
Click the “Direct Link” in the system email that was sent to you, **log in**, and the system will take you directly to the posting (*skip to step 5 below*).

NOTE: If this is the first time you are logging into the new applicant tracking system, you should have already received an email from jobs@miracosta.edu with your username and a link to create a password.

If you cannot remember your password, please [reset your password](#).

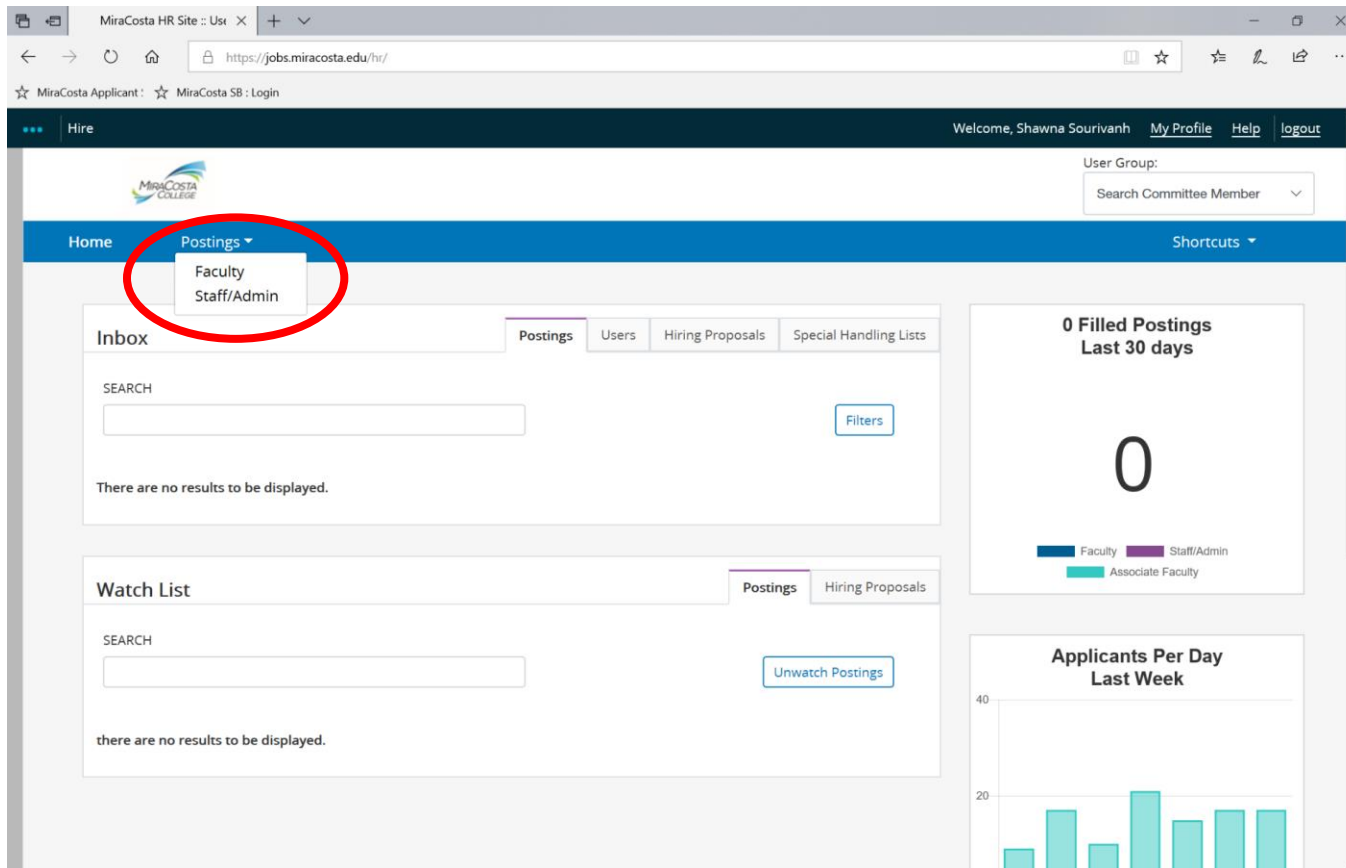
2. From the “User Group” dropdown menu, select “Search Committee Member” or “Search Chair.”

Note: Search Chairs can screen an applicant pool as a “Search Committee Member” or “Search Chair;” however, as a “Search Chair” you can change applicant statuses to “Interview Pending” and view additional details (instructions for these features begin on page 18).



3. **Click** the “**Postings**” dropdown menu and **select** the “type” of position (Faculty or Staff/Admin).

Note: Administrator positions are under “Staff/Admin” postings.



4. **Click** on the “**Job Title**” of the position that you are screening.

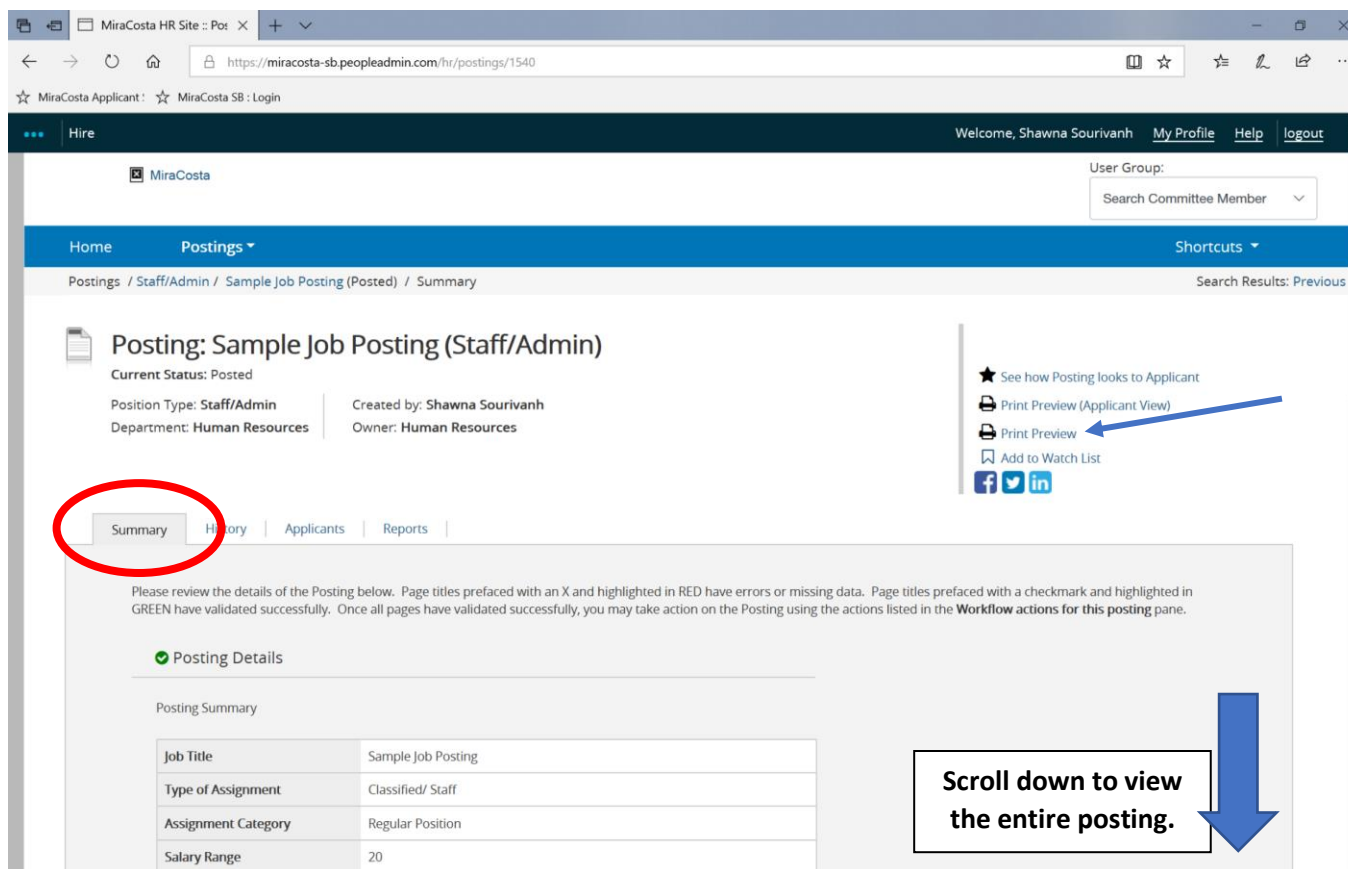
Note: You may see other positions listed for which you previously served or are currently serving as a committee member.

