

HR Processes: Recruiting and Hiring

Full-Time Positions with Search Committees

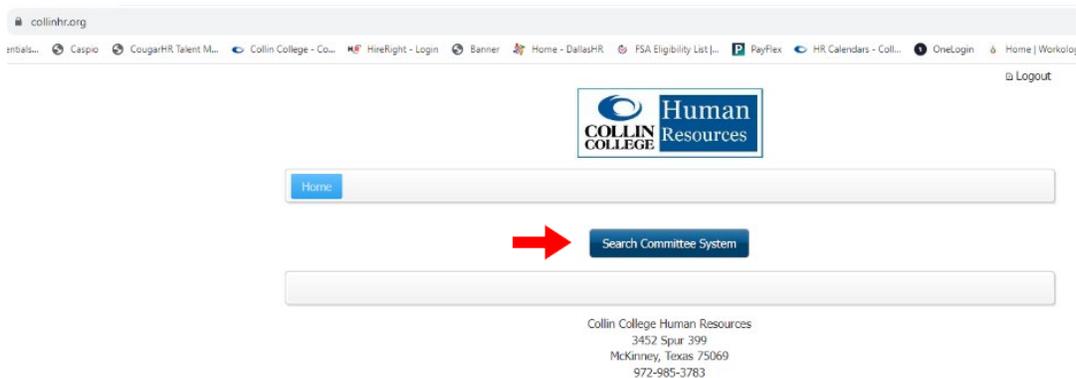


Search Committee System Actions:

Once the search committee is formed, members will need to meet and establish the ranking grid, interview questions, and interview plan. HR will email Search Committee System (SCS) login credentials to all committee members to use throughout the search process.

1. **Committee Chair:** Add ranking grid, interview questions, and interview plan.

Visit collinhr.org. Click **Search Committee System**.



Search Committee System Phases

[Introduction](#) | [Phase 1 - Start Search](#) | [Phase 2 - Rank Applicants](#) | [Phase 3 - Interview Semifinalists](#)
[Phase 4 - Interview Finalists](#) | [Phase 5 - Offer Process](#)

Welcome to the Collin College Search Committee System Webpage!

Collin College generally uses search committees to assist the responsible hiring manager in evaluating applicants for vacant full-time faculty and administrator positions. The purpose of a search committee is to ensure fair, equitable review of applicants from diverse points of view in order to select the best qualified candidate for the position.

Click on the tabs above to review the steps in the process for each phase. Click on the action menus to the left to perform a task.

For assistance with the search committee process or system, please contact your Collin College HR Consultant.

Campus	HR Consultant	Email	Phone
McKinney Campus	Sandra Escalante	sescalante@collin.edu	972-985-3717
Plano Campus	Daisy Santos	dsantos@collin.edu	972-758-3857
Frisco Campus	Monica Conklin	mconklin@collin.edu	972-377-1508
Wylie Campus	Sally Rosete	sfrosete@collin.edu	972-549-6448
Allen Technical Campus and Courtyard Center	Christy Phoenix	cphoenix@collin.edu	214-491-6237
Celina Campus	Adriana Guney	aguney@collin.edu	469-905-6063

Click **Ranking Committee Actions** and log in. Click **Phase 1(F) – Create Ranking Grid** and enter the search number, username, and password provided by HR.

Search Committee System - Ranking Committee Actions

Search Committee System
HR Consultant Actions
Ranking Committee Actions
Interview Team Actions
Hiring Manager Actions
Search Committee Reports

Phase 1(F) - Create Ranking Grid
Phase 1(G) - Define Interview Process
Phase 1(H) - Add Interview Questions
Phase 2(B) - Rank Applicants
Phase 2(C) - Select Semifinalists to Interview
Sample Interview Questions
Sample Ranking Criteria

Ranking Committee Chair Login

Search #
Username
Password
XXXXXXXXXXXX
Login

Add criteria and select rating scales for a maximum of **6-8** criteria. Enter “N/A” in unused criteria and select “0” for the rating scale. When finished, click **Submit**.

