The University of Iowa

Search Committee for P&S and Faculty Positions

Contents

Introduction

All members of the UI community play a key role in enabling the University to meet its diversity goals.

In addition to the University's strategic plan, each college/VP area has unique needs and develops their own strategic plan to meet its specific needs for diversifying faculty, staff, and students.

This training manual highlights how to process search forms electronically and provides information to departments on how to generate search reports such as advertising resources utilized during the search that attracted the attention of applicants. Moreover, access to this data enables departments to target their advertising dollars to resources that prove most effective in generating a broad and diverse applicant pool.

Developing and implementing a comprehensive Requisition/Recruitment plan is an essential best practice in achieving one of the University's strategic initiatives of *Scholarly Inquiry and Creative Work* outlined *in Renewing The Iowa Promise: Great Opportunities-Bold Expectations", The Strategic Plan for the University of Iowa.* One of the goals include:

> *Retaining and attracting outstanding faculty and staff who provide leadership and opportunities for advancing knowledge and applying it to improve society and the human condition.*
> *http://provost.uiowa.edu/docs/plan/RenewingTheIowaPromise.pdf*

Best wishes on conducting successful searches.

Accommodating Persons with Disabilities

The JOBS@UIOWA applications have been thoroughly tested for accessibility to persons with disabilities.   A situation may arise, however, where an applicant with a disability may not be able to utilize our electronic application process.   In this instance, if contacted by the applicant, you should refer the applicant to the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) or (319) 335-0697 (text) or e-mail diversity@uiowa.edu.   The Office of Equal Opportunity and Diversity staff will contact the applicant and, if necessary, manually enter the applicant's CV and cover letter into the JOBS@UIOWA system.

Please note that information about disability accommodation requests is considered confidential and should be shared only with persons who would play a critical role in implementing the accommodation.   The fact that a disability accommodation had been requested should not be shared with anyone in the department or the other search committee members.

NOTE: If you need assistance in determining how best to provide a disability accommodation during the search process, contact the Office of Equal Opportunity and Diversity (call 335-0705 or e-mail diversity@uiowa.edu).   All persons who wish to apply for a faculty or staff position at The University of Iowa must be permitted to do so.

Committee Chair/Admin

The search committee Chair, along with the search committee and the department chair, are responsible for designing the recruitment plan. A *Requisition and Recruitment Plan* is created once the committee has determined what recruitment strategies they will employ for the search.

If desired, the search committee Chair can designate a support staff member to serve as Administrative designee (Admin) for the Chair. The Admin will have the same access rights and capabilities in the Jobs@UIOWA application as the search committee Chair. The Admin may view the applicant ratings made by all search committee members. The Admin may also complete the *Pre-Interview Report* and the *Search & Selection Summary* on behalf of the Chair. The Chair and the Admin may be the same person and there can be more than one Admin.

After the *Requisition and Recruitment Plan* has been created and approved through Workflow, the search committee Chair is responsible for convening the search committee.

As applicants apply for positions, initially their applications will only be viewable by the Chair/Admin until the Chair/Admin releases the applications to the individual search committee members. This should not be done until the committee has had an opportunity to meet and review the criteria for screening the applications.

When screening the applications, the criteria to be used must coincide with the basic and desirable qualifications listed in the job announcement and all external advertisements. New criteria may not be introduced after the position has been advertised.

Once the committee members have met, the committee Chair/Admin may release the applications to the rest of the committee. The Chair provides the committee with a copy of the job description and a listing of the requisite and desirable qualifications for the position. The Chair may ask the committee to rate the candidates according to a particular scale (e.g., top ten without rankings, top ten in rank order). The Chair/Admin will be responsible for completing the ratings (and listing the applicants' years of experience) on the *Pre-Interview Report*. The rating scores used by the committee members will not be used on the *Pre-Interview Report*; only the ratings listed by the Chair/Admin will be shown on the *Pre-Interview Report*.

To begin reviewing applicants go to Self Service/Administration tab/Systems/JOBS@UIOWA/Search Committee Home. A list of your requisitions will be displayed noting your membership type indicated (Chair/member). Select the radio button next to the appropriate position and then choose **Select Requisition** to view the search committee options.