The screenshot shows the MiraCosta HR Site interface. The main content area is titled "Staff/Admin Postings". Below the title, there is a search bar and a "Search" button. A table of postings is displayed with the following columns: Job Title, Posting Number, Department, Active Applications, Workflow State, Workflow State Owner, and Last Status Update. The "Sample Job Posting" row is highlighted with a red circle, and a blue arrow points to the "Job Title" column of this row.

Job Title	Posting Number	Department	Active Applications	Workflow State	Workflow State Owner	Last Status Update
TEST Job Posting	S_18/19_004_P	Fiscal Services	1	Closed/Removed from Web	Human Resources	June 28, 2019 at 12:00 AM
Sample Job Posting	S_18/19_005_P	Human Resources	0	Posted	Human Resources	June 29, 2019 at 03:58 PM

5. In the **“Summary” tab**, you can **scroll down** and **review the “Posting Details”** to refamiliarize yourself with the representative duties, desirable qualifications, minimum qualifications, etc.

Note: HR strongly recommends that you take a moment to review the posting before screening applications. It is also recommended that you either print the posting summary or save it as a pdf so you can refer back to it as you screen applications.



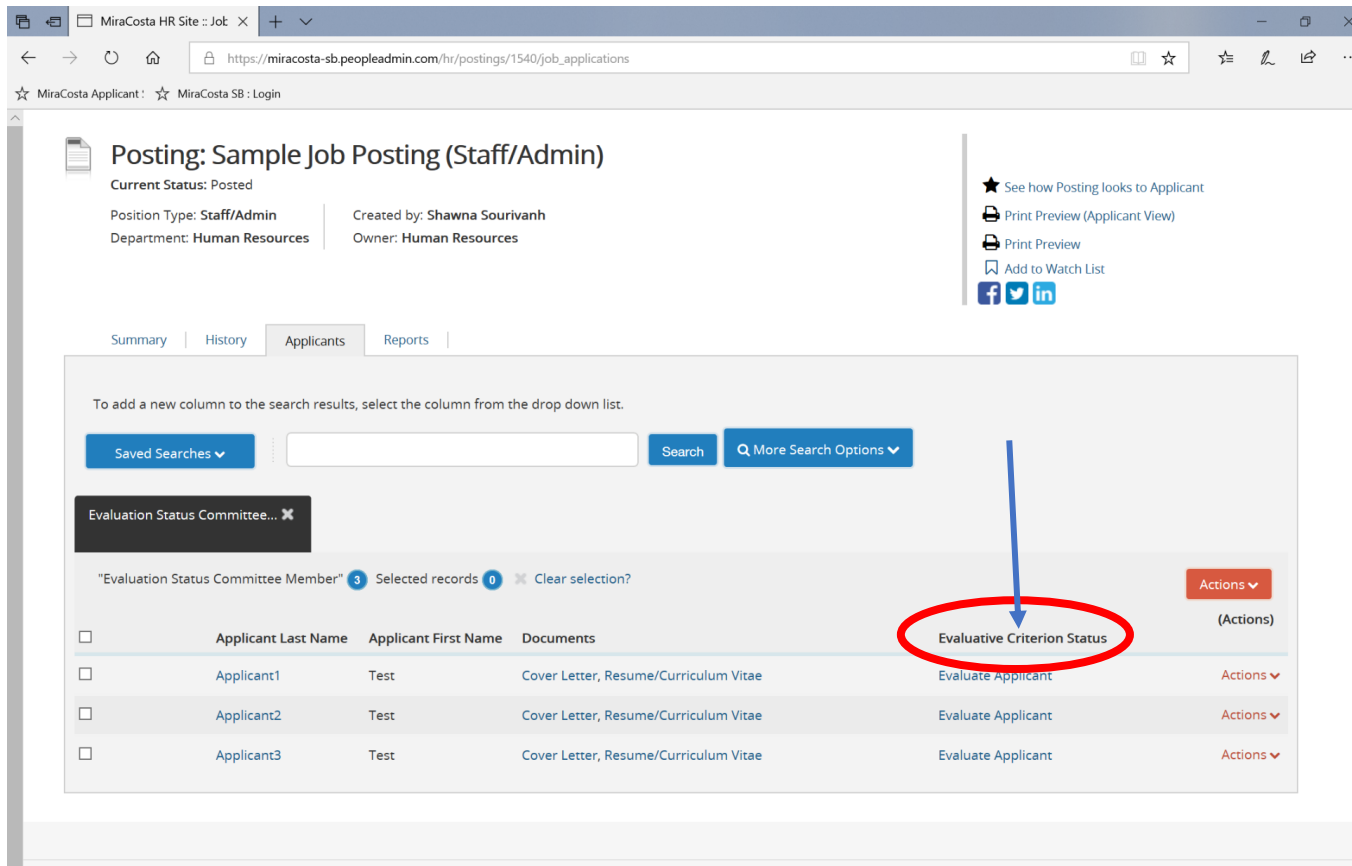
6. When you are ready to screen applications, **click** on the **“Applicants”** tab.

