eJobs – Search Committee Member Quickguide

Logging In

1. ETSU employees, log onto the eJobs system at jobs.etsu.edu/hr using your ETSU username and password. Non-ETSU employees log in with the username and password sent to you in an email.
2. Verify or select your Current Group as Search Committee Member.

Finding a Posting

Click on the link from the automatic email you were sent regarding this post.

OR

1. Hover over the "Postings" tab and click on the type of posting you are reviewing (Support Staff, Administrative Staff or Faculty).
2. On the Search screen, select the posting or search using the posting number or position title. The search results show the number of active applications for each posting. Click on the position title to view the posting and applicants.
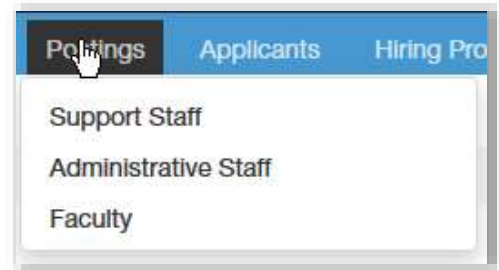
	Position Title	Posting Number	Department	Active Applications	Workflow State	
☐	Sample Patient Care Specialist	SS00002P	Graduate Programs, College of Nursing (35400)	1	Posted	Actions ⌄
☐	TEST Staff Position	SS00003P	Human Resources (50200)	0	Dept. Chair/Director	Actions ⌄

Reviewing an Application

1. From the posting, select the "Applicants" tab.
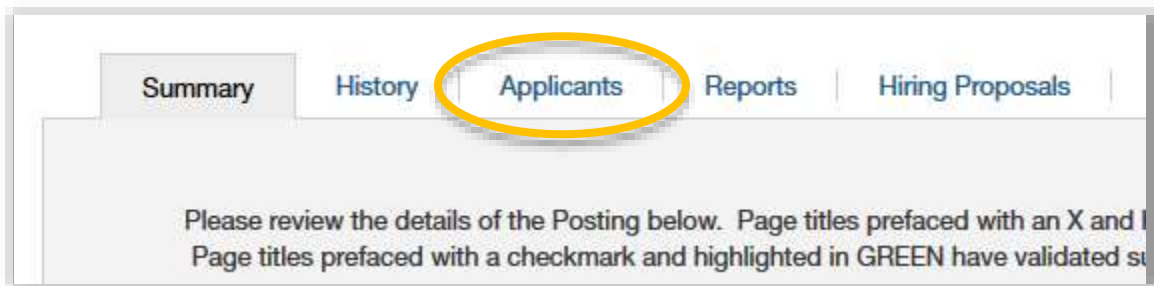
2. Select the applicant's name to open the application.
3. Scroll to review the application.

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4. If the applicant uploaded a document, click on the document name to review.

Required Documents

Document Type	Name	Conversion Status
✓ Resume	Resume 09-28-16 13:47:43 (11.3 KB)	PDF complete

5. You can view and print a pdf version of the application by selecting **View** at the bottom of the page.
6. Click **Generate** at the bottom of the page to create a single pdf that includes the application along with the applicant's uploaded documents.
7. At the top of the screen and click **Applicant Review** to navigate back to the applicant list to review other applicants for this posting.

/ Sample Support Staff Posting (Posted) / Applicant Review / Sample Applicant3 Under Review by Department
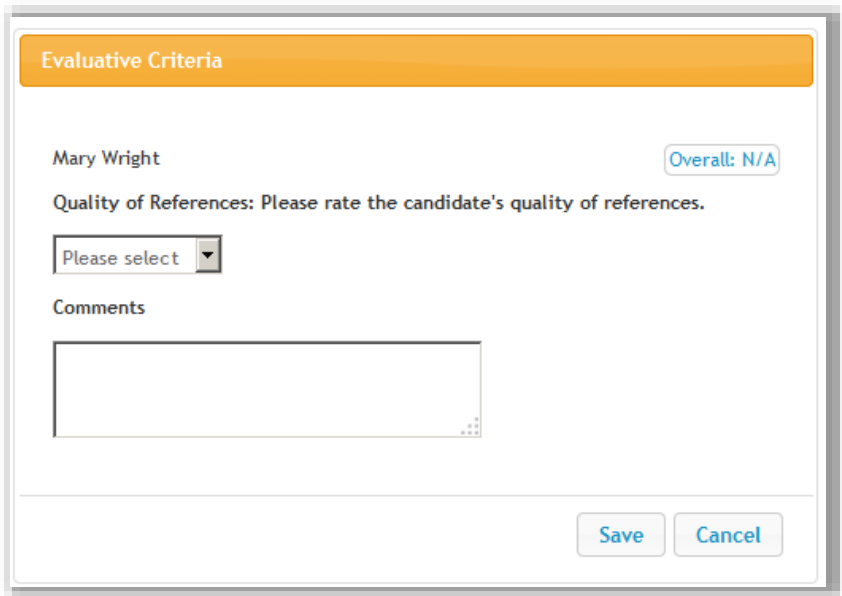
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Submitting Your Evaluation (Optional)

If the job posting was set up with evaluative criteria, you can submit your evaluation of the applicant's resume and/or interview. To submit your evaluation,

1. Select 'Evaluate Applicant' in the upper right corner.

2. Enter your score and/or comments for each criteria.

3. Click **Save**. The application will be marked as 'Evaluated'. You can change your evaluation by selecting 'Evaluate Applicant' again.

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Search Committee Chair – Reviewing Evaluations

A search committee chair is assigned in the eJobs system when a posting is created. If evaluative criteria are set up, the search committee chair can view all the evaluations submitted by the other search committee members.

1. From the Applicants tab, hover over actions and select Evaluation Applicants.

2. Use the tabs to review the evaluations for each candidate at each workflow state in which evaluative criteria was used.

3. Select **View Detailed Entries** and summary scores for all active applicants. Click on an applicant's name for a summary of the evaluations for that applicant.