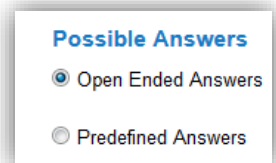
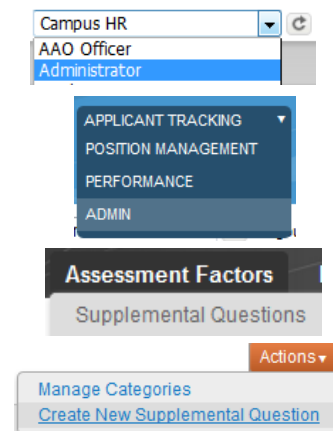


*This manual will explain how to create and manage new evaluative criteria, as well as how to approve new evaluative criteria purposed by other users. Managing criteria can only be done by an administrator.*

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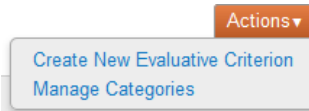
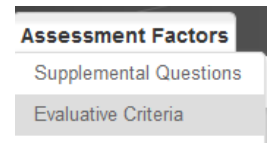
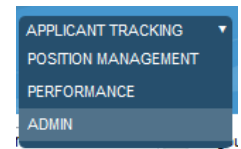
**To create a new Evaluative Criterion:**

1. Log in to PeopleAdmin and select the Administrator Role.
2. Select ADMIN from the Module menu.
3. Select Evaluative Criteria from the Assessment Factors menu.
4. Select Create New Evaluative Criterion from the Actions menu.
5. Fill out the Name, Label and Status fields. Generally, the name should be the same as the description, unless the description is abnormally long. The label should be one or two words.
6. Set the status to Active if applicable.
7. Select the appropriate category, and type the criterion in the Description field. Questions may only belong to one category.
8. Choose Open Ended or Predefined Answers. Criteria with Open Ended answers will provide a text box for the search committee member to respond in. Choosing Predefined Answers will allow you to put in as many answers as you want, and the search committee member will be able to choose one selection. Note: The page is dynamic, meaning at first there are only two or three answer slots. If you need more, they will appear as you type in the last one. That is, while you type in box number 3, a fourth box will appear, and so on.
9. When finished, click Create Ranking Criteria to save the question.



**Managing Evaluative Criteria Categories:**

1. Log in to PeopleAdmin and select the Administrator Role.
2. Select ADMIN from the Module menu.
3. Select Evaluative Criteria from the Assessment Factors menu.
4. Select Manage Categories from the Actions menu.
5. Click the name of a category in the list to modify the name. Click OK to save your changes or Cancel to forget your changes.
6. Enter a name for a new category in the box at the bottom of the list, and click Add Evaluative Criteria Category.



**Approve Evaluative Criteria on Job Postings:**

*When creating a job posting, a department user or department authority can create new evaluative criteria. These evaluative criteria must be approved or disapproved before the posting can be approved and go live.*

1. Log in to PeopleAdmin and select the Campus HR or Administrator role.
2. Select Applicant Tracking from the Module menu.
3. On the Applicant Tracking Home tab, Select Postings in the Inbox window to view job postings waiting for approval. Select a posting by click it's Job Title.
4. On the Posting Summary page, scroll down to the Evaluative Criteria section. If there are criteria awaiting approval, there will be an orange exclamation point and a note indicating such. Click Approve Now to approve the criteria.

**Note:** In an effort to keep the number of Evaluative Criteria to a minimum, both the user creating the criteria and the Campus HR user approving it have a responsibility to search the Evaluative Criteria and make sure a similar one does not already exist. The list of Evaluative Criteria will periodically be reviewed and duplicates deleted. Further, Campus HR users should be mindful of legal issues when approving Evaluative Criteria.