

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

APPLICANTS - RANKING/ASSESSMENT CRITERIA

To review or respond to ranking criteria

1. Open your posting and select the **Applicants** tab to view the applicants who have applied to the posting.
2. From the **Actions** menu, select **Evaluate Applicants**. The evaluation page presents a link for each workflow state that has associated ranking criteria.
3. Select the workflow state of interest. For each applicant, all the ranking criteria for the current workflow state are presented.
4. Answer the ranking criteria questions for the applicant(s) of interest. Ranking criteria may be questions with defined answers that you can select from a list, or open-ended questions that you answer by typing in the text box.
5. To see applicants' ranking criteria scores at all workflow states, select **View Detailed Entries**. The page presents each applicant's score at each workflow state with ranking criteria.

If you are the search committee chair, you see the evaluations from all search committee members. Otherwise, you only see the evaluations that you enter.

Ranking criteria scores stand alone for each workflow state; they are not cumulative.

To evaluate applicants on assessment criteria

1. Open your posting and select the **Applicants** tab to view the applicants who have applied to the posting.
2. Add the assessment criteria ranking column to the search if it is not already present. See [Searching and Saving Searches](#) for information on how to do this.
3. Sort the list of applicants by the Ranking column for the applicant scoring with tie-breaker rules applied, or sort using the Raw Ranking column to see the scores as they are before tie-breaking rules are applied.