The screenshot shows a web browser window with the URL <https://miracosta-sb.peopleadmin.com/hr/postings/1540>. The page title is "Posting: Sample Job Posting (Staff/Admin)". The current status is "Posted". The position type is "Staff/Admin" and the department is "Human Resources". The created by is "Shawna Sourivanh" and the owner is "Human Resources". The page has a navigation bar with "Home", "Postings", and "Shortcuts". Below the navigation bar, there are tabs for "Summary", "History", "Applicants", and "Reports". The "Applicants" tab is highlighted in red, and a blue arrow points to it. Below the tabs, there is a section for "Posting Details" with a green checkmark icon. The "Posting Summary" section contains a table with the following data:

Job Title	Sample Job Posting
Type of Assignment	Classified/ Staff
Assignment Category	Regular Position
Salary Range	20

7. From the **“Applicants” tab**, you can see the list of applicants, including their last and first names, and the attached documents in the first three columns. **“Evaluative Criterion Status”** is in the **fourth column**.

Note: Once you evaluate an applicant, the *“Evaluative Criterion Status”* will change to *“Complete.”*



8. **Click** on the orange **“Actions”** button and **select “Evaluate Applicants.”**

The screenshot shows a web browser window with the URL https://miracosta-sb.peopleadmin.com/hr/postings/1540/job_applications. The page title is "Posting: Sample Job Posting (Staff/Admin)" and the current status is "Posted". The position type is "Staff/Admin" and the department is "Human Resources". The creator is "Shawna Sourivanh" and the owner is "Human Resources".

On the right side, there are several utility links: "See how Posting looks to Applicant", "Print Preview (Applicant View)", "Print Preview", and "Add to Watch List". There are also social media icons for Facebook, Twitter, and LinkedIn.

The main content area has tabs for "Summary", "History", "Applicants", and "Reports". Below the tabs, there is a search section with a "Saved Searches" dropdown, a search input field, a "Search" button, and a "More Search Options" dropdown.

Below the search section, there is a table with the following data:

	Applicant Last Name	Applicant First Name	Documents	Evaluative Criterion Status	Actions
<input type="checkbox"/>	Applicant1	Test	Cover Letter, Resume/Curriculum Vitae	Evaluate Applicant	Actions
<input type="checkbox"/>	Applicant2	Test	Cover Letter, Resume/Curriculum Vitae	Evaluate Applicant	Actions
<input type="checkbox"/>	Applicant3	Test	Cover Letter, Resume/Curriculum Vitae	Evaluate Applicant	Actions

The "Actions" button in the first row of the table is circled in red, and a blue arrow points to it from the right side of the page.

9. This will take you to the “**Evaluative Criteria**” screen, which includes an evaluation for each applicant.

Evaluative Criteria

Under Review by Search...

View Detailed Entries

Workflow State: Under Review by Search Committee

Save Next >>

Showing 3 of 3 Applicants

Evaluations

Test Applicant1 Overall: N/A

Applicable Education/Training: Please rate the applicant's education/training.
Please select

Applicable Work Experience: Please rate the applicant's work experience.
Please select

Applicable Job Knowledge: Please rate the applicant's job knowledge.
Please select

Quality of Diversity Statement: Please rate the quality of the applicant's diversity statement.
Please select

Quality of Application Materials: Please rate the quality of the application materials.
Please select

Overall Applicant Rating: Please rate the applicant's overall potential.
Please select

Comments

Test Applicant2 Overall: N/A

Applicable Education/Training: Please rate the applicant's education/training.
Please select

Applicable Work Experience: Please rate the applicant's work experience.
Please select

Applicable Job Knowledge: Please rate the applicant's job knowledge.
Please select

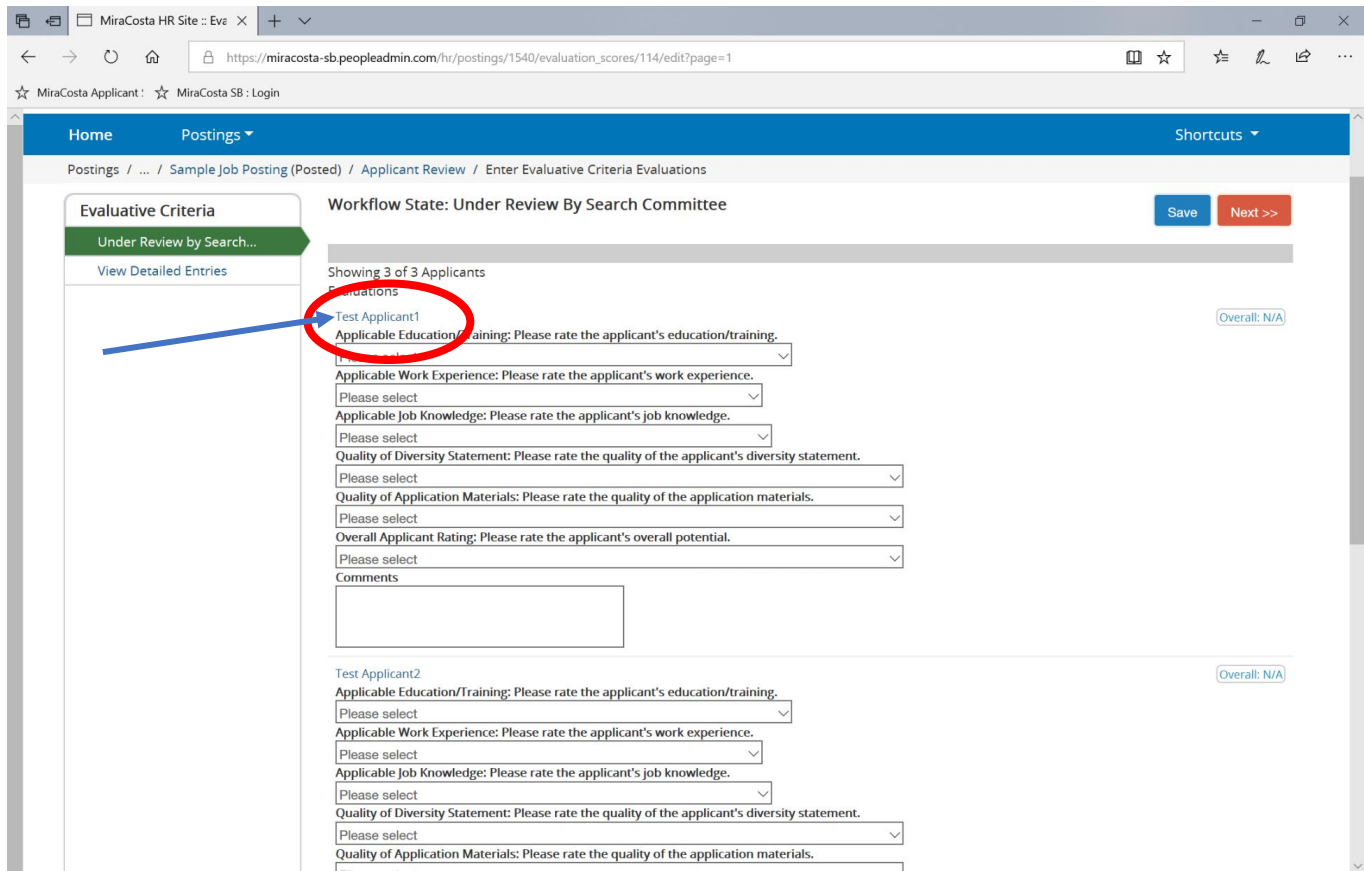
Quality of Diversity Statement: Please rate the quality of the applicant's diversity statement.
Please select

