UNLV
UNIVERSITY OF NEVADA LAS VEGAS

Consensus

UNLV's Search Support System

Sponsored by:
Human Resources

University of Nevada, Las Vegas
Box 451026
4505 S. Maryland Parkway
Las Vegas NV 89154-1026

Committee members must log in to the system. Human Resources will issue an ID and initial Password. For enhanced system security, the system is set so that the committee member can change his or her password.

Enter your Login ID and Password, and then press Submit

Points to consider:
- Direct link from UNLV HR.
- HR provides access to Search Committee upon information from Chair/Dean
- User defined password

SELECTING THE VACANCY

Users may be on more than one search committee. If so, the system will recognize this and allow the user to select the vacancy of interest.

Points to consider:
- Screen shows the assigned searches this member is serving on.
- Accessible from anywhere in the world.

APPLICANT PROFILE - MASTER SCREEN

After Logging in, the system displays the Master List of Applicants, sorted by the order in which they were entered into the system.   (New applications are added to the bottom of the list.)

There are five levels available, which can be defined and used by the search committee to designate applicants in the quarter-finalist, semi-finalist, or finalist pools.   All applicants start at Level 1, and then move up based on committee decisions.

To evaluate the applicants, the committee members must know which level to screen, since only one level is available (unlocked) for ratings and comments at any given time.   Click on the column header for the level of interest, and only those applicants who reached that level are displayed for evaluation.

Points to consider:
- 5 levels reflect stages in the search process (committees need not use all 5 levels)
- To evaluate, click on the level the search is currently in.

EVALUATING THE APPLICANT

When the appropriate level is selected, the Applicant Ratings Screen will appear, and display only those applicants who reached that level.   There is a flag above the names that says the level is "unlocked", which means that a single character rating can be entered for the applicant.   Any ratings already entered by the committee member for that level are displayed, which is a convenient indication of which ones are left to evaluate.

To view the applicant's information, click on the applicant's name.

Points to consider:
- To view candidate, click name.
- As you evaluate candidates, the rating shows up automatically.
- Shows individual ranking.
- Pre-employment Disclosure (PED) column to see if Pre-employment Certification Form has been completed online (Y for Yes, N/? for No)

APPLICANT PROFILE - RATING THE APPLICANT

Page 1 of the Applicant Profile contains personal data and education credentials.

After viewing, go to page 2.

Points to consider:
- From here, the search chair or secretary can attach transcripts by clicking "Attach Transcripts", if provided via e-mail or hard copy by the candidate.
- The search chair or secretary can send a direct e-mail to the candidate by clicking the e-mail link above.

APPLICANT PROFILE - RATING THE APPLICANT

Page 2 of the Applicant Profile provides information on the current and previous two positions, and links to the Letter of Interest, Resume, and References.   Click on the Letter of Interest or Curriculum Vitae / Resume or References links to launch the application (MS Word or Adobe Acrobat Reader) to view the documents.

When the committee member has finished reviewing the applicant's materials, the user can select one of three ratings and type in comments.   The rating score is transferred back to the Ratings Screen and also passed to the committee secretary for consolidation with the other committee members' ratings of the same applicant.   Rater comments, however, are available only to the individual committee member and are not summarized or displayed to other committee members. Committee members may wish to print a summary version of the information and carry this to committee meetings.   In the left sidebar there is a link, "Easy-to-Print Version of Application".   Clicking on this link will take you to a summary of the applicant's information.

The search chair or secretary can attach letters of reference (up to 4) by clicking the link to the left "Attach Reference Letters".

PRINTING AN APPLICATION SUMMARY

The applicant's data are summarized on this page, which also displays the rating score and any comments entered by the individual committee member.   This page can be printed by pressing the Print Application Details button.

Press Applicant Ratings Page to return to the Ratings Page and select another applicant to evaluate.

Points to consider:
- Automates the information. Keeps committee from duplicating information from candidate.
- Print screen summary
- In the past, the most time consuming part was copying information (degree, experience, etc)
- Allows committee members to have 1-page summary and comments in hand during meetings.

PRINTING ALL APPLICATION SUMMARIES (By Level)

Once you are at your Applicant Ratings screen, you can click the link "Print All Summaries". This will provide you with summaries of all applicants at once, instead of having to print them out one by one. This function will print all applicant summaries within the level.

