SUNY Cortland’s On-Line Recruitment (SCOLR) System
http://jobs.cortland.edu/hr

Search Committee Process for Reviewing Applications

1. Login at http://jobs.cortland.edu/hr
   Username: GU#### (assigned by HR - not case sensitive)
   Password: GU#### (same as username)

2. Active screen will populate showing campus title and number of applications in process among other items

3. Select View located under the campus title and a List of Active Applicants will populate
   a. List populates in Alpha order of candidate (default)
   b. May sort ascending or descending by any header title by selecting the located in front of the title e.g. Status

4. Review each application and all Documents individually or in groups
   a. Individually review each application and document by selecting the item you want to review – e.g. View Faculty/Professional/Management Application, or Cvr Ltr; or
   b. Review multiple items by placing □ in the appropriate under the All/None column at the far right – you may choose as many as you wish
      i. Scroll to the bottom and under the blue header label View Multiple – Select either VIEW MULTIPLE APPLICATIONS or VIEW MULTIPLE DOCUMENTS – this action will open all selected documents in succession

5. Each search committee member shall review all applicant materials and complete a hardcopy Criteria Checklist for each applicant

6. Once the search committee member has completed any review, Logout by selecting ‘LOGOUT’ on the bottom of the left hand column

NOTE: Each search committee shall designate ONE person to change ‘Status’ of applicants – this is typically done by the search Chair or department secretary. No other search committee member should make any changes to the applicants. A separate workflow will explain the changing of applicant statuses.