Quality of Application Materials: Please rate the quality of the application materials.
Please select

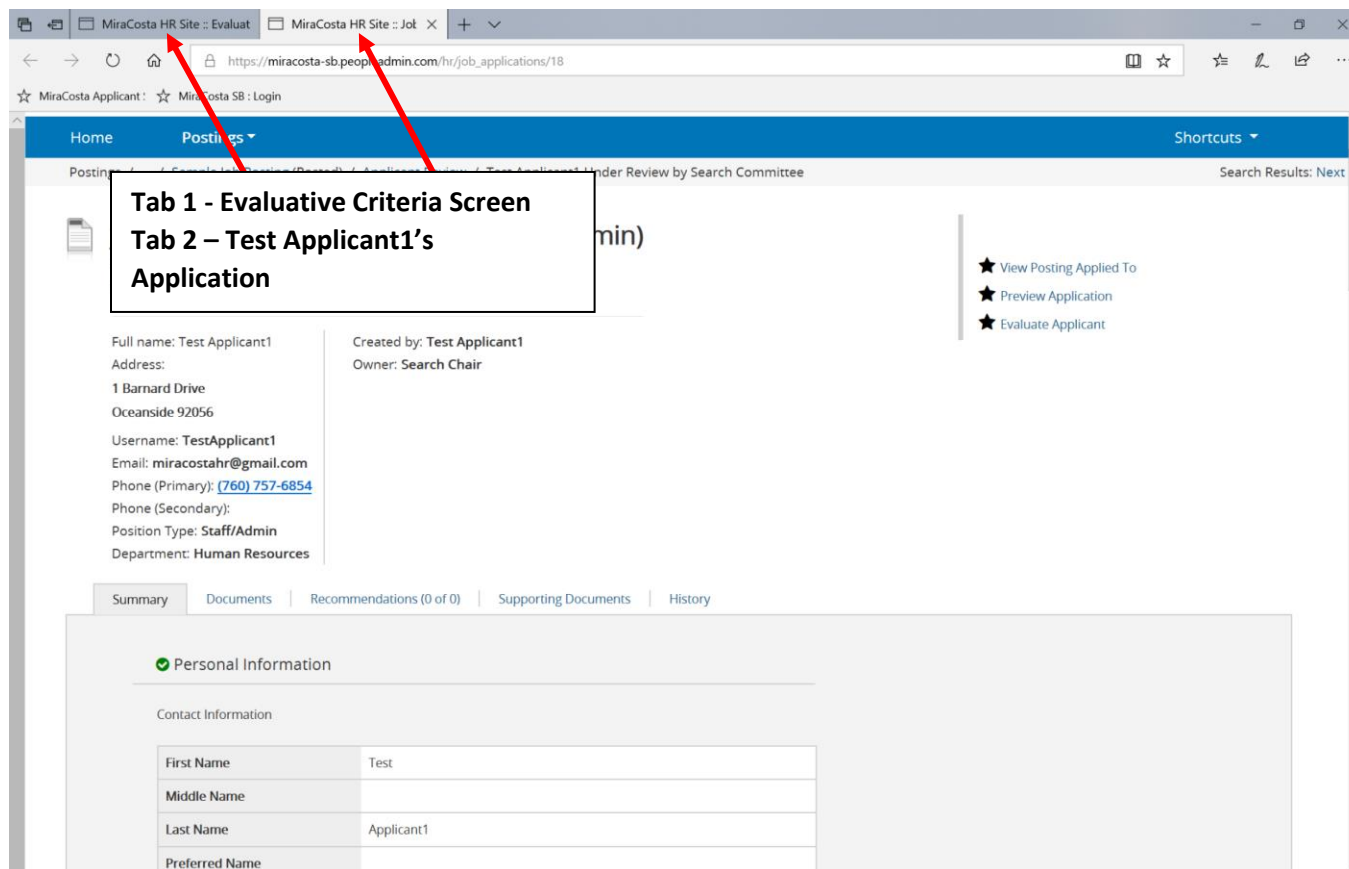
Evaluation for Test Applicant1.

Scroll down to view all applicants.

