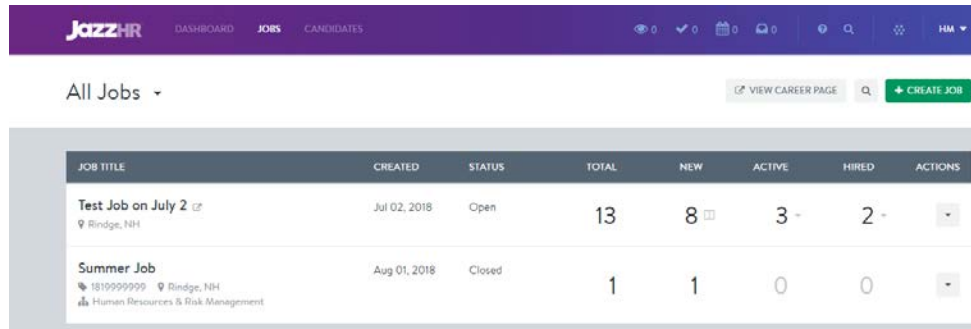


Using Jazz HR – Search Committees

As a committee member, the selection process requires a more collaborative method of recruitment. To that end, JazzHR has some tools that will greater sharing of information, and allows for committee members to be able to see input from other team members.

When first logging in, your dashboard will show you all positions that you are currently recruiting for.




JOB TITLE	CREATED	STATUS	TOTAL	NEW	ACTIVE	HIRED	ACTIONS
Test Job on July 2 Rindge, NH	Jul 02, 2018	Open	13	8	3	2	
Summer Job 1810999999 Rindge, NH Human Resources & Risk Management	Aug 01, 2018	Closed	1	1	0	0	

By clicking the job title, you will be able to access all applications, along with the tools for recruiting.

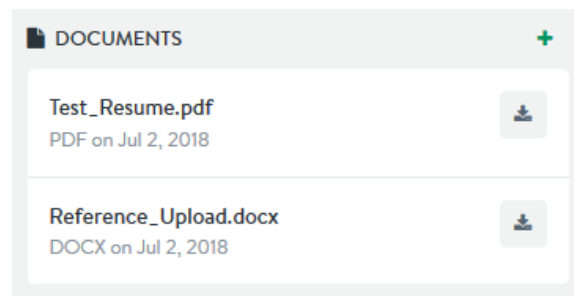
Review of Applications

To review the candidates, just click on the candidate name in the list.



NEW			
Wendy Smith Anywhere, ma 508-999-5555	NEW	Jul 3, 2018	No Rating

Once in the candidate’s profile, you can read their resume, any attachments that they have supplied, and read their summary information listed at the bottom of the screen. You will also see at the top of their profile, if they have attached any documents and how many. By clicking on the documents tab, you will be able to open each document separately. All attachments are also accessible on the right-hand side of the page



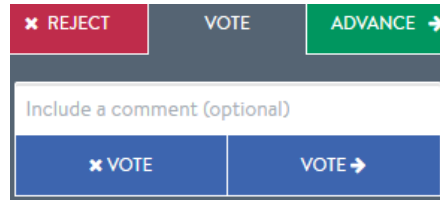
DOCUMENTS	
Test_Resume.pdf PDF on Jul 2, 2018	
Reference_Upload.docx DOCX on Jul 2, 2018	

Review and ‘Vote’ on Applicant

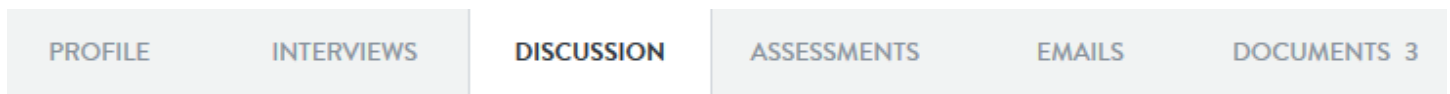
Once you have reviewed the application materials, you are able to vote on what you feel should happen next for the applicant.



By hovering over the Vote button, you will receive the option to Vote X no or →yes.



You will have the option to make a comment on your voting choice. When reviewing the application materials, you will see others votes under the Discussion tab.

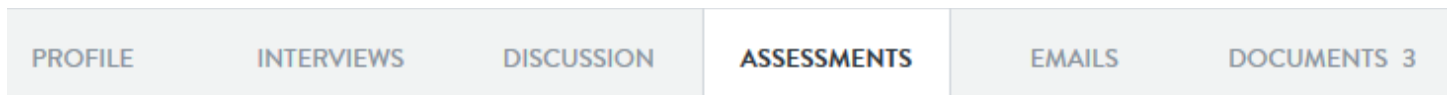


All committee members will be able to see who has voted on each applicant. Once all candidates have been reviewed and voted upon, the committee will be able to group candidates into first and second tier applicants. For those in the first tier, further review and assessment will take place.

*** Another alternative (see below Option 2)*

Matrix / Assessment to Rank Applications

Those candidates that have been advanced to screening, committees will be able to complete a deeper review of applications. Comparing skills and qualifications against the matrix is completed by using the Assessment tab.



Steps for completing an assessment:

- Open the candidate information
- Select the Assessments tab
- Select ‘Add Evaluation’
- Using the arrow menu, select the assessment for the position

Regarding this Job:	Dean of the College of Business - Rindge, NH
Evaluation Template:	Dean-Business

- Complete the assessment – providing feedback and comments as applicable

- Save Evaluation at the end of the form.

Once all applications have been reviewed, Human Resources will run a report to indicate the ranking of candidates. This can then be used to decide on top candidates to phone interview.

** Option 2 – Reject and Advance

Another option to select candidates would be to use the Reject and Advance option.

Instead of voting on the If you feel that the applicant does not meet the minimum requirements for moving forward to the next phase, elect to Reject the application. This will provide you with a drop-down menu to select the reason you are declining this application. You can also add a comment that will only be visible to the committee that you are working with.

If you feel that the candidate meets the criteria, you can advance the application via the advance button.

- Select Screen for those that you consider would be good for a deeper review and to compare against the required criteria for the position.

Note: you can continue to use this throughout the process especially as you move candidates through each phase of the recruiting process.

- Select Phone Interview for those that you wish to schedule initial phone interviews.
- Select Campus Interview if the phone interview was successful and you wish to bring the candidate on campus for an interview.

Note: You can always go back and review the candidate and move them to a different category.

If the candidate is not someone that you are interested in interviewing select REJECT and select the reason that you will not be progressing with the candidate. **(Please note that if you reject a candidate, they will not receive any form of notification. Once your position is filled Human Resources will follow up with the unsuccessful applicants.)**

Please call Human Resources at (603) 899-4075 if you have any questions on the Jazz HR system.