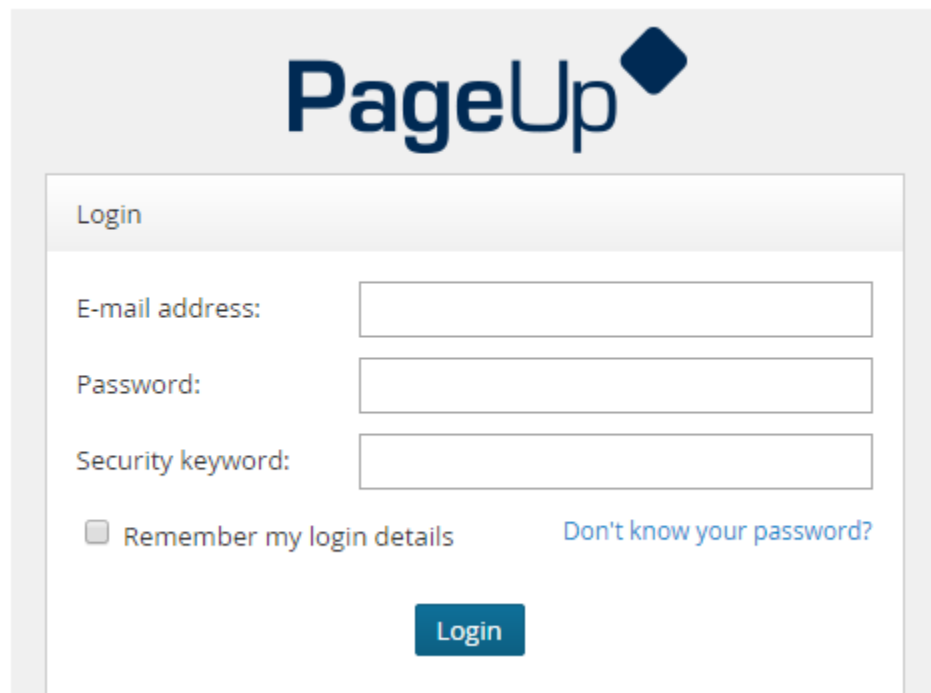## Search Committee (Chair & Panel) Guide
Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

The NMSU Talent Acquisition System (TAS) is accessible wherever an internet connection is available.

1. In the address bar of your web browser enter the NMSU TAS website address: https://nmsu.dc4.pageuppeople.com .
2. The **Login** screen displays the following to complete:
   - **Your NMSU Email address**
   - **NMSU Single Sign-on (SSO) Password**
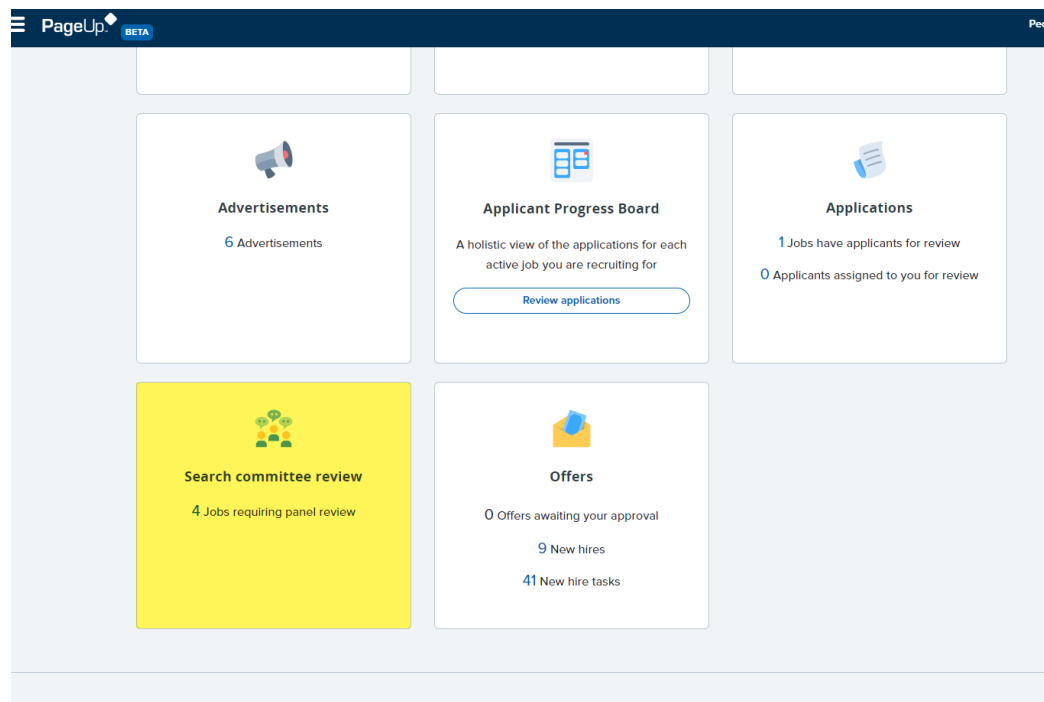   - **Security Keyword**: Not required to log in

.