10. To **view** an **applicant's application, documents, etc.**, **click** on the **applicant's name**.

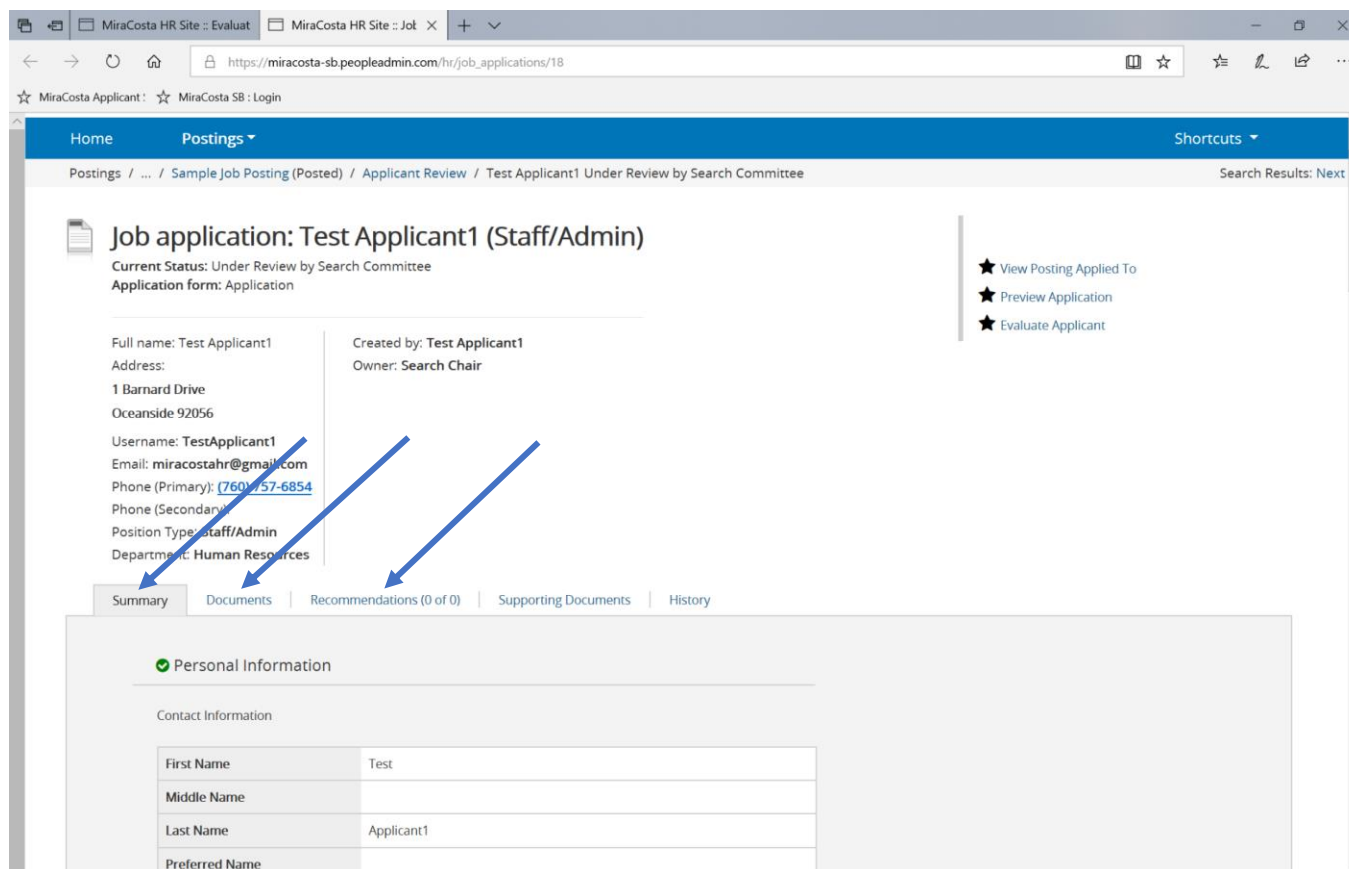


11. This will open a new browser tab. You now have two browser tabs open; **one is the evaluations for all applicants; one is the application** that you are currently evaluating.



12. You can **view the applicant’s application and materials** from the screen below. The **application** is in the **“Summary”** tab, **application documents** are in the **“Documents”** tab, and **letters of recommendation** (if requested through the system) are under the **“Recommendations”** tab.

Note: As you view the application and application materials, you can move back and forth between the two browser tabs and complete the evaluation for this applicant.



13. To complete the evaluation, click the dropdown menu for each evaluation criteria and select your rating. You can also make any comments by typing directly into the “Comments” box.

The screenshot displays a web application interface for evaluating applicants. The top navigation bar includes 'Home', 'Postings', and 'Shortcuts'. The main content area shows the 'Workflow State: Under Review By Search Committee' and 'Showing 3 of 3 Applicants Evaluations'. The first applicant, 'Test Applicant1', has several evaluation criteria, each with a dropdown menu. The 'Applicable Education/Training' dropdown is open, showing options: 'Please select', 'POOR: Little evidence of applicable education/training.', 'BELOW: Entry-level quality education/training.', 'AVERAGE: Meets minimum requirements as defined by the position.', 'GOOD: Above average, mid-level to leadership quality education/training.', and 'EXCELLENT: Far exceeds requirements of the position.'. A blue arrow points to this dropdown. Below the dropdowns is a 'Comments' text box, also pointed to by a blue arrow. A text box with the text 'Comments can be typed here.' is positioned next to the 'Comments' text box. The 'Save' and 'Next >>' buttons are visible at the top right of the evaluation section.

14. As you complete the evaluation for each applicant, **remember** to periodically click the blue “Save” button.

Note: You do not have to complete all evaluations in one sitting – just be sure to save before logging out.

The screenshot shows a web browser window with the URL https://miracosta-sb.peopleadmin.com/hr/postings/1546/evaluation_scores/114/edit?page=1. The page title is "MiraCosta HR Site: Evaluation s...". The breadcrumb trail is "Postings / ... / Sample Job Posting 2 (Posted) / Applicant Review / Enter Evaluative Criteria Evaluations". The main content area is titled "Workflow State: Under Review By Search Committee" and shows "Showing 3 of 3 Applicants Evaluations". The first applicant, "Test Applicant1", has several dropdown menus for evaluation criteria: "Applicable Education/Training: Please rate the applicant's education/training.", "Quality of Application Materials: Please rate the quality of the application materials.", "Overall Applicant Rating: Please rate the applicant's overall potential.", and "Comments". The "Applicable Education/Training" dropdown is open, showing options: "Please select", "POOR: Little evidence of applicable education/training.", "BELOW: Entry-level quality education/training.", "AVERAGE: Meets minimum requirements as defined by the position.", "GOOD: Above average, mid-level to leadership quality education/training.", and "EXCELLENT: Far exceeds requirements of the position.". The "Save" button is circled in red, and a blue arrow points to it from the right. The "Next >>" button is also visible.

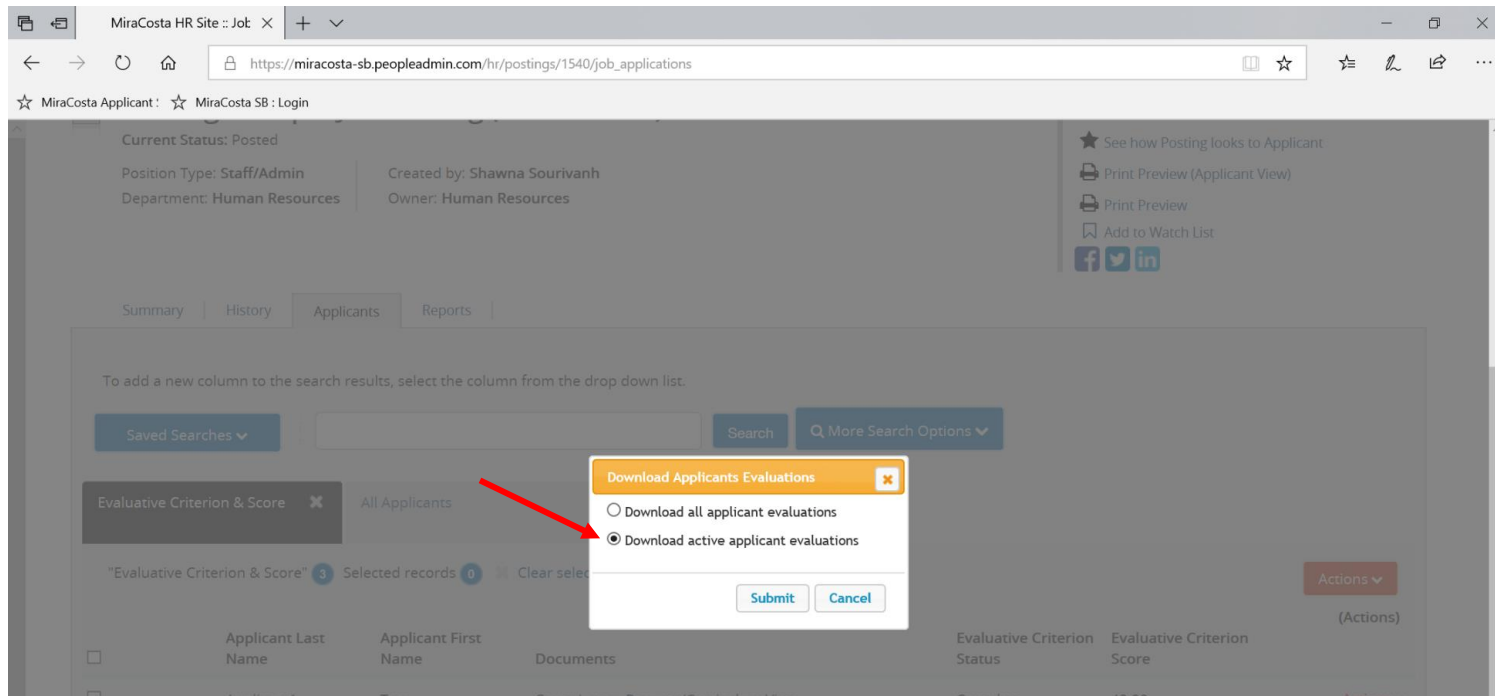
15. From the posting page, in the **“Applicants”** tab, you can see which applicants you have already evaluated and which applicants you still must evaluate.

