

Search Committee Member Guide

As a “Search Committee Member,” you can:

- View postings
- View application materials
- Print application materials

Best Practices

Review and assess all applicant files using established criteria.

Maintain confidentiality of the process at all times.

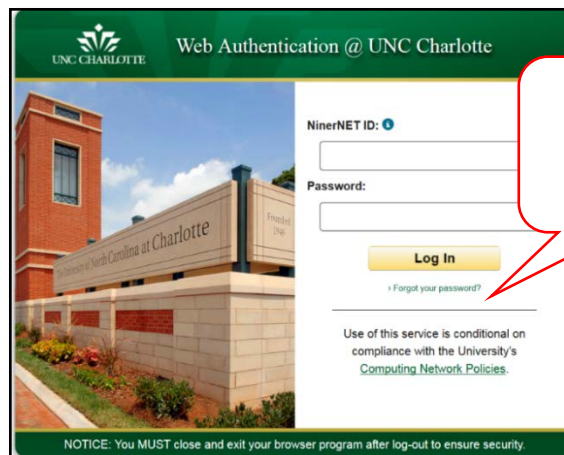
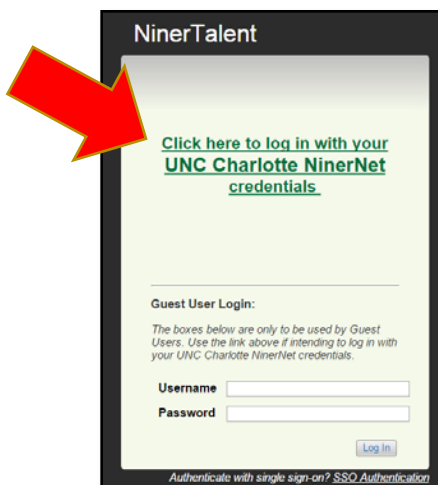
Documenting why each applicant has been screened out during the process is vital to appropriate record keeping. The department or program, as well as the search committee, must be able to defend such decisions if we are subject to an audit or a complaint is filed and an investigation required.

How to Login

1. Log in to NinerTalent at: **URL:** (<http://jobs.uncc.edu/hr>)
2. Please note that you will be logged out of the system after 60 minutes of activity.
3. If you are **NOT a UNC Charlotte** employee, you should have received an e-mail providing you with a Guest User “Username” and “Password.” Enter these and click




If you **ARE a UNC Charlotte** employee, click on the “Click here to log in with your UNC Charlotte NinerNet credentials” link and use your NinerNet username and password. If you do not have access to NinerTalent, please contact us at ninertalent@uncc.edu.

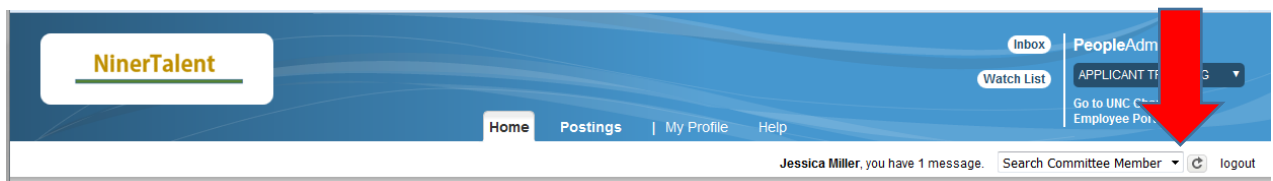


Enter your NinerNet credentials

4. Confirm that you are in the “Applicant Tracking” module. (The top bar will be blue.) If not, click to select the Applicant Tracking module.

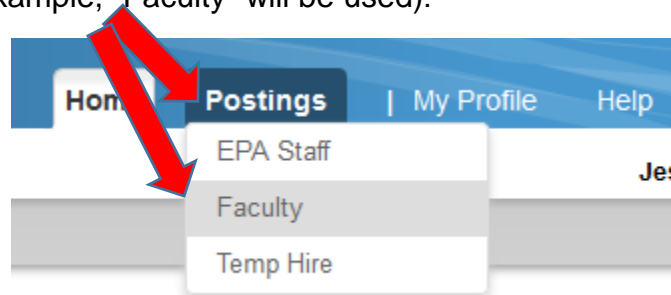


5. Confirm that your user group is “Search Committee Member”. If not, click to select that user group and click the  button.



