OLD DOMINION UNIVERSITY

PAPERS7 User Guide
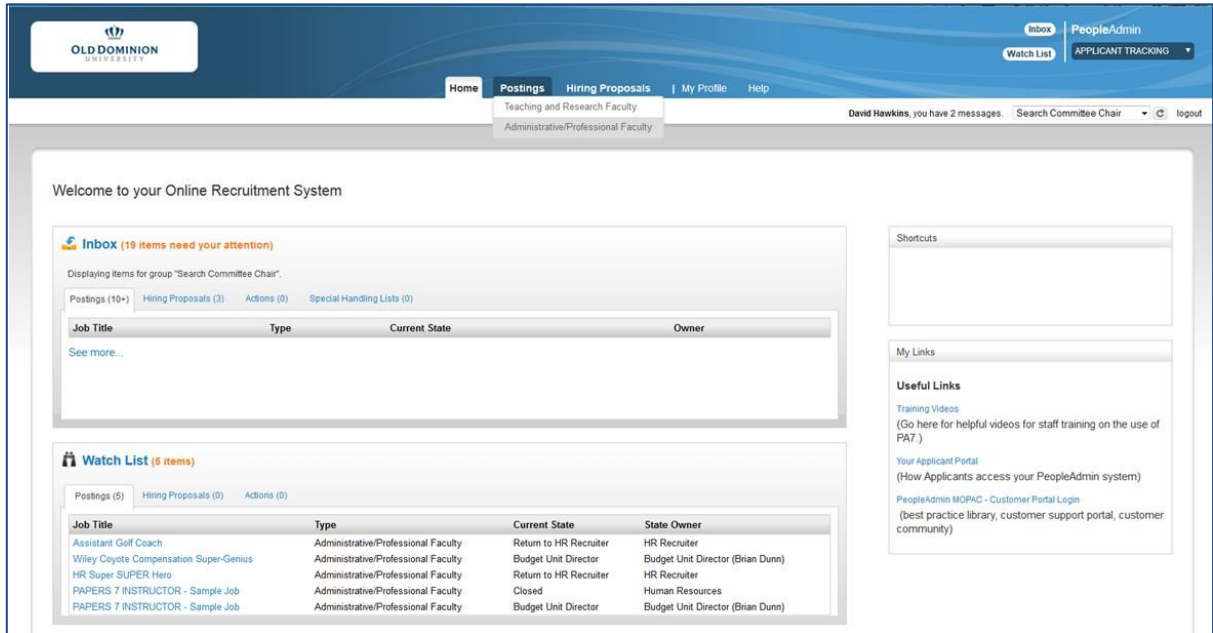

AP/FACULTY
APPLICANT REVIEW
Search Committee Chair

Department of Human Resources
February 2015

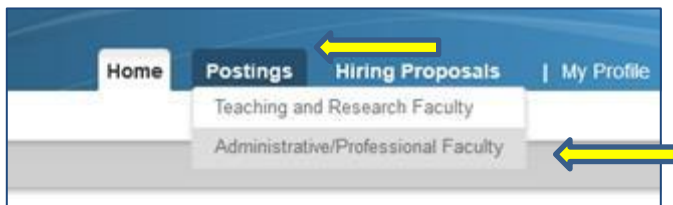## Reviewing Applicants: Search Committee Chair

1. Once successfully logged into the system and in the Applicant Tracking module; you will be presented with the home screen below.

2. To verify you are in the Applicant Tracking Module and logged in as the Search Committee Chair, look to the upper right side of the screen.
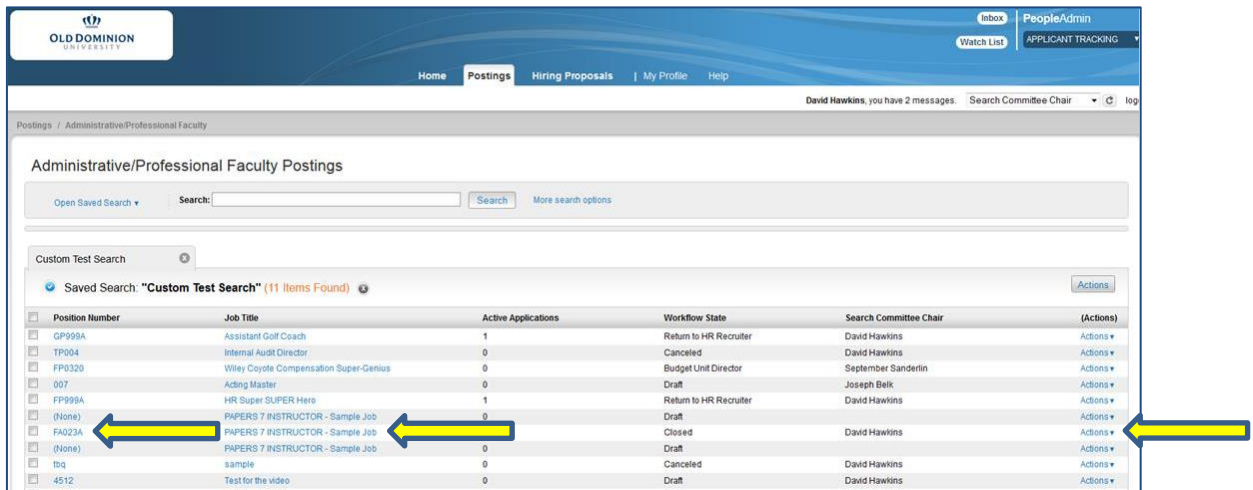

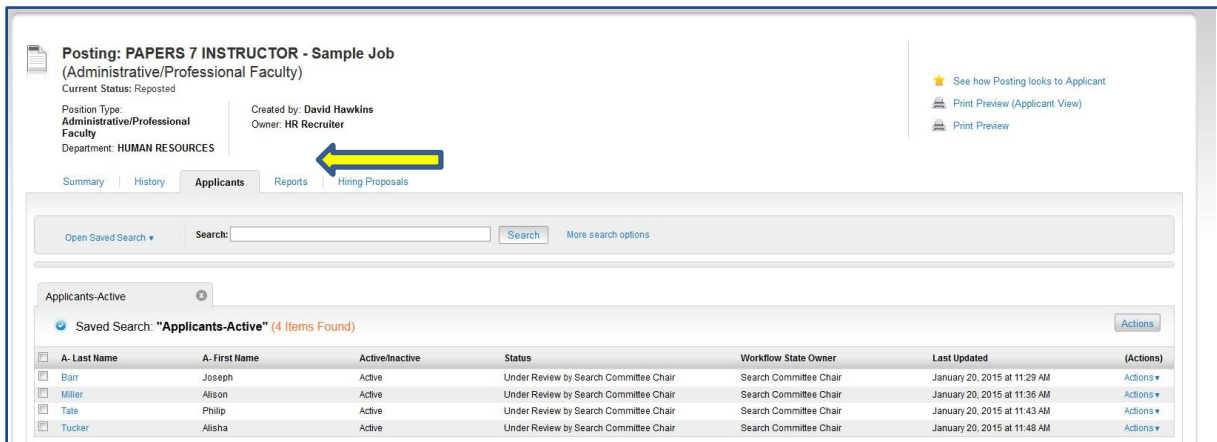3. In the banner at the top of the screen, select Postings and then the Administrative/Professional Faculty link.

4. The following screen will provide you with all of the postings in your area. Find the posting for which you wish to view the applicants. Then click on the blue Position Number, Position Title or the actions text.