The home page for the search committee is divided into five sections: Manage Applicants, Administrative Tools, Post Selection, Reports, and Training/Support . As committee Chair/Admin, more options are available on the Search Committee Home page than for committee members.

MANAGE APPLICANTS

Manage Applicant Pool
Establish or edit applicant pools for the selected requisition.

Rate Applicants
Review job applications, rate applicants, and specify "EOD Rating Information" for the selected requisition.

Pre-Interview Reports
Submit or view Pre-Interview Report information.

Search and Selection Summary
Submit or view Search and Selection Summary information.

Manual Application Entry
Manually add applicants to the applicant pool by filling in their application information. Note: The selected requisition must still be on the job line for the application to be added.

POST SELECTION

Release Forms
Send the applicants selected to be hired a Criminal or Credential Release form.

Close Requisition
Once the candidate(s) is hired, request to end activity on the requisition. To Hold, Reactivate or Cancel the requisition please contact the office of Equal Opportunity and Diversity.

TRAINING/SUPPORT

Quick Adminstrative Guide
This page is meant to provide a quick overview of the responsibilities and processes given to Chairs and Admins.

Contact Jobs Help

ADMINISTRATIVE TOOLS

Applicant Communication Center
Send manual or modify default notifications to applicants.

Manage Search Committee Members
Add or remove search committee members and admins for the selected requisition.

Manage Requisition Advertising
Adjust the requisition's ad on Jobs@UIOWA.

Login as Search Committee Member
Act on behalf of a search committee member to review or rate applicants.

REPORTS

My Ranking Details
Review all your rankings for a given applicant pool.

My Pre-Interview Information
Review your Pre-Interview rankings for applicants.

Search Committee Ranking Details
Review all committee rankings for a given applicant pool.

Pre-Interview Information (Committee Members Only)
Review other committee members Pre-Interview rankings for applicants.

Official Search Committee Rankings
Review the current search committee ranking information for all applicants.

Basic Applicant Information
Review basic information about all applicants who have "Completed" the online application process.

Manage Applicants

Manage Applicant Pool

Manage applicant pool allows the Chair/Admin to grant other committee members the option to rate all applicants or rate a prescreened pool of applicants.

Veteran Status

When you see the Veteran Status symbol next to an applicant's name, this indicates that your applicant has been approved for Veteran's Preference according to the Iowa Code 35C.1 . You will be required to take the following actions:

Pre-Interview Report -- At the time you submit your Pre-Interview Report, you will be required to add justification on why you may or may not be interviewing the veteran(s) approved for Veteran Preference. If the veteran will not be interviewed, you must provide detailed information as to the reason(s) for non-selection of the veteran. This can be included in your Justification attachment that is submitted through workflow. Per Iowa Code 35C.3 , at the time of application or at an interview for the position, an applicant may request notification of refusal only, or notification of refusal and the specific grounds for refusal. The notification shall be sent within ten days after the successful applicant is selected.

Search and Selection Summary -- If you have a Veteran that was interviewed, justification on this applicant will be required in the final Justification document that is submitted through workflow. The Veteran retains the right under Iowa Code 35C.3 to request notification of the refusal or specific grounds for refusal as noted above.

The Chair/Admin must provide a rating for at least one applicant before selecting the **Open Applicant Pool for Scoring** button. An applicant pool is a tool for the Chair/Admin to limit the number of applicants for review at any time in the committee's process and set up different numeric rating scoring as needed. (There is no relationship between an applicant pool and pre-Interview ratings or any Equal Opportunity and Diversity process.) Once the pool has been opened for the committee, the Chair/Admin can create subsequent pools by checking the **Proceed** box for each applicant that the Chair wishes to include in subsequent pools. Then Chair/Admin needs to select the Pool Scoring type of **Yes/No/Maybe or Numeric** (see specific details on rating under Rate Applicant section) and then select the **Add Pool button**.

Manage Applicant Pool
DIETITIAN II - 55570

Type: Yes/No/Maybe
Description: The Original Applicants
The Applicant Pool *Is Not Open* For Search Commitee Members.

Open Applicant Pool for Scoring

By default, committee members are not allowed to rate applicants until the applicant pool has been "opened".

Applicant Pools: *All Applicants*

33 applicant(s) in this pool.