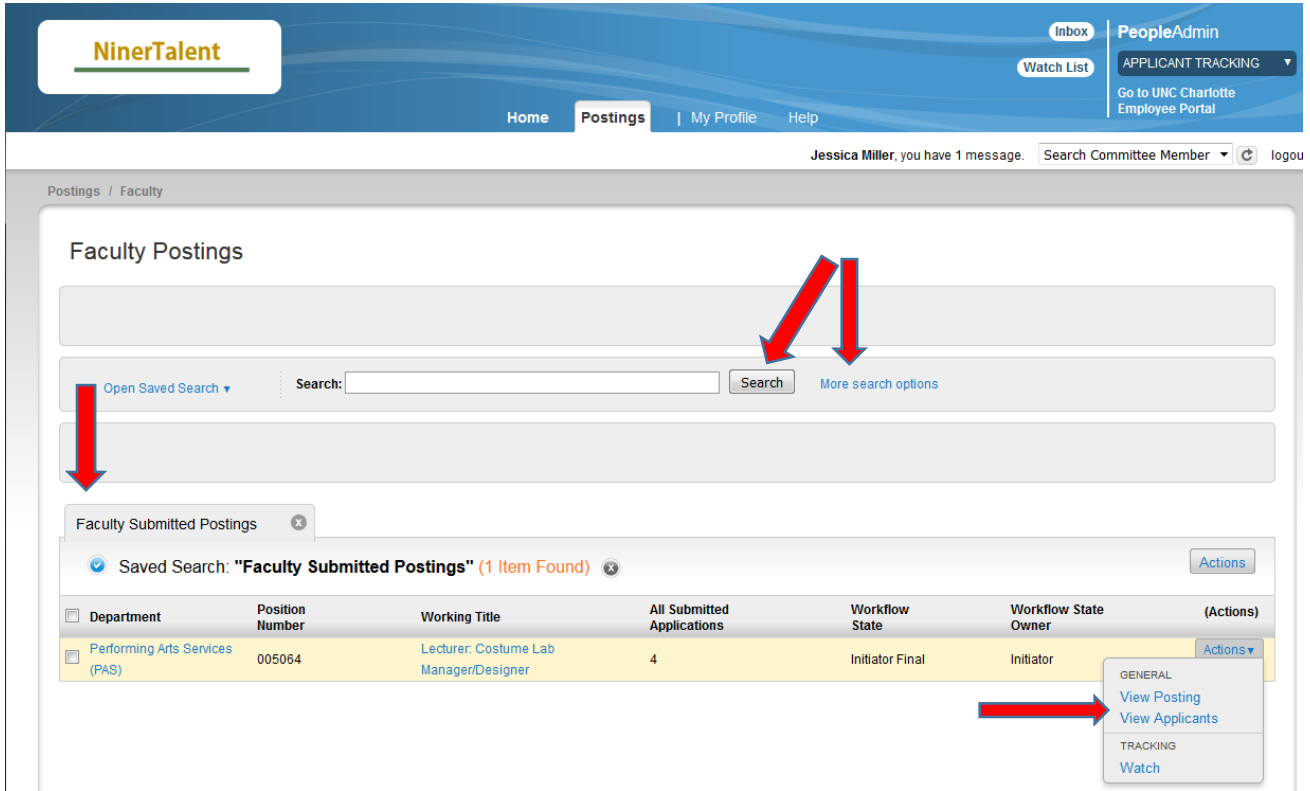
Viewing a Posting

1. Hover over “Postings” and select the appropriate employee group from the drop down menu (for this example, “Faculty” will be used).



2. The search results at the bottom of the screen will indicate the number of items found, which represent the number of postings for which you are a member of the search committee. This screen may look relatively blank. However, you may add search criteria (column headings) by clicking on “More search options,” selecting the column heading(s) you desire, and clicking on . If you are on more than one search committee, you will want to add “Working Title” or “Position Number” or something to assist you in determining which posting you need to view.

3. Click **Actions** → **View Posting** to view the posting for which you are a member of the search committee. Or click **Actions** → **View Applicants** to see the applicants for that posting.



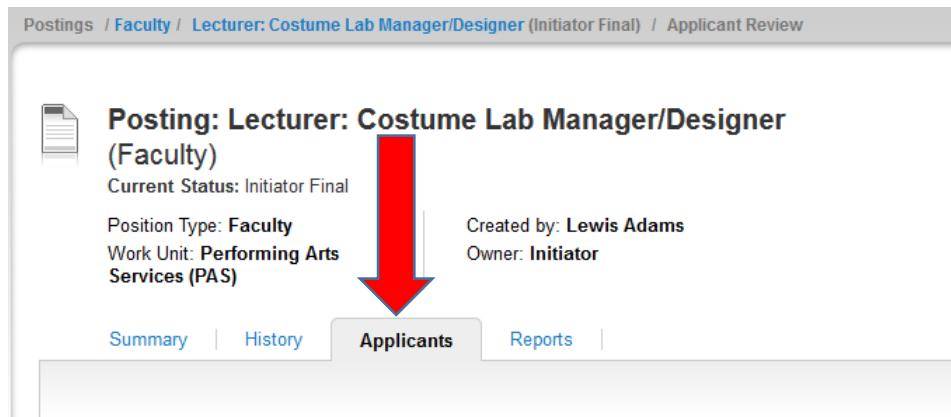
The screenshot shows the NinerTalent interface. At the top, there is a navigation bar with 'Home', 'Postings', 'My Profile', and 'Help'. A search bar is visible with the text 'Search Committee Member'. Below this, the 'Faculty Postings' section is displayed. A search bar with the text 'Faculty Submitted Postings' (1 Item Found) is shown. Below the search bar is a table with the following data:

