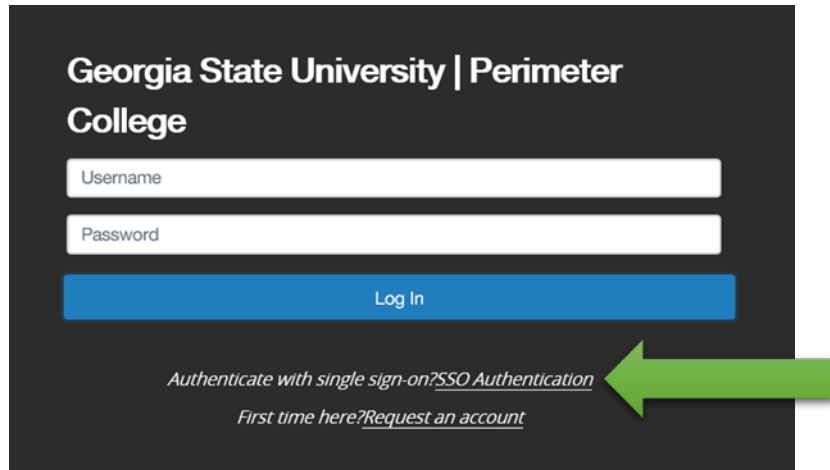
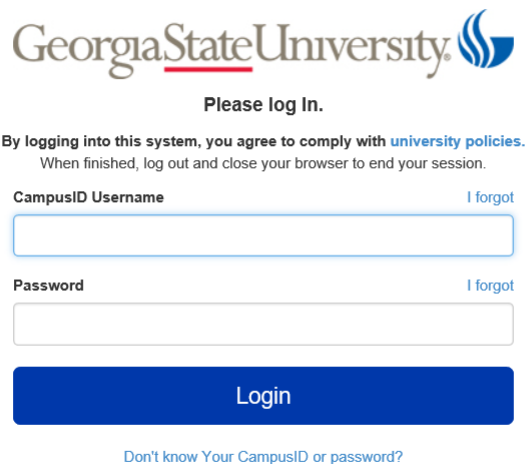


PEOPLEADMIN SEARCH CHAIR AND SEARCH COMMITTEE INSTRUCTIONS

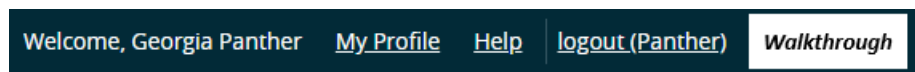
1. Access PeopleAdmin: <https://perimetercareers.gsu.edu/hr/sessions/new>
2. Select: *Authenticate with single sign-on?* SSO Authentication



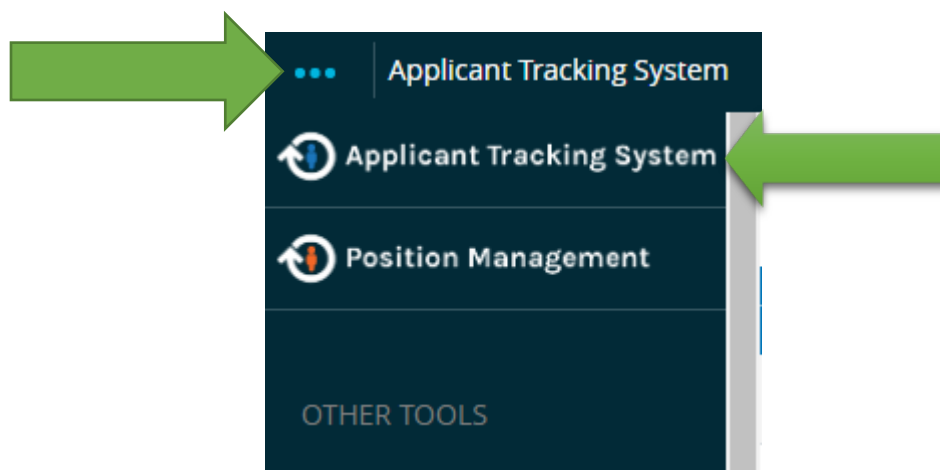
3. Enter your GSU campus credentials. Please note, if you are currently logged into a GSU service with your campus credentials, you may not be prompted to log into the system. Please continue to the next step.



