


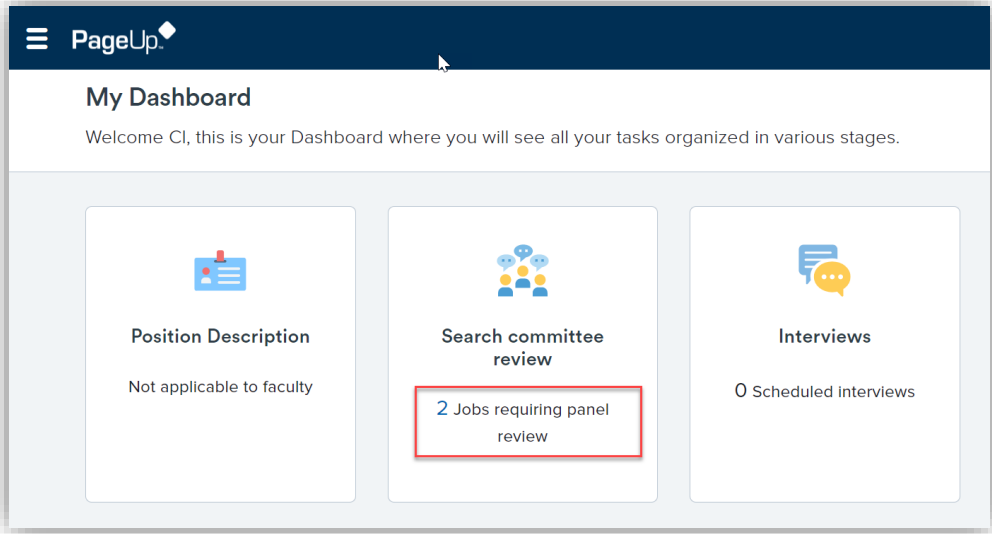
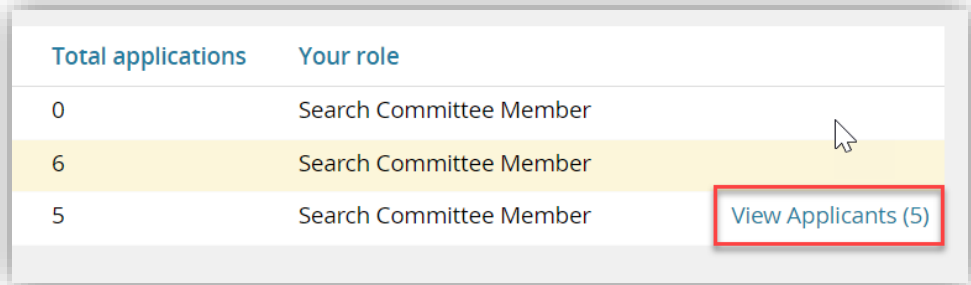
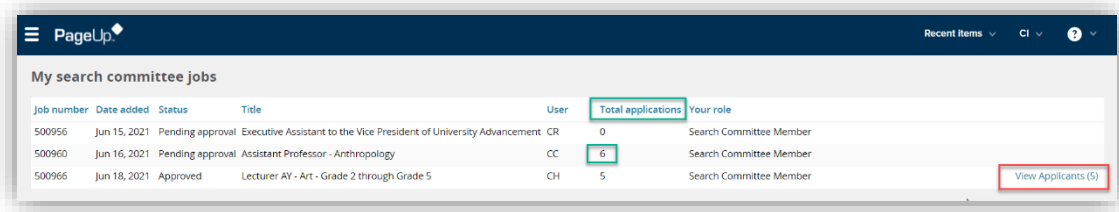
Faculty - Search Committee Review