Department	Position Number	Working Title	All Submitted Applications	Workflow State	Workflow State Owner	(Actions)
Performing Arts Services (PAS)	005064	Lecturer, Costume Lab Manager/Designer	4	Initiator Final	Initiator	Actions

Red arrows in the image point to the search bar, the 'Actions' button in the table, and the 'View Posting' and 'View Applicants' options in the dropdown menu.

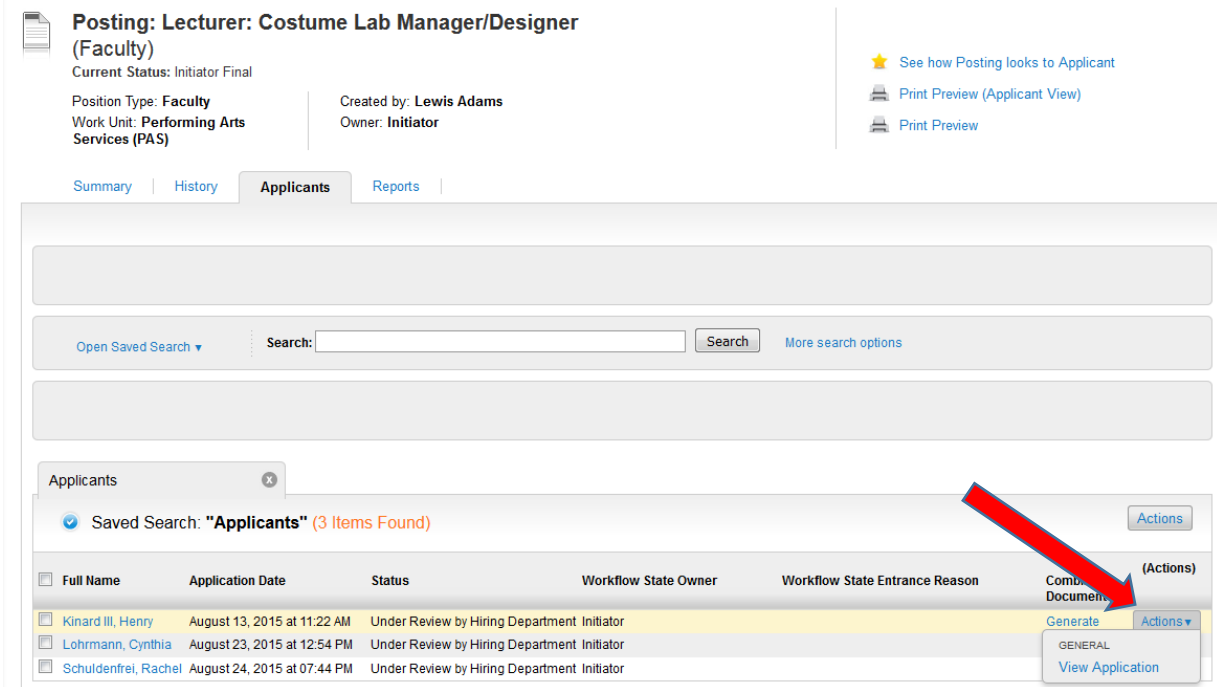
Viewing Applicants

1. From the posting “Summary,” click on the “Applicants” tab.



The screenshot shows the 'Posting: Lecturer: Costume Lab Manager/Designer (Faculty)' page. The current status is 'Initiator Final'. The position type is 'Faculty', work unit is 'Performing Arts Services (PAS)', and it was created by 'Lewis Adams' with the owner 'Initiator'. Below the details, there are four tabs: 'Summary', 'History', 'Applicants', and 'Reports'. A red arrow points to the 'Applicants' tab.

- From this screen, you can perform a variety of activities. If you hover over the “Actions” link at the end of the row of an applicant and click on “View Application,” you can review all submitted application materials for that individual.



