






# Search Committee

## Search Committee Pre-Interview Recommendations

Step	Action
1.	<b>Login</b> with NetID and NetID password.  For more information about NetID accounts, navigate to <a href="https://netid.uconn.edu">https://netid.uconn.edu</a> .
2.	Click the <b>Main Menu</b> link. 
3.	Click the <b>Recruiting</b> menu. 
4.	Click the <b>Pre-Interview Evaluations</b> link. 
5.	Enter search criteria and click the <b>Search</b> button. 
6.	The <b>Pre-Interview Evaluations</b> page displays.  This page displays: Job Opening Information List of Qualifications List of Applicants
7.	The <b>Applications</b> section has two tabs:  <b><u>Applicant Info:</u></b> Links to applicant materials, disposition, and comments.  <b><u>Qualifications:</u></b> Matrix of Qualifications NOT met for each applicant and disposition.  Note: Search Committee members have read only access to these pages.
8.	Click the <b>Download Report</b> button. 
9.	The Qualifications Matrix downloads with the applicant name, disposition, and qualifications listed across the top in Excel format.  Note: The Excel report is not required as part of the job opening and is a worksheet if the committee chooses to use. The administrator will enter final disposition, check qualifications NOT met, and enter comments into the system.
10.	Click an applicant name link to view application materials.
11.	The applicant's application displays. Scroll the page to view information and attachments submitted.
12.	Click the next applicant to continue.
13.	<b>End of Procedure.</b>