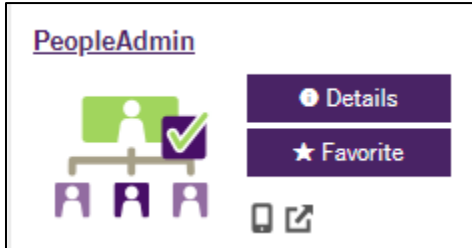
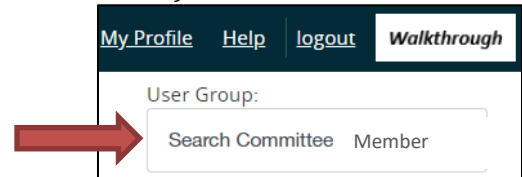
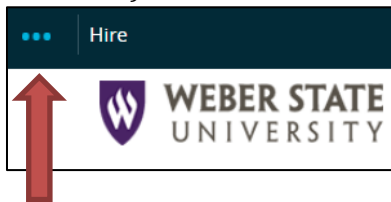


How to Rate Applicants in PeopleAdmin & Applicant Rating System

1. To view applicant materials, login to the eWeber Portal and click on PeopleAdmin, which can be found in the Human Resources category of the portal.



2. Once logged in, change your user group to Search Committee Member (upper right corner of the screen) and the module to Hire (upper left corner of the screen).



3. Hover over the Postings option and select the position type (faculty, staff, etc.) of your search.



4. Select the position title of your search.

Position Title	Requisition Number	Department	Active Applications
Administrative Specialist III	S00004P	Communication (22200)	0

- Click on the Applicants tab to view a list of current candidates, their applications, and other materials.

Posting: Administrative Specialist III (Staff)
Current Status: Posted
Position Type: Staff
Department: Communication
Created by:
Owner:

Summary | History | Applicants | Reports | Hiring Proposals

add a new column to the search results, select the column from the drop down list.

Saved Searches ▾

Applicants ✕

All Applicants* 16 Selected records 0 ✕ Clear selection?

Applicant Last Name	Applicant First Name	Documents
Doe	John	Resume, Cover Letter
Doe	Jane	Resume, Cover Letter

- In a separate browser window, login to the eWeber portal and select the Human Resources category (left-hand side of the screen).

Favorites

Frequently Used

Categories

Featured

Browse All

Academics

Accounts

Administration

Admissions

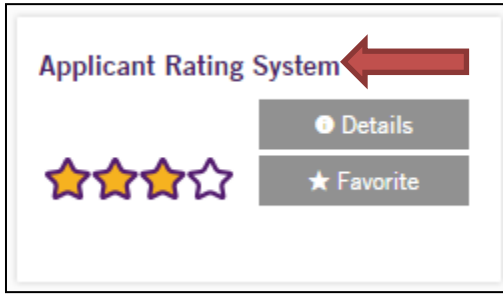
Campus Life

Directories

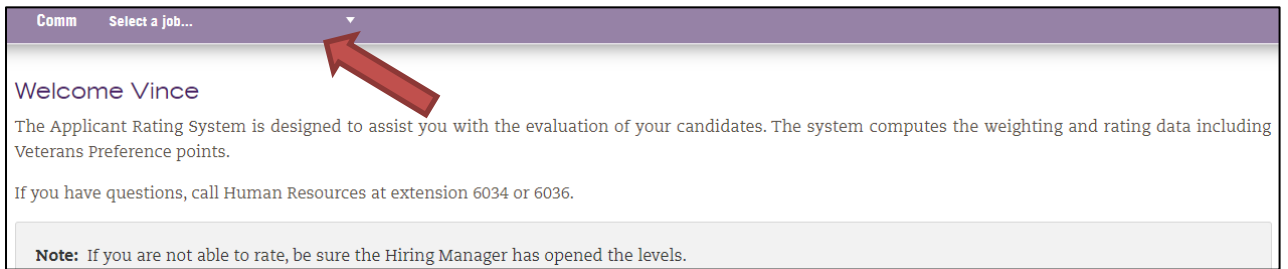
Financial Aid

Human Resources

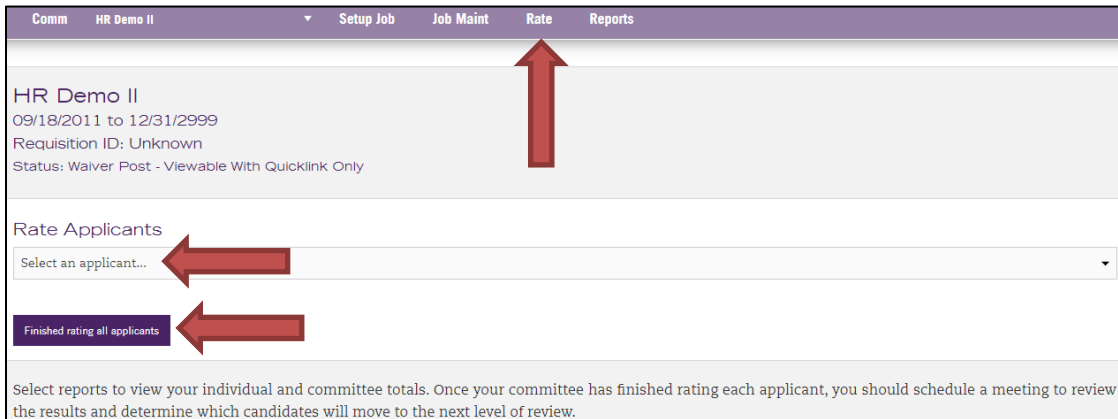
7. Click on the Applicant Rating System application.



8. The WSU Applicant Rating System will open. At the top of the screen, select the job to be rated.



9. To rate candidates click the Rate button and select an applicant from the drop down box. After all the applicants have been rated, select the Finished Rating All Applicants button.



10. Rate the applicants using a 0 to 5 scale, 5 being the highest. If a committee member is unable to be part of an interview or the paper screening process, their individual scores can be averaged with the rest of the committee's ratings by having the absent committee member click on the applicant names, but not doing anything with the ratings. Please note that ratings save automatically. There is no save button.

Note: You will rate each applicant for each criterion on a scale of 0-5. (5 is the highest)

Description	Scale	Level
Written/Oral Communication Skills	<input type="text" value="3"/>	Paper Screen
Detail oriented	<input type="text" value="3"/>	Paper Screen
Longevity	<input type="text" value="3"/>	Paper Screen