Applicant Name	Complete Date	Yes Count	Maybe Count	No Count	Abstain Count	Total Members	Proceed
BELL, ANGIE 🔴	04/28/2010	2	0	0	0	2	☐
BOWEN, CHRISTINE	10/10/2008	0	0	0	0	0	☐
CALHOUN, LEGARE	10/12/2010	1	0	0	0	1	☐
CONWAY, PATRICIA EILEEN	09/18/2009	0	1	0	0	1	☐
COPPESS, TRACIE LYNN	10/30/2009	0	0	0	0	0	☐

Pool Scoring Type: None ▾

"Yes/No/Maybe" enables the committee to rate applicants Yes, No or Maybe.
"Numeric" enables the committee to rate applicants numerically as defined below.

If Numeric Scale: _____

For "Numeric" scoring, the ratings will range from one to the number entered here.
Please enter the highest number that an applicant may be given as a score.

Description: _____

Please enter instructions for scoring this applicant pool. For a numeric scale, please explain the scale.
(e.g. "Rate applicants 1-5, where 5 is best", or "Rank applicants 1-11, where 1 is your first choice.")

Add Pool **Cancel**

Rate Applicants

From the Search Committee Options screen, select the **Rate Applicants** link under the Manage Applications heading. All applicants will be initially listed for the Chair/Admin.

To rate an applicant, select the person's name to review their application materials. The first round screening tool allows applicants to be rated by using the **Yes/Maybe/No/Abstain** rating under the Rating/Score section.

> **Yes** -- indicates positive initial rating
> **Maybe** -- unsure at this time
> **No** -- indicates a negative initial rating
> **Abstain** -- decline to rate this candidate (use if there is a conflict of interest)

To provide more detailed ratings on each applicant for the position, select Edit Ratings. **NOTE:** Only Chair/Admin will be able to see ratings of all committee members.

While completing the ratings, the Chair/Admin must complete the Chair Ratings Options in order to populate the data in the *Pre-Interview Report* form. Information to be entered:

> **Rating Code** -- Based on EOD codes
>
> **Rank being considered (FACULTY ONLY)** -- all faculty requisitions are advertised as open rank; at this point the Chair/Admin must indicate final rank each qualified applicant is being considered. You can only choose one rank per applicant.
>
> **Type of Applicant (P&S Only)** -- Based on EOD codes.
>
> **Years of Relevant Experience** -- Enter the total years of experience that are directly related to the position.
>
> **Gender** -- This information will only be requested if the applicant has NOT completed the Self-Identification form online. If unable to determine the gender, enter Unknown.
>
> **Pre-Interview Action code** -- Based on EOD codes.
>
> **Conflict of Interest** -- Select Yes or No radio buttons. This must be answered if "Permission to Interview" has been selected above.

To submit your ratings, select the **Save Rating Information** button.

Search Committee Rating Chair Options for HOWARD, LYNN

These Ratings Belong To The Search Committee As A Whole. These Ratings Are Required And Will Be Used To Complete The Necessary Forms To Complete The Hiring Process.

✋ **Attention:**

- **If the applicant does not meet the basic qualifications, then you only have to complete the Rating Code and Gender options.**

Items marked » are required for the Pre-Interview Report and Search & Selection Summary for all applicants who meet the basic qualifications.

(Save Rating Information) (Save Rating Information Go to Next Applicant)

»Rating Code   [All basic & desirable (1) ▼]

»Rank being considered   [Assistant Professor (FS13) ▼]

»Years of Relevant Experience   [4]
This field will save to only 1 decimal point.

»Gender   ○ Male ⦿ Female ○ Unknown

»Pre-Interview Action Code   [Permission to Interview (3) ▼]
Please select "Not Under Consideration" if no Pre-Interview action was taken.

»Is there any Conflict of Interest in Employment?
○ Yes ⦿ No
This question must be answered if you have selected "Permission to Interview" before submitting the Pre-Interview Report into workflow.
Conflict of Interest in Employment (Nepotism)

Post-Interview Action Code   [▼]
Please do not select "Applicant Hired on Requisition" prior to completing the Search and Selection Summary. An automated process will mark the applicant "Hired" as soon as the Search Selection Summary is completed in workflow.
There is no option for "Offered Position". This will be managed on the Search and Selection Summary by selecting the candidate you wish to hire.

