

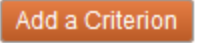



Evaluative Criteria are added to a job posting and used by the Search Committee to evaluate candidates in different areas. They are assigned to specific workflow steps, such as Campus Interview.

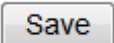

Adding Evaluative Criteria to a Job Posting

1. Click  on the Evaluative Criteria page.
2. Find the desired criterion in the list
 - a. The list of criterion can be filtered by category.
 - b. Select one or more questions using the check boxes on the left, and choose a workflow state for each.
 - c. Click  to add the selected criteria to the posting.

Adding a New Evaluative Criterion

1. Click  on the Evaluative Criteria page.
2. Click [Can't find the one you want? Add a new one](#).
3. Enter a Name, Label, Status, and Category for your question. The name should be the same as the Description, and the label should be one or two words describing the criterion.
4. Write out your question in the Question field.
5. Choose from [Open Ended Answers](#) or [Predefined Answers](#).
6. If you choose Predefined Answers, fill them in. More answer spaces will be provided automatically when you enter text in the last one.
7. Click  to add the criterion.
8. New criteria will only be available after they have been approved by an administrator.

Adjusting Evaluative Criteria

1. After adding criteria, click on the criterion to be edited on the Evaluative Criteria page.
2. A menu will open below the criterion where you can choose the workflow state, assign weight to the criterion, and assign points to the answers.
3. After adjusting each Evaluative Criterion, Click  or .