



# 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

UNLV is an Affirmative Action / Equal Opportunity educator and employer  
committed to excellence through diversity.

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**

The screenshot shows a Microsoft Internet Explorer window titled "Search Committee Online Application Login Page - Microsoft Internet Explorer". The address bar displays the URL: [http://appserv01.uncw.edu/dasapps/unlvhrsearch/application/committee/Committee\\_Login.asp](http://appserv01.uncw.edu/dasapps/unlvhrsearch/application/committee/Committee_Login.asp). The page content features the UNLV logo and "University of Nevada, Las Vegas" at the top. Below this, the heading "Committee Member Login" is centered. A login form box contains the text "UNLV Search Committee Member Login" and "From this screen, you may login to the UNLV Search Committee member Application Evaluation process." The form includes two input fields: "Enter your Login ID:" and "Enter your Password:". Below these fields are two buttons: "SUBMIT" and "RESET". At the bottom of the page, a copyright notice reads: "© 2003 The University of North Carolina at Wilmington. All rights reserved." The Windows taskbar at the bottom shows the "start" button, open applications including "Search Committe..." and "HR Search User M...", and the system clock showing "10:05 AM".

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.)

**Human Resources \* Online Application Process - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address [https://hrsearch.unlv.edu/committee/com\\_master\\_level.asp](https://hrsearch.unlv.edu/committee/com_master_level.asp)

**UNLV**  
University of Nevada, Las Vegas

**Applicant Profile - Master Screen**  
*HR Search Production Test Vacancy (Do Not Apply)*

**Secretary Menu:**  
Level Maintenance  
Email Confirmation  
Download Dataset  
Print Applicant Profile  
Choose Vacancy  
Logout

| Applicant Name  | Level 1 | Level 2 | Level 3 | Level 4 | Level 5 |
|-----------------|---------|---------|---------|---------|---------|
| Reb Hey         |         |         |         |         |         |
| Pistol Pete     |         |         |         |         |         |
| Bob Sitts       |         |         |         |         |         |
| Frank Eaton     |         |         |         |         |         |
| Hey Reb         |         |         |         |         |         |
| Sakena Alhassan |         |         |         |         |         |
| Anthony Guinan  |         |         |         |         |         |
| ..              |         |         |         |         |         |
| Test Test       |         |         |         |         |         |
| Test Testing    |         |         |         |         |         |
| testing five    |         |         |         |         |         |
| Arneva D Smith  |         |         |         |         |         |
| Valerie E Avery |         |         |         |         |         |
| Ebony A Hunte   |         |         |         |         |         |
| Sharon L Morris |         |         |         |         |         |
| Corrine Bonate  |         |         |         |         |         |
| Gina Alston     |         |         |         |         |         |
| Matthew Garland |         |         |         |         |         |
| Rosalie Garcia  |         |         |         |         |         |
| Mora V Snyder   |         |         |         |         |         |

Done

start Bob Sitts - In... Human Resou... HR Search Us...

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.

**Human Resources \* Online Application Process - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://hrsearch.unlv.edu/committee/com\\_level.asp?lev=1](https://hrsearch.unlv.edu/committee/com_level.asp?lev=1) Go Links »

**UNLV**  
University of Nevada, Las Vegas

**Applicant Ratings**  
*HR Search Production Test Vacancy (Do Not Apply)*  
This level is currently **Unlocked**

**Secretary Menu:**

- Consolidated Ratings
  - Sort by sequence
  - Sort by rating
- Level Maintenance
- Email Confirmation
- Email Updates
- Print All Summaries
- Print Applicant Ratings
- Applicant Profile Master Page
- Logout