(Save Rating Information) (Save Rating Information Go to Next Applicant)

Pre-Interview Report

The information on this form will have been populated by the Chair/Admin's initial screening of the applicants. The *Pre-Interview Report* is a "snapshot in time." The list of applicants, ratings, and actions on the *Pre-Interview Report* cannot be edited once they have been created and routed in Workflow. If an error needs to be corrected, the form can be voided and a new one can be created. The ratings for each applicant are stored so the only fields that would need to be re-done would be the action codes. Select Pre-Interview Reports under the Manage Applicants section of main page. Select the appropriate requisition. The first time accessed you will be presented with a **Start Pre-Interview Report** button to select.

P&S Only: The Chair/Admin will indicate the type of interview to be conducted (e.g., phone, off-campus, or on-campus) and whether the committee expects (at this time) to have additional rounds of interviews. You must also provide explanations of how the candidates' experience and education were calculated.

Submit Pre-Interview Report
ASST RESEARCH SCIENTIST - 56522

Show/Hide Equal Opportunity and Diversity's Rating Legend

Candidates highlighted in yellow have been chosen to interview.
Candidates with the Gender value of "*", filled it on the Self Identification Form.
Candidates with a *(C)* at the end of their name have been marked for a possible conflict of interest.

Applicant	Date Appl. Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl	Action
LYNN HOWARD	03/24/2009	1	10	15	F	1	3
PENNY S SCHNEDLER	03/24/2009	1	7	15	*	2	3

Attention:

- **If you are conducting a phone call screening to get basic information, you do not need to do a Pre Interview Report.**
- **Note: All fields are required.**
- **You will not be able to edit the following explanations once you submit this form into workflow.**

PLEASE ANSWER THE FOLLOWING QUESTIONS

»**What type of interview(s) will you be conducting?**
☐ Phone ☐ Off Campus ☐ On Campus

»**Do you expect to have further rounds of interviews?**
○ Yes ○ No

»**Please provide an explanation of how related experience was defined and/or calculated (e.g., administrative and program experience, program coordination, supervisory experience).**

»**Please provide an explanation of how related education was defined and calculated.(e.g., Bachelor's Degree in Business Administration or related field)**

254 character limit

»**Please define how you calculated equivalent combination of education and experience.**

254 character limit

(Submit Request to Interview Candidates) (Cancel)

Faculty Only: The Chair/Admin will indicate the type of interview to be conducted (e.g., phone, off-campus, or on-campus) and whether the committee expects (at this time) to have additional rounds of interviews.

Submit Pre-Interview Report
TEST FACULTY - 56524

? Pre Interview Form Tips

Skip down to the form
Show/Hide Equal Opportunity and Diversity's Rating Legend

Candidates highlighted in yellow have been chosen to interview.
Candidates with the Gender value of "*", filled it on the Self Identification Form.
Candidates with a *(C)* at the end of their name have been marked for a possible conflict of interest.

Applicant	Date Appl. Received	Rank	Rating	Years of Rel. Exper.	Gender	Action
LYNN HOWARD	03/24/2009	FS13	1	4	F	3
PENNY S SCHNEDLER	03/24/2009	FS13	1	6	*	3

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Attention:

- If you are conducting a phone call screening to get basic information, you do not need to do a Pre Interview Report.
- Note: All fields are required.

PLEASE ANSWER THE FOLLOWING QUESTIONS

»What type of interview(s) will you be conducting?
☐ Phone ☐ Off Campus ☐ On Campus

»Do you expect to have further rounds of interviews?
○ Yes ○ No

(Submit Request to Interview Candidates) (Cancel)

To submit the form into Workflow, select **Submit Request to Interview Candidates**. The form will not be submitted if the information is incomplete; an error message will display.

Once the *Pre-Interview Report* is ready to be submitted to Workflow, attachments may be added. Attachment types are:

Memorandum -- explaining the selection of candidates for interview

Org Chart -- **(P&S Only)** optional

Other -- any other type of correspondence

Veteran justification -- At the time you submit your *Pre-Interview Report*, you will be required to add justification on why you may or may not be interviewing the veteran(s) approved for Veteran Preference. If the veteran will not be interviewed, you must provide detailed information as to the reason(s) for non-selection of the veteran. This can be included in your Justification attachment that is submitted through workflow. Per Iowa Code 35C.3 , at the time of application or at an interview for the position, an applicant may request notification of refusal only, or notification of refusal and the specific grounds for refusal. The notification shall be sent within ten days after the successful applicant is selected.

