



# **INTRODUCTION TO TALENT LINK SEARCH COMMITTEES**

# SEARCH COMMITTEES

Search committee members are selected at the time the job card is submitted for approval. All members listed at the time of approval will receive an email notification of their role. The search committee training referenced in the email can also be found [here](#).

Dear Toby Flenderson

You have been added to a search committee for Assistant to the Regional Manager, 496235. For more details regarding the position and search, please log into [Talent Link](#)

Resources for navigating the search committee module in Talent Link can be found here: [Search Committee Member Review](#)

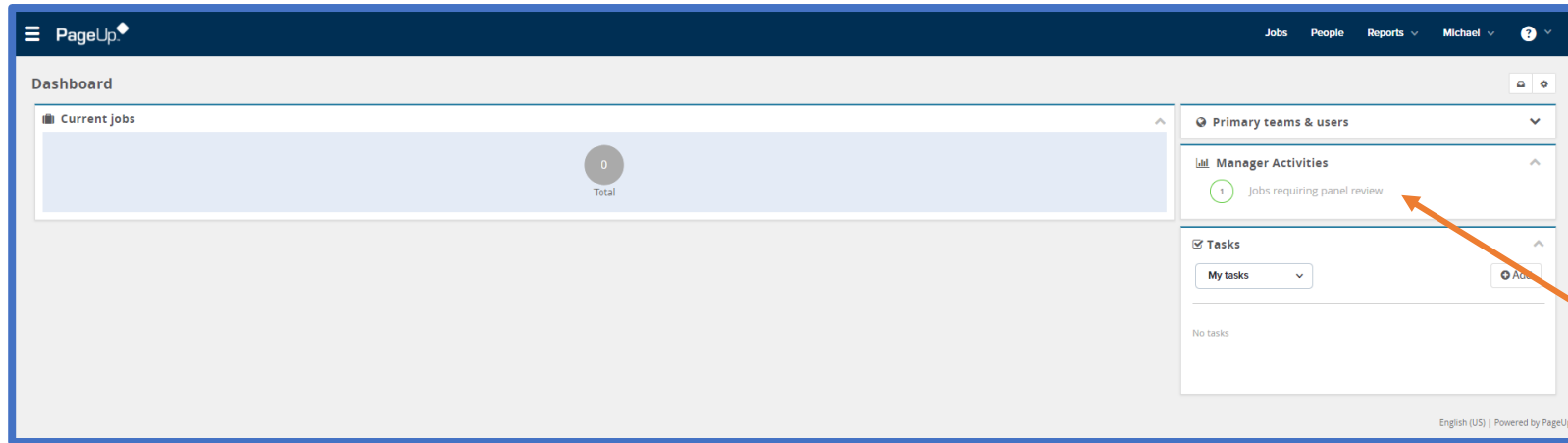
If you have not taken the Search Committee Training on ConnectingU, and this is your first search, please take the training before beginning any Search Committee activities to familiarize yourself with the process and exercise good practices as a Search Committee member. You may access the training by search "Search Committee" in the search field after logging into ConnectingU.

NOTE: If you are an external non-University search committee member please click [here](#) to access the Search Committee Panel Review. The keyword is: bluehens

Thank you,

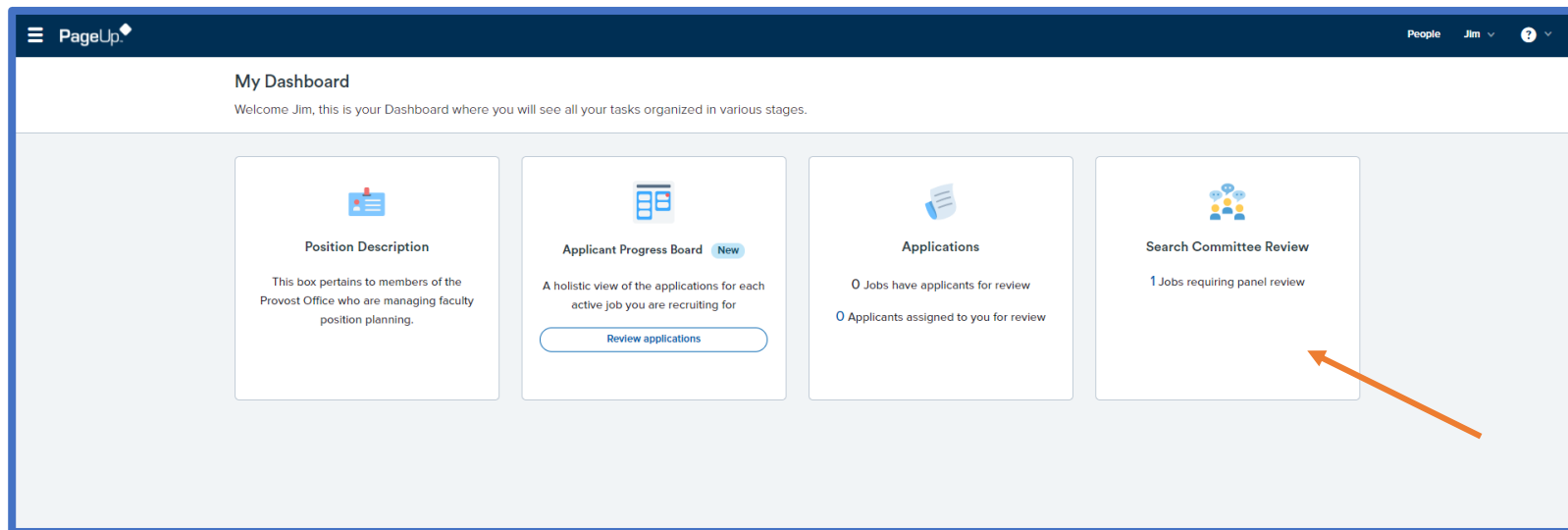
UD Talent Link Team

# SEARCH COMMITTEES



Applicants can be accessed by two methods. The view will vary based on the user's role in Talent Link.

