Overview:

As a Search Committee Chair you will have the opportunity to screen applicants and choose those you wish to share with the Search Committee Members and bring in for an interview. Whether your business process involves the Hiring Coordinator initially screening applicants for you, or whether you prefer to screen all applicants, SuccessFactors will support your process.

Prior to using this Quick Reference Guide, please ensure the following:

- You have agreed to serve on a Search Committee as the Search Committee Chair.
- The Hiring Coordinator has assigned you the role of Search Committee Chair within the SuccessFactors system.
- You have discussed the process for reviewing and choosing candidates with the Hiring Coordinator, Position Manager, and Search Committee Members.

Accessing Candidates to Review

1. There are 2 ways to log into SuccessFactors and access candidates to review:
   a. If you are screening candidates with other Search Committee Members, you will receive an email with a link to log in to SuccessFactors when candidates are available to review.
   b. If you are screening candidates prior to the Search Committee Members, navigate to the SuccessFactors website and click on the SuccessFactors portal button.

2. The SuccessFactors Log In screen will appear. Enter your Username (6+2) and Password (same as you use for email and UCFlex), and click [LOG IN].

NOTE: Mozilla Firefox is the recommended browser for optimal performance in SuccessFactors. If utilizing Internet Explorer, please add *.successfactors.com as a trusted site in the browser. For assistance with this, please contact your local IT support or the Help Desk at 556-HELP or helpdesk@uc.edu.
SUCCESSFACTORS RECRUITMENT: SEARCH COMMITTEE CHAIR

3. The default page upon login is the Home screen. On the Home screen, click [HOME] and select Recruiting.

4. The Job Requisition page will display. It allows you to quickly view information about the position, including:

   a. Job Title – All positions for which you are a Search Committee Chair or Search Committee Member appear on the left under Job Title. If you click the individual Job Title hyperlink, it will open the specific Job Requisition information. You would only need to access this should you wish to see the posting information.

   b. Req ID – This is the Requisition ID number.

   c. Candidates – Provides access to candidates. The number in blue represents the total number of Candidates who have applied for the position. A number in parentheses and orange (1 New) displays the number of new candidates whose application has not been viewed by anyone. If anyone, including yourself, the Hiring Coordinator, or the Position Manager, views that candidate’s application, it will no longer show with (1 New).

   d. Progress Bar – The Progress Bar provides a quick visual of the applicants’ progress through the recruitment process. Clicking on the Progress Bar will open a pop-up window, allowing you to see the number of candidates at each stage of the recruitment process.

   e. Items per page – The default view shows 10 positions. You may change the number displayed per page by clicking the down arrow. Some requisitions will fall onto subsequent pages.

5. To access candidates for a particular position, look under the Candidates column on the Requisitions page.

   a. Click the hyperlinked blue number under the Candidates column to open the Candidate Summary for the corresponding position.
6. The **Candidate Summary** provides a snap shot of candidates for the position, including:

- **Talent Pipeline**: The Talent Pipeline shows an overview of the recruitment process for candidates, as well as providing a snapshot of how many candidates are at each status within the process.
- **Name**: Displays the first and last name of each candidate.
- **Status**: Candidate’s current status in the Talent Pipeline.
- **Source**: Displays the source type from which the candidate applied. For example: Job Board, Corporate: Default Site (UC external website), internal site (SuccessFactors website), Forwarded (from another pool of applicants), etc.
- **Candidate Source**: If the candidate applied through a job board advertising source (in #6d), the specific source (i.e., Careerbuilder, Ohio Means Jobs, etc.) will be listed here.

### Options for Initial Screening of Candidates

There are three ways candidates may be screened:

1. The **Hiring Coordinator** completes the initial screening of the applications, placing those who meet minimum qualifications in to the “Application review” status in the Talent Pipeline for your further review, prior to review by **Search Committee Members** (instructions begin below).
   - a. The **Hiring Coordinator** will change the status of candidates who meet minimum qualifications to “Application Review”.
   - b. Click on **[APPLICATION REVIEW]** to view only those candidates that have met initial screening criteria.