Quick Reference Guide

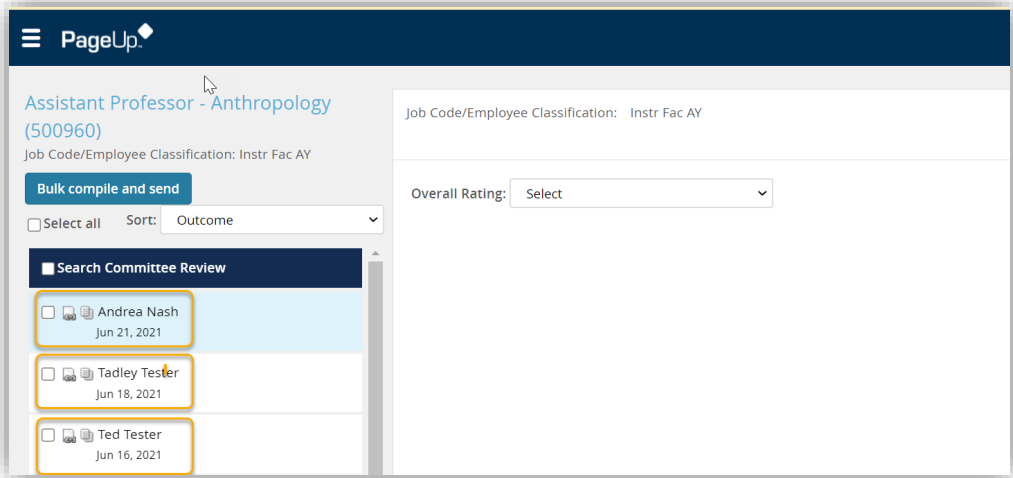
This reference guide covers the applicant review and feedback process completed in

CHRS Recruiting by the Search Committee

✦ Turn off the pop-up blocker in your browser before you begin.

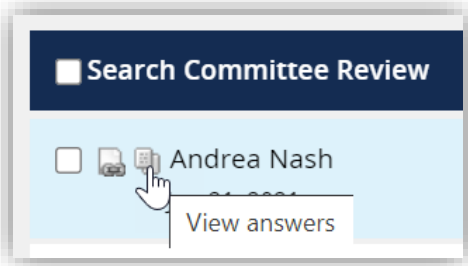
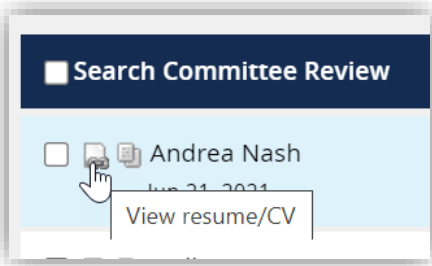
<p>How to login:</p>	<p>From the myCI page, click on </p>																																				
<h3>Search Committee Review</h3>																																					
<p>Click on the Search Committee Review tile on the dashboard</p>																																					
<p>Click on the “View Applications” to review the resume, application, and supporting applicant documents.</p> <p>NOTE: Total Applications count may include applicants not currently in a Search Committee Review status.</p>	 <table border="1"><thead><tr><th>Total applications</th><th>Your role</th></tr></thead><tbody><tr><td>0</td><td>Search Committee Member</td></tr><tr><td>6</td><td>Search Committee Member</td></tr><tr><td>5</td><td>Search Committee Member</td></tr></tbody></table>  <table border="1"><thead><tr><th>Job number</th><th>Date added</th><th>Status</th><th>Title</th><th>User</th><th>Total applications</th><th>Your role</th></tr></thead><tbody><tr><td>500956</td><td>Jun 15, 2021</td><td>Pending approval</td><td>Executive Assistant to the Vice President of University Advancement</td><td>CR</td><td>0</td><td>Search Committee Member</td></tr><tr><td>500960</td><td>Jun 16, 2021</td><td>Pending approval</td><td>Assistant Professor - Anthropology</td><td>CC</td><td>6</td><td>Search Committee Member</td></tr><tr><td>500966</td><td>Jun 18, 2021</td><td>Approved</td><td>Lecturer AY - Art - Grade 2 through Grade 5</td><td>CH</td><td>5</td><td>Search Committee Member</td></tr></tbody></table>	Total applications	Your role	0	Search Committee Member	6	Search Committee Member	5	Search Committee Member	Job number	Date added	Status	Title	User	Total applications	Your role	500956	Jun 15, 2021	Pending approval	Executive Assistant to the Vice President of University Advancement	CR	0	Search Committee Member	500960	Jun 16, 2021	Pending approval	Assistant Professor - Anthropology	CC	6	Search Committee Member	500966	Jun 18, 2021	Approved	Lecturer AY - Art - Grade 2 through Grade 5	CH	5	Search Committee Member
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All applicants currently in a **Search Committee Review status** will be listed