| Level 1 Rating |                                 |        |     |
|----------------|---------------------------------|--------|-----|
| Sequence       | Applicant Name                  | Rating | PED |
| 1              | <a href="#">Reb Hey</a>         | X      | N/? |
| 2              | <a href="#">Pistol Pete</a>     | X      | N/? |
| 3              | <a href="#">Bob Sitts</a>       | O      | N/? |
| 4              | <a href="#">Frank Eaton</a>     | X      | N/? |
| 5              | <a href="#">Hey Reb</a>         | O      | N/? |
| 6              | <a href="#">Sakena Alhassan</a> | /      | N/? |
| 7              | <a href="#">Anthony Guinan</a>  | /      | N/? |
| 8              | <a href="#">_</a>               | O      | N/? |
| 9              | <a href="#">Test Test</a>       | /      | N/? |
| 10             | <a href="#">Test Testing</a>    | O      | N/? |
| 12             | <a href="#">testing five</a>    | O      | N/? |
| 14             | <a href="#">Arneva D Smith</a>  | /      | N/? |
| 15             | <a href="#">Valerie E Avery</a> | O      | N/? |

start | HR Search User Manu... | Human Resources \* ... | 6:29 PM

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.

Human Resources \* Online Application Process - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [https://hrsearch.unlv.edu/committee/profile\\_1.asp?UserId=Campus%20User](https://hrsearch.unlv.edu/committee/profile_1.asp?UserId=Campus%20User)

**UNLV**  
University of Nevada, Las Vegas

**Secretary Menu:**


- Level Maintenance
- Email Confirmation
- Download Dataset
- Attach Transcripts
- Applicant Profile Master Page
- Logout

**Applicant Profile - Page 1**  
*HR Search Production Test Vacancy (Do Not Apply)*

| Personal Data |  |                 |  |  |  |
|---------------|--|-----------------|--|--|--|
| Name          | Reb Hey  |                 |  |  |  |
| Address       | 4505 S Maryland Pkwy, , Las Vegas, NV, 89154             |                 |  |  |  |
| Email         | <a href="mailto:hrsearch@unlv.edu">hrsearch@unlv.edu</a> |                 |  |  |  |
| Phone         | 702.895.UNLV   | Secondary Phone |  |  |  |

| Education Credentials |  |                   |                                |      |            |
|-----------------------|--|-------------------|--------------------------------|------|------------|
|                       | Degree                                   | Major             | Institution                    | Date | Transcript |
| Highest               | PHD                                      | Sports Management | University of Nevada Las Vegas | 1957 | None.      |
| Next                  |  |                   |                                |      | None.      |
| Next                  |  |                   |                                |      | None.      |
| Other                 | 1990 National Men's Basketball Champions |                   |                                |      |            |

Page 2 >>



Done

start Bob Sitts - In... Human Resou... HR Search Us...

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.

**Human Resources \* Online Application Process - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address [https://hrsearch.unlv.edu/committee/profile\\_2.asp](https://hrsearch.unlv.edu/committee/profile_2.asp)

**UNLV**  
University of Nevada, Las Vegas

**Applicant Profile - Page 2**  
*HR Search Production Test Vacancy (Do Not Apply)*

**Easy-to-Print Version of Application**

**Secretary Menu:**

- Level Maintenance
- Email Confirmation
- Download Dataset
- Attach Reference Letters
- Applicant Profile Master Page
- Logout

**Name** Reb Hey

**Employment History**

|                 | Position | Employer | From (mm/yy) | To (mm/yy) |
|-----------------|----------|----------|--------------|------------|
| <b>Current</b>  | Mascot   | UNLV     | 05/82        | present    |
| <b>Previous</b> |          |          |              |            |
| <b>Previous</b> |          |          |              |            |

**Letter of Interest, & Curriculum Vitae/Resume & References**

[Letter of Interest](#) [Curriculum Vitae/Resume](#) [References](#) [Other Docs](#)

**Level 1 Rating of Applicant and Comments**

☒ Highly Recommended (X) ☐ Moderate (I) ☐ Not Recommended (O)

Please enter any comments in the field below. (3000 character limit)

great applicant...must hire.

[Reset Page](#) [Update & Proceed to Applicant Ratings >>](#)

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.