The screenshot shows a web browser window with the URL https://miracosta-sb.peopleadmin.com/hr/postings/1540/job_applications. The page title is "Posting: Sample Job Posting (Staff/Admin)". The current status is "Posted". The position type is "Staff/Admin" and the department is "Human Resources". The creator is "Shawna Sourivanh" and the owner is "Human Resources".

The "Applicants" tab is selected and circled in red. Below the tab, there is a search bar and a table of applicants. The table has columns for "Applicant Last Name", "Applicant First Name", "Documents", "Evaluative Criterion Status", and "Actions".

<input type="checkbox"/>	Applicant Last Name	Applicant First Name	Documents	Evaluative Criterion Status	Actions
<input type="checkbox"/>	Applicant1	Test	Cover Letter, Resume/Curriculum Vitae	Complete	Actions
<input type="checkbox"/>	Applicant2	Test	Cover Letter, Resume/Curriculum Vitae	Evaluate Applicant	Actions
<input type="checkbox"/>	Applicant3	Test	Cover Letter, Resume/Curriculum Vitae	Evaluate Applicant	Actions

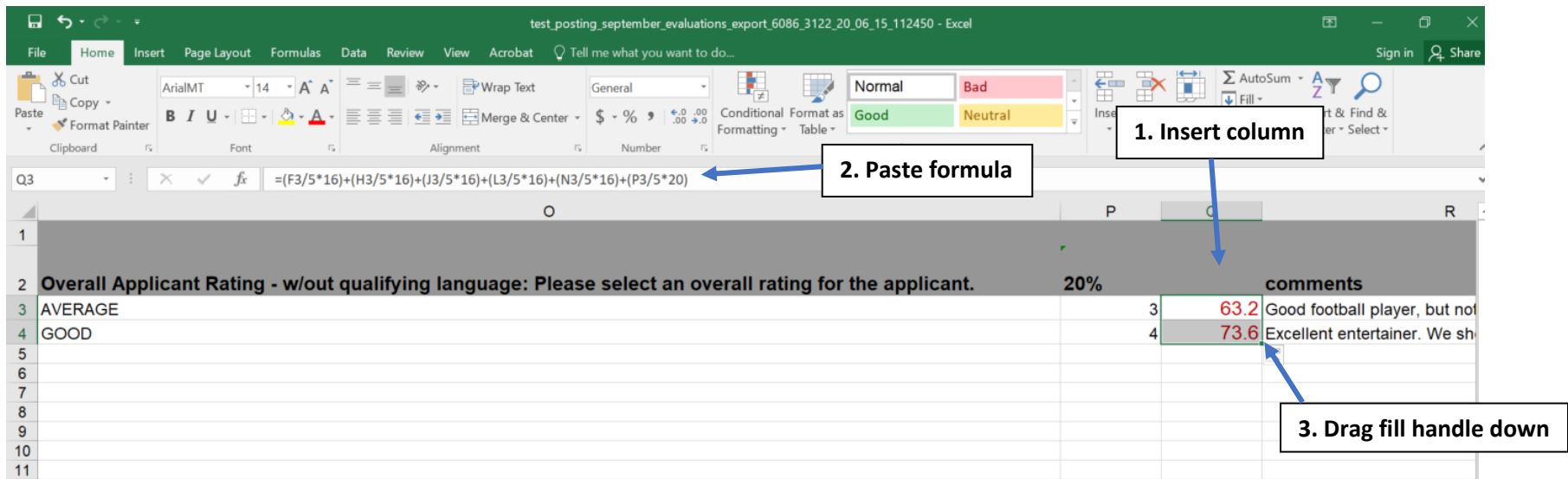
16. Once you have evaluated all applicants, you can export a report to Excel that includes your rating for each criteria and your comments for each applicant. To do this, click the orange “Actions” button, select “Download Applicants Evaluations,” select “Download active applicant materials,” and click “Submit.”



17. To calculate your **total evaluative criteria score** for each applicant, **insert a column** to the left of the “Comments” column, **copy and paste the following formula** into the first cell, and then **copy the formula** by dragging the fill handle down the column.

Formula: $= (F3/5*16)+(H3/5*16)+(J3/5*16)+(L3/5*16)+(N3/5*16)+(P3/5*20)$

Save this report and/or print to use at your committee meeting to select interview candidates.

