Ranking Criteria: Quick Tips

The Search Committee member functionality and ranking criteria are designed to allow the members of the committee to:
- Log in with their username and password
- Review applicants on a posting at a SPECIFIC workflow state (i.e. – “Under Review by Search Committee”)
- Rank only those applicants at the designated workflow state(s)
- Allow the Search Chair to review all committee member rankings

For School and Department Administrators

To make Ranking Criteria available to a Search Committee

1. On the home page, in the Shortcut box, click on the Create New Faculty Posting link.
2. Click on the **Create from Position Type** link. You can also **Create from Posting** if you have a previous posting that is very similar. The earlier posting is copied and you can then tweak it.

3. Continue to enter the **Posting Details**. Specifying the **Search Chair(s)** and the **Dept Admin** in the **Search Chair** field will give them access to view all the evaluations later.

4. Proceed to the **Search Committee** tab. Search for each committee member by name or email address. If they are not in the system you may request a new account by entering the account details below.
5. Go to the **Ranking Criteria Questions** tab. You can search the existing list of ranking criteria or you can create new ranking criteria. (Discuss the ranking criteria in advance with your **Search Chair**).

6. You must specify at what point in the workflow the committee will log in and perform the ranking. The example criterion below is “**Under Review by Search Chair**”.

![Available Evaluative Criteria](image)
7. Here is another example. Some of these criteria will display when applicants are at the “Short List” status and some will display at the “Interviewed in Person” status. Search Committee Members will only be able to rank the applicants when they are at this stage of the workflow.
8. If none of the existing criteria quite fit your needs, you can create your own, more suitable one by clicking the “Add a Criterion” button and then by clicking the “Add a new one” link in the lower right of the pop-up box. You then see a second “Add a Ranking Criterion” pop-up box where you can enter the information for your own customized criterion. Click the “Submit” button.

9. Complete the posting details and post the position so it is available to applicants.

10. Let your committee members know when there are candidates that are ready to be evaluated (who have reached the designated workflow status).
Ranking Criteria: Quick Tips

For Committee Chairs and Committee Members

To Rank Applicants

1. Log with your PennKey and password
2. Click on the Postings tab, ‘Faculty’, select the appropriate posting from the list and click on the Applicants tab.
3. Select the checkbox next to the applicants you wish to evaluate. For example all those that are in the workflow state “Under Review by Search Committee”.
   a. Hint: You may want to first filter the applicants using a saved search
4. Click the Actions button and select Evaluate Applicants
5. Each applicant will appear and all of the criteria included on the posting will be available to begin the ranking process. Please be judicious with any comments as they are discoverable by law.

To view the rankings (Chairs)

1. Go to Postings > Applicants > Actions (check those needed) > Evaluate > View Detailed Entries
   > Click on individual’s name > see scores!