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

File Edit View Favorites Tools Help

Address [http://appserv01.uncw.edu/dasapps/unlvhrsearch/application/committee/com\\_print.asp](http://appserv01.uncw.edu/dasapps/unlvhrsearch/application/committee/com_print.asp) Go

**Application Details**  
To print this page, click on the "Print Application Details" button.

[Print Application Details](#)

[Applicant Ratings Page](#) | [Applicant Profile Master Page](#) | [Logout](#)

---

Position: **Associate Vice Chancellor for Information Technology**  
Name **Dr. Donald P Roberts**  
Address **2424 Ridgeway Circle, Ames, NV, 50014**  
Email Address **roberts@unalaska.edu**  
Preferred Phone **555-333-3344** Secondary **555-333-3300**

---

Highest Degree **Duke University, Durham, NC, Accountancy, PhD, 08/90**  
Next Degree **NCSU, Raleigh, NC, Business Science, MBS, 09/86**  
Next Degree **UNC Chapel Hill, Chapel Hill, NC, Industrial Relations, BA, 05/83**  
Other Education **Certified Public Accountant, 1994**

---

Current Position **Provost & Vice Chancellor, Alaska State University, 09/99 to 10/02**  
Previous **Dean, School of Business, University of Wisconsin, 03/95 to 08/99**  
Previous **Chair, Business Accounting, University of Arizona, 09/90 to 02/95**

---

Level 1 Rating **X (Highly Recommended)**  
Comments **top flight candidate. Duke is a great school, second to UNLV of course. Not Duke.**

---

**End of Application Details**  
To print this page, click on the "Print Application Details" button.

[Print Application Details](#)

[Applicant Ratings Page](#) | [Applicant Profile Master Page](#) | [Logout](#)

Done Internet

start > Re: HR Search Use... HR Search User Manu... Human Resources \* ... 10:38 AM

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.

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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address [https://hrsearch.unlv.edu/committee/com\\_print\\_all.asp](https://hrsearch.unlv.edu/committee/com_print_all.asp)

---

**Application Details**  
To print this page, click on the "Print Application Details" button.  
[Print Application Details](#)

[Applicant Ratings Page](#) | [Applicant Profile Master Page](#) | [Logout](#)

---

Position: **HR Search Production Test Vacancy (Do Not Apply)**  
Sequence **1**  
Name **Dr. Reb Hey**  
Address **4505 S Maryland Pkwy, Las Vegas, NV, 89154- United States of America**  
Email Address **hrsearch@unlv.edu**  
Preferred Phone **702.895.UNLV**

Second

---

Highest Degree **University of Nevada Las Vegas, Las Vegas NV, Sports Management, PHD, 1957**  
Next Degree  
Next Degree  
Other Education **1990 National Men's Basketball Champions**

---

Current Position **Mascot, UNLV, 05/82 to present**  
Previous  
Previous

---

Letter of interest **Yes**  
Resume **Yes**  
References **Yes**  
Other documents **Yes**

---

Level 1 Rating **X (Highly Recommended)**  
Comments **great applicant...must hire.**

---

End of Application Details

---

Position: **HR Search Production Test Vacancy (Do Not Apply)**  
Sequence **2**  
Name **Mr. Pistol Pete**  
Address **1 College Drive, Stillwater, OK, 74078- United States of America**  
Email Address **osurebel8@yahoo.com**

start Bob Sitts - In... Human Resou... HR Search Us...

## 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 Forward Stop Search Favorites Print

Address [https://hrsearch.unlv.edu/committee/com\\_print\\_rating.asp](https://hrsearch.unlv.edu/committee/com_print_rating.asp) Go Links

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       | Corinne 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            | /      |
| 46       | ...                       | O      |

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).

Human Resources \* Online Application Process - Microsoft Internet Explorer

Address: [http://appserv01.uncw.edu/dasapps/unlvhrsearch/application/committee/com\\_ratings.asp](http://appserv01.uncw.edu/dasapps/unlvhrsearch/application/committee/com_ratings.asp)

| Consolidated Ratings - Level 1 |                      | RHB | STB | JD | SC | ARC | DS | OTO | JD2 | FF | HS | KK | LP | KS | MS | PAS | TT | T | T3 | BS | Totals | X | I | 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  | O  | X  | X  | O  | O   | X  | 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  | X  | O  | /  | /  | 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  | 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.


