

NOCCCD

HIRING COMMITTEE GUIDE



INTRODUCTION

Search Committee Actions in PeopleAdmin:

1. Review Applicants
2. Evaluate Applicants

BEST PRACTICES

Review and assess all applicant files using established criteria (reviewers should commit to spending a minimum of 15-20 minutes per applicant to ensure equitable review of all candidates and reduce potential for unconscious biases to shape evaluation).

Maintain confidentiality of the process at all times:

- All search committee deliberations, as well as all information related to the work of the committee, whether verbal or written must remain confidential.

Documenting each applicant's scores and comments during the process is vital to accurate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if a complaint is filed and an investigation is required.

Once assigned as a Search Committee Member, you will be notified via a system-generated email of your role and provided with instructions to access your posting.

*NOTE: Committee members will **NOT** be notified via email every time an applicant applies.

SECURITY OF APPLICANT DATA

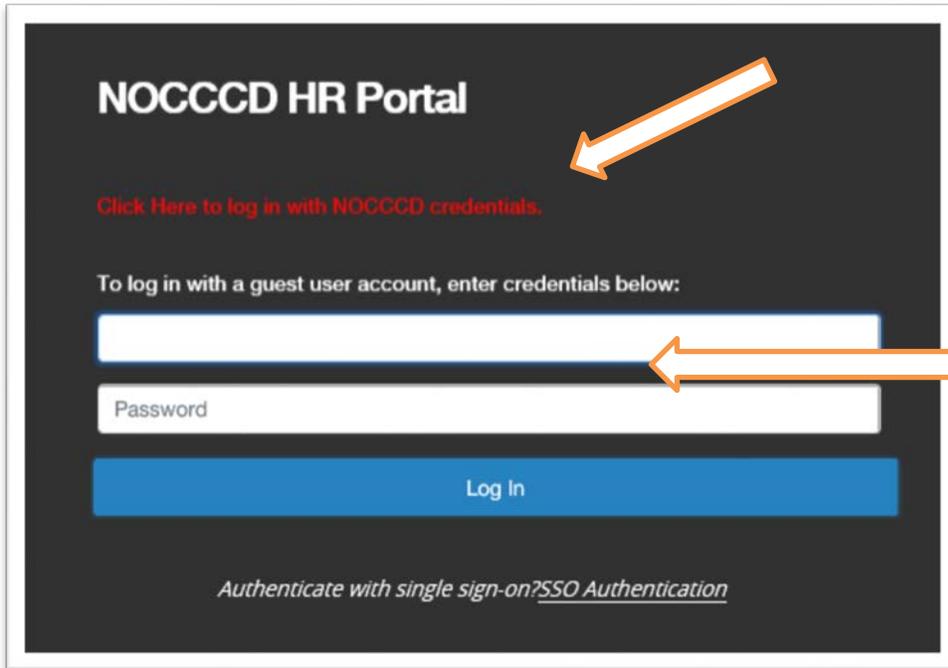
To ensure the security of the data provided by applicants, **the system will automatically log you out after 10 minutes if it detects no activity.**

However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located at the top of the page.

Step 1: Log In to PeopleAdmin

User Site: <https://nocccd.peopleadmin.com/hr>

1. Click on “**Click Here to log in with NOCCCD credentials**”. **DO NOT ENTER YOUR USER NAME AND PASSWORD ON THIS FIRST SCREEN.** This log in is only for guest users.



