

Rate Applicants:

1) In the **search committee review** area, locate the position to rate, and click on **View Applicants** to the right:

492221	29 May 2018	Offer	Eagles Professor	HH	20	Search Committee Member	View Applicants	View job
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2) Select the outcome (*Meets criteria, Does not meet criteria, Exceeds criteria*) for each criteria:

Selection Criteria	Outcome
Did this person have good analytic skills? (Analytical Skills)	Meets criteria

Note: View resume' or application by clicking the icons next to the individual's name:

<input type="checkbox"/>			Kayla Lewis
3 Aug 2018			

3) Fill in the summary (if available) and **Selection Criteria Overall Rating**:

Summary
This person has a lot of teaching experience.
Selection Criteria Overall Rating: Meets criteria

4) Choose **Close** (*one applicant/finished*), or **Save and next** (*more than one applicant*).

Note: Applicable candidates will need to be rated at each stage. (New, Phone Screen, Interview, etc.)