# Search Committee Chair/Member
# Candidate Management

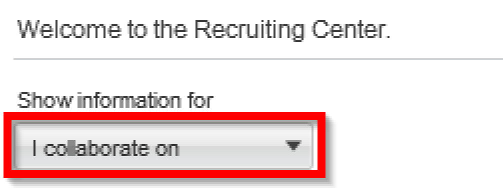
## Icon Legend

| | | |
|---|---|---|
| Return to Front Page (Recruiting) | Candidate List (Candidates) | Back to List |
| List Format | Edit Format | Attached File |
| ACE Candidate | Internal Candidate | To be Verified |
| New Candidate | In the Selection Process | Print |
| Completion Status | | |

## Efficiently Working with Candidates

Once candidates are sourced for an active requisition, it is possible to view the list of candidates and use various candidate management features to work with them.

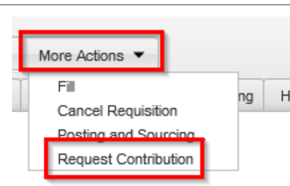
It is important to understand how to view, sort and filter the list of candidates efficiently. Please remember to make sure that you have selected **Show information for: I collaborate on** so that you can see the requisition for the Search Committee that you are on.



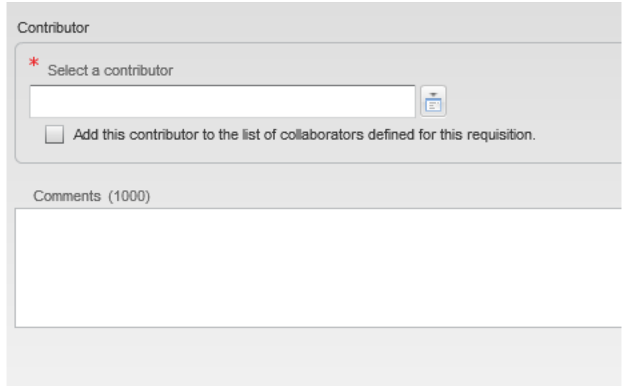

***Search Committee Chairs and Members can not consider any candidate that does not have a green Submission Complete check mark.***

Please remember that you MUST complete a mid-search review with the recruiter listed on the requisition by following these steps:

1. Open your requisition and click on **More Actions**
2. Select **Request Contribution**



3. Enter the recruiter name in the **Select a contributor** box and type a comment in the box below it and




4. Click **Done**

## Navigating to the Candidate List

There are two types of Candidate Lists that you can review: (1) general lists that display all the candidates that have applied to your positions or (2) requisition-specific lists that show candidates that have applied to a specific job. Although these two views are similar, you navigate to these lists differently.

### Opening General Candidate Lists

**Candidates Channel**

You can monitor candidates that have applied to the search committee requisitions.

To open the detailed general candidate list:

- Click the Candidates channel title to open the entire **Candidate List**

**or**

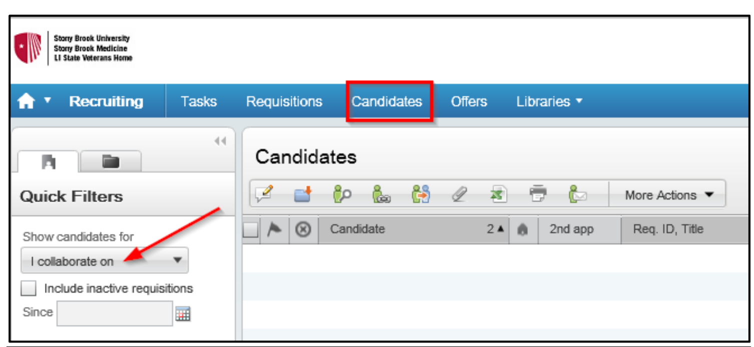
- Click on a specific link to open up the **Candidate List** already filtered by that criteria


**Candidate List Page**

You can open the **Candidate List** directly by using the Candidates  link at the top of the page.



The default filtering for the **Candidate List** is candidates that have applied to the "Active" requisitions that you own. You can use the filters to change this view.

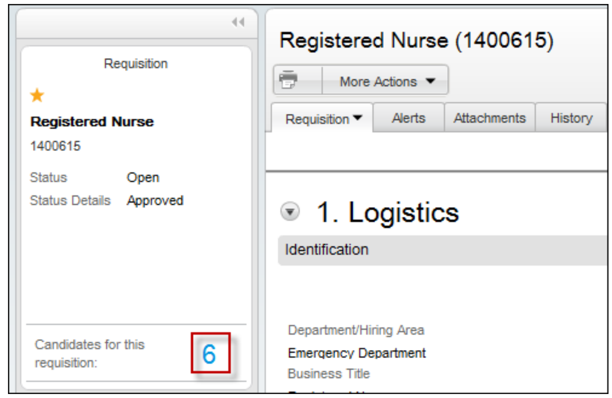



### Opening Requisition-specific Candidate Lists

## Requisition File

You can open up your requisition-specific list through the Requisition File.