Search Committee System - Ranking Committee Actions

Search Committee System
HR Consultant Actions
Ranking Committee Actions
Interview Team Actions
Hiring Manager Actions
Search Committee Reports

Phase 1(F) - Create Ranking Grid
Phase 1(G) - Define Interview Process
Phase 1(H) - Add Interview Questions
Phase 2(B) - Rank Applicants
Phase 2(C) - Select Semifinalists to Interview
Sample Interview Questions
Sample Ranking Criteria

Create Ranking Grid

Search Number *
Position *
Dean *
Requisition Number *
Campus *
VP Provost *

Criteria
(Enter "N/A" in Criteria column for any unused criteria rows and select "0" as the Rating Scale)

Criteria 1 *
Criteria 2 *
Criteria 3 *

Q1 Scale *
Q2 Scale *
Q3 Scale *

Submit

Click the tab for **Phase 1(G) – Define Interview Process**. Add steps and deadlines for the interview plan. *Add specific dates based on your search agenda.* When finished, click **Update**.

The screenshot shows the 'Search Committee System - Ranking Committee Actions' interface. On the left is a vertical navigation menu with buttons for 'Search Committee System', 'HR Consultant Actions', 'Ranking Committee Actions' (highlighted with a red arrow), 'Interview Team Actions', 'Hiring Manager Actions', and 'Search Committee Reports'. The main content area has a header with three tabs: 'Phase 1(F) - Create Ranking Grid', 'Phase 1(G) - Define Interview Process' (selected), and 'Phase 1(H) - Add Interview Questions'. Below the tabs are buttons for 'Phase 2(B) - Rank Applicants', 'Phase 2(C) - Select Semifinalists to Interview', and 'Sample Interview Questions', along with a 'Sample Ranking Criteria' button. The 'Define Interview Process/Steps' form includes fields for 'Search Number', 'Requisition Number', 'Position', 'Campus', 'Dean', and 'VP Provost'. A text area for 'Interview Process/Steps *' contains the text: 'Rankings to be completed by Date', 'Zoom interviews completed by Date', and 'In-person and teaching presentation Date'. At the bottom, there is an 'Interview Plan File Attachment (If applicable)' section with a 'Choose File' button and 'No file chosen' text, and an 'Update' button.

Click the tab for **Phase 1(H) – Add Interview Questions**. Add interview questions for Zoom (if applicable) and onsite interviews. HR recommendation is 5 questions for Zoom and 10-20 questions for onsite. When finished, click **Update**.

The screenshot shows the 'Search Committee System - Ranking Committee Actions' interface. On the left is a vertical navigation menu with buttons for 'Search Committee System', 'HR Consultant Actions', 'Ranking Committee Actions' (highlighted with a red arrow), 'Interview Team Actions', 'Hiring Manager Actions', and 'Search Committee Reports'. The main content area has a header with three tabs: 'Phase 1(F) - Create Ranking Grid', 'Phase 1(G) - Define Interview Process', and 'Phase 1(H) - Add Interview Questions' (selected). Below the tabs are buttons for 'Phase 2(B) - Rank Applicants', 'Phase 2(C) - Select Semifinalists to Interview', and 'Sample Interview Questions', along with a 'Sample Ranking Criteria' button. The 'Add Interview Questions' form includes fields for 'Search Number', 'Requisition Number', 'Position', 'Campus', 'Dean', and 'VP Provost'. A text area for 'Interview Questions *' contains the text: '5 questions for Zoom' and '10 - 20 for In-person'. At the bottom, there is an 'Update' button.

2. Hiring Manager: Review and approve grid, plan, and questions.

Click **Hiring Manager Actions** and log in. Review the interview plan and questions under **Phase 1(J) View Search Status**. Review the ranking grid under **Phase 1 -View Ranking Grids**. Once everything has been reviewed and approved, click **Phase 1(J) Review and Sign Off**; check the box and click **Update**.