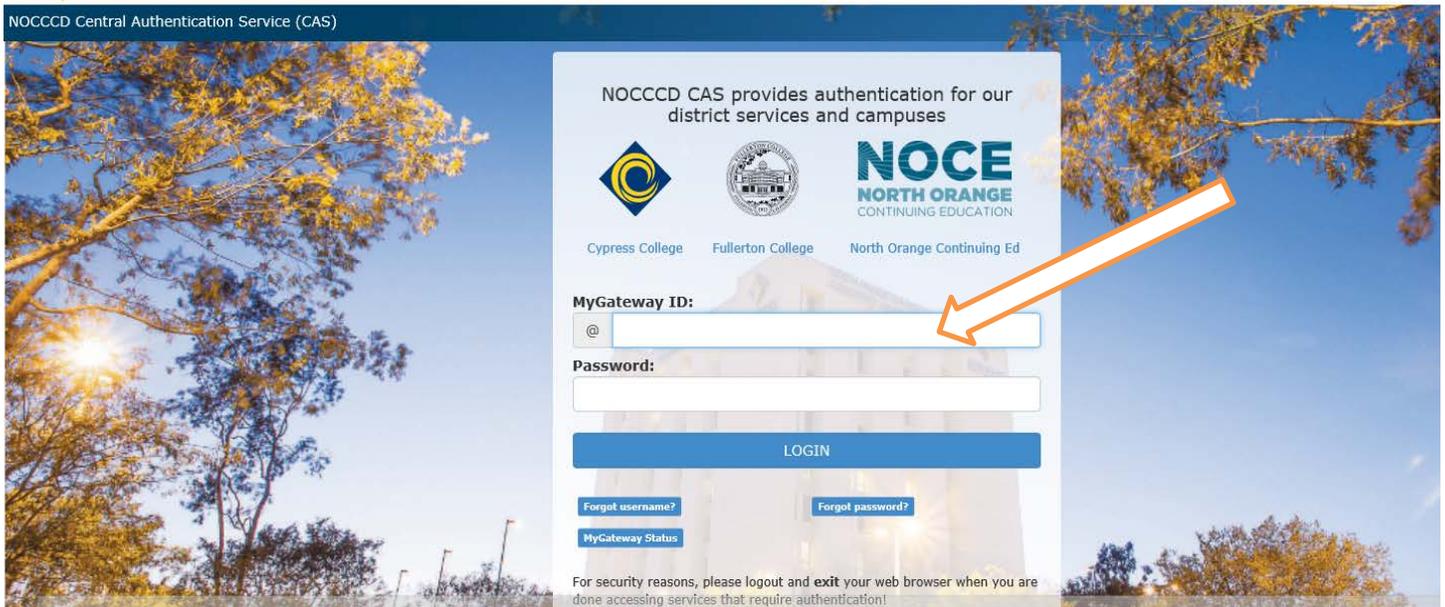
This log in is for guest users ONLY

2. Use your NOCCCD Banner ID (without the @) and your MyGateway Password to access the system.

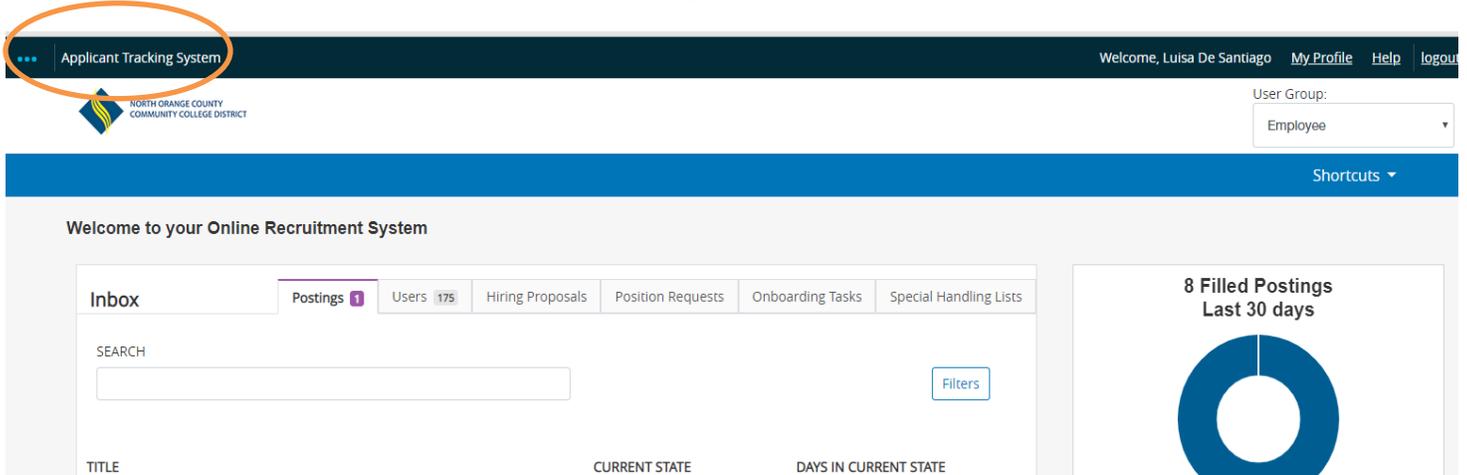


NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

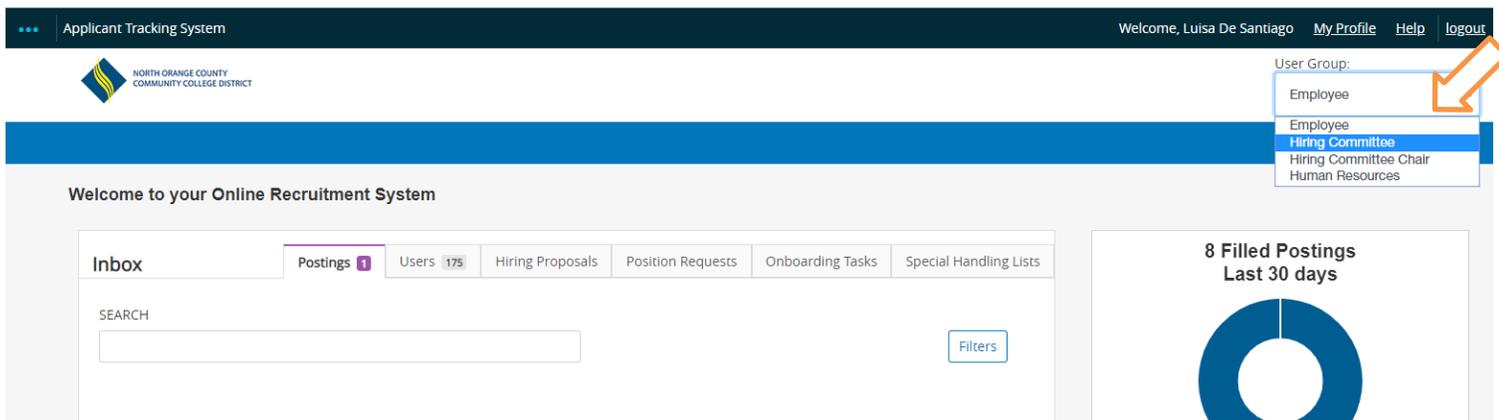
NOCCCD Central Authentication Service (CAS)



- If you have any questions, please contact Human Resources at (714) 808-4810.
- Upon successful log-in, you will automatically be logged into the Applicant Tracking System in the blue screen titled “**Applicant Tracking System**”.



- If you were assigned to more than one user group role (e.g., Division/Department Manager, Hiring Committee, Employee) make sure to change your user role to “**Hiring Committee**” which will then automatically refresh your screen to view it as your new role.



Step 2: View the Posting

Once you have logged in and chosen the proper user group role, you need to select the posting for which you are going to be evaluating.

- Hover over “**Postings**” and select the position type.

2. Click on the job title of the posting you will be evaluating.
3. Once you click on the posting, it will default to the **Summary** tab but you will have several tab options to choose from.

Summary – You will see the entire job posting information.

History – You will see the history of all actions taken in this search. This information includes who made the action and at what time and date.

Applicants – You can view the applicants for this position and their application materials.

Reports – PeopleAdmin administrators have the ability to run various reports.

Step 3: View the Applicants

All applications will first be reviewed by HR for minimum qualifications and completeness. After initial screening of applications, HR will then move applicants that met qualifications and had complete applications through the workflow to **“Evaluate Candidates”**. When applicants are in that state, committee members will have access to evaluate them. To review the applicants for the position:

1. Click on the **“Applicants”** tab to view the list of applicants. You have the option to sort columns by using the arrows to arrange items in the order you prefer. For example, clicking the up arrow will re-sort workflow states in alphabetical order, from A-Z.