3. Click **Login**.

Applicant Visibility

Applicants become visible for review when they are moved into *"Panel / Search Committee Review."* Panel members can access the applicants requiring review by clicking **Jobs requiring panel review**.

Assessing Applicants

On the *My Panel Jobs* page, a list of jobs along with the panel's role type will be visible. Dependent on the panel's role, members may have more actions to take.

Search Committee Member Actions

- Provide feedback specific to selection criteria
- Provide feedback at a specific stage of the process, allowing complete history of the review process
- Auto-saved data for the user
- Track who has / has not been reviewed
- Ranking applicants

Chairperson Actions (In Addition to Member Actions)

- Visibility of feedback provided by panel members regarding each applicants merit against specific selection criteria and overall feedback
- Ability see feedback against a single applicant or all applicants
- Ability to filter feedback specific to a feedback stage
- Visibility of application statuses that have applicants within them.

Viewing Applicants

1. Click **"View Applicants."**

2. The view applicants page allows users to comment and score applicants against individual selection criteria as well as provide an overall summary and score.
   a. From this page, users have access to view the applicant's resume and application form via the icons beside their name.

b. Users also have access to bulk compile and send information about the applicants against a job - users can pick and choose the documents they wish to include in the generated PDF.

c. Users can sort applicants based on First Name, Last Name, Submitted Date (ascending and descending) and Outcome. Sorting is completed for each group of applicants within an application status.
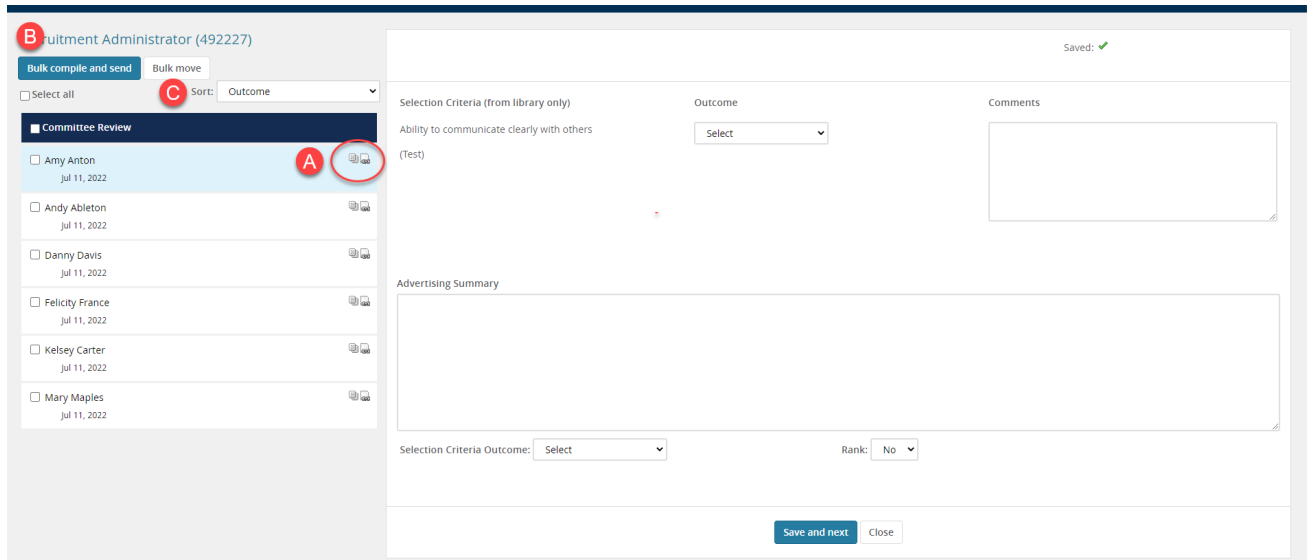
3. Provide Selection Criteria Outcome and Rank (if the chairperson), then click "Save and next." Work through list of pool applicants.

a. The chairperson is able to provide a ranking of applications at each stage of the review process.

   i. Note: Options will appear in the ranking drop down based on the number of applicants in the selection process: e.g. if there are five applicants then options will appear for 1-5.

   ii. It is possible to assign the same rank to multiple applicants (e.g. two applicants being designated as the second preference). This allows users the flexibility to shift and change their preferences easily as the situation requires.