Quick Guide: Adding Search Committee Members & Evaluative Criteria

Step 1: Go to the Human Resources Site:

Step 2: Click on ‘Advertising & Filling Vacant Positions’:

Step 3: At the top right, click on the link to ‘Careers at SFA’:

Step 4: Select the purple link to ‘Click for SFA Employee Login’:

Step 5: Use your mySFA credentials to log in.

Step 6: Ensure that your user type at the top right of the screen is set to ‘Search Committee Member’:
Adding Search Committee Members

**Step 1:** When you reach the ‘Search Committee Member’ section while posting a job, click on ‘Add Existing User’:

![Image of user interface for adding search committee members]

**Step 2:** A box with all existing users will be displayed, use the search function to find a specific user, or choose from the list:

![Image of user interface for searching and adding users]

**Step 3:** Check the box if they will be a ‘Search Committee Chair’, then select ‘Add Member’. Repeat for all members. When this is complete, click the ‘Close’ button:
Step 4: Review your selections and click ‘Next’ to move forward.

Creating Evaluative Criteria

Step 1: When you reach the section of the posting for creating Evaluative Criteria (formerly the matrix), select ‘Add aCriterion’.

Step 2: A list of predefined criterion will appear; you may choose one of these, or ‘Add a new one’ if necessary.

Step 3: When you select a criterion to add, a drop down box will appear asking at which stage you would like to evaluate this criteria. Choose the appropriate stage for that criteria.

Step 4: When you have selected all criterion you would like to include, click ‘Submit’.

Step 5: Click on each criteria to assign points to each possible rating, as well as a weight (optional); when all are completed, hit ‘Next’.
TIP: If there are any questions regarding the meanings of ratings, weight, etc, there is a guide at the top of the page:

How to Rate Applicants (Search Committee Members)

Step 1: Choose the posting you would like to work on from your ‘Postings’ screen:

Step 2: Click on the ‘Applicants’ tab to view all applicants:

Step 3: Click on the last name of the applicant, or select ‘View Application’ from the ‘Actions’ drop down list:

Step 4: In the top right of the screen, select ‘Evaluate Applicant’:

www.sfasu.edu/hr
Step 5: A window will open which will allow you to evaluate each criteria available at this phase of the applicant stage & make comments, click ‘Save’ when completed:

TIP: When you have completed evaluating all available criteria for this stage, a green check mark and the word ‘Evaluated’ will appear beside the applicant’s name:

You may then repeat the process for all additional applicants.