<input type="checkbox"/>	Last Name	First Name	<input type="checkbox"/> <input checked="" type="checkbox"/> x Workflow State (Internal)	Workflow State (External)	Last Updated	Combined Document
<input type="checkbox"/>	[REDACTED]		Evaluate Candidates	In Progress	August 27, 2018 at 05:02 PM	View
<input type="checkbox"/>			Evaluate Candidates	In Progress	August 27, 2018 at 05:41 PM	View
<input type="checkbox"/>			Evaluate Candidates	In Progress	August 27, 2018 at 05:30 PM	View
<input type="checkbox"/>			Evaluate Candidates	In Progress	August 27, 2018 at 03:50 PM	View

- You can also sort the Workflow State to view only certain groups or just one group by left clicking into a blank white space in the box and then choosing “Unselect All”. Once you click on that, it will refresh the box and you can then chose a group or multiple groups from the list to view. After selecting the group(s) you want to view, hit the Search box to view the group(s) you chose.

The left screenshot shows a sidebar menu for 'Applicants' with a search box and 'Select All' and 'Unselect All' buttons. An orange arrow points to the 'Unselect All' button. Below the search box is a list of workflow states: Draft, In Progress, HR Initial Review of Applications, Screened out by HR, Evaluate Candidates, and Typing Test. At the bottom, there are checkboxes for various workflow states: Draft, In Progress, HR Initial Review of Applications, Screened out by HR, Evaluate Candidates, Typing Test, 1st Interview, 2nd Interview, Reference checks/Recommend for Hire, and Hired.

The right screenshot shows a search filter interface with a search box and a 'Search' button. Below the search box are three filter sections: 'Add Column' with a dropdown menu, 'Active/Inactive' with 'Inactive' and 'Active' checkboxes, and 'Workflow State' with 'Evaluate Candidates' selected. An orange arrow points to the 'Evaluate Candidates' selection.

Step 4: View the Applications

Option 1

To generate a PDF of an applicant’s application and all their documents, go to “**Combined Document**” and if it says “Generate”, click on it and it will refresh to “View”. Once the PDF has been generated, click on View. A PDF of the application and their documents combined into one file will open in a new window. You will **ONLY** be viewing applicants in the “**Evaluate Candidates**” workflow.

Search 219 Save this search? Selected records 0 Clear selection?

← Previous 1 2 3 4 5 6 7 8 Next →

Last Name	First Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Combined Document	(Actions)
[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 30, 2018 at 04:05 PM	Generate	Actions
[Redacted]	[Redacted]	Screened out by HR	In Progress	September 10, 2018 at 10:01 AM	View	Actions
[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 29, 2018 at 07:05 PM	Generate	Actions
[Redacted]	[Redacted]	Evaluate Candidates	In Progress	September 03, 2018 at 04:09 PM	View	Actions
[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 29, 2018 at 10:13 PM	Generate	Actions
[Redacted]	[Redacted]	Screened out by HR	In Progress	September 11, 2018 at 08:42 AM	Generate	Actions

Option 2

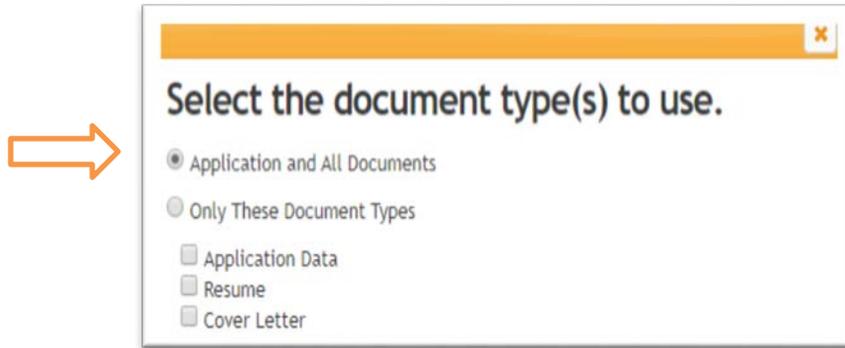
To download a single application or a group of applications, click on the box to the left of an applicant's name. A check mark (v) will appear by each name selected. Hover the cursor over the **“Actions”** button on the right and select **“Download Applications as PDF”**.