Search Committee System - Hiring Manager Actions

Phase 1(J) - View Search Status | Phase 1(J) - Review and Sign Off | Phase 1 - View Ranking Grids

Phase 1(B) - Add Sole Finalist(s) Selected for the Position(s)

Dean (or Hiring Administrator) Login

Search #

Username

Password

XXXXX XXXXX

Login

Search Committee System - Hiring Manager Actions

Phase 1(J) - View Search Status | Phase 1(J) - Review and Sign Off | Phase 1 - View Ranking Grids

Phase 1(B) - Add Sole Finalist(s) Selected for the Position(s)

Phase 1 Dean (or Hiring Administrator) Sign Off

Search Number

Requisition Number

Position

Campus

Dean

Check to acknowledge your review and sign off of Phase 1 Steps

Update

3. Ranking Committee: Review and rank applicants.

To view applications, click **Ranking Committee Actions**. Make sure **Phase 2(B)** is selected.

Search Committee System - Ranking Committee Actions

Phase 1(F) - Create Ranking Grid | Phase 1(G) - Define Interview Process | Phase 1(H) - Add Interview Questions

Phase 2(B) - Rank Applicants | Phase 2(C) - Select Semifinalists to Interview | Sample Interview Questions

Sample Ranking Criteria

Ranking Committee Member Login

Search #

Username

Password

Login

To review applications, click **View CougarHR Application**. It is easiest to review applications by having dual monitors, one with the SCS, the other with the Workday applications.

The hyperlink will direct you to login to Workday to access the job req. Select Review Candidates to access the candidate pool.

All applicants will start in the “Review” stage. Approved candidates will be in HR Screen status.

REVIEW OF THE CANDIDATE GRID

Overview: This is the default display showing general candidate information, i.e., date applied, current job title, and a link to the resume and veteran status. Data can be filtered on each of these columns.

Contact: The candidate’s address, phone, email, degree information, social profile, and years in current job are listed here. Data can be filtered on each of these columns.

Experience: A snapshot of work history and education.

Resume: This section includes the resume text. Here, the committee members can search all candidate resumes by filtering for relevant skills, work history, educational background, etc.

Click on the hyperlink with the candidate's name and it will take you to their application profile.

<input type="checkbox"/>	Job Application
<input type="checkbox"/>	Collin Cougar (CAND-343)

It will open their application profile.

The screenshot shows a candidate profile for Collin Cougar (CAND-1263) for the position of R-1090 Adjunct Professor, Psychology (Applicant Pool 2021-2022) (Evergreen). The profile is divided into several sections:

- Contact Information:** Phone Number: 409-123-4567 (Fax); Email: collincougar@west.edu; Location: 123 Main Street, McKinney, TX 75069, United States of America; Jobs Applied to: 1.
- Active Job Applications (1):** A single application for the position of R-1090 Adjunct Professor, Psychology (Applicant Pool 2021-2022) (CAND-1263) at the Collin Higher Education Center, with a date applied of 01/23/2021. A "Review" button is visible.
- Work History:** Shows "Current Job: 5 years", "Total Jobs: 1", and "Total Experience: 5 years". There are "Interview" and "Decline" buttons.

A left-hand navigation menu includes tabs for Summary, Overview, Recruiting History, Screening, Interview, Questionnaire Results, Personal, and Attachments.

The **Summary** tab will show you a snap shot of the application.

The **Attachments** tab will contain copies of their transcripts, resume, certifications, etc.

On the **Search Committee System**, click **Details** to score each candidate. Check the box at the bottom and click **Update** when finished.

Search Committee System - Ranking Committee Actions

Phase 1(F) - Create Ranking Grid Phase 1(G) - Define Interview Process Phase 1(H) - Add Interview Questions
Phase 2(B) - Rank Applicants Phase 2(C) - Select Semifinalists to Interview Sample Interview Questions
Sample Ranking Criteria

Logout

Rank Applicants

Applicant: Test 123

Search #:
Requisition #: 0
Position: HR

Ranking Criteria

1. Education: PhD = 10 MS = 5 (be as specific as possible) 0 1 2 3 4 5 6 7 8 9 10
2. Years of Teaching Experience in Higher Education 5 or more = 10 0 1 2 3 4 5 6 7 8 9 10
3. N/A 0
4. N/A 0
5. N/A 0
6. N/A 0
7. N/A 0
8. N/A 0
9. N/A 0
10. N/A 0

Check here and click Update below to submit your ratings for this applicant. *

Update Back

Record 1 of 2

4. **Committee Chair:** Choose semi-finalists selected for interviews.