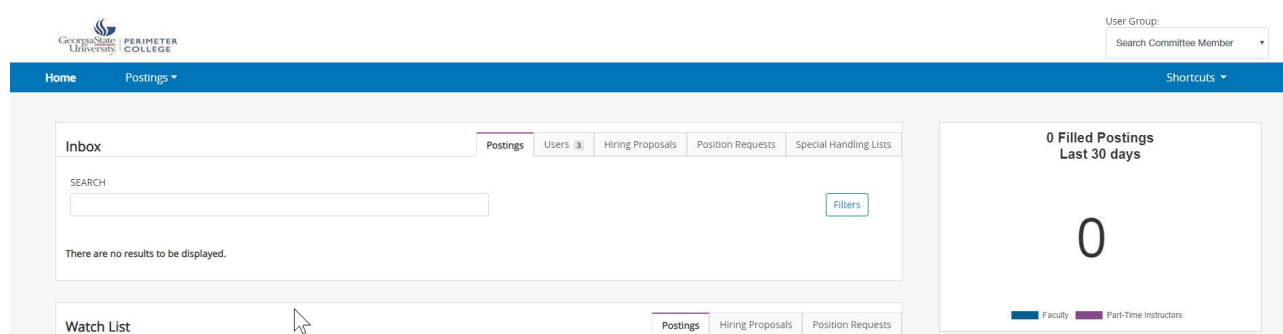
4. You will have a welcome message on the top right of the page.



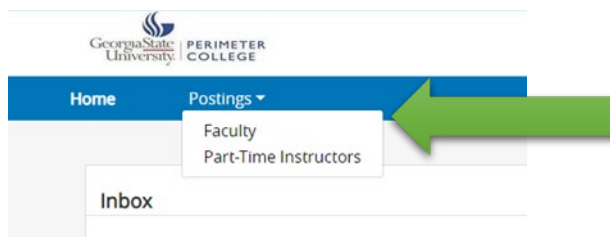
5. On the top left of the page, click on the three (3) blue dots and select *Applicant Tracking System*.