Ad hoc Search 138 Save this search? Selected records 5 Clear selection?

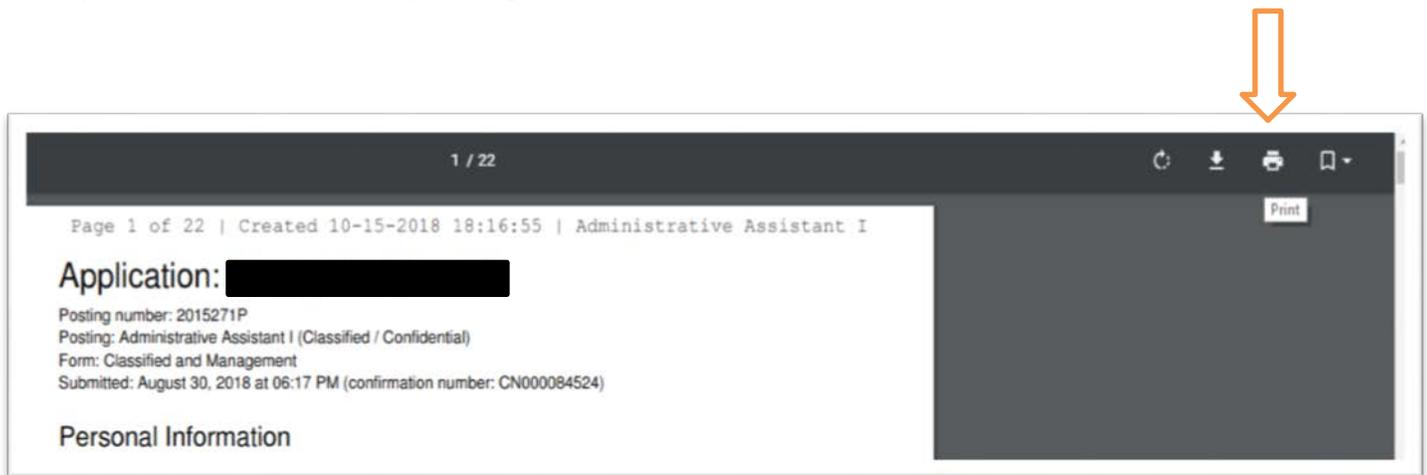
← Previous 1 2 3 4 5 Next →

	Last Name	First Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Com Doc	(Actions)
<input type="checkbox"/>	[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 27, 2018 at 05:02 PM	View	<ul style="list-style-type: none"> GENERAL Evaluate Applicants Download Applicants Evaluations Review Screening Question Answers Download Screening Question Answers Export results BULK Download Applications as PDF
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 27, 2018 at 05:41 PM	View	
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 27, 2018 at 05:30 PM	View	
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 27, 2018 at 05:50 PM	View	
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 27, 2018 at 06:15 PM	View	
<input type="checkbox"/>	[Redacted]	[Redacted]	Evaluate Candidates	In Progress	August 27, 2018 at 06:57 PM	View	

After clicking on **“Download Applications as PDF”**, make sure **“Application and All Documents”** is selected and then hit the Submit button at the bottom to combine all applications into one file. The operation may take a few moments.



A PDF of the application will open in a new window and you may view or Print it by hovering over the print symbol shown at the very top right of the screen.



Step 5: Evaluate Applicants

HR will input the hiring committee's evaluative/screening criteria into PeopleAdmin. Committee members will need to evaluate and rank candidates directly in PeopleAdmin for **ONLY** those applicants in the Workflow state titled "**Evaluate Candidates**".

Option 1

1. You may evaluate an individual applicant by clicking on their last name, which will open up their application, but does not combine their application and documents. To view each document, you would click on each one separately. Once opened, you will click on "**Evaluate Applicant**" at the top right of the screen.

Job application: [REDACTED] (Classified / Confidential)

Current Status: Evaluate Candidates
 Application form: Classified and Management

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



Full name: Amany Abdelmalek
 Address: [REDACTED]
 Phone (Secondary): [REDACTED]
 Position Type: **Classified / Confidential**
 Department: Language Arts

Created by: [REDACTED]
 Owner: Screening Committee Chair

Required Documents

Document Type	Name	Conversion Status
✓ Cover Letter	Cover Letter 08-30-18 17:41:47 (213 KB)	PDF complete
✓ Resume	Resume 08-30-18 16:04:56 (31.8 KB)	PDF complete

Optional Documents

No optional documents added.

