

Have all committee members sign the \_\_\_\_\_.

When received by HR and placed on the eligible list, applications are sent to the Online Hiring Center (OHC). Once HR places the candidates at the Pass/Fail step in the hire workflow, each committee member will receive an email notification with the subject line: Notice for Review. Below is a screenshot of the email.

Each committee member assigned as an SME must login to the Online Hiring Center (OHC) using the link in the

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After logging in to the OHC, you will see a box at the top labeled "My Tasks". If you are serving on more than one search committee, you will see each one listed and the number of SME reviews that you have to complete for each posting. Click on the posting title to open the applicant review section.

Click on the posting title to open the candidate review section and scroll to the bottom to see the candidate list. Click on each candidate's

Select candidates for initial interviews (telephone/Skype/Zoom) by