6. Change your User Group from *Employee* to *Search Committee Member*.



7. Select the type of postings you will like to view, Part-Time or Faculty.

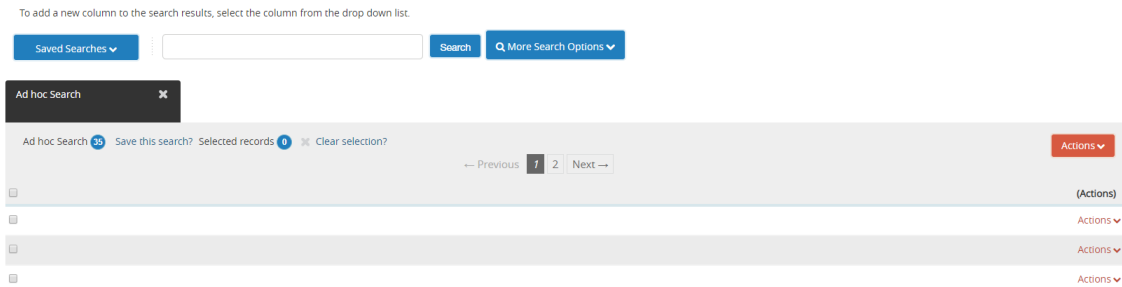


8. The postings to which you are assigned should populate for you.

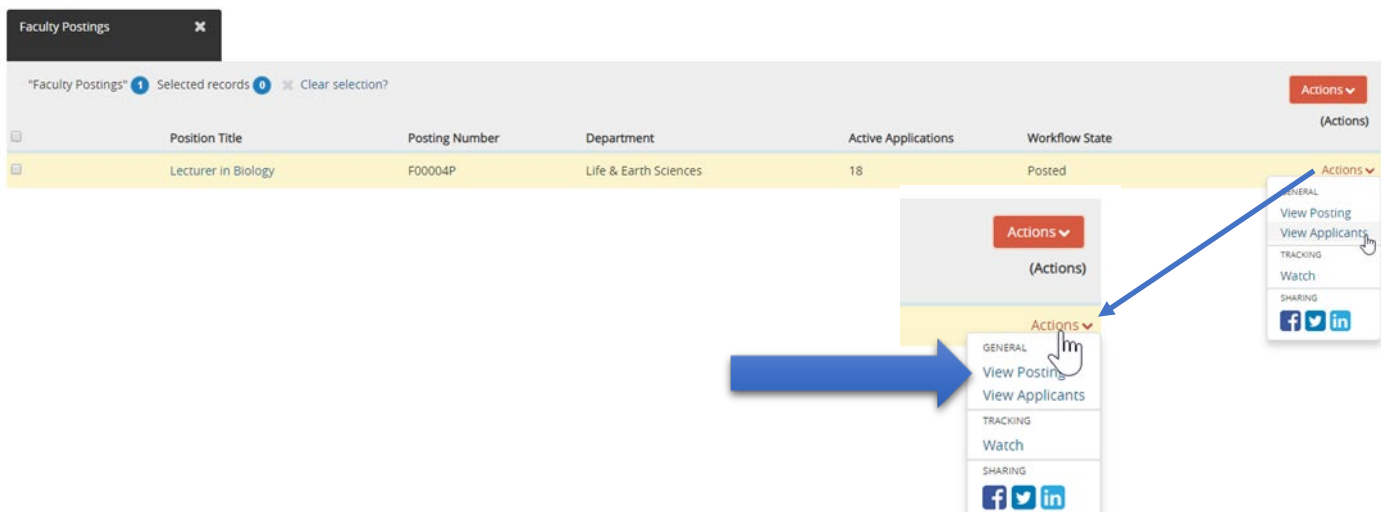
- a. If the faculty postings you are assigned to show similar to the picture below, proceed to step 9.

Faculty Postings					
"Faculty Postings" 1 Selected records 0 Clear selection?					
<input type="checkbox"/>	Position Title	Posting Number	Department	Active Applications	Workflow State
<input type="checkbox"/>	Lecturer in Biology		Life & Earth Sciences	0	Draft
					Actions

- b. If the faculty postings you are assigned to do not show automatically, your view will look similar to below: You will need to perform a ONE-TIME SET-UP for your search preference(s) by clicking [here](#).



9. Review applicants by selecting *View Applicants* under *Actions* on the far right of the posting.



Active applications will be listed for your review in the order of application date.

"All Applicants" 14 Selected records 0 Clear selection?				Actions		
Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
Test-Brown	Test-Dana	Cover Letter, Resume/CV, Unofficial Graduate Transcripts		Applied – Incomplete – Pending Letters	September 11, 2018 at 02:49 PM	Actions
		Resume/CV, Cover Letter, Unofficial Graduate Transcripts, Philosophy of Teaching, Foreign Degree Transcript Evaluation, Teaching Evaluations, Syllabus Examples, Other Document 1, Other Document 2, Other Document 3, Reference Letter, Reference Letter, Reference Letter		All Letters Received/Under Review	September 11, 2018 at 05:26 PM	Actions
		Resume/CV, Cover Letter, Unofficial Graduate Transcripts, Other Document 1, Philosophy of Teaching, Reference Letter, Reference Letter		Applied – Incomplete – Pending Letters	September 12, 2018 at 07:11 PM	Actions
		Resume/CV, Unofficial Graduate Transcripts, Teaching Evaluations, Syllabus Examples,		Applied –	September	

Applicants with the Workflow State of *Applied-Incomplete-Pending Letters* cannot be considered until the application packet has reached the Workflow State of *All Letters Received/Under Review*. If you find a discrepancy in the application packet and the Workflow State, please contact Dana Brown.