5. Selecting the blue Actions text will open up a dialogue box offering additional options. Select the blue text View Applicants to see a list of those who've applied to this positing.
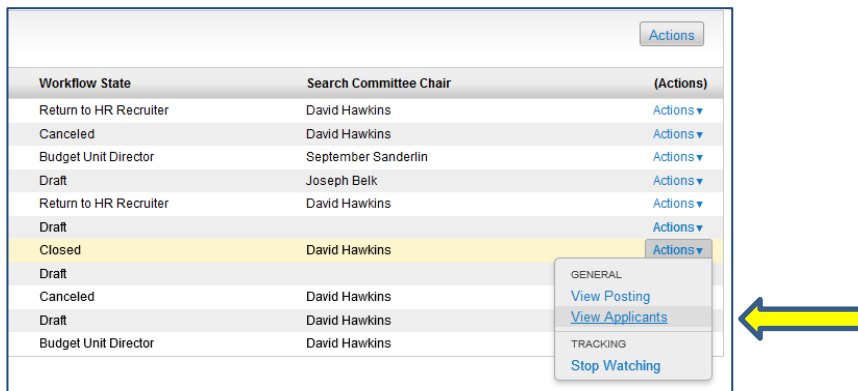
6. Once this has been selected, the Search Committee Chair will see all the active candidates in the applicant pool. Once on this page Search Committee Chairs may opt to view the applicant information either individually or in bulk.

7. To view the individual applicants, scroll down the page and then either click on the blue text A-Last Name that appears in the first column.

8. Clicking on the applicant last name will open the next page where you will see more detailed information about the applicant.

9. Scrolling down the page will allow you to view the responses to the supplemental questions.

10. You may also view any documents uploaded by the applicant such as a resume and/or cover letter

11. To view the attached documents, click on the blue text under the name column to open the file.

12. Looking to the bottom of the page under PDF Documents, you will see links to View the application as a PDF file or Generate a combined document which would include all of the documents associated with this applicant. Click on the blue text to initiate the action. When you are done, use the browsers back button to return to the list of applicants.
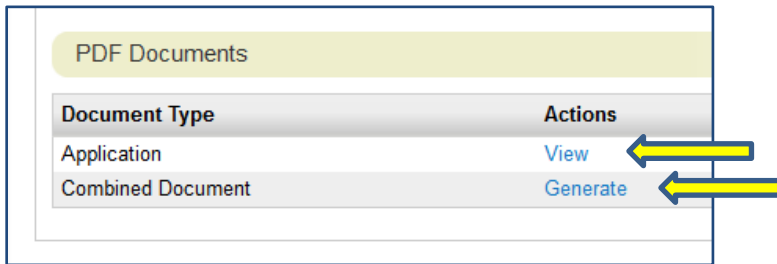
13. To view multiple applications in bulk, check the boxes next to the last name of the applicants you wish to view, or if you wish to see them all, check the box in the column header next to A-Last Name.

View Multiple
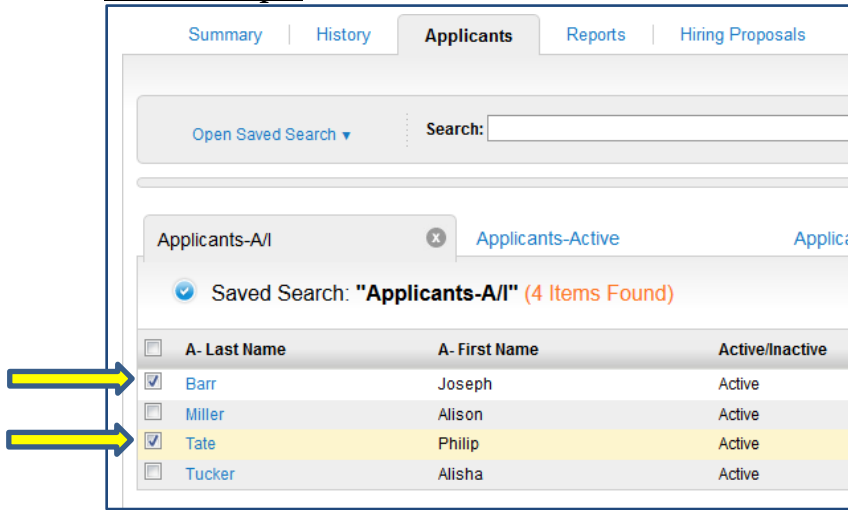
View All
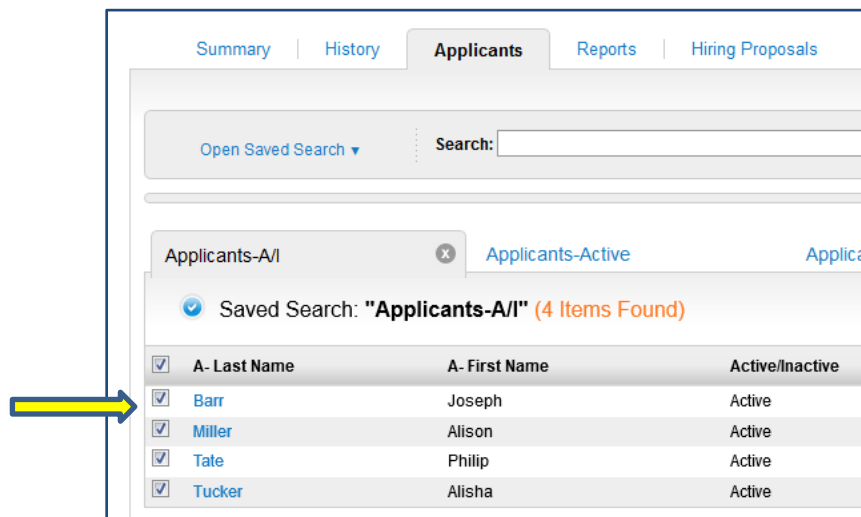
14. Then click on the Actions button at the right hand side of the page and select download applicants as PDF.
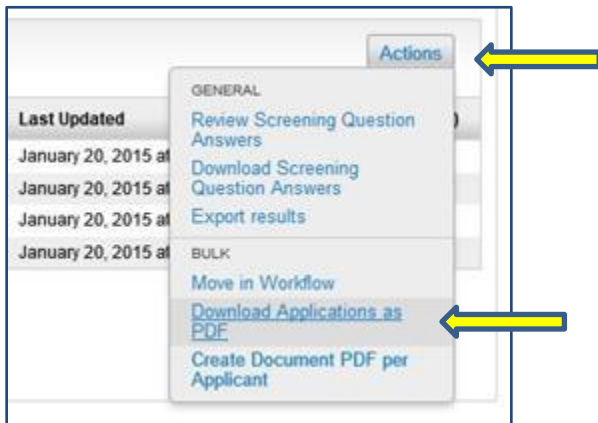
15. You then see a dialogue box asking which, if any, of accompanying documents you'd like to include for each of the selected applicants. Then click Submit.
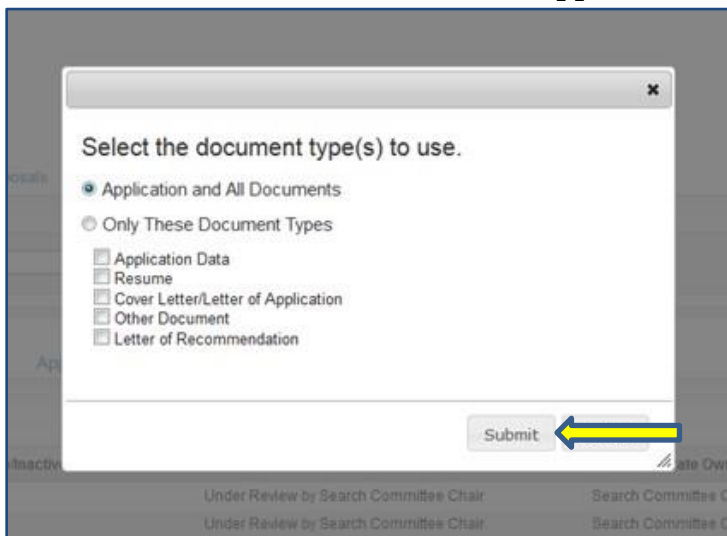
16. The next dialogue box explains that the system is generating your request. After the file has been complied, you will be prompted as to where you'd like the file saved.
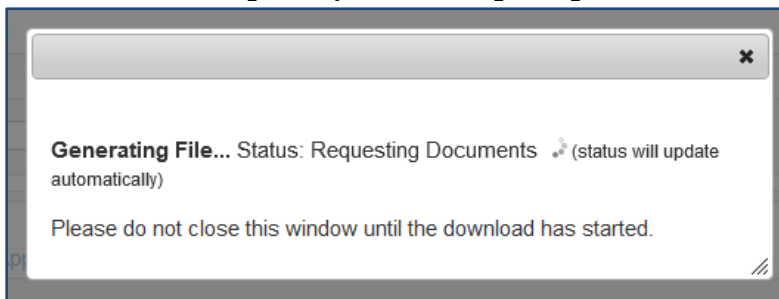
17. A dialogue box will open to allow you to navigate the available drives on your computer to save the file.
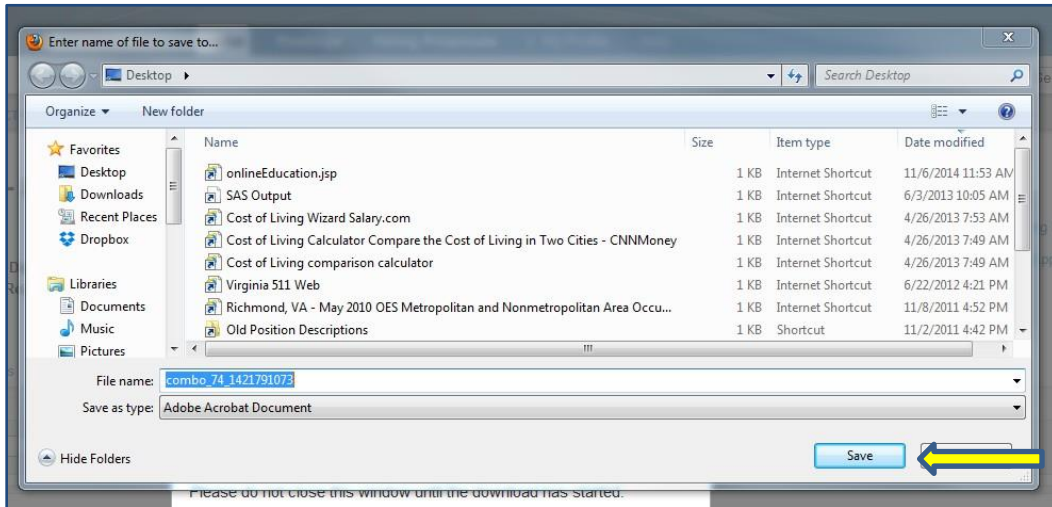
Creating the Screening Matrix: Search Committee Chair

