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.

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.

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.

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**.

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.

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.

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

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 Evalutions**, 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

[Submit] [Cancel]

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.

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