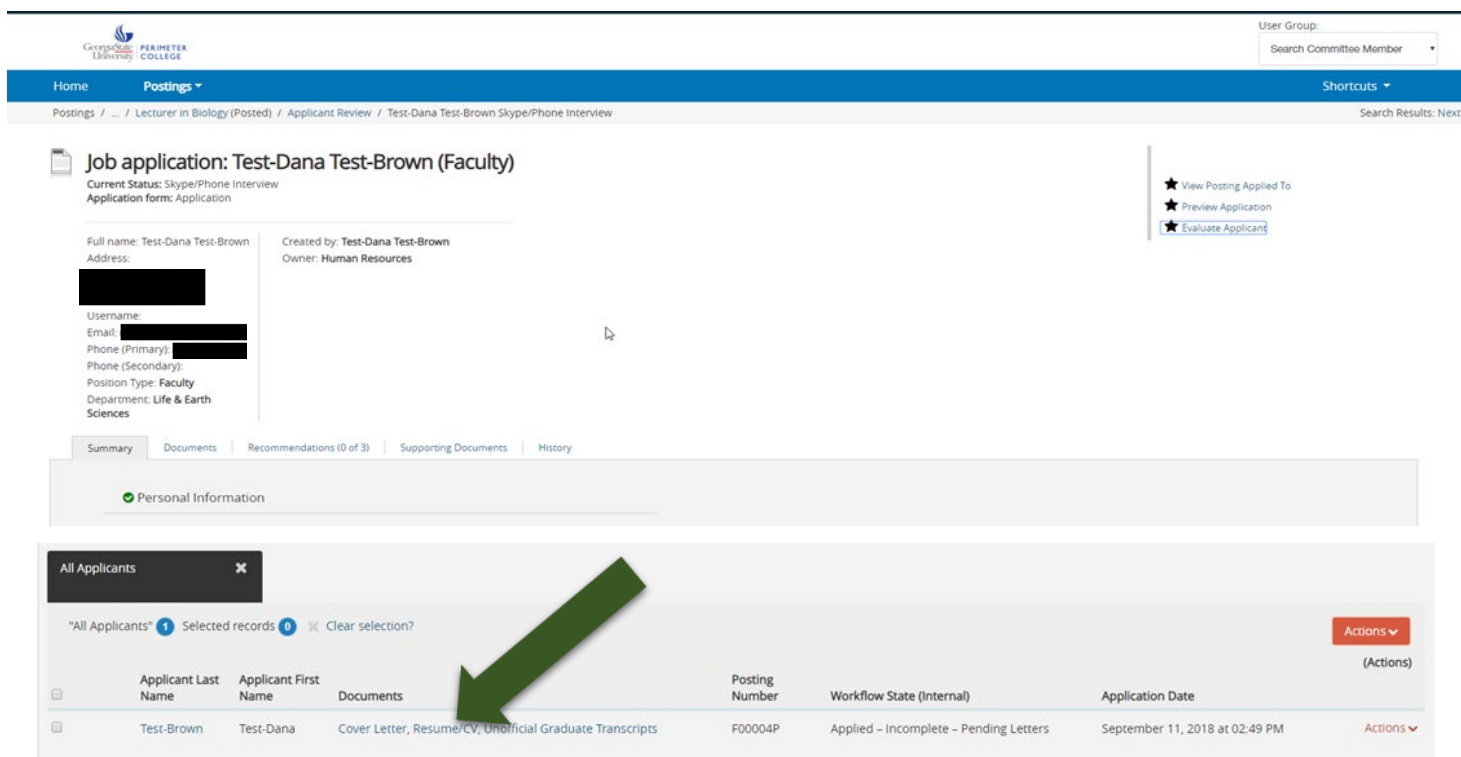
10. Completed applications can be viewed and accessed three different ways. You can click on:

a. ***Applicant Last Name*** and ***Actions***



	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
	Test-Brown	Test-Dana	Cover Letter, Resume/CV, Unofficial Graduate Transcripts	F00004P	Applied - Incomplete - Pending Letters	September 11, 2018 at 02:49 PM	Actions

The application *summary* will provide an overview of the submission.