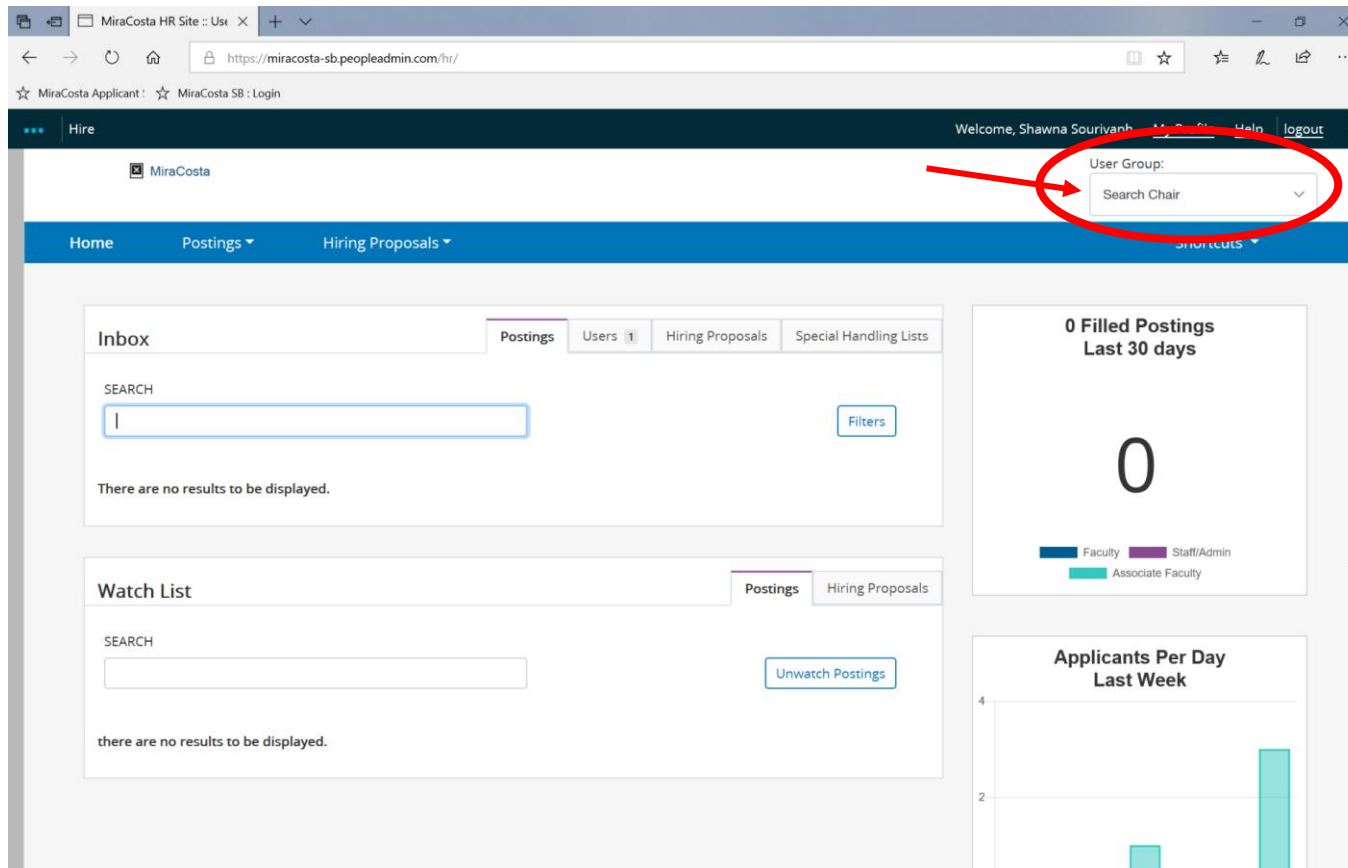


IMPORTANT: Remember to **delete the file** from your computer. **YOU CANNOT RETAIN A COPY OF ANY APPLICANT OR RECRUITMENT INFORMATION.** Human Resources will retain all necessary documentation and your evaluations will remain in the system.

Note: Human Resources recommends that, if possible, each committee member brings a laptop to the committee meeting to select interview candidates. This will allow you to log back into the system and easily view your applicant evaluations, including comments, as you discuss each applicant.

Additional Instructions for Search Committee Chairs

1. From the “**User Group**” dropdown menu, make sure you have selected “**Search Chair.**”



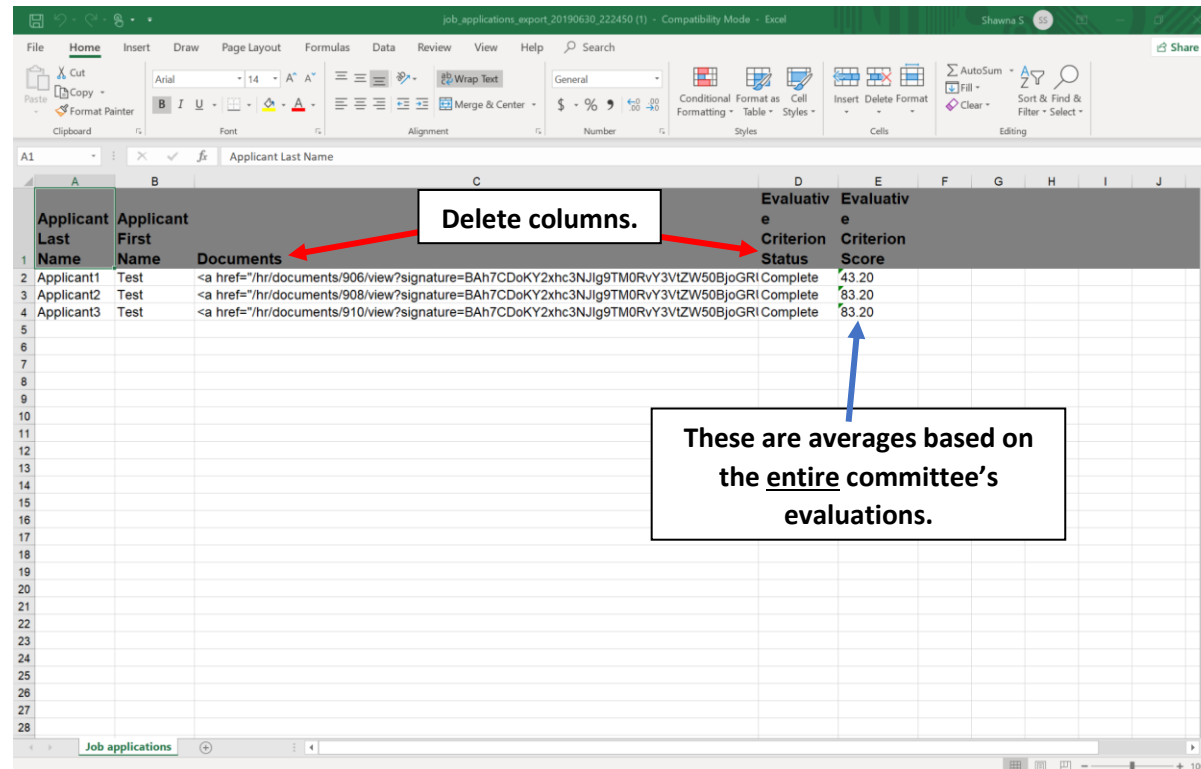
2. Once all committee members have evaluated all applicants, you will **export the overall evaluative criterion score, the average out of 100 possible points, for each applicant to Excel.** To do this, click the orange “Actions” button and select “Export results.”

The screenshot shows a web application interface for managing job postings. The main content area displays a table of applicants for a job posting titled "Posting: Sample Job Posting 2 (Staff/Admin)". The table has columns for Applicant Last Name, Applicant First Name, Documents, Evaluative Criterion Status, and Evaluative Criterion Score. There are three applicants listed, each with a score of 53.20, 73.60, and 78.40 respectively. An orange "Actions" button is circled in red in the bottom right corner of the table, with a blue arrow pointing to it from the right side of the page. The interface also includes a search bar, a "Search Chair" dropdown menu, and a "More Search Options" button.

