SUCCESSFACTORS RECRUITMENT: SEARCH COMMITTEE MEMBER

Overview:

As a **Search Committee Member** you will have the opportunity to screen applicants for job openings. Whether your business process involves the **Hiring Coordinator** initially screening applicants for you, or whether the **Search Committee Chair** will be screening all applicants, SuccessFactors will support the process.

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

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

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### Accessing Candidates to Review

1. There are 2 ways to log into SuccessFactors and access candidates to review:
   a. Once candidates have been selected for **Search Committee Members** to review, you will receive an email with a link to log in to SuccessFactors.
   b. You may also 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.]

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

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

   ![Image of Job Requisition page]

   **4a.** **Job Title** – All positions for which you are a **Position Manager**, **Search Committee Chair**, or a **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.

   **4b.** **Req ID** – This is the Requisition ID number.

   **4c.** **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.

   **4d.** **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.

   **4e.** **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.

   **5a.** Click the hyperlinked blue number under the Candidates column to open the **Candidate Summary** for the corresponding position.
6. The **Candidate Summary** provides a snapshot of candidates for the position, including:

   a. **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.
      - The **Search Committee Chair** will be able to move candidates to “Additional Interview”, “Phone Screen”, and “1st Interview”. Your **Hiring Coordinator** is responsible for moving the candidates through the remainder of the pipeline and disqualifying those not selected.
   
   b. **Name**: Displays the first and last name of each candidate.
   
   c. **Status**: Candidate’s current status in the Talent Pipeline.
   
   d. **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.
   
   e. **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.

### Reviewing Candidates

Once the candidates’ are ready for your review the **Hiring Coordinator** or **Search Committee Chair** will move them to the “Search Committee Review” Status. When this is done, you will receive an email letting you know candidates are available to review. You may view multiple candidates at once or review candidates individually. Instructions for each follow.

1. Click on “Search Committee Review” in the Talent Pipeline to view these candidates.

   These are the candidates who have been screened for your review and that meet minimum qualifications. This will save you from spending time looking through candidates who do not meet the minimum qualifications.
**To review multiple candidates:**

2. Click the checkboxes by the candidates you wish to review. To select all, check the box to the left of "Name".

3. Click the down arrow next to “Action” ( ) and choose “View Resume”.

4. The Resume Viewer will open. Scroll through the resumes of all candidates using the arrows as indicated.

5. While reviewing resumes, make note of which candidates you wish to move forward with so you may share this feedback with the Search Committee Chair.

**To review individual candidates:**

1. Click the candidate’s name from the Candidate Summary page (#6 on page 3). This opens the candidate’s application.

2. You may review the candidate’s application which will open within the window.
   a. To view the resume within the same window, click the Resume button at the top right of the application window.
   b. To view the resume and cover letter in the “Resume Viewer” (see #4 above), click the hyperlinks for each located under the candidate’s name.

3. While reviewing resumes, make note of which candidates you wish to move forward with so you may share this feedback with the Search Committee Chair.