Georgia State University PERIMETER COLLEGE

User Group: Search Committee Member

Home Postings Shortcuts

Postings / ... / Lecturer in Biology (Posted) / Applicant Review / Test-Dana Test-Brown Skype/Phone Interview Search Results: Next

Job application: Test-Dana Test-Brown (Faculty)

Current Status: Skype/Phone Interview
Application form: Application

Full name: Test-Dana Test-Brown
Address: [REDACTED]
Username: [REDACTED]
Email: [REDACTED]
Phone (Primary): [REDACTED]
Phone (Secondary): [REDACTED]
Position Type: Faculty
Department: Life & Earth Sciences

Created by: Test-Dana Test-Brown
Owner: Human Resources

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant

Summary Documents Recommendations (0 of 3) Supporting Documents History

Personal Information

	Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	
	Test-Brown	Test-Dana	Cover Letter, Resume/CV, Unofficial Graduate Transcripts	F00004P	Applied - Incomplete - Pending Letters	September 11, 2018 at 02:49 PM	Actions

An additional window will open for you to review the individual documents submitted with the application.

11. After viewing the applicant's packet, you can evaluate the applicant's packet based on submitted Evaluative Criteria. If your committee submitted Evaluative Criteria, please click [here](#) to proceed with instructions.

The screenshot displays the Georgia State University Perimeter College job application system. The top navigation bar includes links for Home, Postings, and Shortcuts. The breadcrumb trail indicates the current path: Postings / ... / Lecturer in Biology (Posted) / Applicant Review / Test-Dana Test-Brown Skype/Phone Interview. The main content area is titled "Job application: Test-Dana Test-Brown (Faculty)" and shows the current status as "Skype/Phone Interview" and the application form as "Application". The applicant's personal information is listed, including full name, address, username, email, and phone numbers. The application was created by Test-Dana Test-Brown and owned by Human Resources. The bottom section shows a list of tabs: Summary, Documents, Recommendations (0 of 3), Supporting Documents, and History. A blue arrow points from the "Evaluate Applicant" link in the top right sidebar to the "Evaluate Applicant" link in the bottom right sidebar.

Georgia State University PERIMETER COLLEGE

User Group: Search Committee Member

Home Postings Shortcuts

Postings / ... / Lecturer in Biology (Posted) / Applicant Review / Test-Dana Test-Brown Skype/Phone Interview Search Results: Next

Job application: Test-Dana Test-Brown (Faculty)
Current Status: Skype/Phone Interview
Application form: Application

Full name: Test-Dana Test-Brown
Address: 2157 Shelby Street
Columbus, GA 31903
Username: dbrown6@gsu.edu
Email: dbrown6@gsu.edu
Phone (Primary): (678) 891-2066
Phone (Secondary):
Position Type: Faculty
Department: Life & Earth Sciences

Created by: Test-Dana Test-Brown
Owner: Human Resources

★ View Posting Applied To
★ Preview Application
★ Evaluate Applicant

Summary Documents Recommendations (0 of 3) Supporting Documents History

Personal Information

★ View Posting Applied To
★ Preview Application
★ Evaluate Applicant

Proceed to [Application and Documents](#) to view the details of the application and documents.

For challenges maneuvering through the system, please contact Dana Brown or Karen Gabrielson according to the posting type below:

Posting Type	Name	Contact Information
Internal Searches Tenure-Track, Lecturers Limited Term	Dana Brown	dbrown6@gsu.edu 678-891-2066
Part-Time Instructors	Karen Gabrielson	kgabrielson@gsu.edu 678-891-2547

APPLICATION AND DOCUMENTS

Job application: **Applicant Name** (Part-Time Instructors)

Current Status: Under Review by Manager
Application form: Application

Full name: **Applicant Name**
Address: **Applicant Name**
Created by: **Applicant Name**
Owner: Human Resources

Username:
Email:
Phone (Primary):
Phone (Secondary):
Position Type: **Part-Time Instructors**
Department:

This section has all of the applicants information

Summary Documents Recommendations (0 of 4) Supporting Documents History

Personal information

Contact Information

First Name	This sections has all of the applicants pertinent information.
Middle Name	
Last Name	
Address1	
Address2	
City	
State	

