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OPTIONS

HigherEd Platform: Search Committees: Evaluating Applicants

Once you have assigned search committee members and created evaluative criteria, your users can evaluate applicants with these criteria. Note a criterion will only be available when the application is in the workflow state associated with the criterion. For information on how to create evaluative criteria and set associated workflow states, please see [Creating Evaluative Criteria](#).

Search Committee Members may wish to add the **Evaluative Criterion Status** search column. This column will display whether an applicant needs to be evaluated. The statuses in this column are:

- **Evaluate Applicant** - There is one or more evaluative criteria for this application that the current user can complete.
- **Not Available** - There are no evaluative criteria available at this workflow state.
- **Complete** - The current user has filled out all available evaluative criteria for this applicant.

	First Name	Workflow State (Internal)	Workflow State (External)	Last Updated	Combined Document	Evaluative Criterion Status	
<input type="checkbox"/>	April	Evaluate Candidates	Evaluate Candidates	January 26, 2016 at 10:47 AM	Generate	Evaluate Applicant	Actions ▾
<input type="checkbox"/>	Abedin	Evaluate Candidates	Evaluate Candidates	February 21, 2016 at 10:23 PM	Generate	Evaluate Applicant	Actions ▾
<input type="checkbox"/>	Adelina	Evaluate Candidates	Evaluate Candidates	February 12, 2016 at 10:02 PM	Generate	Evaluate Applicant	Actions ▾
<input type="checkbox"/>	Phil	Evaluate Candidates	Evaluate Candidates	February 16, 2016 at 12:05 AM	Generate	Evaluate Applicant	Actions ▾
<input type="checkbox"/>	Jennifer	1st Interview	1st Interview	March 10, 2016 at 08:20 PM	Generate	Not Available	Actions ▾
<input type="checkbox"/>	Lynne	1st Interview	1st Interview	March 12, 2016 at 01:00 AM	Generate	Not Available	Actions ▾
<input type="checkbox"/>	Yolanda	Evaluate Candidates	Evaluate Candidates	September 22, 2016 at 04:30 PM	Generate	Complete	Actions ▾

Evaluating an Applicant

If an applicant has available criteria, the user will click the job application. To begin their evaluation, they will click **Evaluate Applicant** at the right side of the page.

Take Action On Job Application ▾

★ View Posting Applied To

★ Preview Application

★ Evaluate Applicant

✎ Edit Application

📄 Reactivate

An **Evaluative Criteria** popup will appear. The user can resize and/or drag this popup elsewhere on the page if they wish to review the application while completing the criteria.

Evaluative Criteria

April Dominguez Overall: 89

Basic Skills/Learning Center 1:: Master's degree in any Social Science, Humanities, Mathematics, or Natural Science discipline or in Liberal Studies as appropriate.

Basic Skills/Learning Center 2:: Minimum one year teaching experience in a high school, college, or an adult education setting.

Basic Skills/Learning Center 3:: Experience in curriculum development.

Basic Skills/Learning Center 4:: Effective written communication skills.

Basic Skills/Learning Center 5:: Demonstrated ability to motivate and teach students of diverse learning styles and backgrounds, including English as a Second Language (ESL) learners and students with disabilities.

When the user has completed their work, they will click **Save** to enter their responses, or **Save and Next** to enter their responses and move to the next available applicant.

Evaluating Applicants in Bulk



The search committee member will select **Actions > Evaluate Applicants**.

Workflow State (Internal)	Application Date
Interview	March 05, 2015 at 03:59 PM
Interview	March 05, 2015 at 05:52 PM
Interview	March 05, 2015 at 06:37 PM
Interview	March 05, 2015 at 06:50 PM
Interview	March 05, 2015 at 07:04 PM
Interview	March 06, 2015 at 01:25 PM
Interview	March 06, 2015 at 04:19 PM
Interview	December 01, 2015 at 03:28 PM

Actions ▾

GENERAL

Evaluate Applicants

Download Applicants Evaluations ✓

Review Screening Question Answers ✓

Download Screening Question Answers ✓

Export results ✓

BULK

Download Applications as PDF ✓

Create Document PDF per Applicant ✓

They will be taken to a screen on which they can evaluate each applicant. Please note that you **cannot** log in a search committee member to evaluate applicants on their behalf.

Evaluations

Florence Durham

Describe a typical day...a typical week: Describe a typical day...a typical week

Sample text

Written Communication: How do you rank this candidate's written communication?

Above Average ▾

Interview: How well did this candidate perform in the interview?

Above Average ▾

Comments

Legit

Once the user has completed their evaluations, they will click **save**.

Reviewing Evaluations

Only admins and search committee chairs can view all evaluations. Search committee members not designated as chairs can only see their own evaluations of applicants.

To review all submitted evaluations, navigate to the posting's **Applicants** tab. Check the topmost box for all applicants, or you can check individual applications. Select **Actions > Evaluate Applicants**.

Evaluations are grouped by their associated workflow state. If all criteria for a posting appear at the same state, you will see one tab for this state.

Postings / ... / Bus. and Tech. App. Specialist (Republished) / Applicant Review

Evaluative Criteria

Interview

[View Detailed Entries](#)

Workflow State: Interview

Showing 2 Applicants. [Show More](#)

Evaluations

Click **View Detailed Entries** to view the **Evaluative Criteria Score Details** tab.



Posting: Bus. and Tech. App. Specialist (Staff) [Edit](#)

Current Status: Republished

Position Type: Staff

Department: Operations

Created by: System Account

Owner: Human Resources

Evaluative Criteria Score Details

Showing 2 Applicants. [Show More](#)

Full Name	Current State
Florence Durham	Interview
Clarence Wakefield	Interview

Click an applicant's name to view the details of that person's evaluations, broken down by reviewer.



Workflow State: Interview

Reviewer Name	Planning and Organizing	Written Communication (weight: 5)
Tod Klubnik	test	Above Average(3.0 points)
System Account	<no value entered>	<no value entered>
Average Score	N/A	3.00 points
Total		

Downloading Evaluations

If you select **Actions > Download Applicants Evaluations**, you will now be prompted to download all applicant evaluations, or only the evaluations for active applicants. (Active applicants are those whose applications are in non-dispensed workflow states.) Note that checking individual applications does not affect the output of the report: the report will display all active or total applications, no matter which have been checked. Applications without evaluations will be included in the report as well.

Download Applicants Evaluations ✕

Download all applicant evaluations

Download active applicant evaluations

Evaluation Score Formula

The formula for the evaluative criteria score calculation is as follows:



weight x (average score for 1st criterion / Highest point value possible for 1st criterion)) +

(weight x (average score for 2nd criterion / highest point value possible for 2nd criterion))

+

...3rd criteria +

...4th criteria +

...etc.

#PostingHub
#ApplicationHub

	0 Kudos
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