2. The **Hiring Coordinator** completes the initial screening of the applications, placing those who meet minimum qualifications directly into the “Search Committee Review” status in the Talent Pipeline.
a. If you do not wish to further review candidates after the Hiring Coordinator conducts the initial screening, you may request all candidates for consideration by the Search Committee be given the “Search Committee Review” status. Both you and the Search Committee Members will receive an email for each candidate moved to this status.

b. To access candidates within the “Search Committee Review” status, click on [SEARCH COMMITTEE REVIEW].

3. As the Search Committee Chair, you screen ALL candidates, moving those you believe merit further consideration to the “Search Committee Review” status (instructions beginning on page 6).

a. When new candidates apply, you will have immediate access to review them. This can be done at any point following the job being approved and posted to the careersite. Log into SuccessFactors following the instructions on pages 1-2.

b. Click on [NEW] in the Talent Pipeline to view new candidates.

Reviewing and Moving Candidates Through the Pipeline

Once the candidates’ initial screening has been completed, you may view and move multiple candidates at once or review candidates individually. Instructions for each follow.

To review multiple candidates:

1. Click the checkboxes by the candidates you wish to review. To select all, check the box to the left of “Name”.

2. Click the down arrow next to “Action” ( ) and choose “View Resume”.
3. The **Resume Viewer** will open. Scroll through the resumes of all candidates using the arrows as indicated.

4. While reviewing resumes, you will decide which candidates you wish to share with the **Search Committee Members**.
   a. Click **[MOVE CANDIDATE]** on the right of the Resume Viewer screen, and then choose “**Search Committee Review**” from the drop-down menu. This changes the candidate’s status to “Search Committee Review” and an email is sent to the **Search Committee Members** to inform them a candidate is available for them to review.

5. You may also move candidates to the “Search Committee Review” status by using the drag-and-drop feature.
   a. Note the names of the candidates whom you wish to share with the **Search Committee Members**.
   b. On the Candidate Summary screen, select the checkboxes next to the names of those candidates. You may select a single candidate or multiple candidates.
   c. Hover over the “domino” to the left of the character icon to reveal the crosshairs. Click to “grab” the candidates, then “drag-and-drop” them, releasing the mouse click, to the “Search Committee Review” status.

**REMINDER**: Once candidates have been moved into the “Search Committee Review” status, inform the **Hiring Coordinator** that all candidates remaining in “Application Review” status that have not been shared with the **Search Committee Members** are not being considered at this time. Please communicate with the **Hiring Coordinator** the reasons for not moving forward with these candidates so he/she may appropriately eliminate them from consideration.
To review individual candidates:

1. Click the candidate’s name from the Candidate Summary page. This opens the candidate’s application.

2. You may review the candidate’s application within the window.
   a. To view the resume within the window, click the Resume button at the top right of the application window.
   b. To view the resume and cover letter in a pop-up window (will look like #3 above), click the hyperlinks for each located under the candidate’s name.
   c. To change the status to Search Committee Review and alert the committee members that candidates are available to review, choose the “Search Committee Review” status from the drop-down menu, and click [SAVE]. You may also drag-and-drop them into the “Search Committee Review” status.

Selecting Candidates for Interviews

Based on your business process, either you as the Search Committee Chair or the Hiring Coordinator may move candidates to “Phone Screen” or “1st Interview” status.

1. Moving multiple candidates:
   a. Select the boxes next to the candidates you wish to phone screen or interview on the Candidate Summary page.
   b. Hover over “domino” (as directed above) to reveal crosshairs.
   c. Drag-and-drop candidates into appropriate new status on the Talent Pipeline.

2. Moving individual candidates:
   a. Click the candidate’s name to open his/her application.
   b. Change the status within the application window (#2c on page 6).
   c. Click [SAVE].

3. When candidates are selected for “1st Interview”, the Hiring Coordinator will set up the interviewers within SuccessFactors, if the online evaluation tool, Interview Central, is being used.