From the dashboard, there is a box on the right labeled 'Manager Activities'. By clicking the 'Jobs Requiring Panel Review' link, the user will be able to view the requisition they are listed as search committee member.



From the tile dashboard, there is a tile labeled 'Search Committee Review'. By clicking the 'Jobs Requiring Panel Review' link, the user will be able to view the requisition they are listed as search committee member.

# SEARCH COMMITTEES

Search committee members will belong to the role of either a member or chairperson. There is one chairperson per search. Both roles are able to view the completed applications using the 'View Applicants' link.

The number of 'Total Applications' may vary from the number shown in 'View Applicants'. Only completed applications will be available for review.

The chairperson role will be able to view the comments left by other search committee members. This is the only role that can see the comments of other members.

Access to the 'View Job' link will vary depending on the users' additional roles in Talent Link.

PageUp

Jobs People Reports Michael ?

### My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
496235	Apr 12, 2021	Approved	Assistant to the Regional Manager	CS	12	Search Committee Member	<a href="#">View Applicants (12)</a>   <a href="#">View job</a>

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PageUp

People Angela ?

### My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
496235	Apr 12, 2021	Approved	Assistant to the Regional Manager	CS	12	Chairperson	<a href="#">View Applicants (12)</a>   <a href="#">View responses</a>

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# SEARCH COMMITTEES

- Applicants are grouped by status and then sorted
- Members can view applicant cards (if permissions allow) and applications and resumes
- Feedback is saved as you type
- Applicants can be ranked, and ranks appear next to their name
- Materials can be compiled and sent from this tool

The screenshot displays the 'Assistant to the Regional Manager (496235)' interface. On the left, there is a list of applicants with checkboxes and a 'New' button. The list includes names like Eileen Moye, Gregory McGregor, Jared Aupperle, Jeffrey Flowers, Karen Montana, Molly Madden, Rebekah Moore, Rick Roll, Stephanie Norman, Tashiana Robinson, and TestApplicant UDTalentLink. The main area on the right has a 'Summary' section and a 'Selection Criteria Outcome' dropdown menu. The dropdown menu is open, showing options: Select, Exceptional - 5, Above Average - 4 (highlighted), Average - 3, Satisfactory - 2, and Unsatisfactory - 1. At the bottom right, there are 'Save and next' and 'Close' buttons. A 'Saved: ✓' indicator is visible in the top right corner.

# SEARCH COMMITTEES

The screenshot shows the PageUp HR system interface. The top navigation bar includes the PageUp logo, a user profile for 'Jim', and a help icon. The main content area is titled 'Assistant to the Regional Manager (496235)'. On the left sidebar, there is a 'Bulk compile and send' button, a 'Select' checkbox, a 'Sort: Outcome' dropdown, and a 'New' section with a list of candidates: Eileen Moye, Gregory McGregor, Jared Aupperle, and Jeffrey Flowers, all dated Apr 12, 2021. The main area contains a 'Summary' box with a text area for notes and a 'Selection Criteria Outcome: Select' dropdown. At the bottom right, there are 'Save and next' and 'Close' buttons. A 'Saved: ✓' message is displayed in the top right of the summary box.

Notes about the applicant and application should be entered into the summary box. The notes entered are a part of the search record and should only reflect information relative to the search.

The resume can be viewed by clicking on the second icon in the row ( it resembles a paper and chain). This will open a new window and pdf of the resume.

The application can be viewed by clicking on the third icon (it resembles two stacked pieces of paper). This will open a new window with the full application.

# SEARCH COMMITTEES

The search chair can view the comments left by other members of the committee.

The applicant highlighted in blue corresponds with the comments and ranking being viewed. All comments should be relevant to the search. Additional resources on what comments or notes are appropriate or relevant can be found on the [Talent Link](#) web page under the Hiring Resources Section.

If there are comments entered that are of concern, please email [AskTalentLink@udel.edu](mailto:AskTalentLink@udel.edu)

The screenshot displays the 'PageUp' application review interface. The top navigation bar includes the 'PageUp' logo, a user profile for 'Angela', and a help icon. The main content area is titled 'Assistant to the Regional Manager (496235)' and shows 'Application status: New'. On the left, a sidebar titled 'Feedback from search committee members' features a dropdown menu set to 'All', a 'Select all' checkbox, and a 'Print' button. Below this is a list of committee members with checkboxes: 'New' (expanded), 'Eileen Moye', 'Gregory McGregor' (highlighted in blue), 'Jeffrey Flowers', 'Rick Roll', and 'TestApplicant UDTalentLink'. The main panel shows 'Overall' feedback for the selected applicant, listing three members with their comments and ratings: Jim Halpert ('Exceptional - 5'), Dwight Schrute ('Above Average - 4'), and Michael Scott ('Above Average - 4').