



UNIVERSITY of NORTH ALABAMA

Search Committee Instructions – Review Options/Descriptions

When applications are received through the OES and pass or fail the minimum qualification supplemental questions, they are placed at a status of pass/fail and must be released to the search committee or hiring manager in the Online Hiring Center (OHC) for review. This happens at least once per day by HR. There are three methods of reviewing applicants in the OHC for hiring managers and search committee chairs. One of the three methods must be selected at the time of the [requisition form](#) completion in order for applications to be released. Please see the descriptions of each below and feel free to email employment@una.edu with any questions!

1. Pass/Fail Method – The search committee and/or hiring manager will use a matrix or rubric outside of the system to score applicants. Once a selection for interview has been made, the search committee chair or hiring manager ONLY will mark each applicant as PASS if they are selected for interview or FAIL if they are not selected for the first round of interviews. For additional details regarding the Pass/Fail Method complete with print-screen instructions, see the Search Committee Instructions – Pass_Fail document.

Both methods below require some type of matrix or rubric to be provided to HR at the requisition request point of the process. These matrices/rubrics will then be built-in to the system and each applicant will be scored against the built-in rubric/matrix using the method selected below.

2. Star Rating Method – each section of the matrix/rubric will be entered into the system and each committee member or hiring manager will have the capability of selecting a star rating based on the section of the rubric. For example, if the job description/posting lists that a bachelor's degree is required and a master's degree is preferred, applicants that do not have at least a bachelor's degree will be disqualified. In the OHC review, you can choose to give someone that does have a master's degree five stars since three was set as the minimum number for a passing score. If the job description/posting lists that three years of experience is required and five or more years of experience is preferred, the applicant will be disqualified if they don't meet the minimum requirement. In the OHC review, you can choose to give someone with the minimum of three years three stars since it is a passing score, but give them five stars if they have the preferred qualification of five or more years of experience.
3. Percentage Rating Method – each section of the matrix/rubric will be entered into the system and each committee member or hiring manager will have the capability of selecting a score based on items in the rubric, similar to the star rating method above. Instead of selecting a star rating of three or five, you will select a number rating based on the scale provided in each section.