PRINTING ALL APPLICANT RATINGS (By Level)

Once you are at your Applicant Ratings screen, you can click the link "Print Applicant Ratings". This will show you the ratings you gave for applicants within that level. You may print this off and bring to your committee meeting for discussion.

Human Resources * Online Application Process – Print Applicant Details - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address https://hrsearch.unlv.edu/committee/com_print_rating.asp

Applicant Ratings
To print this page, click on the "Print Applicant Ratings" button.

Print Applicant Ratings

Applicant Ratings Page | Applicant Profile Master Page | Logout

Level 1 Ratings by Bob Sitts

Sequence	Name	Rating
1	Reb Hey	X
2	Pistol Pete	O
3	Bob Sitts	O
4	Frank Eaton	X
5	Hey Reb	X
6	Sakena Alhassan	O
7	Anthony Guinan	/
8	. .	O
9	Test Test	/
10	Test Testing	/
12	testing five	O
14	Arneva D Smith	/
15	Valerie E Avery	O
16	Ebony A Hunte	/
18	Sharon L Morris	X
20	Corrine Bonate	/
22	Gina Alston	/
24	Matthew Garland	O
25	Rosalie Garcia	X
27	Mora V Snyder	/
28	Sam Connally	O
31	Susan M Melton	/
32	Mary E Adams	O
34	Rhonda H Simmons	X
35	Bonnie I Abramson	/
36	Donnita M Williams	O
37	Daniel A Geer	X
38	Hey Reb	/
39	. .	O
40	Julie A Farr	X
41	David R Callaway	/
43	Maria Victoria R Duggan	O
44	Karen Susie S Brouillette	X
45	Debbie A Beyer	/

Done

Internet

start   Bob Sitts - In...   Human Resou...   HR Search Us...   12:25 PM

CONSOLIDATED RATINGS (Provided only to Committee Secretary and Chair)

The system will automatically summarize each committee members' ratings of all applicants at a particular level. The consolidated ratings are used by the chair to monitor the members' progress on evaluating the applicants, and are also used to develop the worksheet to reach consensus on applicant standings at committee meetings. The chair or secretary can choose to view them by sequence or by rating order (strength of candidate based on committee ratings).

Consolidated Ratings - Level 1

Sequence	Applicant Name	RHB	STB	JD	SC	ARC	DS	OTO	JD2	FF	HS	KK	LP	KS	MS	PAS	TT	T	T3	BS	Totals	X	/	O
1	Donald P Roberts	X	X		X	/	X			X		X	/	X								7	2	0
2	Sylvia R Warren		O	O	X	O	/			O		/	/	X								2	3	4
3	Thomas L Baldwin		/	/	O	O	O			O		O	O									0	2	6
4	Anne Y Lankford	/	O	X	/	O	/					O	X	O								2	3	4
5	William B Davis	X	X		/	O	O			O		/	/	X								3	3	3
6	Loretta Miller	X	X	/	X	X	X			X		X		/								7	2	0
7	Alice Johnson	X												/								1	1	0
9	Franklin L Freestone													X								1	0	0
10	Paul A Wilson																					0	0	0
11	Robert Granger	O																				0	0	1
12	Elizabeth A Belamy																					0	0	0
14	Linda B Archer													X								1	0	0
15	Sam Connally													X								1	0	0
16	Lori Brondsema												X	X								2	0	0
17	Laurie L Jones													X								1	0	0
18	Brian L Whitney	/												X								1	1	0
19	Elizabeth B Oram													X								1	0	0
20	Sherell D													X								1	0	0

LOGOUT

Committee members can log out of the system by clicking on "LOGOUT" on any screen.

Points to consider:
- Search Chair/secretary has access to this.
- Manages the search process itself.
- Shows search chair who has/has not rated candidates.
- Search Chair can download to an Excel format.

Consolidated Rankings Spreadsheet:

1. Each committee member has declared a rating for each candidate.
2. Focuses on:
    a. Obvious keepers – Any threshold set by committee
    b. All 0's or folks you can let go
3. Promotes consensus
    a. Group decision, not a vote
    b. Explores differences
    c. Focuses on candidates that most warrant discussion time – with mixed X's and O's
        Example: If there is 1 X and 17 O's, the minority committee member's voice is heard.
4. Ratings from previous levels deleted as search progresses but individual notes retained.

