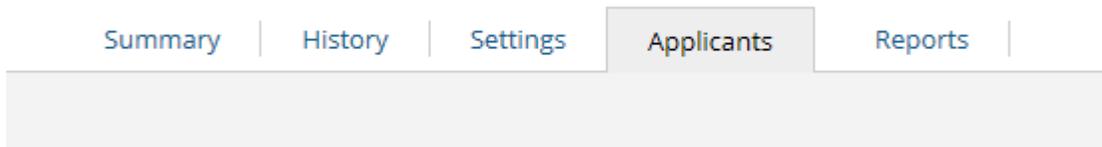


Search Committee Member: Ranking Applicants

Link to PeopleAdmin: <https://yosemite.peopleadmin.com/hr/login> (to review applications)

First Time Users: Username and Password are the same; once logged in you will be immediately prompted to create your own password.

- Hover over the Postings Tab, then scroll down to Classified
- Click on the Position in which you are a part of the committee
- Go to Applicants tab



- Select applicant

<input type="checkbox"/>	Full Name	Special Handling List	Status
<input type="checkbox"/>	Doe, Jane		Under Review by Search Committee

- Go to bottom of application and open up all attached documents to another screen

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- ★ Evaluate Applicant
- ✎ Edit Application
- 📄 Reactivate

- Go to top right hand corner and click on Evaluate Applicant

Evaluative Criteria

Jane Doe Overall: N/A

Knowledge.: Rate the applicant's knowledge as it relates to the job description. Rating Options: Lowest to Highest, 1 through 10.
7 ▾

Abilities: Rate the applicant's abilities as it relates to the job description. Rating options: Lowest to Highest, 1 through 10.
5 ▾

Education: Rate the applicant's education as it relates to the job description. Rating options: Lowest to Highest, 1 through 10.
8 ▾

Comments

- Enter a score for each of the Evaluative Criteria questions for each applicant.
- Click "SAVE", Once you have entered your evaluations