Option 2

1. To begin evaluating one or multiple applicants, click on the box to the left of an applicant's name. A check mark (v) will appear by each name selected.
2. Click on the **“Actions”** button, then **“Evaluate Applicants”**.

Mydefault 219 x Delete this search? Selected records 5 x Clear selection?

← Previous 1 2 3 4 5 6 7 8 Next →

	Last Name	First Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Combined Document
<input checked="" type="checkbox"/>			Evaluate Candidates	In Progress	August 30, 2018 at 04:05 PM	Generate
<input checked="" type="checkbox"/>			Screened out by HR	In Progress	September 10, 2018 at 10:01 AM	Generate
<input checked="" type="checkbox"/>			Evaluate Candidates	In Progress	August 29, 2018 at 07:05 PM	Generate
<input checked="" type="checkbox"/>			Evaluate Candidates	In Progress	September 03, 2018 at 04:09 PM	Generate
<input checked="" type="checkbox"/>			Evaluate Candidates	In Progress	August 29, 2018 at 10:13 PM	Generate

Actions

- GENERAL
- Evaluate Applicants
- Download Applicants Evaluations
- Review Screening Question Answers
- Download Screening Question Answers
- Export results
- BULK
- Download Applications as PDF

This will then open up a new window with the applicant(s) you selected to evaluate.

- Enter your scores for the applicant from the options in the drop down menu and it is encouraged to enter any important comments in the comment box. The scores and comments can only be seen by the Committee Chair.

Evaluative Criteria

Evaluate Candidates

WORKFLOW STATE: Evaluate Candidates

Save Next >>

Showing 4 Applicants. [Show More Evaluations](#)

Click on the applicant's name to open the application in a new tab.

Click on "Show More" to review evaluations for ALL applicants.

Comments must only be in reference to application materials.

CCC842-1: Experience performing a variety of specialized administrative duties to support the supervisor and assist in the coordination and efficient operation of office functions, including compiling and preparing relevant documents that require a high degree of accuracy and/or confidentiality.

Please select

CCC985-2: Evidence of customer service experience via the phone, email, and in person.

Please select

ccc842-2: Strong knowledge of software such as Word, Excel, PowerPoint, Publisher, and other specialized programs.

Please select

CCC985-7: Appearance, presentation, and correctness of application materials.

Please select

Commitment To Diversity - New: Has this applicant demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff?

Please select

Comments

CCC842-1: Experience performing a variety of specialized administrative duties to support the supervisor and assist in the coordination and efficient operation of office functions, including compiling and preparing relevant documents that require a high degree of accuracy and/or confidentiality.

Please select

CCC985-2: Evidence of customer service experience via the phone, email, and in person.

Please select

- You have the ability to download your own report of your applicant ranking/scores and comments. The committee chair is the only other person who has access to your scores and comments. Under the **Actions** button, click on **"Download Applicants Evaluations"**

AD hoc search 2/19 save this search/ selected records Clear selection/ Actions

← Previous 1 2 3 4 5 6 7 8 Next →

	Last Name	First Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Actions
<input type="checkbox"/>			Evaluate Candidates	In Progress	August 27, 2018 at 05:02 PM	View
<input type="checkbox"/>			Evaluate Candidates	In Progress	August 27, 2018 at 05:41 PM	View

GENERAL
Evaluate Applicants
Download Applicants Evaluations
Review Screening
Question Answers
Download Screening

- Once you have completed the evaluations, make sure to hit **SAVE** and then **NEXT** to move on to the next list of applicants.
- When finished, go back to full list of applicants by clicking on **“Applicant Review”**.