Example:
    UNCW President Search had 21 committee members
        12 Trustees
        4 Faculty
        2 Students
        2 Community Members
        1 Staff/Alumni Representative

    Committee went from 135 initial candidates down to 35 in 2 hours.

Consolidated Ratings - Level 1

Note: By Sequence

Sequence	Applicant Name	RHB	STB	JD	SC	ARC	DS	OTO	JD2	FF	HS	KK	LP	KS	MS	PAS	TT	T	T3	Totals	X	/	O
1	Donald P Roberts	X	X	X	X	/	X	X	X	X	/	X	/	X	X	X	X	X	/	18	14	4	0
2	Sylvia R Warren	O	O	O	/	O	/	/	/	O	/	/	/	X	/	/	/	X	/	18	2	11	5
3	Thomas L Baldwin	X	/	/	O	O	O	X	/	O	/	O	O	/	X	X	X	O	X	18	6	5	7
4	Anne Y Lankford	/	O	X	X	O	/	X	X	/	/	O	X	O	X	X	X	O	X	18	9	4	5
5	William B Davis	X	X	/	X	O	O	O	X	O	/	/	/	X	O	O	O	X	O	18	6	4	8
6	Loretta Miller	X	X	/	O	X	X	O	O	X	/	X	X	/	O	O	O	X	O	18	8	3	7
7	Alice Johnson	X	/	/	O	/	/	/	O	/	/	/	X	/	/	/	X	O	/	18	3	12	3
9	Franklin L Freestone	O	/	/	X	X	/	/	X	/	/	X	O	X	/	X	X	O	/	18	7	8	3
10	Paul A Wilson	O	X	X	X	X	X	/	X	X	/	X	O	/	X	X	O	X	X	18	12	3	3
11	Robert Granger	O	X	X	O	O	X	X	O	X	X	O	X	/	X	O	O	X	X	18	10	1	7
12	Elizabeth A Belamy	O	O	O	O	O	O	X	O	O	X	O	X	/	O	O	O	O	O	18	3	1	14
14	Linda B Archer	O	O	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	18	1	0	17
15	Sam Connally	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	18	0	0	18
16	Lori Brondsema	/	O	O	O	O	O	O	O	O	O	X	X	O	O	X	O	O	O	18	3	1	14
17	Laurie L Jones	/	O	O	X	X	O	O	X	O	O	X	X	X	O	X	/	O	O	18	7	2	9
18	Brian L Whitney	/	X	X	/	/	X	O	/	X	O	X	X	X	/	/	X	X	X	18	10	6	2
19	Elizabeth B Oram	X	/	X	X	/	/	X	/	X	X	X	O	X	/	X	/	X	X	18	11	6	1
20	Sherell D Hendrickson	X	X	X	X	X	X	/	X	X	X	O	O	X	/	X	X	X	X	18	14	2	2
23	Sam Connally	X	X	X	X	X	X	X	X	X	O	/	/	X	/	X	/	/	X	18	12	5	1
23	Kevin L Jacobson	O	O	O	O	O	O	X	O	O	O	X	X	/	X	O	O	O	O	18	4	1	13
24	Tom Jones	/	O	X	X	O	O	O	O	X	O	X	X	X	O	X	O	X	X	18	9	1	8
25	Larry Hamilton	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	18	0	0	18
26	Larry Hamiton	/	/	O	O	/	/	/	/	O	/	O	O	O	/	O	/	O	O	18	0	9	9
800	Patricia Stugg	X	/	O	O	/	/	/	/	O	/	/	/	O	/	O	/	O	O	18	1	10	7
	Totals	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24				
	X Total by Rater	9	8	9	10	6	7	8	8	9	5	9	10	11	8	9	8	10	8				
	/ Total by Rater	6	6	5	2	6	7	7	6	3	11	4	5	8	7	4	6	1	5				
	O Total by Rater	9	10	10	12	12	10	9	10	12	8	11	9	5	9	11	10	13	11				