Sections on the Application include the

- Personal Information
- Contact Information
- General information
- Educational History
- Training and Additional Information
- Employment History
- Reference Information (Need a minimum of 3 Professional References)
- Supplemental Questions
- Certification

See following page for an explanation of the four (4) sections listed below:

- Required Documents
- Optional Documents
- Recommendation Documents
- PDF Documents

Required Documents

Document Type	Name	Conversion Status
Cover Letter	Cover Letter 09-11-18 19:17:08 (27.5 KB)	PDF complete
Resume/CV	Resume/CV 09-11-18 19:11:16 (50.7 KB)	PDF complete
Unofficial Graduate Transcripts	Unofficial Graduate Transcripts 09-11-18 19:18:04 (288 KB)	PDF complete

Optional Documents

Document Type	Name	Conversion Status
Foreign Degree Transcript Evaluation	-	-
Other Document 1	-	-
Other Document 2	-	-
Other Document 3	-	-

Recommendation Documents

No recommendations submitted. Recommendation Letters are not required for Part Time Instructor Applicants.

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

NOTE:

Some of the tools you see on the site are not tools that you will use on a regular basis. If you have questions to not hesitate to contact Karen Gabrielson (678-891-2547)

Note:

Actions

(Actions)

Actions

Actions

Actions

Actions

Actions

Actions

Actions

GENERAL

Review Screening Question Answers

Download Screening Question Answers

Export results

BULK

Download Applications as PDF

Create Document PDF per Applicant

Reviewing Screening Question Answers provides Answer Statistics for the entire applicant pool

Download Screening Question Answers combines a document comparing everyone's answers to the supplemental questions

You can select this to download all applications and supporting documents from the entire search pool

★ See how Posting looks to Applicant

Print Preview (Applicant View)

Print Preview

Remove from Watch List

f

t

in

ONE TIME SET-UP
(If faculty posting did not show up automatically)


1. Click on *More Search Options*

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Search

More Search Options ▾



Faculty Postings

×

"Faculty Postings" 0 Selected records 0 Clear selection?

Actions ▾

(Actions)

	Position Title	Posting Number	Department	Active Applications	Workflow State
--	----------------	----------------	------------	---------------------	----------------

2. In the *Add Column* select Position Title, Posting Number, Department, and Active Applications. As you add these selections the information will populate.

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾


Search

Hide Search Options ▾

Add Column: Add Column ▾

Department: Department

Workflow State: Workflow State



To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Search

Hide Search Options ▾

Add Column: Add Column ▾

Department: Open Until Filled

Workflow State: Pass Message

Ad hoc Search

×

Ad hoc Search 0 Save this search? Save

Posting Number

Position Title

Position Type

Posted Date

Posting Close Date

Posting ID

Posting Name

Posting Number

Posting Template Status

Posting Type

Pre-Employment Requirements

3. Click on *Save this Search* and proceed with instructions by clicking [here](#).

Ad hoc Search

×

Faculty Postings

Ad hoc Search 0 Save this search? Save

selection?

Actions ▾

(Actions)

If you have any challenges, contact Dana Brown, dbrown6@gsu.edu.

EVALUATIVE CRITERIA

To assist in identifying the most promising candidates, applications can be evaluated. The search committee will need to provide PCHR with the discipline specific evaluative criteria and notate at what workflow state the committee will want to add the criteria. Please note, evaluative criteria consists of interview questions and rubrics.

Evaluative criteria can be added to the applicant's application at the following workflow states:

- *Applied-Incomplete-Pending Letters*
 - The state before all letters of recommendation are received
- *All Letters Received/Under Review*
 - The state after all letters of recommendation are received
- *Skype/Phone Interviews*
 - The state used when screening applicants before on campus interviews
- *On Campus Interview*
 - The three mandatory questions will be placed in the system.
 - If you are utilizing *Skype/Phone Interviews*, you will need to inform PCHR who will proceed to this workflow state.

There are two ways to evaluate your applicants, [individually](#) or [comparatively](#).