A new feature within PAPERS 7 is the ability to create an applicant screening matrix from the information collected by the system. The search committee chair can prepare this matrix ahead of the applicant review and use it to document the progress of candidates during the review process and assist search committee members with the evaluation of the applicants against the minimum/preferred qualification criteria.

1. From the applicant search screen of the posting, select the applicants you wish to export the data of by checking the box next to their name.
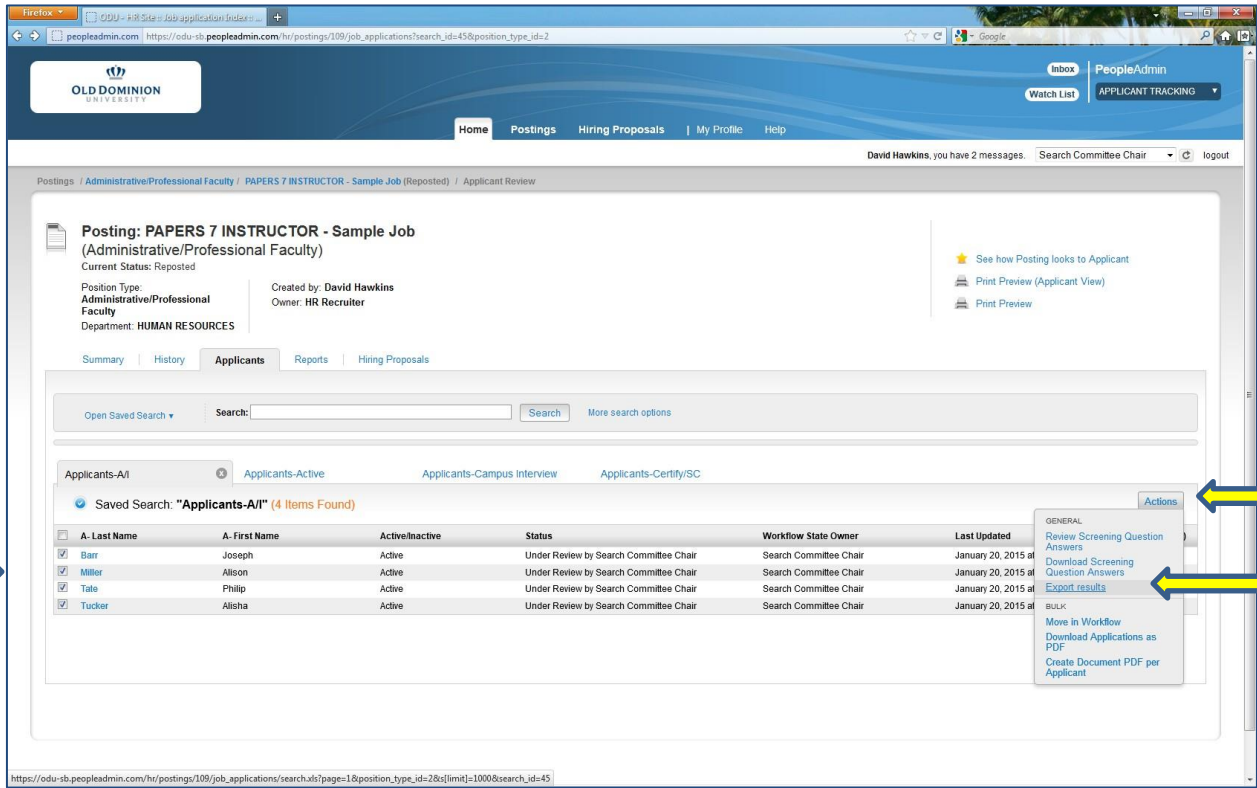
2. Then click on the Actions button on the right hand side of the screen. When the dialogue box appears click on the blue Export results text.
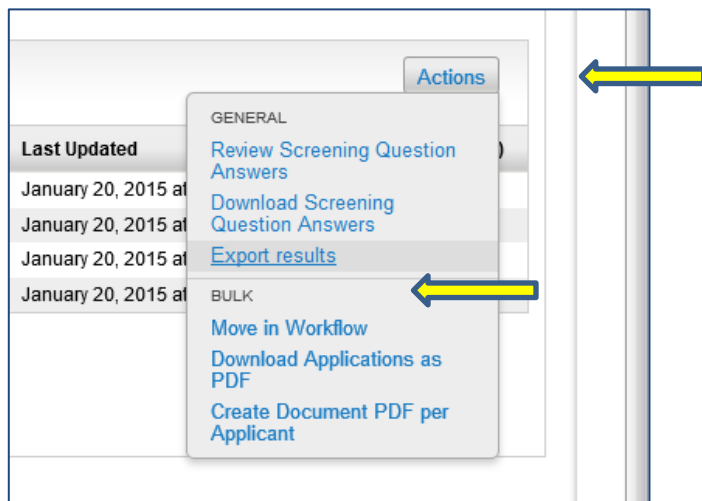
3. Next the system will prompt you to select either to open the file or the save the file to a location on your computer for future manipulation. Check the appropriate radio button and the click on the OK button.
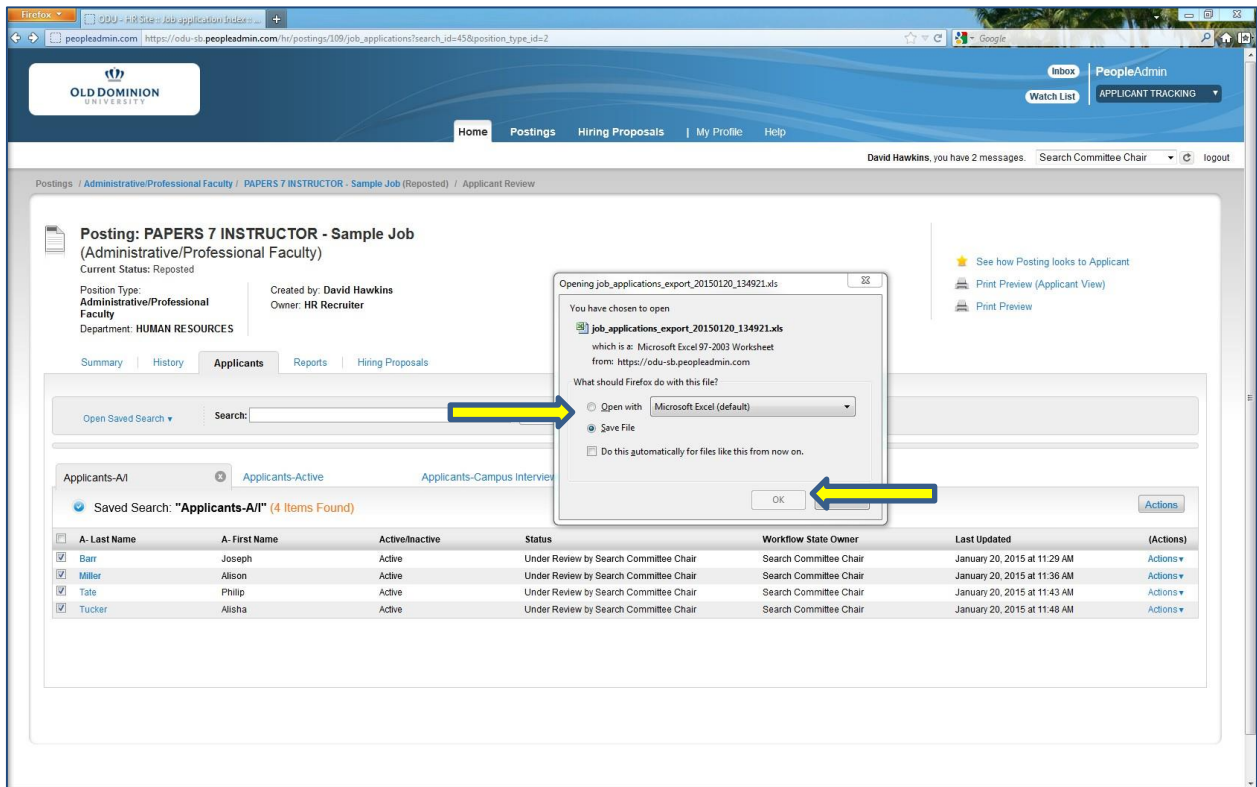
4. If you selected the save radio button and clicked ok, The next screen will guide you through locating the place on your computer where you'd like the save the file. When you have identified the appropriate folder, you may name the file and that click the save button.
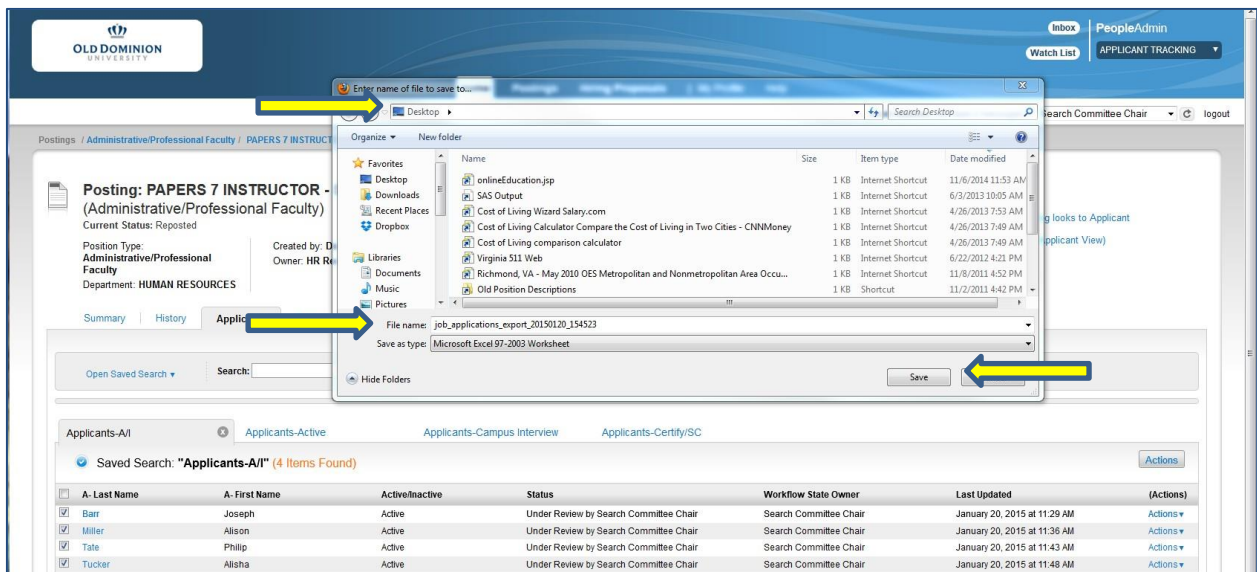