The *Pre-Interview Report* will be routed from the initiator to the department, college/org, and EOD. Once the Pre-Interview Report has been approved by EOD, an auto-generated email will be sent to each person who approved the form in Workflow, including the search committee Chair/Admin. The committee may proceed with the interviews with selected candidates once this approval has been granted.

Search and Selection Summary

Following the interviews and prior to beginning the *Search and Selection Summary*, the Chair/Admin must update the rating codes indicating: all candidates who were interviewed, those who withdrew from consideration, and (only if not first choice) those who were previously offered the position but declined. The Chair/Admin will indicate which candidate has been selected for hire by selecting the radio button next to the candidate.

Submit Search and Selection Summary

ASST RESEARCH SCIENTIST - 56522

Attention:

- **This requisition requires a Criminal Background check.**
- **Before the applicant can be hired, please conduct a Criminal Background check.**

Skip down to the form
Show/Hide Equal Opportunity and Diversity's Rating Legend

Candidates highlighted in yellow have been chosen to interview.
Candidates with the Gender value of "*", filled it on the Self Identification Form.
Candidates with a *(C)* at the end of their name have been marked for a possible conflict of interest.
Use the radio button to select the applicant you wish to hire.

Applicant	Date Appl. Received	Rating	Years of Rel. Exper.	Total Years of Exper.	Gender	Type of Appl.	Action	Post I-View Action	Reason for Decline
⊙ LYNN HOWARD	03/24/2009	1	10	15	F	1	3	2A	
PENNY S SCHNEDLER	03/24/2009	1	7	15	*	2	3	2X	

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AFTER SELECTING A CANDIDATE FOR HIRE, PLEASE ANSWER THE FOLLOWING QUESTIONS

»Will the candidate(s) also be appointed to a faculty appointment?
○ Yes ⊙ No
If yes, a separate Faculty Search and Selection Summary form must be completed for the faculty appointment.

»References checked?
⊙ Yes ○ No

»Anticipated Start Date: 05/01/2009 (...) (mm/dd/yyyy)

P&S Pay Plan
»Annual Base Salary: 40000 - 50000
Please use only the first box if you wish to enter a specific salary amount.
If you wish to enter a salary range, please use first box for the low end and the second box for the high end.

By answering "No" to the question below, you are certifying that the proposed salary is at or below the first quartile, or within approved hiring guidelines.

By answering "Yes" to the question below, you are proposing a salary above the first quartile or approved hiring guidelines. This form will need Salary Justification attached and will be reviewed by Compensation and Classification.

The approved salary schedule for this classification can be viewed **here**.

Answer "Yes" to the question below if the classification is in a Healthcare/Professional specialty grade and the recommended salary is above approved hiring guidelines. This form will need Salary Justification attached and will be reviewed by Compensation and Classification.

The approved Healthcare/Professional specialty grade salary schedule for this classification can be viewed **here**.

»Should this be forwarded to Compensation and Classification for salary review?
○ Yes ⊙ No

»Salary is based on which ⊙ Fiscal ○ Academic **type?:**

»Percent Time: 100

(Submit Search and Selection Summary) (Cancel)

Other information to be provided includes:

- If the applicant will also be appointed to a faculty position (P&S Only)
- If the form should be forwarded to Compensation & Classification (due to salary level above the first quartile of the pay range (P&S Only)
- Classification/job code
- Whether references have been checked
- Anticipated start date
- Annual base salary
- Salary type (fiscal or academic)
- Whether temporary appointment
- Percent of time

After selecting **Submit Search and Selection Summary**, the following attachments will be required to be included:

Memorandum -- Rationale of the hiring decision (provide reasons for selection of candidate and reasons for non-selection of other candidates who were interviewed for the position).

Draft Offer Letter -- The draft offer letter must be attached for all hires.

Salary Justification (if required) **(P&S Only)** -- If you have indicated that this form needs to be routed to Compensation and Classification for salary review, include a memorandum providing rationale for the proposed salary.