Posting: Lecturer: Costume Lab Manager/Designer (Faculty)
 Current Status: Initiator Final
 Position Type: Faculty
 Work Unit: Performing Arts Services (PAS)
 Created by: Lewis Adams
 Owner: Initiator

Summary | History | **Applicants** | Reports

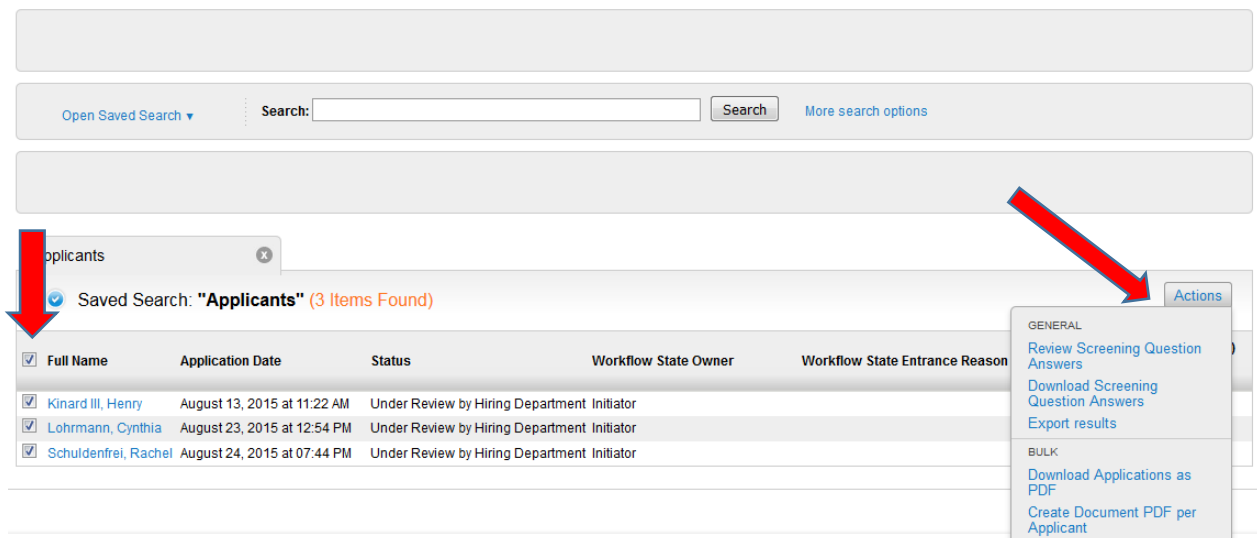
Open Saved Search ▾ Search: Search More search options

Applicants ×

Saved Search: "Applicants" (3 Items Found) Actions

<input type="checkbox"/> Full Name	Application Date	Status	Workflow State Owner	Workflow State Entrance Reason	Combined Documents	(Actions)
<input type="checkbox"/> Kinard III, Henry	August 13, 2015 at 11:22 AM	Under Review by Hiring Department	Initiator			Generate Actions ▾
<input type="checkbox"/> Lohrmann, Cynthia	August 23, 2015 at 12:54 PM	Under Review by Hiring Department	Initiator			GENERAL View Application
<input type="checkbox"/> Schuldenfrei, Rachel	August 24, 2015 at 07:44 PM	Under Review by Hiring Department	Initiator			

- You may also view, export, or download application materials for more than one or all applicants. Check the box next to “Full Name” for all applicants, or check the box next to selected individuals to review only those applicant materials. Hover over the inclusive “Actions” link (at the top of the last column) and select the action you would like to take.



Open Saved Search ▾ Search: Search More search options

Applicants ×

Saved Search: "Applicants" (3 Items Found) Actions

<input checked="" type="checkbox"/> Full Name	Application Date	Status	Workflow State Owner	Workflow State Entrance Reason	Combined Documents	(Actions)
<input checked="" type="checkbox"/> Kinard III, Henry	August 13, 2015 at 11:22 AM	Under Review by Hiring Department	Initiator			GENERAL Review Screening Question Answers Download Screening Question Answers Export results
<input checked="" type="checkbox"/> Lohrmann, Cynthia	August 23, 2015 at 12:54 PM	Under Review by Hiring Department	Initiator			BULK Download Applications as PDF Create Document PDF per Applicant
<input checked="" type="checkbox"/> Schuldenfrei, Rachel	August 24, 2015 at 07:44 PM	Under Review by Hiring Department	Initiator			

How to Print Application Materials

1. Check the box next to “Full Name” for all applicants, or check the box next to selected individuals to review only those applicant materials. Hover over the inclusive “Actions” link (at the top of the last column) and select the action you would like to take.
2. Use your browser tools to print as needed.