5. When you open the file in Excel, you will see the applicant data is provided in rows. The system captures the Applicants last name, first name, the applicants status at the time the report was saved, the workflow owner and the last date the information was updated. Using Excel, you could add more columns such as the criteria you are using for screening the applicants for phone interview and your evaluation of how well each candidate met each criterion.

6. Just as the system allows the export of applicant data, it also provides a way for Search Committee Chairs to download the applicants answers to Supplemental Questions. Follow the steps above to select the applicants, click the Action button and then click on the blue text Download Screening Question Answers.

7. Check the appropriate radio button and the click on the OK button.

8. Locate the place on your computer where you'd like the save the file. Identify the appropriate folder, name the file and click the save button.
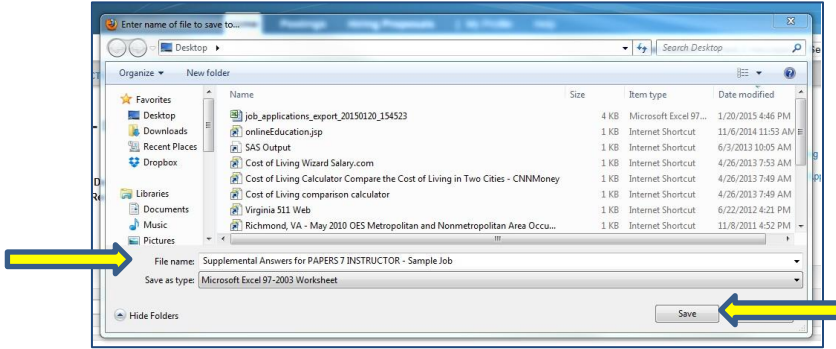
9. This export will give you the applicants first and last name. It also provides the username, text of the supplemental questions and the responses provided by each applicant. This information can be copied and pasted to the other exported report the add to the matrix you've created.

Dispensing Applicants in the Workflow: Search Committee Chair

We will assume that you have a grasp of logging into the system, navigating to the correct posting, have reviewed the applications and are now ready to dispense them in the workflow. It is best to begin by dispensing the applicants that are not being recommended for phone interviews.