Veteran Justification (if required) -- If you have a Veteran that was interviewed, justification on this applicant will be required in the final Justification document that is submitted through workflow. The Veteran retains the right under Iowa Code 35C.3 to request notification of the refusal or specific grounds for refusal as noted above.

The *Search and Selection Summary* will be routed from the initiator to the department, college/org, and EOD. Once the *Search and Selection Summary* has been approved by EOD, an auto-generated email will be sent to each person who approved the form in Workflow, including the contact person and the search committee Chair/Admin.

Manual Application Entry (Faculty Only)

The Chair/Admin has the capability to add an applicant manually to Jobs. Select **Manual Applicant Entry** under the Manage Applications section; then **Start New Manual Application**. The first screen requires the Basic Applicant Information to be entered; once completed select "Fill out Manual Application" to continue on to the To Do List and upload required attachments.

NOTE: If entering an applicant through the manual process, a paper Self-Identification form will need to be sent to the applicant that includes the requisition number, position title, and department/unit name which is to be forwarded to EOD. The University of Iowa is an Equal Opportunity/Affirmative Action employer. As required by federal regulations, information is requested from applicants to monitor and report on equal employment opportunity/affirmative action programs. The submission of this information from applicants is voluntary and is not shared with the hiring department/unit or used in making employment decisions.

NOTE: If entering an applicant through the manual process, an online credential/criminal background check will not be available. This will have to be done using paper forms.

After the Basic Information is entered, an Application To Do list will be displayed to complete the applicant entry

Administrative Tools

Applicant Communication Center

The Communication Center allows the Chair/Admin to generate manual or modify default notifications regarding the search process to the applicants throughout the search. There are four types of communication notifications.

Professional & Scientific Applicant Communication Center
ASST RESEARCH SCIENTIST(56522)

APPLICANT COMMUNICATION

- Open Notification
- Not Selected for Interview - Notification to applicants who are not selected for interview.
- Not Selected for Position - Notification to applicants who were interviewed, but not selected for the position.
- Position Status Update - Notification to applicants that the position will be closed or cancelled

After selecting the link of the type of communication desired, a list of applicants will be displayed.

Professional & Scientific Applicant Communication Center
ASST RESEARCH SCIENTIST(56522)

MESSAGE: AD HOC MESSAGE

The "Check All" Option Below Will Select/Unselect All Applicants, Regardless Of The Letter Selected
☐ Check All

