



Search Committee – Reviewing Applicants

Table of Contents

Introduction.....	2
Accessing Cal Poly Jobs by PageUp	3
Review Applicants – Search Committee Review	4
Review Applicants – Search Committee Chair Review	6
Committee Member Interview Review	8
Search Committee Chair: Advancing a Candidate Through Interview 1	9
Search Committee Chair: Advancing a Candidate Through Interview 2	11

Introduction

Once requisition is approved by all approvers, HR will give the final approval and post the job. The specific approvers depend on the workflow.

HR has the following responsibilities when the Recruitment Process Field is:


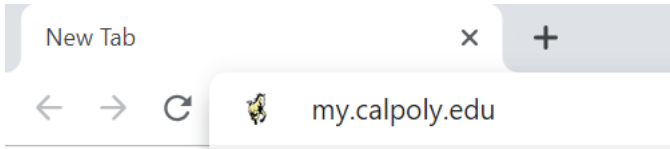
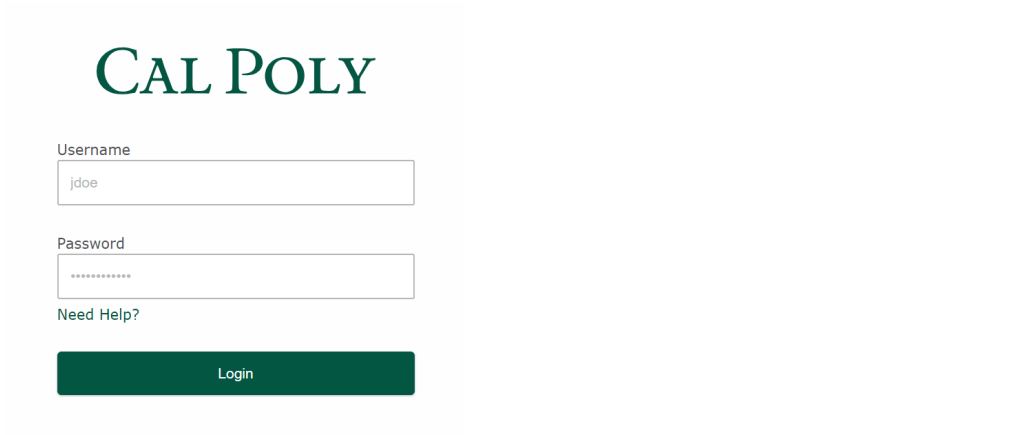
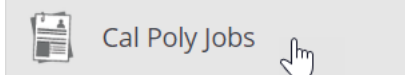
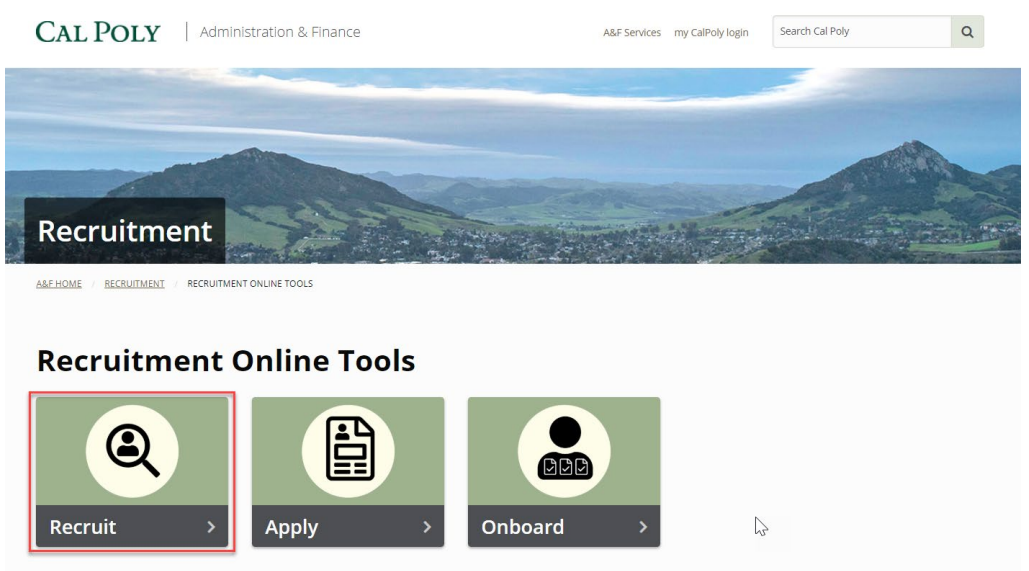
SL - Staff – 1 Interview

- HR performs a high level resume review for minimum qualifications
- Performs a phone screen
- Advances the candidate to the Search Committee Review stage
- Results in a shortlist of candidates

SL - Staff – 2 Interview

- Does not perform a phone screen

Accessing Cal Poly Jobs by PageUp

1. Open a web browser	
2. Navigate to my.calpoly.edu	
3. Enter your username and password	
4. Select Cal Poly Jobs under My Apps	
5. Select Recruit	

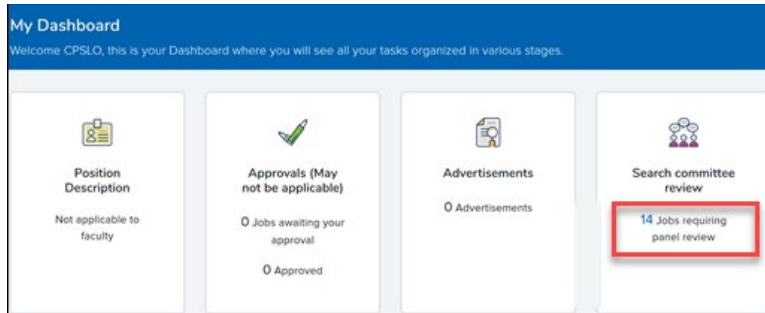
Review Applicants – Search Committee Review

All members of the committee, including the search committee chair, will review candidates as outlined in this section. This section also applies to Hiring Managers who are the committee chair for a recruitment.

1. Select the Cal Poly logo in the upper-left corner to return to your dashboard



2. In the Search committee review section, select Jobs requiring review.

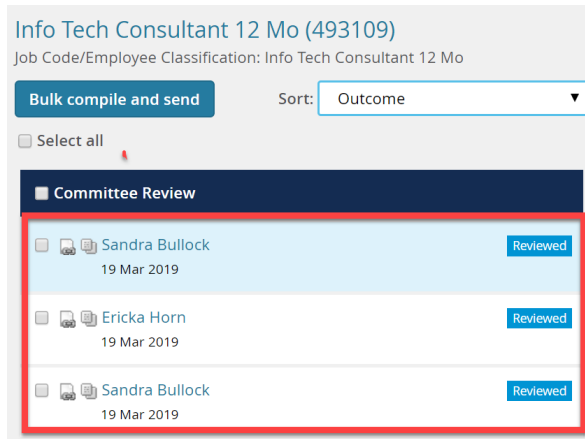


3. Select View Applicants

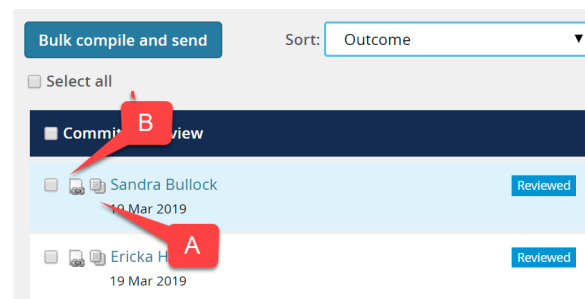
My search committee jobs

job number	Date added	Status	Title	User	Total applications	Your role	
493085	3 Apr 2019	Approved	Office Assistant - Test	CPSLO	1	Search Committee Chair	View Applicants View responses Edit job

4. Any applicant that is in committee review will be listed under on this screen.



5. Select the application (A) and resume (B) icons to review the application.



6. The application and/or resume will appear in a new window for review.

Print application Close window

Applicant address: 1234 Cal Poly
San Luis Obispo, California
93401, United States

Applicant phone: 123-456-7890

Applicant e-mail: jbooza@calpoly.edu

Application: Office Assistant - Test

Applied via: Invite to apply

Source: Internet - Careers website

Description: Department: Add a compelling 1-2 sentence statement about the role. For example: Our IT Enterprise Applications Team is looking for a Business Intelligence Engineer Information Technology Services is a growing division that faces new challenges as it evolves and this team focuses on the building blocks of applications and tools that improve the productivity of students and employees across the campus. Join us!

7. After reviewing the candidate:

A. Enter your summary of the candidate. Highlight strengths and/or weaknesses to justify your overall ranking.

B. Rank the candidate according to the Selection Criteria Outcome options.

Job Code/Employee Classification: Admin Support Assistant 12 Mo Saved: ✓

Summary

Selection Criteria Outcome: Select

- Select
- 5 - Far exceeds requirements
- 4 - Exceeds requirements
- 3 - Meets requirements
- 2 - Falls short of requirements
- 1 - Does not meet requirements

8. Select save and next to review the next candidate in the list.

Job Code/Employee Classification: Admin Support Assistant 12 Mo Saved: ✓

Summary

looks great!

Selection Criteria Outcome: 4 - Exceeds requirements

Save and next Close

9. Repeat steps 4-8 for all candidates in committee review status.



10. Select Close when all candidates have been reviewed.

Close

Review Applicants – Search Committee Chair Review

After establishing consensus for applicants who should be advanced to the interview stage, the search committee chair will change the status in PageUp to advance those candidates.

1. Select the Cal Poly logo in the upper-left corner to return to your dashboard



2. In the Search committee review section, select Jobs requiring review.

Note: Hiring Managers will see additional tiles.

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

<p>Position Description Not applicable to faculty</p>	<p>Approvals (May not be applicable) 0 Jobs awaiting your approval 0 Approved</p>	<p>Advertisements 0 Advertisements</p>	<p>Search committee review 14 Jobs requiring panel review</p>
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3. Select View responses

My search committee jobs

job number	Date added	Status	Title	User	Total applications	Your role	
493085	3 Apr 2019	Approved	Office Assistant - Test	CPSLO	1	Search Committee Chair	View Applicants View responses Edit job

4. Select the name of an applicant.

Office Assistant - Test (493085)

Feedback from search committee members: All

Committee Review

- Jordan McKim

Application status: Committee Review

Overall

- CPSLO Hiring Manager "3 - Meets requirements" Applicant looks great!
- CPSLO Search Committee 2 "5 - Far exceeds requirements" Has great experience with customer service and previously worked in higher ed.

5. Select the status link on the current application to change the applicants' status.

Mr Q T (QT)

You are viewing this applicant's application for the job Office Assistant - Test. Only information related to this application will be shown.

Address: 123 Southwood, San Luis Obispo, California 93401, United States
Phone: +1 805-440-6984

E-mail: qtanner@calpoly.edu
Original source: Careers website

e-Zines comms hold NO

Applications

Office Assistant - Test #493085 JM Submitted: 3 Apr 2019 via Careers website	First Committee Interview	No offer
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History

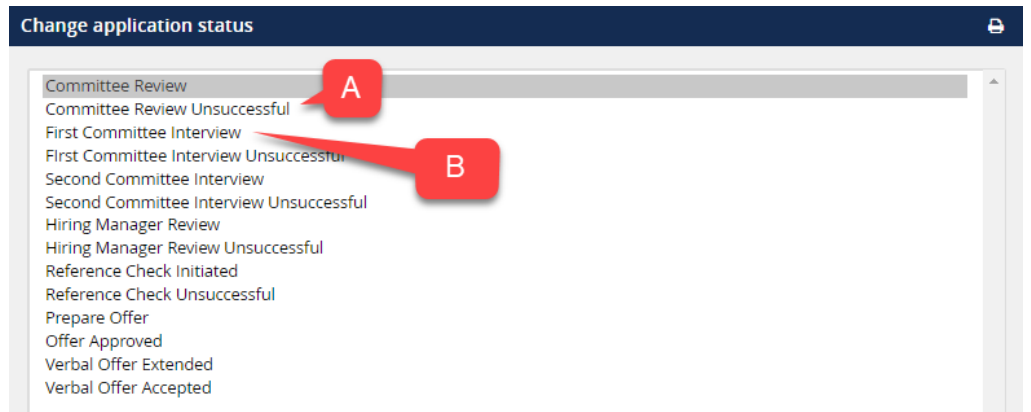
Item: All Job: All

Date & time	Item
Today, 3:11 pm Jordan McKim	Applied via: San Luis Obispo, Source: Internet - Careers website, Score: 0.00 Office Assistant - Test

Show all records

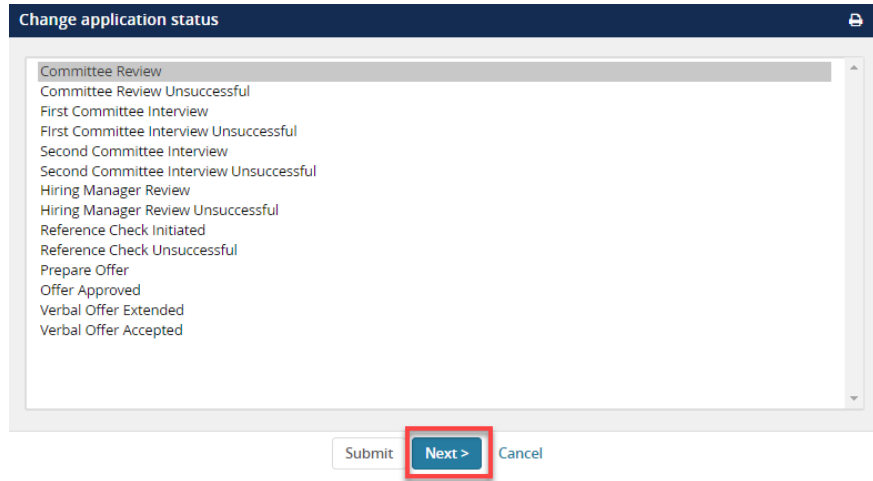
6. Change applicant's status:

- A. For applicants not invited to the first round interview, select Committee Review Unsuccessful.
- B. For applicants who will be invited to the first round interview, select First Committee Interview.



7. Select Next to edit email communications to the applicant and others associated with the recruitment.

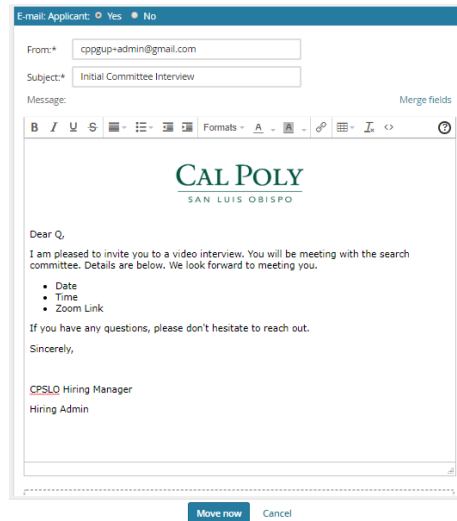
Note: Selecting submit will change the status without moving the applicant or sending an email. Generally, this is not recommended.



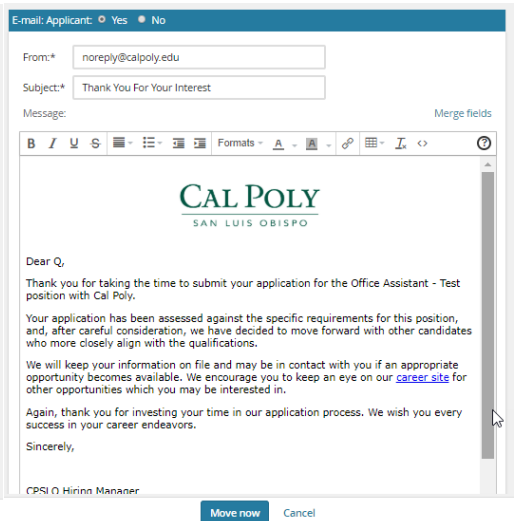
8. Edit the email text if desired and select Move now to change the status. The applicant will receive an email.

Note: An additional email to key stakeholders to update them on the progress of the recruitment can be sent using the email template.

Successful

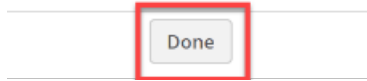


Unsuccessful



9. Select Done to return to the View Responses screen.

Note: The candidate is moved to a new status.



Committee Member Interview Review

You will receive the Interview Guide via email. Use the Excel workbook to document your feedback for each candidate. Maintain this document throughout the interview process.

10. When the interviews are complete, provide the Interview Guide to the search committee chair electronically.

CAL POLY

Interview Guide Instructions

Overview:

This guide is designed to provide structured talking points for opening and closing an interview, for creating questions and response criteria, for notating and scoring responses against a rubric, and for collecting and submitting scores for all interviewed candidates to the Hiring Manager and Talent Acquisition for review and retention.

Steps:

1. Enter necessary information into **Interview Open** and **Interview Close** sections.
2. Enter interview questions and the relevant SKAs.

Question	Actual Score	Weight	Weighted Score
1	4	x 30	= 120
2	3	x 20	= 60
3	4	x 15	= 60
4	4	x 25	= 100
5	2	x 10	= 20

Sum Total of Weighted Score = 360

/100

Total Weighted Average Score = 3.6

Search Committee Chair: Advancing a Candidate Through Interview 1

1. Select the Cal Poly logo in the upper-left corner to return to your dashboard



2. Select the Search Committee Review tile.

Note: The Interviews tile is only used for Event Management.



3. Review all feedback from the committee on all candidates.

CAL POLY

Interview Guide Instructions

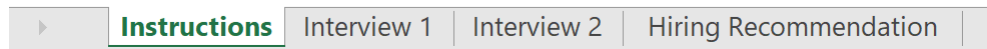
Overview:

This guide is designed to provide structured talking points for opening and closing an interview, for creating questions and response criteria, for notating and scoring responses against a rubric, and for collecting and submitting scores for all interviewed candidates to the Hiring Manager and Talent Acquisition for review and retention.

Steps:

1. Enter necessary information into **Interview Open** and **Interview Close** sections.
2. Enter interview questions and the relevant SKAs.

Question	Actual Score	Weight	Weighted Score
1	4	x 30	= 120
2	3	x 20	= 60
3	4	x 15	= 60
4	4	x 25	= 100
5	2	x 10	= 20
Sum Total of Weighted Score			= 360
			/100
Total Weighted Average Score			= 3.6

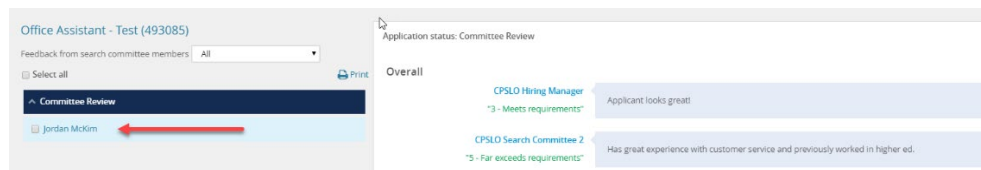


4. Select View Applicants

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	View Applicants	View responses	Edit job
493085	3 Apr 2019	Approved	Office Assistant - Test	CPSLO	1	Search Committee Chair			

5. Select the name of an applicant to view comments and rankings from all committee members.



6. Change the candidates' status by selecting the status link on the current application.

Mr Q T (QT)

You are viewing this applicant's application for the job **Office Assistant - Test**. Only information related to this application will be shown.

Address: 133 Southwood, San Luis Obispo, California 93401, United States
Phone: +1 805-440-6984

E-mail: qtanner@calpoly.edu
Original source: Careers website

View references

e-Zines comms hold **NO**

Applications

Office Assistant - Test #493065 JM Submitted: 3 Apr 2019 via Careers website	First Committee Interview	No offer
---	----------------------------------	----------

History

Item: **All** Job: **All**

Date & time	Item
Today, 3:11 pm Jordan McKim	Applied via: San Luis Obispo. Source: Internet - Careers website. Score: 0.00 Office Assistant - Test

[Show all records](#)

7. Change applicant's status:
- A. For applicants not invited to the second round interview, select First Committee Interview
 - B. For applicants who will be invited to the second round interview, select Second Committee Interview.

Change application status

- Committee Review
- Committee Review Unsuccessful
- First Committee Interview **A**
- First Committee Interview Unsuccessful
- Second Committee Interview **B**
- Second Committee Interview Unsuccessful
- Hiring Manager Review
- Hiring Manager Review Unsuccessful
- Reference Check Initiated
- Reference Check Unsuccessful
- Prepare Offer
- Offer Approved
- Verbal Offer Extended
- Verbal Offer Accepted

8. Select Next to edit email communications to the applicant and others associated with the recruitment.

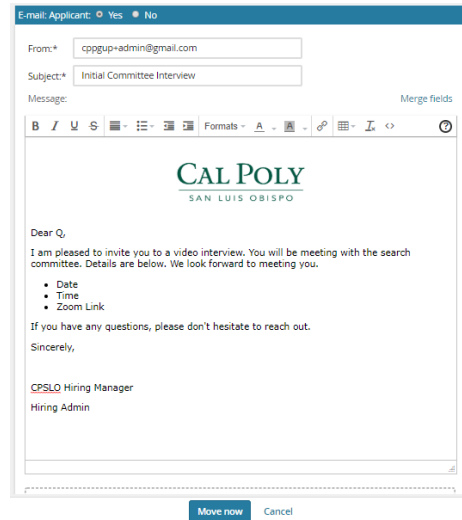
Note: Selecting submit will change the status without moving the applicant or sending an email. Generally, this is not recommended.

Submit **Next >** Cancel

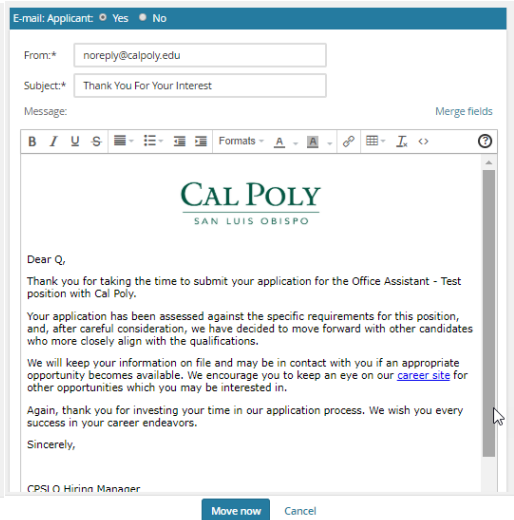
9. Edit the email text if desired and select Move now to change the status. The applicant will receive an email.

Note: An additional email to key stakeholders to update them on the progress of the recruitment can be sent using the email template below.

Successful



Unsuccessful



10. Repeat steps 5–9 for each applicant.

When a candidate is moved to Second Committee Interview Status, an email is sent to HR, requesting a compensation analysis for each candidate moved to this status. Your recruiter will share the compensation range with the Hiring Manager.

Search Committee Chair: Advancing a Candidate Through Interview 2

1. Review all feedback from the committee on all candidates.

CAL POLY

Interview Guide Instructions

Overview:

This guide is designed to provide structured talking points for opening and closing an interview, for creating questions and response criteria, for notating and scoring responses against a rubric, and for collecting and submitting scores for all interviewed candidates to the Hiring Manager and Talent Acquisition for review and retention.

Steps:

1. Enter necessary information into **Interview Open** and **Interview Close** sections.
2. Enter interview questions and the relevant SKAs.

Question	Actual Score	Weight	Weighted Score
1	4	x 30	= 120
2	3	x 20	= 60
3	4	x 15	= 60
4	4	x 25	= 100
5	2	x 10	= 20
Sum Total of Weighted Score			= 360
			/100
Total Weighted Average Score			= 3.6

2. Select the Cal Poly logo in the upper-left corner to return to your dashboard



3. Select the Search Committee Review tile.

Note: The Interviews tile is only used for Event Management.



4. Select View Applicants

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
493085	3 Apr 2019	Approved	Office Assistant - Test	CPSLO	1	Search Committee Chair	View Applicants View responses Edit job

5. Select the name of an applicant to view comments and rankings from all committee members.

Office Assistant - Test (493085)

Feedback from search committee members: All

Select all | Committee Review | Jordan McKim

Application status: Committee Review

Overall

- CPSLO Hiring Manager "3 - Meets requirements": Applicant looks great
- CPSLO Search Committee 2 "5 - Far exceeds requirements": Has great experience with customer service and previously worked in higher ed.

6. Change the candidates' status by selecting the status link on the current application.

Mr Q T (QT)

You are viewing this applicant's application for the job Office Assistant - Test. Only information related to this application will be shown.

Address: 123 Southwood, San Luis Obispo, California 93401, United States
 Phone: +1 805-440-6984
 E-mail: qtanner@calpoly.edu
 Original source: Careers website

Applications

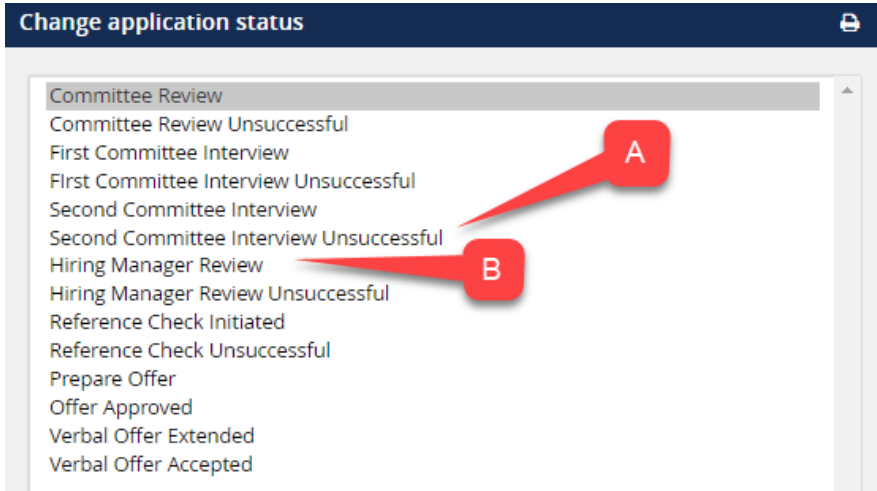
Office Assistant - Test #493085 JM Submitted: 3 Apr 2019 via Careers website	First Committee Interview	No offer
--	---------------------------	----------

History

Item: All Job: All

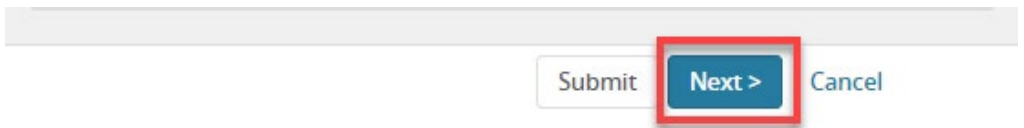
Date & time	Item
Today, 3:11 pm Jordan McKim	Applied via: San Luis Obispo. Source: Internet - Careers website. Score: 0.00 Office Assistant - Test

7. Change applicant's status:
 - A. For applicants not advanced to hiring manager review, select Second Committee Interview Unsuccessful.
 - B. For applicants recommended for hire, select Hiring Manager Review Unsuccessful.



8. Select Next to edit email communications to the applicant and others associated with the recruitment.

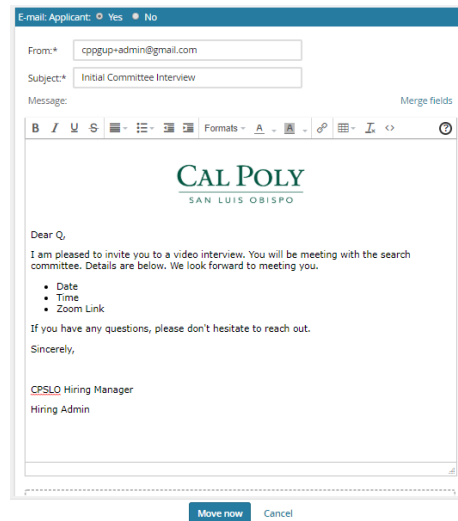
Note: Selecting submit will change the status without moving the applicant or sending an email. Generally, this is not recommended.



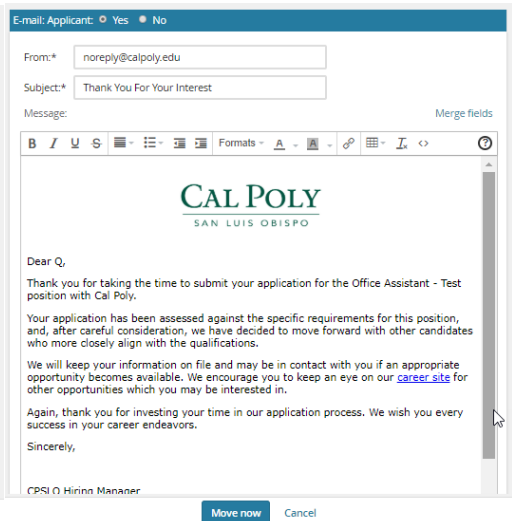
9. Edit the email text if desired and select Move now to change the status. The applicant will receive an email.

Note: An additional email to key stakeholders to update them on the progress of the recruitment can be sent using the email template.

Successful



Unsuccessful



10. You will return to the applicant details screen. Select Done to return to the View Applicants screen.

You are viewing this applicant's application for the job Technology Consultant - Cassie. Only information related to this application will be shown.

Address: 45231 Residence Ln.
Chicago, Illinois
12345, United States

Phone: +1 (123)456-7890
Cell: +1 (123)456-7890

E-mail: csteve03@calpoly.edu

Original source: Word of mouth

Applicant No: 1389

[Profile](#)

Applications

Technology Consultant - Cassie #492885 JM Submitted: 18 Feb 2019 via Word of mouth Hiring Manager Review Status changed 4 Apr 2019 [Flags](#) [Form](#) [Resume / CV](#)

History

Item: All Job: All

Date & time	Item
Today, 7:54pm CPSL UAT Search Chair	Review 3
Monday, 18 Feb 2019, 3:46pm Samson Blackwell	Technology Consultant - Cassie Review 2
	Technology Consultant - Cassie

[Resume / CV](#)

Done

11. Repeat steps 5-10 for each applicant.



12. On the View Applicants screen, select the Job title to view the position information screen.

Office Assistant - Test (493085) ←

Feedback from search committee members All

Select all [Print](#)

13. On the position information screen, select the Documents tab.

[Position info](#) **Documents**

REQUISITION INFORMATION

Job Code/Employee Classification: Info Tech Consultant 12 Mo
[Job No: 0420](#)

CSU Working Title: Technology Consultant - Cassie

Requisition Number: 492885
Leave blank to automatically create a Requisition Number

14. Upload the hiring recommendation form and all interview guides.

Note: For information on uploading documents, see the appendix.

15. Select Done to return to the View Applicants screen.

Note: The View Applicants screen may be blank. This completes the process for the Search Committee/Chair.

[View applications](#)



Position info **Documents**

Select ▼

Document

Office Assistant - Test - Interview Guide.xlsx
Office Assistant - Test - Hiring Recommendation.pdf
Office Assistant - Template - PageUp People.pdf

Category

Recruitment Documents [View](#) [Delete](#)
Recruitment Documents [View](#) [Delete](#)
Position description [View](#) [Delete](#)

