

ROCS – GUIDE TO SEARCH COMMITTEE ROLE

I. THE ROLE OF SEARCH COMMITTEE IN ROCS

In ROCS the “Search Committee” role is assigned to individuals who will review the applicant pool to a job posting they have been assigned to. The “Search Committee” role has view-only privileges and only the “Applicant Reviewer” role can move applications through the workflow.

Once you have been assigned the role of “Search Committee” you will receive a system triggered e-mail to alert you.

Step One

Follow the link: <https://jobs.rutgers.edu/hr/shibboleth> and login with your NetID and Password.

Step Two

In the top right area of the screen select the “Search Committee” role from the drop-down menu and hit the refresh arrow.



You will see a green success status bar at the top of the screen once you are in the “Search Committee” role.

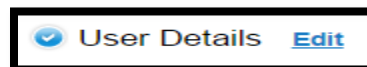


Quick Tip: You can also set the system up so you will automatically login as the “Search Committee” role. To set this up follow the steps below:

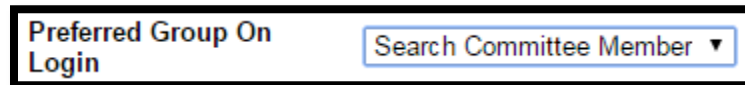
- Select “My Profile” at the top of the screen:



- Select “Edit” next to Users Details:



- In “Preferred Group on Login” field drop-down to “Search Committee”:

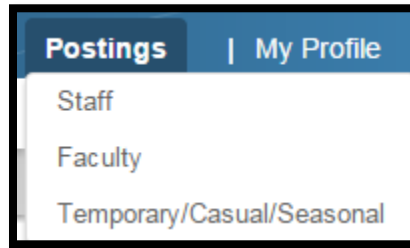


- Select the orange “Update User” button to save changes.



Step Three

To navigate to the postings you have been assigned to hover over the “Postings” tab at the top of the screen. Then select the position type the posting would be found in.



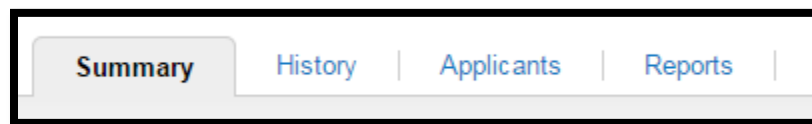
The next page will display all of the postings you have been assigned to. You can access the posting in several ways: click on the “Posting Name” to be brought to the posting, or toggle over the “Actions” link and click “View Posting”. (**Note:** If you want to go directly to the “Applicants Tab” click “View Applicants” under the “Actions” link).

<input type="checkbox"/>	Posting Name	Posting Number	Department	Active Applications	Workflow State	Last Updated	(Actions)
<input type="checkbox"/>	BUSINESS SPECIALIST	15ST1013	SEBS-Plant Biology & Pathology	8	Posted	January 30, 2015 at 03:27 PM	Actions

GENERAL
[View Posting](#)
[View Applicants](#)

Step Four

The Posting summary page will display information about the posting; the position details, qualifications, and other information related to the posting. To view the applications click on the “Applicants Tab”.



Once you select the “Applicants” tab the system will open up a page which will contain a table with the applicants who applied to the job posting. The system admin has set up the table to display several pieces of data: Last Name, First Name, the requisition number, the current workflow state, the application date, and links that can be clicked on for quick access to the applicant’s documents.

<input type="checkbox"/>	Last Name	First Name	Requisition Number	Workflow State (Internal)	Application Date	Documents	Combined Document	(Actions)
<input type="checkbox"/>	Cross	Anthony	14ST001	Interview	December 01, 2014 at 02:51 PM	Resume	Generate	Actions

Step Five

There are several ways to view applicants in ROCS.

Single View:

To view an applicant's data one applicant at a time you can access their information by clicking on their last name in the "Applicant Information table" or hovering over the blue "Actions" link and clicking "View Application".

<input type="checkbox"/>	Last Name	First Name	Posting Number	Workflow State (Internal)	Last Updated	(Actions)
<input type="checkbox"/>	Skywalker	Anakin	15ST1015	Under Review by Department/Committee	February 20, 2015 at 10:03 AM	Actions ▾
<input type="checkbox"/>	Dolphins	Miami	15ST1015	Under Review by Department/Committee	February 20, 2015 at 10:04	GENERAL
<input type="checkbox"/>	Diggory	Cedric	15ST1015	Under Review by Department/Committee	February 23, 2015 at 09:36	View Application

This will open up an applicant's information on a new page. This page will display the applicant's personal information, general information, answers to supplemental questions (if any were provided), certification, and the documents uploaded.