**Human Resources \* Online Application Process - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail

Address [https://hrsearch.unlv.edu/committee/ADMIN\\_Level\\_multi.asp](https://hrsearch.unlv.edu/committee/ADMIN_Level_multi.asp)

  
University of Nevada, Las Vegas



### Applicant Level

*HR Search Production Test Vacancy (Do Not Apply)*

Choose Level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Check All Clear All

| Sequence | Applicant Name  | Level |                          |
|----------|-----------------|-------|--------------------------|
| 1        | Reb Hey         | 1     | <input type="checkbox"/> |
| 2        | Pistol Pete     | 1     | <input type="checkbox"/> |
| 3        | Bob Sitts       | 1     | <input type="checkbox"/> |
| 4        | Frank Eaton     | 1     | <input type="checkbox"/> |
| 5        | Hey Reb         | 1     | <input type="checkbox"/> |
| 6        | Sakena Alhassan | 1     | <input type="checkbox"/> |
| 7        | Anthony Guinan  | 1     | <input type="checkbox"/> |
| 8        | ..              | 1     | <input type="checkbox"/> |
| 9        | Test Test       | 1     | <input type="checkbox"/> |
| 10       | Test Testing    | 1     | <input type="checkbox"/> |
| 12       | testing five    | 1     | <input type="checkbox"/> |
| 14       | Arneva D Smith  | 1     | <input type="checkbox"/> |
| 15       | Valerie E Avery | 1     | <input type="checkbox"/> |
| 16       | Ebony A Hunte   | 1     | <input type="checkbox"/> |
| 18       | Sharon L Morris | 1     | <input type="checkbox"/> |
| 20       | Corrine Bonate  | 1     | <input type="checkbox"/> |
| 22       | Gina Alston     | 1     | <input type="checkbox"/> |
| 24       | Matthew Garland | 1     | <input type="checkbox"/> |
| 25       | Rosalie Garcia  | 1     | <input type="checkbox"/> |
| 27       | Mora V Snyder   | 1     | <input type="checkbox"/> |
| 28       | Sam Connally    | 1     | <input type="checkbox"/> |
| 31       | Susan M Melton  | 1     | <input type="checkbox"/> |

Done

start | Bob Sitts - In... | Human Resou... | HR Search Us...



## 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.


**HRsearch \* Email Contents - Microsoft Internet Explorer**

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites

Address [https://hrsearch.unlv.edu/committee/com\\_email\\_all.asp](https://hrsearch.unlv.edu/committee/com_email_all.asp)

---



University of Nevada, Las Vegas



### Edit Email Updates

*HR Search Production Test Vacancy (Do Not Apply)*

| Compose Email  |  |
|--|--|
| To   | Level 1 Applicants                               |
| From (E-mail)  | <input type="text" value="hrsearch@unlv.edu"/>   |
| Subject  | <input type="text" value="Greetings from UNLV"/> |
| Email Content  |  |
| <div><p>Dear Colleague:</p><p>I would like to thank you for giving our committee the opportunity to examine your application for our &lt;&lt;title&gt;&gt; position. The Search Committee has completed the initial screening process, narrowed the applicant field, and is in the process of determining the final list of candidates that will be invited to interview for the position. Although you were not selected to continue to these final stages of our search, the committee members would like to thank you for applying and encourage you to apply for future employment opportunities with us here at UNLV.</p><p>Again, we thank you for your interest in UNLV and we wish you continued success in reaching your professional goals.</p><p>Sincerely,</p></div> |  |
| <div>Send Cancel</div>   |  |

**Secretary Menu:**

- Level Maintenance
- Email Confirmation
- Download Dataset
- Applicant Ratings
- Applicant Profile Master Page
- Logout



start

Bob Sitts - In... HRsearch \* E... HR Search Us...