Individually:

1. After viewing the applicant's packet, you can evaluate the applicant's packet based on submitted Evaluative Criteria.

The screenshot shows the Georgia State University Perimeter College applicant review interface. The top navigation bar includes 'Home', 'Postings', and 'Shortcuts'. The main content area displays the job application for 'Test-Dana Test-Brown (Faculty)'. The current status is 'Skype/Phone Interview' and the application form is 'Application'. The applicant's full name is 'Test-Dana Test-Brown', address is '2157 Shelby Street, Columbus, GA 31903', and email is 'dbrown6@gsu.edu'. The position type is 'Faculty' and the department is 'Life & Earth Sciences'. The interface includes a sidebar with navigation links: 'View Posting Applied To', 'Preview Application', and 'Evaluate Applicant'. The 'Evaluate Applicant' link is highlighted with a blue arrow. The bottom section shows a progress bar with 'Personal Information' completed.

2. A small box will appear with the evaluative criteria for the established work state(s). You will be prompted to *Save* your scores. If you choose to re-evaluate the applicant, you will need to select *Save and Next*.

Evaluative Criteria

Test-Dana Test-Brown Overall: 58

Educational Fit: How well does this candidate's education fit with this position?
 Superior

Teaching: How do you rank the candidate's teaching experience?
 Superior

Quality of References: Please rate the candidate's quality of references.
 Above Average

Written Communication: How do you rank this candidate's written communication?
 Superior

Sponsorship2: Will you now or in the future require Georgia State University to sponsor you for employment-based visa status?
 ...

[Save](#) [Save and Next](#) [Cancel](#)

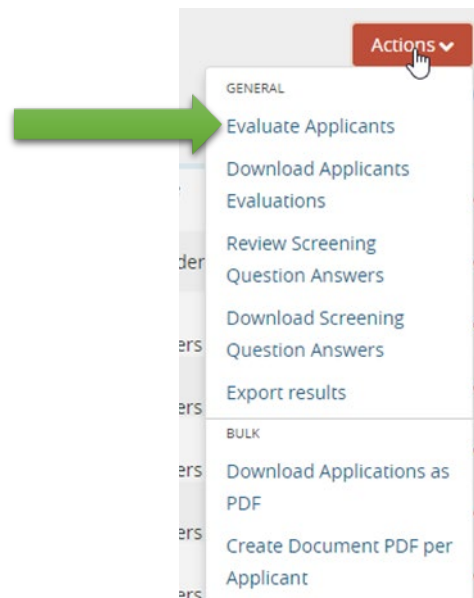
3. The next applicant's packet will appear; however, if they are not in a workflow state to evaluate, you will not be able to score the application packet.

COMPARATIVELY:

1. Click on the *Actions* button on the top right and select *Evaluate Applicants*

"All Applicants" 14 Selected records 0 Clear selection?

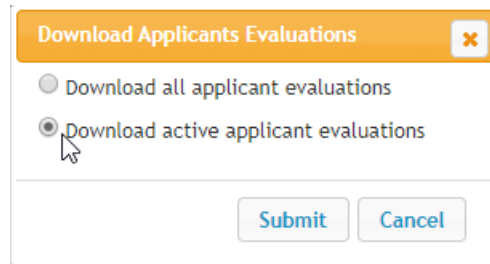
Applicant Last Name	Applicant First Name	Documents	Posting Number	Workflow State (Internal)	Application Date	(Actions)
Test-Brown	Test-Dana	Cover Letter, Resume/CV, Unofficial Graduate Transcripts		Applied - Incomplete - Pending Letters	September 11, 2018 at 02:49 PM	Actions
		Resume/CV, Cover Letter, Unofficial Graduate Transcripts, Philosophy of Teaching, Foreign Degree Transcript Evaluation, Teaching Evaluations, Syllabus Examples, Other Document 1, Other Document 2, Other Document 3, Reference Letter, Reference Letter, Reference Letter		All Letters Received/Under Review	September 11, 2018 at 05:26 PM	Actions
		Resume/CV, Cover Letter, Unofficial Graduate Transcripts, Other Document 1, Philosophy of Teaching, Reference Letter, Reference Letter		Applied - Incomplete - Pending Letters	September 12, 2018 at 07:11 PM	Actions
		Resume/CV, Unofficial Graduate Transcripts, Teaching Evaluations, Syllabus Examples		Applied -	September	



2. Select the applicant workflow for the set of criteria you wish to rank/add. The candidates will be listed in the selected workflow state. Please note, the lowest workflow state will be located at the top.