Click On A Bolded Letter In The Alphabet List To Find Your Applicants

Show All A B C D E F G **H** I J K L M N O P Q R **S** T U V W X Y Z
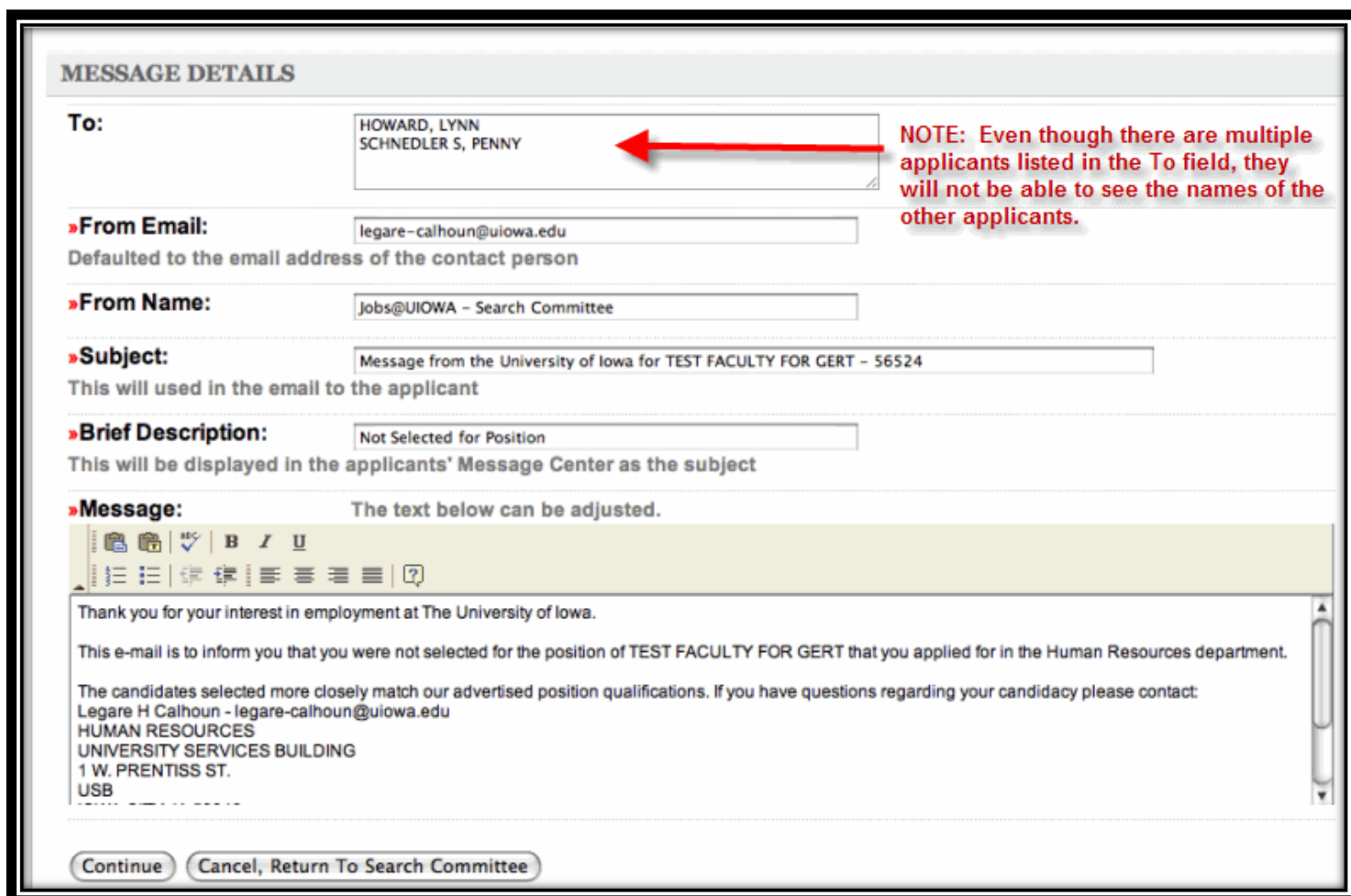
H

Name	Email	Complete Date
☑ HOWARD, LYNN	GERTRUDE-NATH@UIOWA.EDU	03/24/2009

S

Name	Email	Complete Date
☐ SCHNEDLER S, PENNY	PENNYSCHNEDLER@SOUTHSLOPE.NET	03/24/2009

(Continue) (Cancel, Return To Search Committee)

Select the individual(s) to send an email to and then select **Continue**. A template will be displayed listing the email address(es) of the applicant(s), the subject of the communication, and a default statement in the message box. This default message can be edited if so desired (if Open Notification is selected, there is no default message). NOTE: Even though there are multiple applicants listed in the To field, they will not be able to see the names of the other applicants receiving the communication.

After selecting Continue, a confirmation screen will be displayed in order to review the email. To send, select **Continue** from the Message Review screen.

Manage Committee Members

The initial list of committee members may have been entered at the time the *Requisition and Recruitment Plan* was created. The Chair/Admin may edit the list as necessary. Select **Manage Search Committee Members** under the Administrative Tools section.

Select **Insert New Member** or **Remove Existing Member**.

When adding committee members, you must indicate the role of each member (e.g., whether he/she will be a member or Admin) and whether or not they are a University employee.

NOTE: Removing a member will also remove all their scoring.

NOTE: You may not remove a committee Chair. Contact jobs-help@uiowa.edu for that process.

After entering a person's last/first name, select **Search for New Member**. That individual's information will be displayed; select **Add Committee Member**.

Continue this process until all members have been added.

Adding External Committee Members (external to the University)

The external committee member must have a username and password on Jobs@UIOWA prior to the Chair/Admin selecting that new member. The Chair/Admin or the external member themselves will have to "register" in the Jobs@UIOWA system before they can be added to the search committee (most will be handled by the Chair/Admin).

Once the username is created, go into the "Member Administration" section and do a search, making sure you select "no" to the "member an University Employee" question.