1. Begin by navigating to the applicant's page of the position. Then select the applicants that will not be recommended for phone interview. You may select multiples applicants by clicking on the check box next to the applicants' last name.
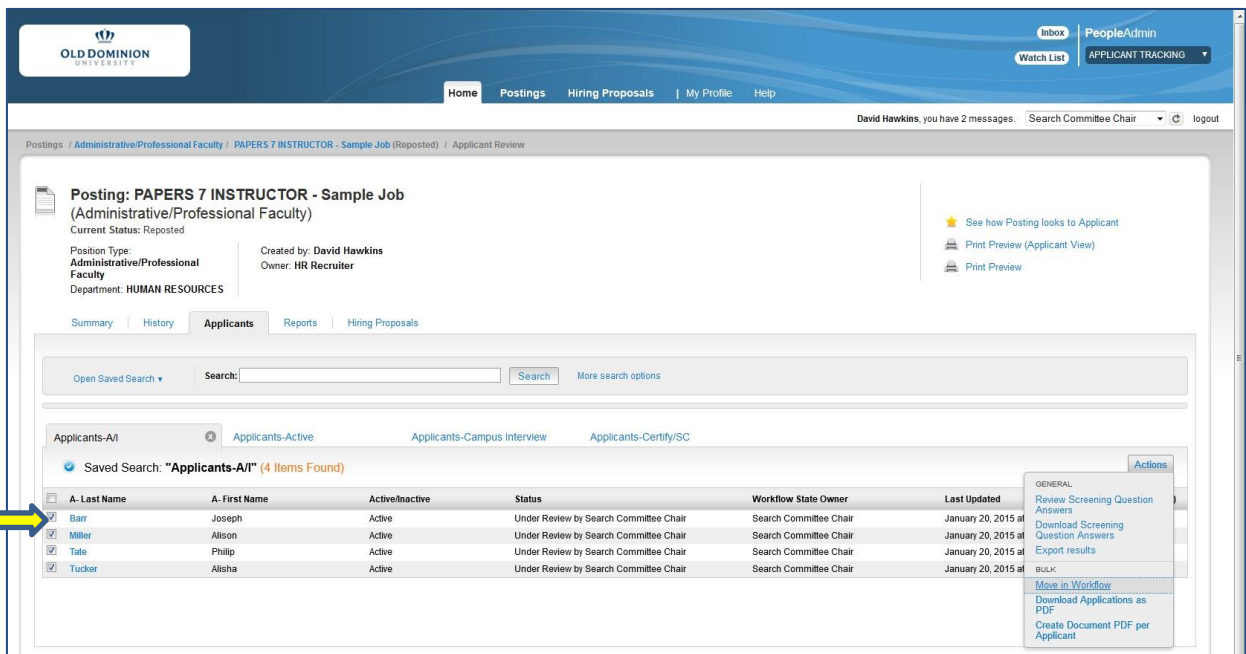
2. Then click on the Actions button and click on the blue Move in Workflow text under bulk actions in the dialogue box.
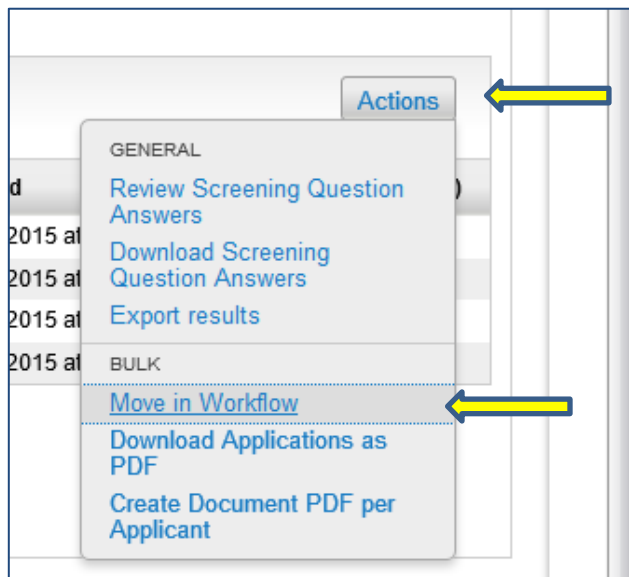
3. The next screen will present you with the workflow state options available for each applicant. Clicking on the downward facing black triangle will call up the pick-list for the statuses of each applicant. Click on the "**Not Minimally Qualified-Not Selected for Phone Interview**" option and once all the applicants have been updated, click the orange 'Save Changes' button.
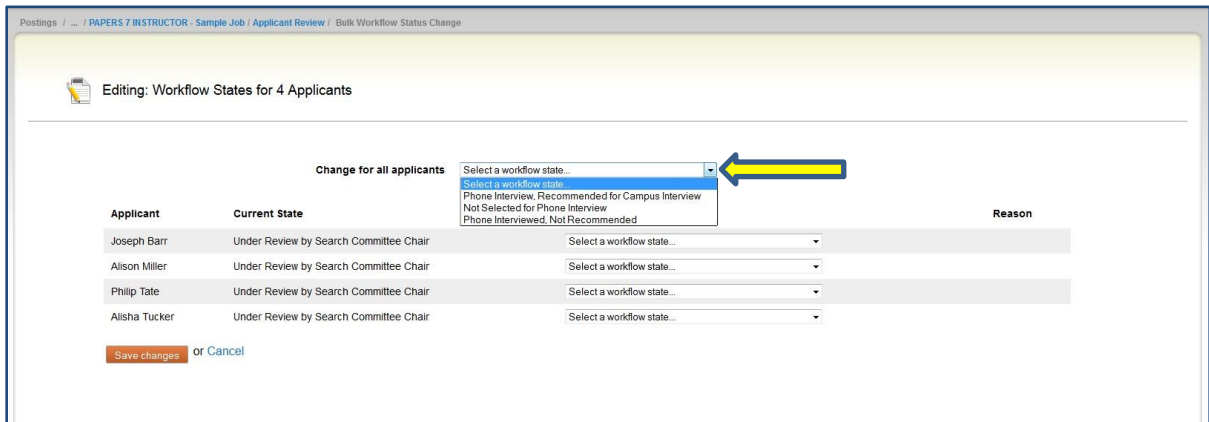
4. The system will then return you to the applicants search results page where you will see that the applicants not selected for phone interview have been removed from the list. The remaining applicants should represent the group you intend to interview by phone to determine which will progress to the campus interview stage.

   **NOTE: After completing your phone interviews, the remaining applicants should be dispensed individually. Bulk dispensing, as shown previously, should only be used when the same workflow state applies to all of the applicants selected.