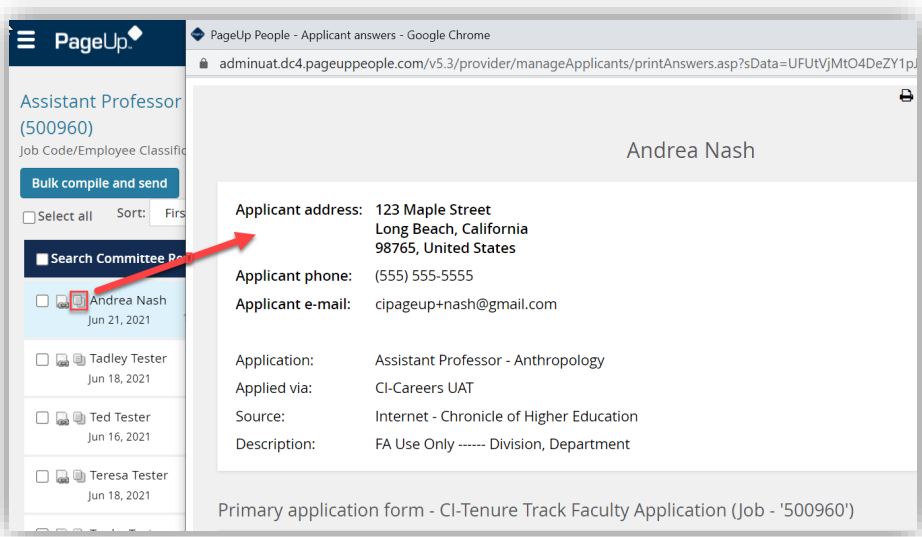


Click on the two icons to:

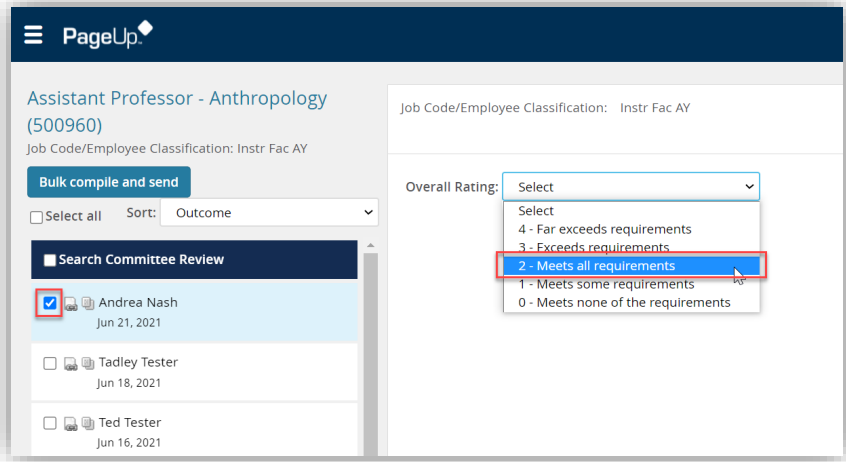
1. View the Resume
2. View the completed employment application



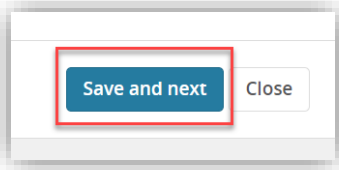
Both the Resume and Application will be displayed in a pop-up window



Place a **check mark** next to the applicant name & **select a rating** from the drop-down menu



To save your rating and move to the next applicant, click on **Save and next**



The system will update, showing that the applicant was reviewed and the selected rating

