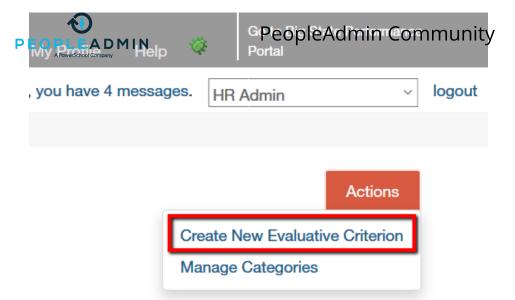Search all content

Search all content

OPTIONS

HigherEd Platform: Search Committees: Creating and Managing Evaluative Criteria

There are two ways to create **evaluative criteria** (which may be labeled **ranking criteria** in your site). The first is done in the **Admin** module, and the second is done on individual postings.

Creating an Evaluative Criterion in the Admin Module

Select **Assessment Factors** > **Evaluative Criteria**. Next, select **Actions** > **Create New Evaluative Criterion**.

Fields

Next, fill out the following fields:

- **Name**/**Label** - These fields are searchable in the **Evaluative Criteria** menu, and therefore will help you locate a criterion to modify or inactivate.
- **Status** - You can set a criterion to **active**, **pending**, or **inactive**.
- **Category** - Use this field to group your criterion with similar criterion. Select **Actions** > **Manage Categories** to review, edit or create categories. This is the only optional field.
- **Description** - This field displays to users when viewing the **Evaluative Criteria** tab on a posting. As a best practice, **Description** should be a specific request or prompt.

PeopleAdmin Community

Name *
| Interview Skills |

Label *
| Interview Skills |

Status *
| active ▾ |

Category
| Interview ▾ |

Description *
| Please rate the applicant's interview skill based on the phone interview. |

Response Type

There are two types of responses to an evaluative criterion: **open-ended** and **pre-defined**. An open-ended criterion prompts for a text response from the evaluator. A pre-defined criterion provides a set list of options. To add pre-defined responses, select **Predefined Answers** and enter a **Possible Answer**. Every time you add an answer, HigherEd Platform will create new blanks. Once you click **Create Evaluative Criteria**, any blank responses will be discarded. You can drag responses to re-order them.

Possible Answers

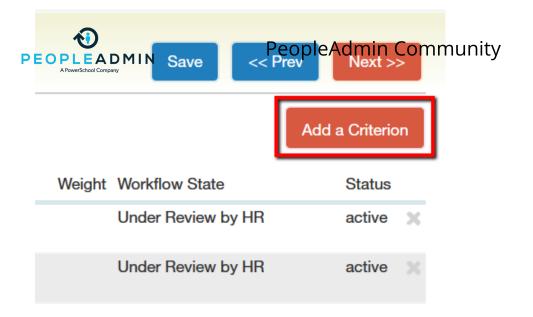○ Open Ended Answers

◉ Predefined Answers

Empty answers will be excluded. Click and drag possible answers to reorder them.

Possible Answer 1 : Poor ✖

Possible Answer 2 : Fair ✖

Possible Answer 3 : Good ✖

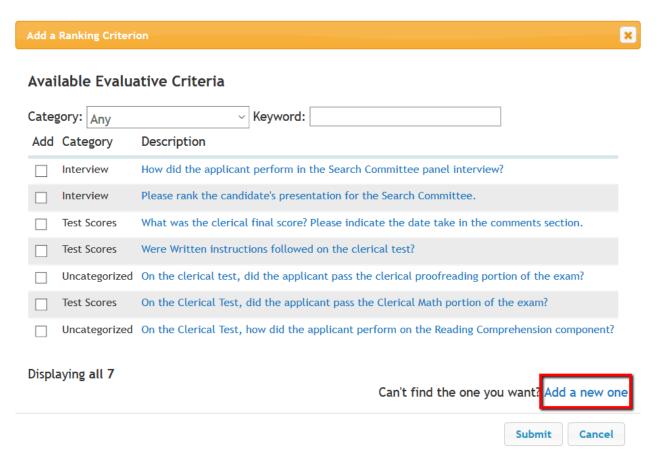Possible Answer 4 : Great ✖

Possible Answer 5 : ✖

When you have finished adding and ordering responses, click **Create Evaluative Criteria**.

Creating an Evaluative Criterion on a Posting

Navigate to the posting, then click the **Edit** next to the **Evaluative Criteria** tab. Click **Add a Criterion**.

Add a Criterion

Weight	Workflow State	Status	
	Under Review by HR	active	✕
	Under Review by HR	active	✕

Next, click **Add a new one**.

Add a Ranking Criterion ✕

Available Evaluative Criteria

Category: [Any ▾]   Keyword: [   ]

Add	Category	Description
☐	Interview	How did the applicant perform in the Search Committee panel interview?
☐	Interview	Please rank the candidate's presentation for the Search Committee.
☐	Test Scores	What was the clerical final score? Please indicate the date take in the comments section.
☐	Test Scores	Were Written instructions followed on the clerical test?
☐	Uncategorized	On the clerical test, did the applicant pass the clerical proofreading portion of the exam?
☐	Test Scores	On the Clerical Test, did the applicant pass the Clerical Math portion of the exam?
☐	Uncategorized	On the Clerical Test, how did the applicant perform on the Reading Comprehension component?

Displaying all 7

Can't find the one you want? Add a new one

Submit   Cancel

In the popup, create the criterion as detailed in the **Fields** and **Response Type** sections above. When you click **Submit**, the criterion will be added to the posting. By default, the workflow state associated with this criterion will be **Draft**. To change the workflow state, click the criterion's **Description**.

Deactivating and Deleting Criteria

If your criteria library is too large, or contains too many duplicate or similar criteria, you can reduce the number of available criteria in the **Admin** module's **Evaluative Criteria** menu.

Criteria associated with postings or positions can be **deactivated**. Criteria not associated with any object can be **deleted**.

#PostingHub
#ApplicationHub

0 Kudos

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