5. From the Applicants page of the posting, click on the blue text of the candidate's name you wish to dispense.
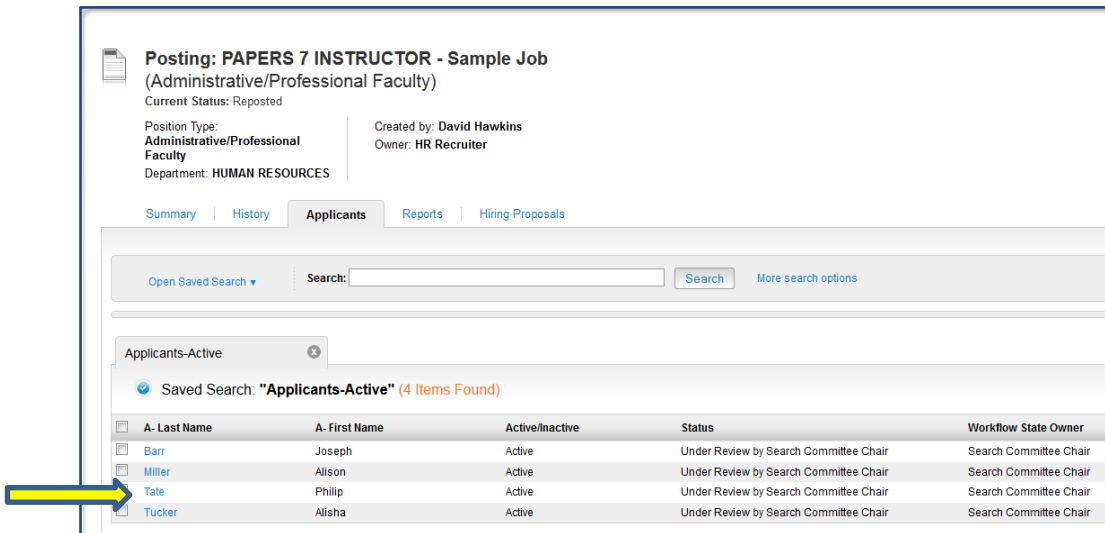
6. The system will open up the application for you to view. Click on the orange Take Action on Job Application button.
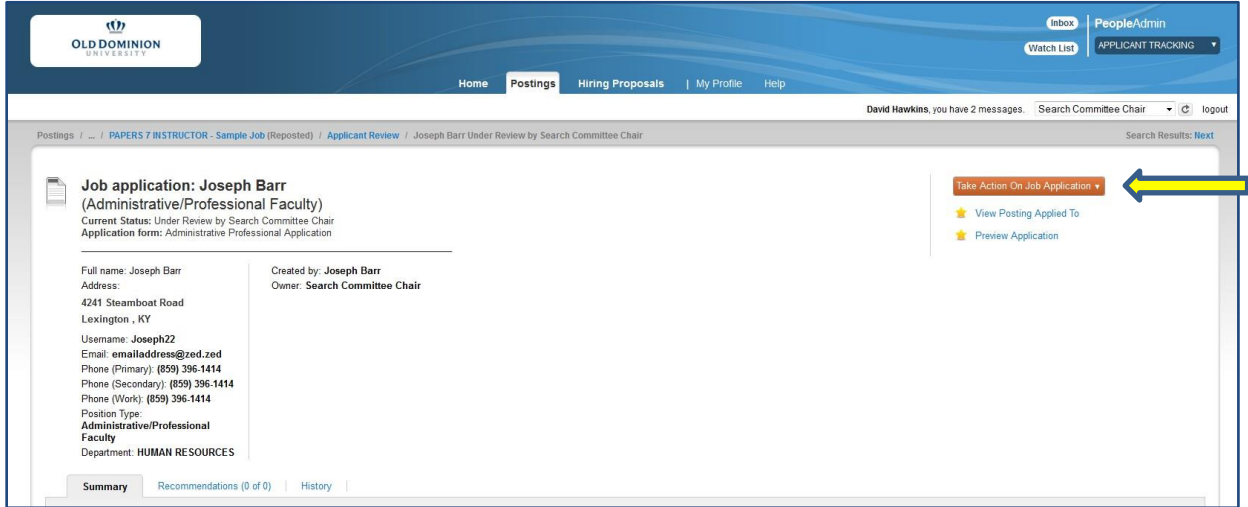
7. The system will give you a drop down menu with the work flow states. Select "**Phone interviewed, Not Recommended for Campus Interview**".
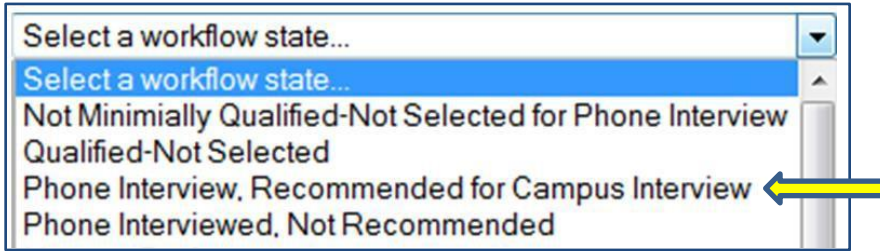
8. The system will then present you with a dialogue box requiring you to provide a reason.

9. Click on the black triangle and select the appropriate reason from the list provided and then click submit.

**NOTE: Selecting "Other" will prompt the system to provide you with a text box to enter in a reason.
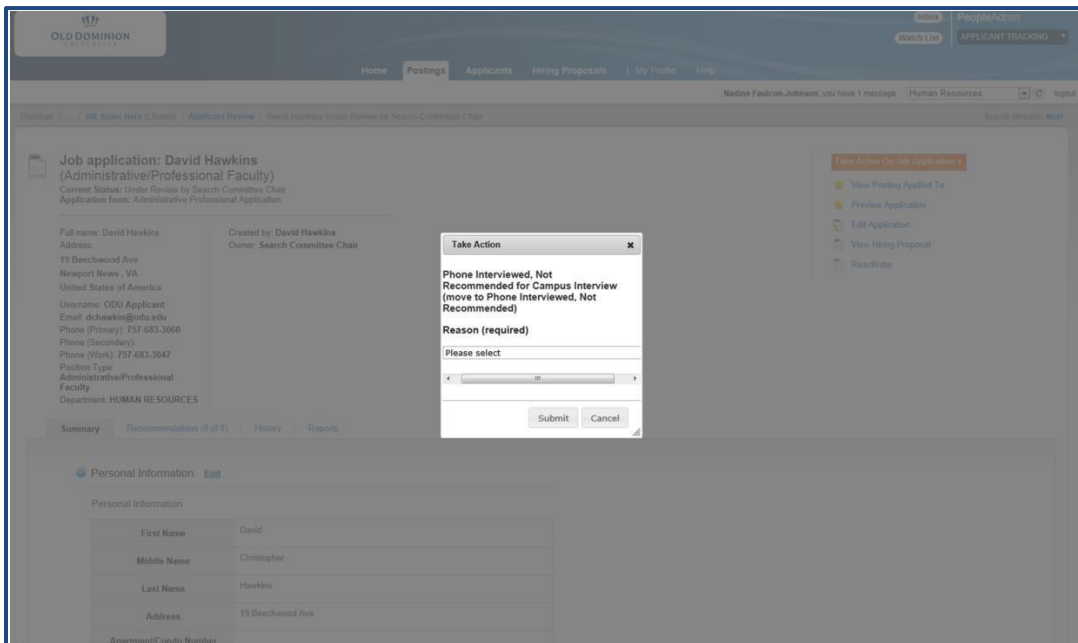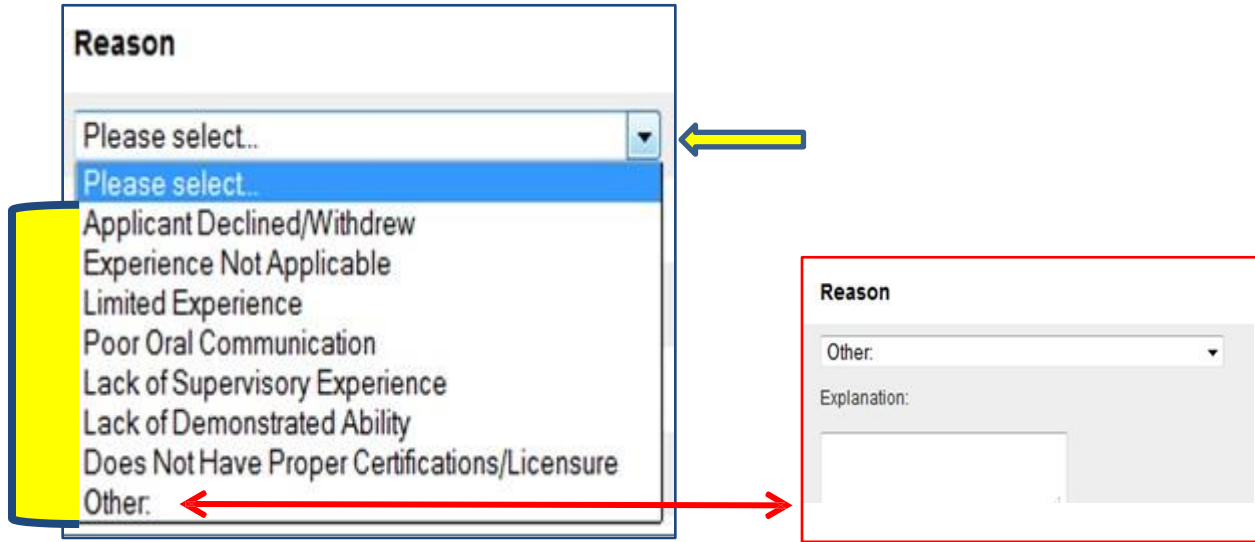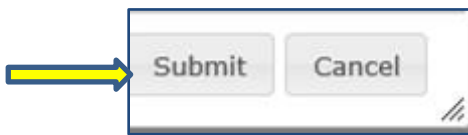

10. Use the web browsers back button to return to the Applicants page of the posting and repeat the process above until all of the candidates that were "**Phone Interviewed. Not Selected for Campus Interview**" are dispensed.