Consolidated Ratings - Level 1

Note: By X / O

Sequence	Applicant Name	RHB	STB	JD	SC	ARC	DS	OTO	JD2	FF	HS	KK	LP	KS	MS	PAS	TT	T	T3	Totals	X	/	O
1	Donald P Roberts	X	X	X	X	/	X	X	X	X	/	X	/	X	X	X	X	X	/	18	14	4	0
20	Sherell D Hendrickson	X	X	X	X	X	X	/	X	X	X	O	O	X	/	X	X	X	X	18	14	2	2
23	Sam Connally	X	X	X	X	X	X	X	X	X	X	O	/	/	X	/	X	/	/	18	12	5	1
10	Paul A Wilson	O	X	X	X	X	X	/	X	X	/	X	O	/	X	X	O	X	X	18	12	3	3
19	Elizabeth B Oram	X	/	X	X	/	/	X	/	X	X	X	O	X	/	X	/	X	X	18	11	6	1
18	Brian L Whitney	/	X	X	/	/	X	O	/	X	O	X	X	X	X	/	/	X	X	18	10	6	2
11	Robert Granger	O	X	X	O	O	X	X	O	X	X	O	X	/	X	O	O	X	X	18	10	1	7
4	Anne Y Lankford	/	O	X	X	O	/	X	X	/	/	O	X	O	X	X	X	O	X	18	9	4	5
24	Tom Jones	/	O	X	X	O	O	O	O	X	O	X	X	X	O	X	O	X	X	18	9	1	8
6	Loretta Miller	X	X	/	O	X	X	O	O	X	/	X	X	/	O	O	O	X	O	18	8	3	7
9	Franklin L Freestone	O	/	/	X	X	/	/	X	/	/	X	O	X	/	X	X	O	/	18	7	8	3
17	Laurie L Jones	/	O	O	X	X	O	O	X	O	O	X	X	X	O	X	/	O	O	18	7	2	9
3	Thomas L Baldwin	X	/	/	O	O	O	X	/	O	/	O	O	/	X	X	X	O	X	18	6	5	7
5	William B Davis	X	X	/	X	O	O	O	X	O	/	/	/	X	O	O	O	X	O	18	6	4	8
23	Kevin L Jacobson	O	O	O	O	O	O	X	O	O	O	X	X	/	X	O	O	O	O	18	4	1	13
7	Alice Johnson	X	/	/	O	/	/	/	O	/	/	/	X	/	/	/	X	O	/	18	3	12	3
12	Elizabeth A Belamy	O	O	O	O	O	O	X	O	O	X	O	X	/	O	O	O	O	O	18	3	1	14
16	Lori Brondsema	/	O	O	O	O	O	O	O	O	O	O	X	X	O	O	X	O	O	18	3	1	14
2	Sylvia R Warren	O	O	O	/	O	/	/	/	O	/	/	/	X	/	/	/	X	/	18	2	11	5
800	Patricia Stugg	X	/	O	O	/	/	/	/	O	/	/	/	O	/	O	/	O	O	18	1	10	7
14	Linda B Archer	O	O	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	18	1	0	17
26	Larry Hamiton	/	/	O	O	/	/	/	O	/	O	O	O	/	O	/	O	O	O	18	0	9	9
15	Sam Connally	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	18	0	0	18
25	Larry Hamilton	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	18	0	0	18
Totals		24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24				
X Total by Rater		9	8	9	10	6	7	8	8	9	5	9	10	11	8	9	8	10	8				
/ Total by Rater		6	6	5	2	6	7	7	6	3	11	4	5	8	7	4	6	1	5				
O Total by Rater		9	10	10	12	12	10	9	10	12	8	11	9	5	9	11	10	13	11				

LEVEL MAINTENANCE (Provided only to Committee Secretary and Chair)

Once the committee has determined who will move to the next level, the secretary or chair of the committee can click the "Level Maintenance" link. It will show a list of all the applicants. The chair or secretary can click the box of those being moved up a level and click "Update Rating Level" at the bottom of the page.

SENDING REGRET LETTERS (Provided only to Committee Secretary and Chair)

Regret letters can be sent by level from the Search Chair or secretary. Click the level that you want to send letters to and click "E-Mail Updates". Enter a valid e-mail address, a subject, and text. This will be sent to applicants who are at this level, not to those who are a level higher or lower.