There are two ways to view documents uploaded. You may click on the document's name in the document's section.

Required Documents	
Document Type	Name
<input checked="" type="checkbox"/> Resume	Resume 12-15-14 10:33:03 (60.1 KB)

Or you may use the "Combined Document" feature at the bottom of the page. Click "Generate" and then "View" to create a PDF document of the application information and all the attached documents.

PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

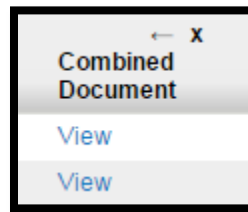
Applicant Information Table View:

A quick way to view documents an applicant uploaded is to alter the "Applicant Information Table". You may add, remove, and sort columns in the "Applicant Information Table".

The “Documents” and “Combined Document” columns in your “Applicant Information Table will provide links to any documents an applicant uploaded (you will not need to click into the applicant to see their resume or cover letter). Click on the blue link with the documents name to view the document in a new tab, or click generate to create a PDF-view of all the documents an applicant attached.



Once the system is done generating the document it will say “View” in the ‘Combined Document’ column. Click “view” to open a new tab with all the combined application data.



Bulk Action View of Applicant Data:

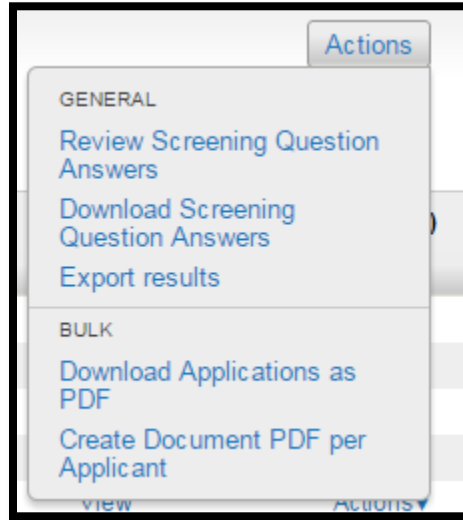
In ROCS you can create a PDF document of various applicants – this document will include the application information along with uploaded documents. You will also be able to select which documents you want to see as well – so you may decided to only download the applicant’s resume and not their cover letter.

On the “Applicants Tab” check the box to the left of an applicant’s name to select the applicants that you want to generate the PDF for (to the left of the “Last Name” column is a box that if checked will select all of the applicants in the table. So if you want to see every applicant’s data check that box):

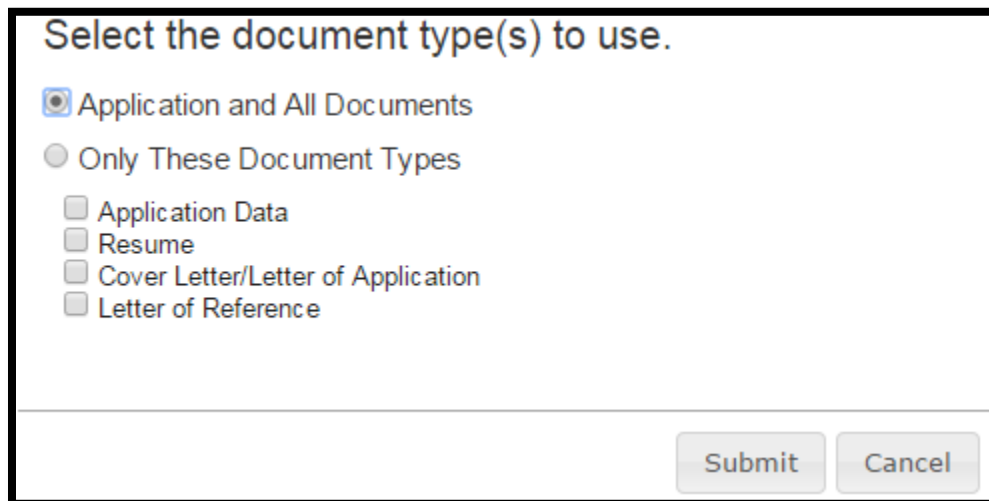


****Note:** You may also use this same process to view applicants answers to supplemental questions. Instead of selecting the option to “Download Applications as PDF”, select the “Download Screening Question Answers” to have an excel file downloaded to your PC. This MS Excel file will contain the applicants and how they answered all the screening questions attached to a posting.