Home Postings Shortcuts

Postings / ... / Administrative Assistant I (Closed) / Applicant Review / Enter Evaluative Criteria Evaluations

Evaluative Criteria
Evaluate Candidates

Workflow State: Evaluate Candidates Save Next >>

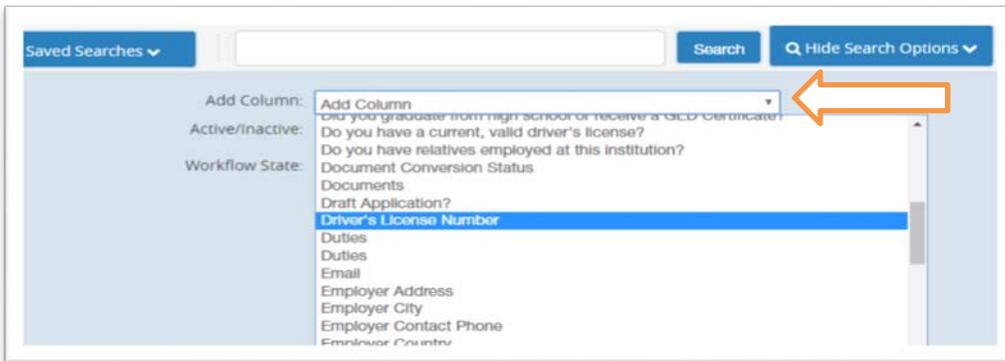
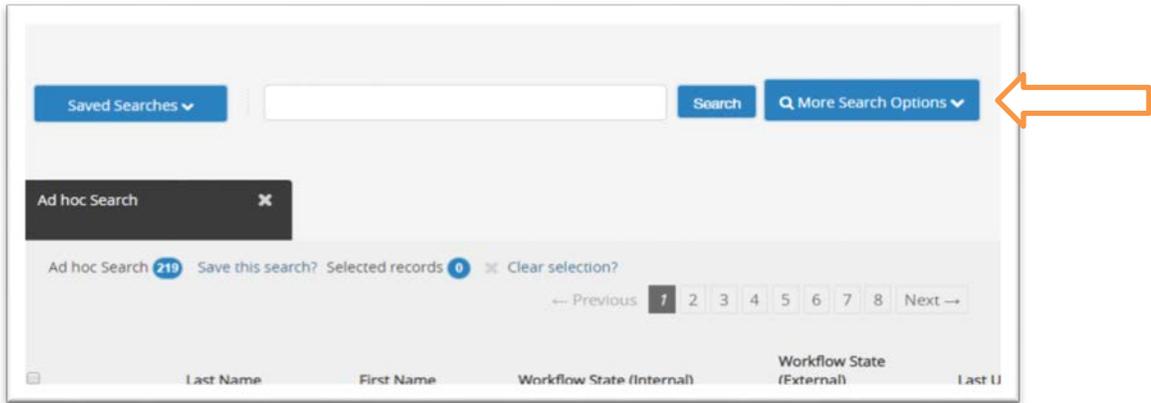
Showing 1 Applicant. Show More Evaluations

CCC842-1: Experience performing a variety of specialized administrative duties to support the supervisor and assist in the coordination and efficient operation of office functions, including compiling and preparing relevant documents that require a high degree of accuracy and/or confidentiality.

