**Search Committee Quick Reference Sheet**

**LOGIN**

Login directly at [jobs.montana.edu/hr](https://jobs.montana.edu/)

Log in with Net ID and password

**or** [montana.edu/hr](http://www.montana.edu/hr/index.html) and select under **For Your Reference** on lower left

**Online Applicant Tracking System (ATS) – MSU Employee Access Only**



**CHANGING ROLES**

On the upper right change role from Employee to Search Committee Member



**ACCESSING POSTING**

Click on **Postings** then *Staff* or *Faculty* depending on type of search

Open posting by clicking on title

**ACCESSING APPLICANTS**

Select **Applicants** tab



**Option 1**



Click on **Evaluate Applicant**

* This opens their application
* A floating Evaluation Criteria window will be open
* The window will scroll up and down the screen
* Any uploaded documents will be linked at the bottom of the page scroll down and click to open in new window
	+ To open uploaded documents close floating window, open documents in another window
	+ At top of application click Evaluate applicant to reopen floating window.
* Once evaluation is finished click **Save and Next**
	+ This will open the next application in line.

**Option 2**

Check box next to **Legal Last Name** to select all

Then under **Actions** select **Evaluate Applicants** 

This will bring up all the Scoring Criteria questions for all applicants.

Click applicant’s name to review to open application

* This will open the application in a new tab
* Any uploaded documents will be linked at the bottom of the page scroll down and click to open in new window

Go to 1st window tab to put in evaluation **or** on left side of the application click Evaluate Applicant

* This will open a floating Evaluation Criteria window
* The window will scroll up and down the screen
* Once evaluation is finished click **Save and Next**
	+ This will open the next application in line.

Once an Applicant has been evaluated: