Search Committee – Reviewing Applicants

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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**

   ![Username and Password Entry](image)

4. **Select Cal Poly Jobs under My Apps**

5. **Select Recruit**

   ![Recruitment Online Tools](image)
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

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.

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.

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

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

10. Select Close when all candidates have been reviewed.
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.


4. Select the name of an applicant.

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

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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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Actual Score</th>
<th>Weight</th>
<th>Weighted Score</th>
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<tr>
<td>5</td>
<td>2</td>
<td>10</td>
<td>20</td>
</tr>
</tbody>
</table>

Sum Total of Weighted Score = 360

(Data for total weighted score calculation)

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.

   **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.
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   **Example Calculation:**
   
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</tr>
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   **Sum Total of Weighted Score**
   
   **Total Weighted Average Score**

4. Select View Applicants

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.

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

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 below.

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.

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**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.

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Sum Total of Weighted Score = 360

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.

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.
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.

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

11. Repeat steps 5-10 for each applicant.

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

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