11. The remaining applicants should be those that were "**Phone Interviewed. Recommended for Campus Interview**". They may be dispensed in the same way as you previously did for those not being recommended for campus interview. This time, when you will select from the menu list of work flow states, chose "**Phone Interviewed. Recommended for Campus Interview**".

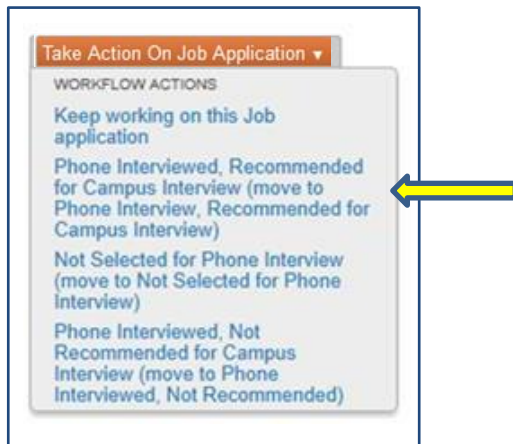12. The system will then present you with a dialogue box requiring you to provide a reason for the decision. This field is open text. Enter the information supporting the decision and click the submit button.
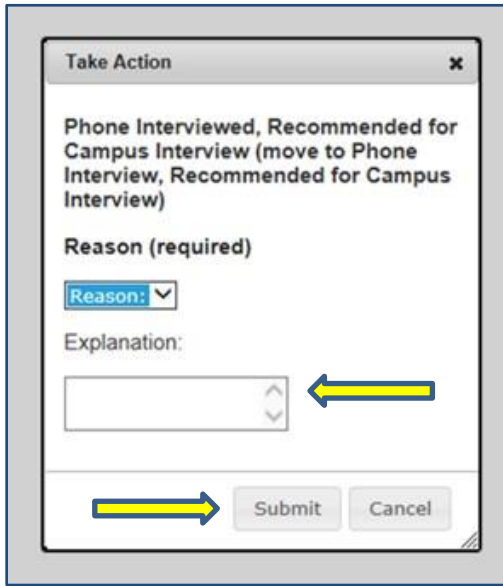

13. Use the web browsers back button to return to the Applicants page of the posting and repeat the process above until all of the remaining candidates selected for campus interview have been dispensed.

14. The last step is for the Search Committee Chair must now take action on the posting to send it to the HR Recruiter so that the candidates for campus interview may be reviewed. Click on the orange "**Take Action on Posting**" button.
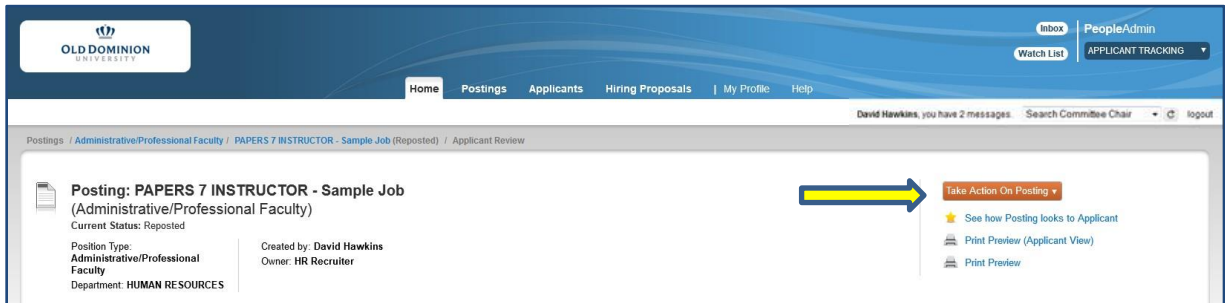
18. From the drop down menu, select "Send to HR Recruiter (Move to Send Recommended to HR Recruiter)".
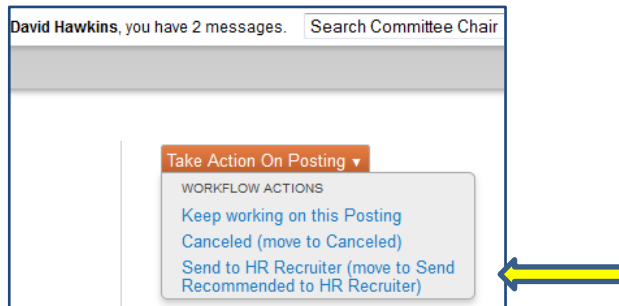
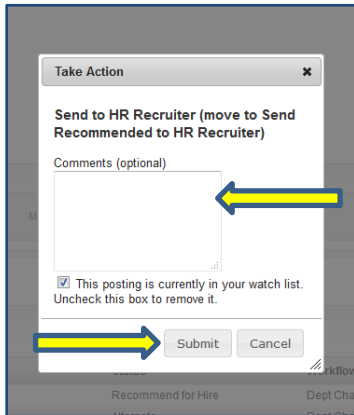19. You are then presented with a dialogue box, allowing you to place comments if any. When ready, click on the submit button.

20. The Search Committee Chair may now log out of the system. Once the HR Recruiter has reviewed the pool, the search committee chair will receive an email for the HR Recruiter notifying them that the candidates are certified for a campus interview. The search committee chair may proceed in scheduling candidates for the on-campus interviews.