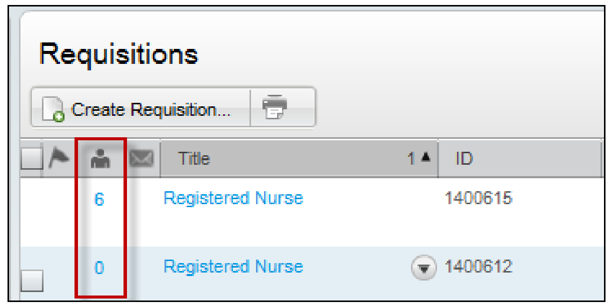
To open the detailed candidate list, click the number next to the **Candidate for this requisition** field




## Requisition List

You can open the **Candidate List** directly from the Requisition List.

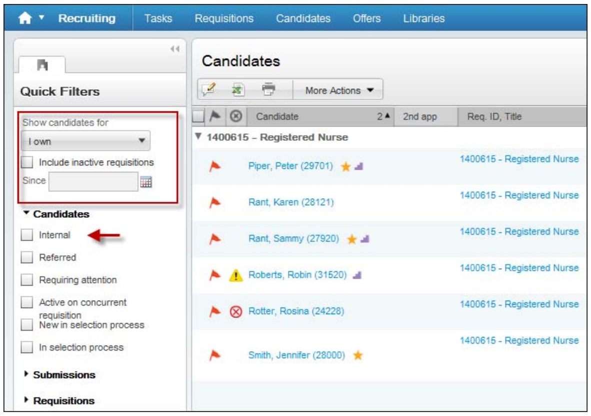
The numbers within the **Candidates** column represent the candidates that have applied for the requisition. These numbers are hyperlinks to open the **Candidate List** for that requisition.




## Using Candidate Quick Filters

Candidate Quick Filters are an important part of managing your candidates list. Whether you are viewing a list of general candidates across requisitions (in the Candidates area) or viewing them as job submissions to a requisition will dictate what Quick Filters are available to you.

## General Candidate List Filters




When viewing candidates across requisitions, you have filters that allow you to focus the candidate information and also the requisition information.

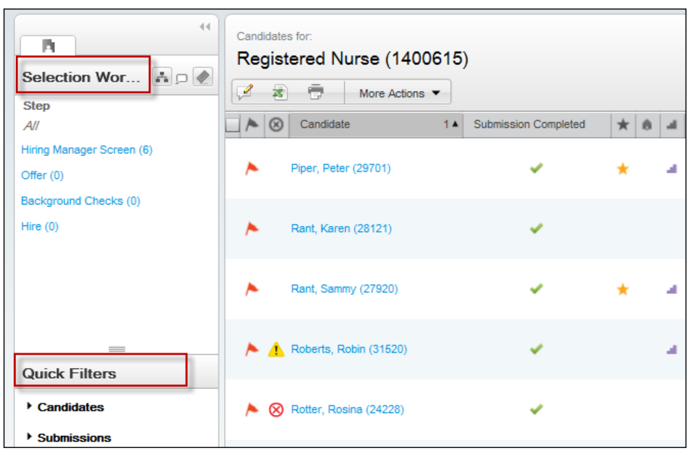
**Show Information For filter**: Allows you to change the list to view candidates across your requisitions or the group(s) you belong to. You can also include "Inactive" requisitions to locate candidates from Filled, On Hold and Canceled requisitions.

**Candidates filters**: Allows you to focus on specific candidates, such as Internal, Referred, New, and/or Active on several requisitions.

**Submissions filters**: Allows you to leverage ACE prescreening information and specific steps/statuses for the candidate.

**Requisitions filters**: Allows you to focus on specific requisition information such as status, location, organization, job field, and ID.

## Requisition-specific Candidate Filters




When viewing candidates that have applied to a specific requisition, you have filters to help manage the hiring process and focus on characteristic of the applicants.

You can also quickly jump to the **Requisition File** by using the **Requisition Name** link at the top of the list.