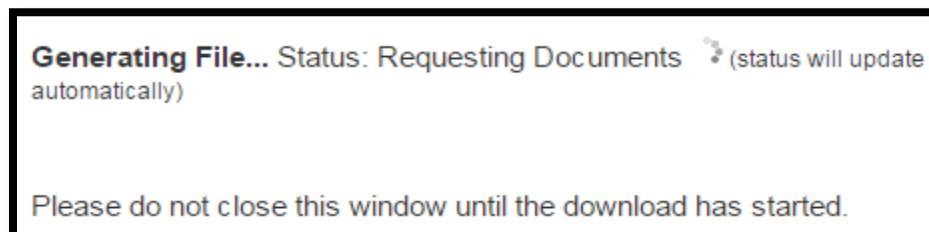
Toggle over the Actions button above the “Applicant Information Table” and select “Download Applications as PDF”.



Select to either download the application and all documents, or select only the specific documents you want to see. Select “Submit” to start the conversion.



ROCS will process the request and show you a status, the more applicants the longer this process will take. Once complete the document will open up and you can view or print the results.



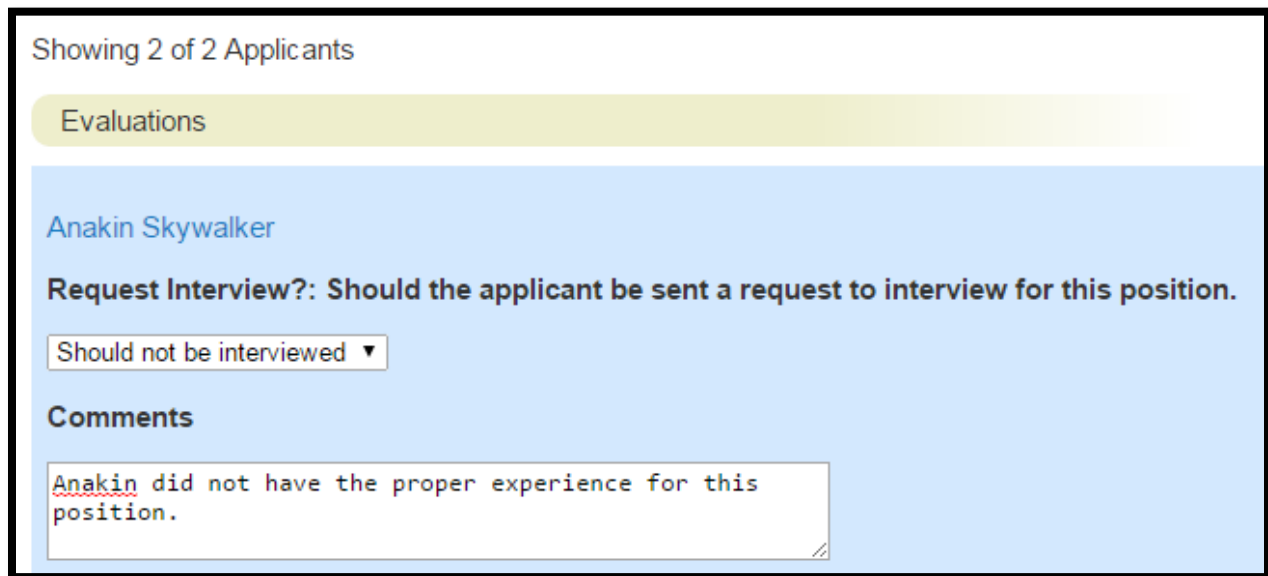
Step Six (Only if Criteria was added to the Posting)

As a search committee member you will have the opportunity to provide feedback for the search committee chair to review on each applicant who applied to the posting. The individual who initiates the posting will have the ability to add evaluative criteria to the posting. The criteria is approved by UHR.

In order to provide feedback on the applicants, from the “Applicants Tab” select the “Actions” button on top of the applicant information table. Click on the option “Evaluate Applicants” – if you do not see the “Evaluate Applicants” option this means that no criteria was added to this posting.



Each applicant who applied to the posting will receive a box with specific fields the initiator added to the posting. The criteria may be a drop-down box with predetermines answers, or it can be an open-ended field. Each applicant will also have a field so that the search committee member can write any comments about the applicant. Remember all of this information may be seen by the chair of the search committee, however no other search committee members will be able to see the results.

A screenshot of an evaluation form for an applicant named Anakin Skywalker. The form is titled 'Showing 2 of 2 Applicants' and has a section for 'Evaluations'. Under 'Evaluations', there is a question: 'Request Interview?: Should the applicant be sent a request to interview for this position.' Below the question is a dropdown menu with the selected option 'Should not be interviewed'. There is also a section for 'Comments' with a text area containing the text: 'Anakin did not have the proper experience for this position.'

Select “Save” to save any information you have enter, or select “Next” to save and go back to the applicant tab.