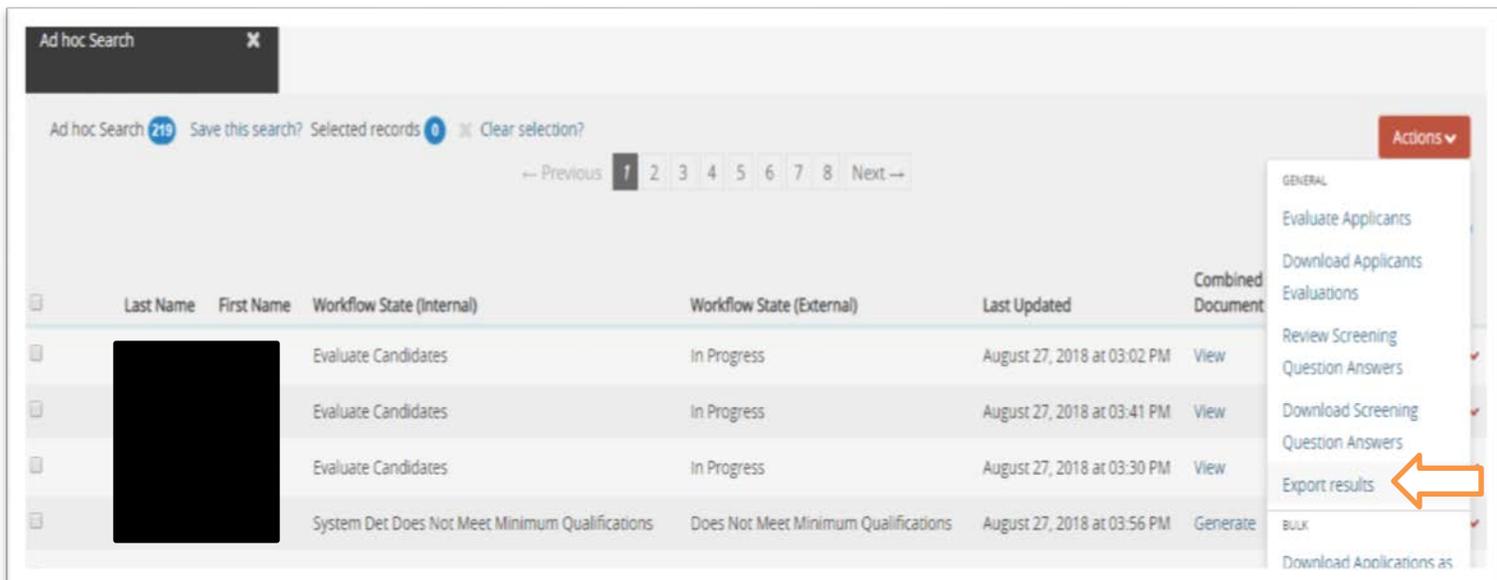
Once ALL evaluations have been completed, the Committee Chair will schedule a committee meeting with all members to discuss which top candidates are selected for interviews. The Chair will then notify HR of those candidates and HR will move them to the **“1st Interview”** workflow.

Add Columns in Applicant tab and Check Completion of Evaluations

- To view or add additional information from the application, you have the option to add additional columns. Click on the **“More search options”** box. Then use the **“Add Column”** drop down menu to select the information fields you would like to include.



- After selecting a new field, the page will automatically refresh, to show the new column. If you'd like to view the list as a report, hover over the **Actions** button and select **Export results.**



- This will export your results to a table in Microsoft Excel. You will need to “Enable Editing” and then re-format the file such as changing column width, removing unneeded columns or rows, sorting the data, etc.

	A	B	C	D	E
1	Last Name	First Name	Workflow State (Internal)	Last Updated	Driver's License Number
2			Evaluate Candidates	August 27, 2018 at 03:02 PM	
3			Evaluate Candidates	August 27, 2018 at 03:41 PM	
4			Evaluate Candidates	August 27, 2018 at 03:30 PM	
5			System Det Does Not Meet Minim	August 27, 2018 at 03:56 PM	
6			Evaluate Candidates	August 27, 2018 at 03:50 PM	
7			Evaluate Candidates	August 27, 2018 at 04:15 PM	

To determine if you have completed all evaluations is to add the column called “**Evaluative Criterion Status**”. Once that column appears, it will list which applicant(s) have had a “completed” evaluation and which ones still need to be evaluated aka “**Evaluate Applicant**”. If it says “Evaluate Applicant”, it can mean you missed one or more scores.

First Name	Last Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Combined Document	Evaluative Criterion Score	Evaluative Criterion Status
		Evaluate Candidates	In Progress	May 18, 2018 at 03:55 PM	View	61.80	Complete
		Evaluate Candidates	In Progress	May 18, 2018 at 11:00 PM	View	50.20	Complete
		Evaluate Candidates	In Progress	May 19, 2018 at 04:20 PM	View	44.31	Evaluate Applicant
		Evaluate Candidates	In Progress	May 21, 2018 at 11:37 AM	View	44.82	Complete
		Evaluate Candidates	In Progress	May 22, 2018 at 10:21 AM	View	51.62	Evaluate Applicant

THANK YOU!