3. To view the applicant ranking/scores, select *Download Applicants Evaluations*.

- a. When prompted, select *active applicant evaluations*.



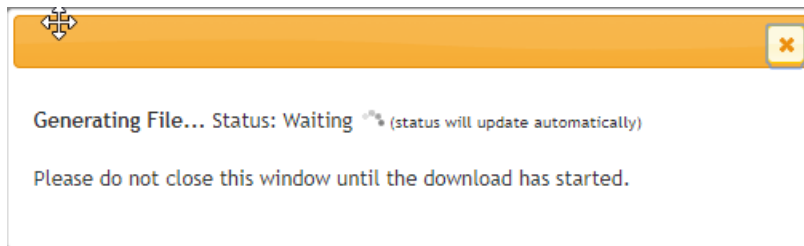
Download Applicants Evaluations

☐ Download all applicant evaluations

☒ Download active applicant evaluations

Submit Cancel

- b. While the process is working, you may see the message below:



Generating File... Status: Waiting (status will update automatically)

Please do not close this window until the download has started.

- c. A report should populate for you to view how the candidates are ranked. Please note, only the search chair can view how the applicant pool was ranked overall.

We highly suggest that committees utilize the evaluative criteria. When submitting rubrics, please be sure to include the scale/weight associated with each question. By using this feature, this portion of your search notes are preserved without the need to submit with search notes at the conclusion of your search.

Search chairs, please click [here](#) to continue with additional instructions.

SEARCH CHAIRS

Please note, you will have the ability to resend applicant links as requested by the applicant and view the cumulative scores/rankings of the candidates as provided by the search committee. If you have a search committee who requires guest credentials, they will not be able to use the evaluative criteria in the system. They will have view only access.

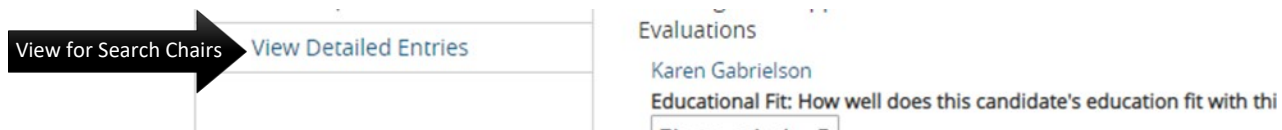
If the applicant needs to add/remove a reference, they must send an email to perimetercareers@gsu.edu. Their application will be reactivated so they can edit the application, resubmit, and recertify their application packets.

Once you have selected any candidate to interview and hire or select candidates that do not meet the qualifications for the position, please email Karen Gabrielson in regards to PTIs and Dana Brown or Ann Curtis in regards to Full-Time faculty, so the applicants can be updated. Perimeter College Human Resources is the only department with authorization to move applicants from one status to another status.

Please note: Search Committee Members will only have the ability to enter evaluative rankings/scores and view their individually submitted scores/rankings.

The search committee chair has the ability to view the evaluative criteria score details in regards to the applicant pool and download an excel file of the applicant.

1. In the evaluative criteria, click on *View Detailed Entries*.



2. You will see the below screen with a list of candidates and the scores.

<div>Posting: Lecturer in Biology (Faculty) Edit</div> <div><div>Current Status: Posted</div><div>Position Type: Faculty Department: Life & Earth Sciences</div><div>Created by: Test-Dana Test-Brown Owner: Human Resources</div></div> <div>Take Action On Posting ▾ View Posting Summary Review Applicants Evaluate Applicants Print Preview</div>				
Evaluative Criteria Score Details				
Showing 20 of 20 Applicants				
Full Name	Current State	Skype/Phone Interview	On Campus Interview	Overall
Karen Gabrielson	Skype/Phone Interview	93.85	100.00	95.29
Test-Dana Test-Brown	Skype/Phone Interview	53.33	75.00	57.67