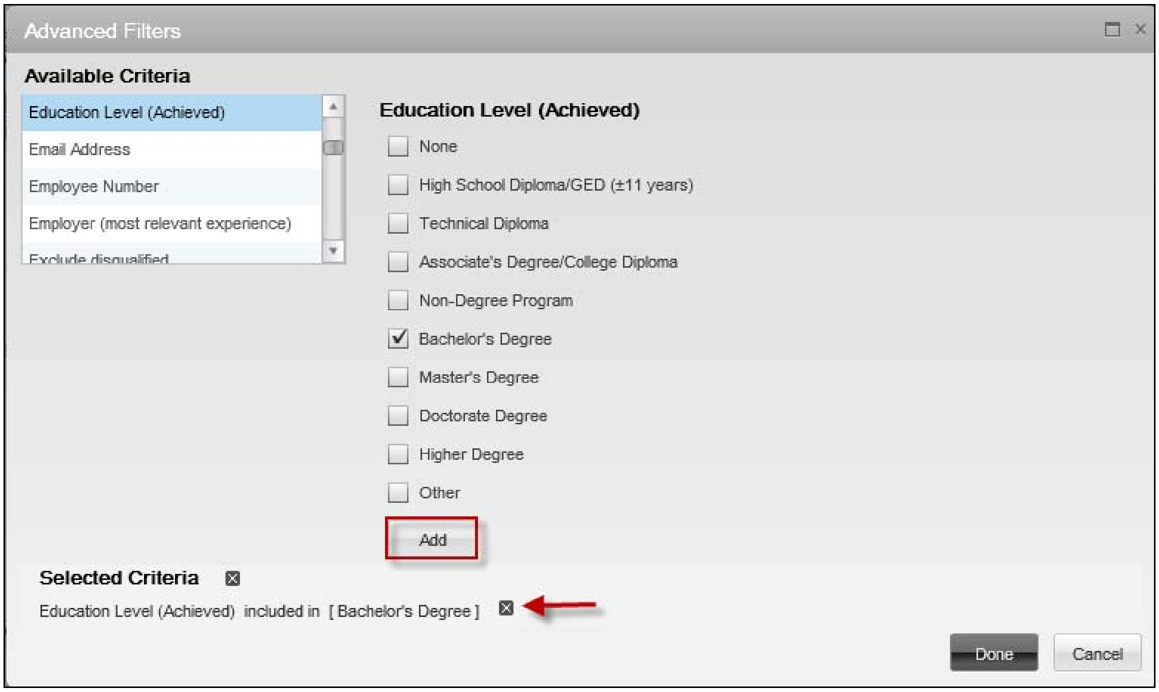
**Selection Workflow filters**: These list the steps and statuses of Stony Brook 's hiring process and allow you to focus on candidates who have made it to that step in the hiring cycle.

**Candidates filters**: Allows you to focus on specific candidates, such as Internal and New or Active on several requisitions, and still active on the current requisition.

**Submissions filters**: Allows you to leverage ACE prescreening results for this requisition as well as how active the candidate file has been in the system. You can also filter the candidates by either Employer and/or education program.

## Using Advanced Candidate Filters

You can utilize additional candidate fields to further filter the list.




1. Open the Candidate List
2. Click the Advanced Filters button
3. Select a field from the **Available Criteria** list
4. The field selected will determine what type of information you will need to provide
   - If the field contains a list of values, use the auto-suggest feature, checkboxes, or the Selector button to locate and add the value you want to use as a filter
   - If the field is text field, such as **First Name**, enter the text
5. Click the Add button
6. All filter criteria selected will list at the bottom under the **Selected Criteria** section.
7. Click the Done button

**Note**: When **Advanced Filters** are used, the criteria selected lists on the **Candidate List** page above the list.

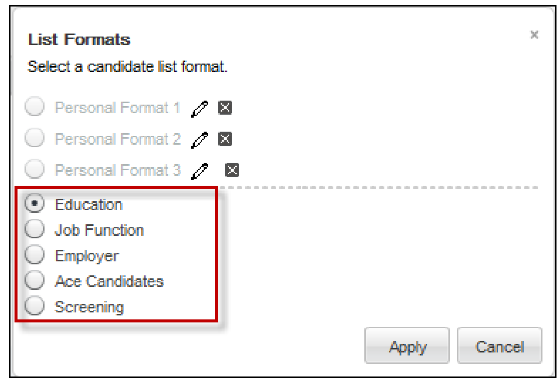
You can use the button to remove the criteria at any time.

## Candidate List Formats

The **Candidate List** displays a default view of information about each candidate. These columns can be changed to reflect different information within the list. The **Candidate List Formats** option allows you to select another list created by your administration team or a personal list that you create. The list selected will become the new default view when you sign in to the Recruiting Center going forward.

### Changing a Candidate List

1. Open the Candidate List
2. Click the List Format button
3. Select the appropriate list option
   - List below the line are provided by Stony Brook administration team
   - Lists above the line are those you created yourself
4. Click on the Apply button




### Creating Personal List Formats

You can create up to three of your own **List Formats** for candidates.

1. Open a Candidate List
2. Locate the Personal Format slot that you want to configure
3. Click the Edit List button
4. Enter a **Format Name**
5. Place checkmarks next to all columns you want to add to your list
6. If necessary, use the **Order** drop down column next to each of your selected columns to set the proper order. Click the Reorder button to reshuffle the display.
7. Under the **Sort By** column, click next to the column name you want to use as the primary sort value for your list. A small triangle will appear next to that column.
   **Note**: Click the triangle to make it sort by ascending, descending, or remove the sort. Repeat this step for additional **Then By** sorts
8. Click the Save button