Dispensing Applicants: (Post-Campus Interviews) Search Committee Chair

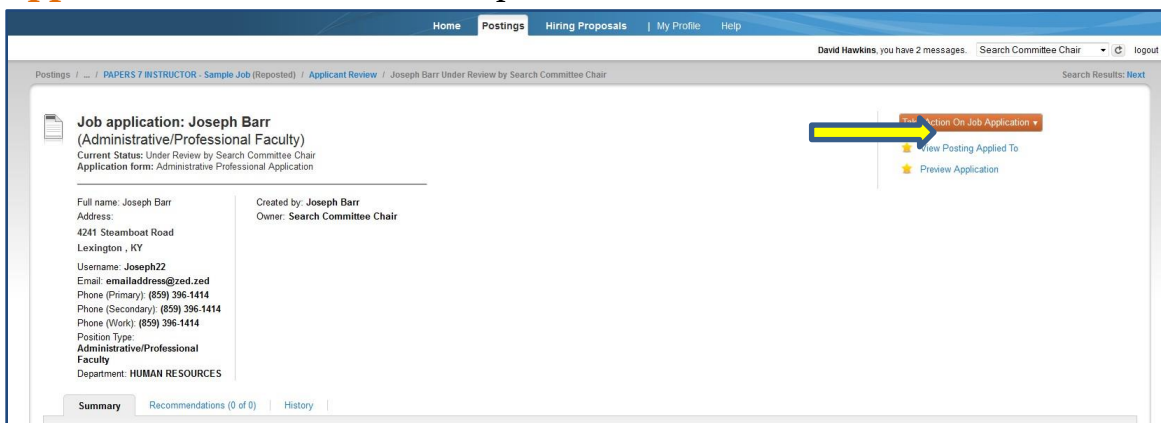1. Once the Campus Interviews are completed, the search committee chair logs into PAPERS 7 and navigates to the applicants page for the right posting. Then click on the blue text of the candidate's last name to view the application.
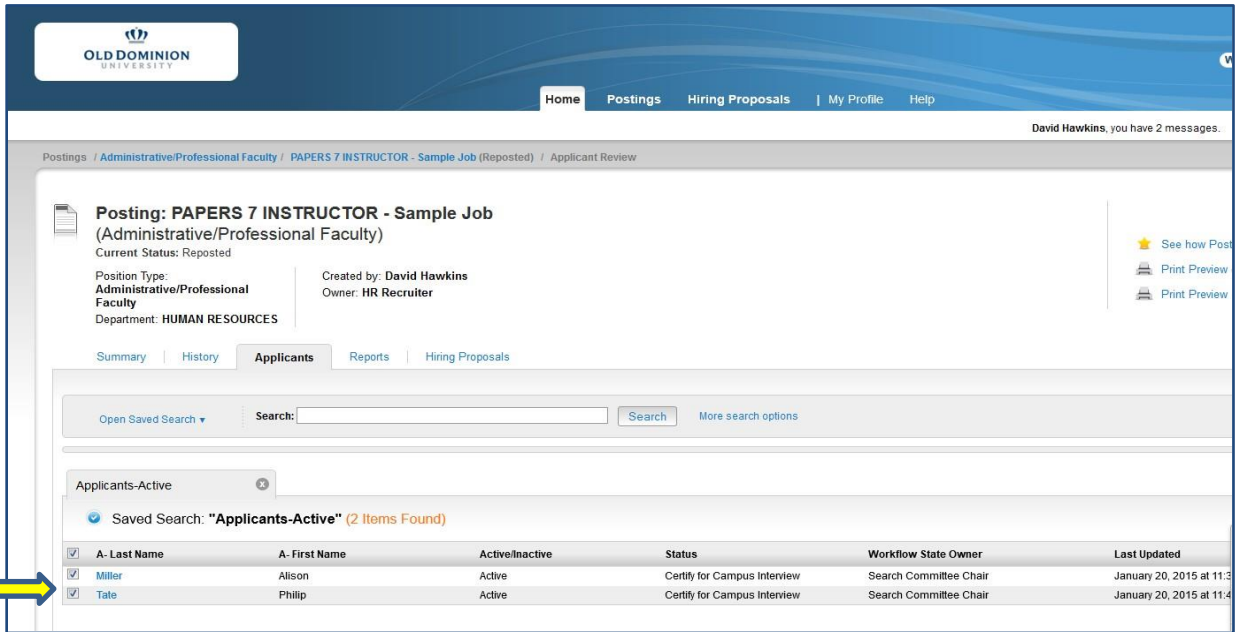
2. Once on the candidates application page, click on the orange "**Take Action on Job Applicant**" button to view the drop down list of choices.


3. Select the appropriate workflow actions from the list.
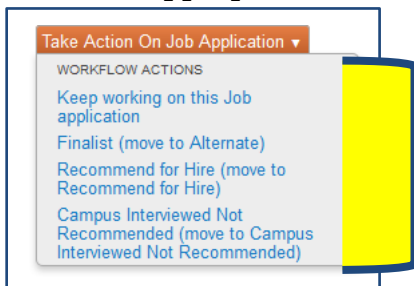
4. When selected, each of the workflow actions will trigger a "**Take Action**" dialogue box to appear. The Search Committee Chair will need to enter the reason for the selection of that particular workflow action. Once the appropriate reason has been entered, either in the provided text field or by selecting from the available options, the Search Committee Chair clicks on the "Submit" button.
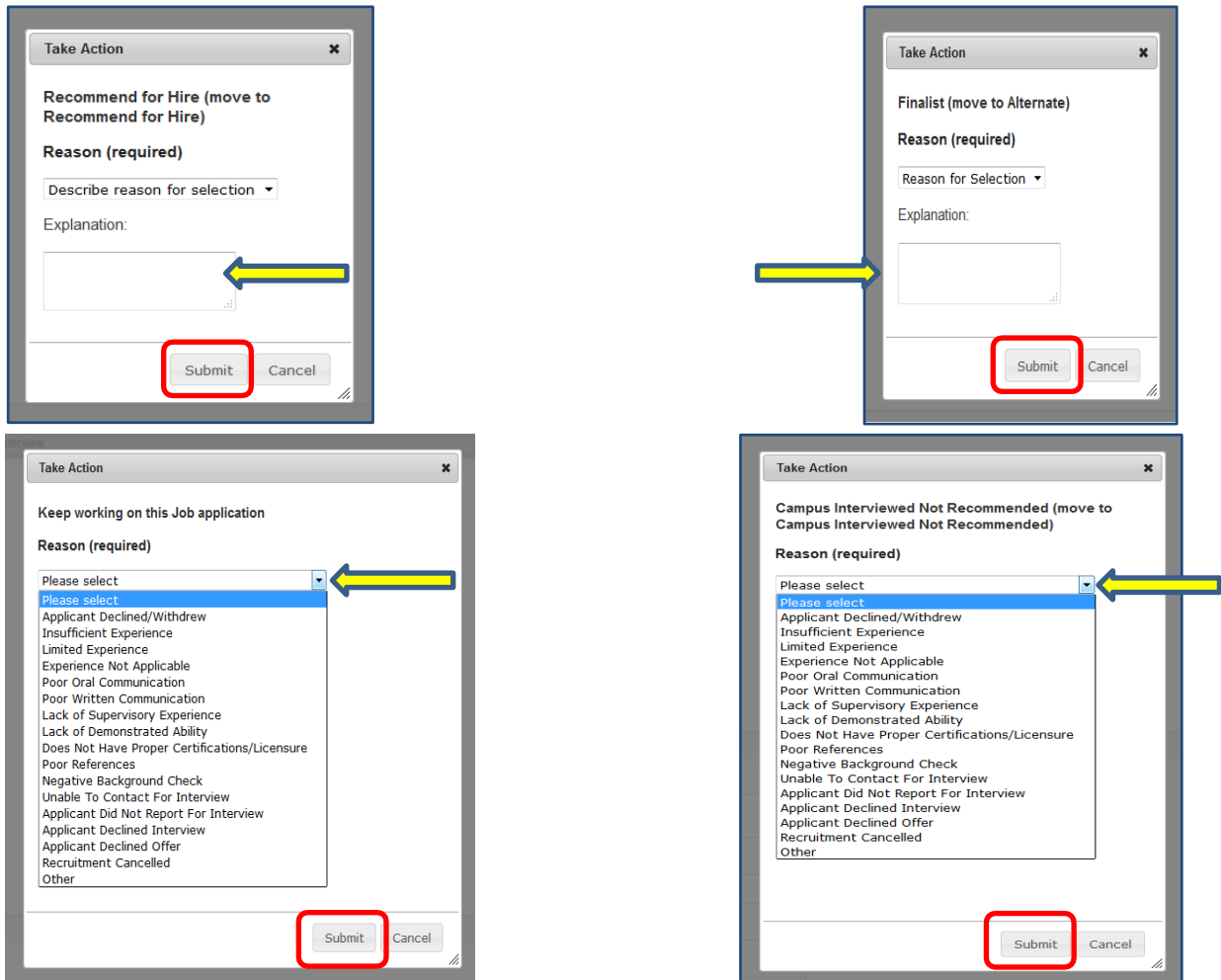
5. Repeat these steps for the remaining candidates until all have been dispensed. The candidates that have been recommended for hire and selected as finalist (Alternate) will be submitted to the Dept Chair/HM for review.

6. At this point the Search Committee Chair should send an email to the Dept Chair/HM that the applicants have been dispensed and that the recommended candidate and the alternate are available for review. The Dept Chair/HM will review the candidates and initiate the Hiring Proposal.

APPLICANT WORKFLOW

Search Committee Chair ⟷ Human Resources ⟷ Equity & Diversity ⟷ Human Resources ⟷ Search Committee Chair ⟷ Depart Chair/HM