	Applicant Last Name	Applicant First Name	Documents	Evaluative Criterion Status	Evaluative Criterion Score	(Actions)
<input type="checkbox"/>	Applicant1	Test	Cover Letter, Resume/Curriculum Vitae	Complete	53.20	Actions
<input type="checkbox"/>	Applicant2	Test	Cover Letter, Resume/Curriculum Vitae	Complete	73.60	Actions
<input type="checkbox"/>	Applicant3	Test	Cover Letter, Resume/Curriculum Vitae	Complete	78.40	Actions

3. The Excel spreadsheet will look like the picture below. **Delete** the “Documents” and “Evaluative Criterion Status” columns. **Filter** “Evaluative Criterion Score” from highest to lowest. **Save this report** to use at your committee meeting to select interview candidates. It is recommended that you have a laptop to use at the committee meeting.

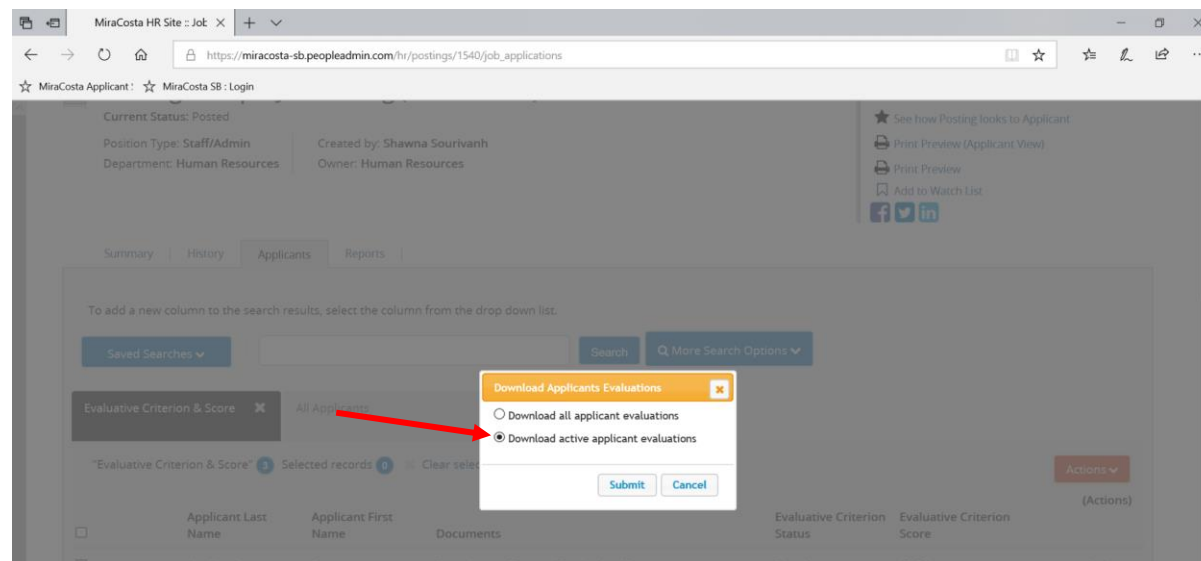
IMPORTANT: Remember to **delete the file** from your computer. **YOU CANNOT RETAIN A COPY OF ANY APPLICANT OR RECRUITMENT INFORMATION.** Human Resources will retain all necessary documentation and your evaluations will remain in the system.



Applicant Last Name	Applicant First Name	Documents	Evaluative Criterion Status	Evaluative Criterion Score
Applicant1	Test	<a href="/hr/documents/906/view?signature=BAh7CDoKY2hc3Njlg9TM0RVY3VlZW50BjoGRl	Complete	43.20
Applicant2	Test	<a href="/hr/documents/908/view?signature=BAh7CDoKY2hc3Njlg9TM0RVY3VlZW50BjoGRl	Complete	83.20
Applicant3	Test	<a href="/hr/documents/910/view?signature=BAh7CDoKY2hc3Njlg9TM0RVY3VlZW50BjoGRl	Complete	83.20

4. As the “Search Chair,” you can also export a report that includes each committee member’s **rating for each criteria and each committee member’s comments for each applicant**. To do this, **click** the orange “Actions” button, **select “Download Applicants Evaluations,”** **select “Download active applicant materials,”** and **click “Submit.”** Save this report and/or print to use at you committee meeting to select interview candidates.

IMPORTANT: Remember to **delete the file** from your computer. **YOU CANNOT RETAIN A COPY OF ANY APPLICANT OR RECRUITMENT INFORMATION.** Human Resources will retain all necessary documentation and your evaluations will remain in the system.



5. After the committee selects interview candidates, the “Search Chair” must change the status of those selected to “Interview Pending.” To do this, **check the box to left of the name** of those selected to interview. Then **click the orange “Actions” button** and **select “Move in Workflow.”**

The screenshot shows the MiraCosta HR Site interface. The main heading is "Posting: Sample Job Posting (Staff/Admin)" with a "Current Status: Posted". Below this, there are tabs for "Summary", "History", "Applicants", "Reports", and "Hiring Proposals". The "Applicants" tab is active, showing a table of applicants. The table has columns for "Applicant Last Name", "Applicant First Name", "Documents", and "Evaluative Criterion Status". There are three rows of applicants, each with a checkbox in the first column. The first and third rows have their checkboxes checked. A red arrow points from the first callout box to these checkboxes. In the top right corner of the applicant table, there is an orange "Actions" button with a dropdown arrow. A blue arrow points from the second callout box to this button. The browser address bar shows the URL: https://miracosta-sb.peopleadmin.com/hr/postings/1540/job_applications?search_id=112&position_type_id=3.

1. Check the box next to those selected to interview.

2. Click the orange “Actions” button and select “Move in Workflow.”

	Applicant Last Name	Applicant First Name	Documents	Evaluative Criterion Status	(Action)
<input checked="" type="checkbox"/>	Applicant1	Test	Cover Letter, Resume/Curriculum Vitae	Complete	Actions
<input type="checkbox"/>	Applicant2	Test	Cover Letter, Resume/Curriculum Vitae	Complete	Actions
<input checked="" type="checkbox"/>	Applicant3	Test	Cover Letter, Resume/Curriculum Vitae	Complete	Actions

6. In the next screen, **confirm that you have selected the correct applicants**, then **select “Interview Pending”** from the **top drop-down** menu for “Change for all applicants.” **Click** the orange **“Save changes”** button.

Home Postings Hiring Proposals Shortcuts

Postings / ... / Sample Job Posting / Applicant Review / Bulk Workflow Status Change

Editing: Workflow States for 2 Applicants

Change for all applicants

Applicant	Current State	New State	Reason	Group Prompt User
Test Applicant1	Under Review by Search Committee	<input type="text" value="Select a workflow state..."/>		
Test Applicant3	Under Review by Search Committee	<input type="text" value="Select a workflow state..."/>		

1. Confirm the correct applicants are selected.

2. Select “Interview Pending.”

3. Click “Save changes.”