Below is a sample communication that can be sent to the external committee members to assist in accessing the applicant information:

> When you get to JOBS@UIOWA (http://jobs.uiowa.edu), you can use the signon (_____) and password (_____). Should you need to change this password, the identifier is city of birth (_____) We set up the profile with your name, _____, so you are listed on our search committee.

> Once you get into the system, you will have an option called "Search Committee Options" that will list our position. By selecting the radio button for the position, you will then have two options: rate applicants and reports. This allows you to view the information on each applicant. As we've noted previously, all applicants must be in this system.

Login as Committee Member

This option allows the search committee Chair/Admin to login as another search committee member necessitated if a committee member is traveling or does not have access to a computer with internet connection. Any ratings that the Chair/Admin enters while logged in as another committee member, will register as though made by that committee member. Select the radio button next to the member's name and select Switch to User.

LOGIN AS SEARCH COMMITTEE MEMBER   ❓ Committee Member Tips

Name	Username	DeptId	User Type	Member Type
○ GERTRUDE NATH		05-0315	EMPLOYEE	CHAIR
○ PATRICIA COWLES		05-0315	EMPLOYEE	MEMBER

(Switch To User)   (Cancel)

Post-Selection

Release Forms (Credential/Criminal Background Checks) (OPTIONAL)

The Search Committee Chair/Admin can initiate an automated request to the applicant to authorize release forms for validation of the applicant's credentials and/or a criminal background check. This option will not be available until the final *Search and Selection Summary* has been approved through Workflow.

A list of requisitions you have access to will be listed. Select the radio button next to the appropriate requisition.

From the Search Committee Options home page, select the **Release Forms** link under the **Post Selection** section.

The first time this is accessed there will be no listings of any forms being requested. Select **Request for Release Form.**

Only when the final *Search and Selection Summary* is completed through Workflow will the Chair/Admin have the option to trigger a release form. The individual who has been indicated on the final *Search and Selection Summary* will be listed with two forms available. Select the boxes next to the forms required and then select **Continue**.

A preview of the email that will be sent to the applicant will display along with the name of the HR Administrator that will be charged with conducting the check. If needed, an additional Administrator can be added by selecting **Select Admin** and a new line will be added to enter the name of the additional individual. Select **Send Email** to send the release request to the applicant.

NOTE: If multiple applicants are selected, applicants will not see others' names on the email distribution list.

Once the requests are sent to the applicant, the listing will display date sent, the initiator, and the date the applicant completed the release, so the University can proceed with making the relevant inquiries. When the applicant has granted release for the University to do checks, that information will be populated in the Communication Center. The appropriate HR representative will be able to complete the checks.

Committee Members

Rate Applicants

From the Search Committee Options screen, select the **Rate Applicants** link.

To rate an applicant, select the person's name to review their application materials. The first round screening tool allows applicants to be rated by using the **Yes/Maybe/No/Abstain** rating under the Rating/Score section.

> **Yes** -- indicates positive initial rating
>
> **Maybe** -- unsure at this time
>
> **No** -- indicates a negative initial rating
>
> **Abstain** -- decline to rate this candidate (use if there is a conflict of interest)

To provide more detailed ratings on each applicant for the position, select **Edit Ratings**. **NOTE:** Only Chair/Admin will be able to see ratings of all committee members.

To submit your ratings, select **Save Rating Information**.

Reports

Reports available for review will be based on the role assigned for search committee members.

My Ranking Details (available to ALL members) allows you to view all of the rankings you completed for a specific applicant pool.

My Pre-Interview Information (available to ALL members) allows you to view all of the Pre-Interview rankings for the requisition.

Search Committee Ranking Details Report (available only to Chair/Admin) allows you to view the applicant ratings (Yes/No/Maybe/Abstain codes) submitted by all the committee members for each applicant in the pool.

Pre-Interview Information (available only to Chair/Admin) allows you to view individual member's rankings for applicants.

Official Search Committee Rankings (available only to Chair/Admin) allows you to view the pre-interview rating codes submitted by the committee m embers for each applicant in pool.

The Basic Applicant Information Report (available to ALL on members) allows you to view a listing of all applicants, with their email address, applicant status, and completion date. Using the Excel format, the report will also include the applicants' mailing address.

Last Updated 07/2012