Guide to Evaluating Applicants in the OES

1. Login to OES through the search committee (administrative) portal at jobs.geneseo.edu/hr/. Remember to click above the Guest User login dialog box to login in using your Geneseo ID.

2. After logging in via Geneseo Central Authentication, you will be taken to the Home page of the OES. You should see that you are in Search Committee Member mode (upper right just below blue area). You may not see the search listed in the Watch List.

3. To get to the posting, click on the Postings tab and select Staff or Faculty depending upon the position. You should then see one or more search listed.

4. Usually, you will see only a single search listed. To add this search to your Watch List on the home page, click on Actions (far right column of position listing) and choose Watch from the drop list.

5. To open the posting, click on the name of the position. Doing so will take you to the Posting page for the search. It is arranged as a set of tabs.Scrolling down the Summary tab will show you all the information associated with the search, including position summary and qualifications, physical requirements, search committee members, etc. You can also see how the posting looks to applicants by clicking on the link next to the yellow star at top of page.

6. To get to the applicants, click on the Applicants tab. You should see a table with a line for each applicant. The applicant’s first name is a link to the applicant’s page. You may select one or multiple applicants to review by clicking on the check box to the left of each applicant’s name. The following instructions will take you through evaluating one applicant at a time.

7. Select an applicant by clicking on the first name. This will take you to the Applicant’s Page. As with the posting page, the applicant has several tabs. Scroll to the bottom of the Summary tab and you will find links to attached documents and letters of recommendation, if they have been posted.

8. The easiest way to evaluate applicants is to create a new tab in your browser that contains all of the applicant’s application materials. To create such a tab, click on Generate at the bottom of the Summary tab next to Combined Document. Once generated, you will see the term View. Click on View and a new tab with the applicant’s documents will be added.

9. After reviewing all of the applicant’s materials, you are ready to register your evaluation of this applicant. Return to the OES system tab on our browser and scroll to the top of the Summary page. Click on Evaluate Applicant next to a yellow star.

10. You should see the Evaluative Criteria page. If you do not see rating items for your applicant, make sure that you are in the Under Review by Dept view. Record your selections for each of the criteria. Once you have made your selections, click Save.

11. To see your evaluation of this applicant, click on View Detailed Entries. This will take you to the Results page. Clicking Show More above the listing of one name will reveal all of the applicants. Clicking on a name will reveal your ratings of the applicant selected.

12. The system does appear to allow committee members to revise ratings. Simply repeat the process for an applicant.