Click **Ranking Committee Actions** and go to **Phase 2(C) – Select Semifinalists to Interview**. Click **Details** and check the box to select semifinalist candidates for interviews. Click **Update** when finished. Send email with semi-finalist names and snippet of rankings to Associate Dean/Director for approval. *If the search has five or fewer qualified local candidates, Zoom interviews may be bypassed. Skip to Step 7.*

Search Committee System - Ranking Committee Actions

Phase 1(F) - Create Ranking Grid | Phase 1(G) - Define Interview Process | Phase 1(H) - Add Interview Questions

Phase 2(B) - Rank Applicants | Phase 2(C) - Select Semifinalists to Interview | Sample Interview Questions | Sample Ranking Criteria

Select Semifinalists

Search #	Requisition #	Position	Applicant	RCM1 Complete	RCM2 Complete	RCM3 Complete	RCM4 Complete	RCM5 Complete	Score	Semifinalist	Details
70	0	HR	Test 123	Yes	No	No	No	No	9	No	Details
70	0	HR	Test Test	Yes	No	No	No	No	3	Yes	Details

Records 1-2 of 2

Search Committee System - Ranking Committee Actions

Phase 1(F) - Create Ranking Grid | Phase 1(G) - Define Interview Process | Phase 1(H) - Add Interview Questions

Phase 2(B) - Rank Applicants | Phase 2(C) - Select Semifinalists to Interview | Sample Interview Questions

Sample Ranking Criteria

SELECT SEMIFINALIST

Search Number
Requisition Number 0
Position HR
Applicant Test 123
Semifinalist Check this box to Select this Applicant as a Semifinalist

Update Back

5. Hiring Manager: Review and approve semi-finalists.

Review rankings and semifinalist list provided via email. Notify chair of approval via email and copy HRC.

6. Interview Stage.

The **Committee Chair** will schedule interviews with the semi-finalists.

Note: Committee Members SHOULD NOT manage ANY inbox tasks or move any candidates forward in Workday (view only access). Your campus HRC will move candidates forward to interview upon receiving notification from the Committee Chair.

After the interview, the **Hiring Manager** will complete the To-Do Task - Attach Interview Notes. Attach interview notes to the candidate's profile or via an action item "Awaiting Me" in the candidate grid.

Inbox

Actions Archive

Viewing All Sort By: Newest

Schedule More Interviews [redacted] (Internal) - R-1966 Professor, English (Fall 2022) (CAND-6531) 4 second(s) ago - Due 02/18/2022

Complete To Do Attach Interview Notes

4 second(s) ago - Due 02/18/2022

For [redacted] (Internal) - R-1966 Professor, English (Fall 2022) (CAND-6531)

Overall Process Job Application [redacted] (Internal) - R-1966 Professor, English (Fall 2022) (CAND-6531) on 02/15/2022

Overall Status In Progress

Instructions Please attach interview notes to the candidate's record. Pull up your candidate's record either by clicking link above next to "For: candidate name and job requisition number", or searching their name or from the job requisition itself. On the left side below the candidate you will see a list of pages, select "Attachments", once on attachment page, select ADD button under "Other Documents". Select the file you want to add, you will then receive a pop up and will need to select a Category, select Workday delivered categories, "INTERVIEW" or you can also just type "Interview".

enter your comment

Submit Save for Later Close

Attachment Category

Add

Questionnaire Results
Personal
Attachments
Offer

7. Interview Committee: Vote on finalists for onsite interviews.

All Search committee members should go back to the SCS. Click **Interview Team Actions** and log in with new credentials that will be sent by HR. This will be different from the Ranking Committee credentials. Click **Phase 3(D)**. Click **Details** next to each candidate name. Vote **Yes** or **No** for each candidate, **check the box** at the bottom of the page and click **Update**.

Search Committee System

HR Consultant Actions

Ranking Committee Actions

Interview Team Actions

Hiring Manager Actions

Search Committee Reports

Search Committee System - Interview Team Actions

Phase 3(D) - Vote on Finalists After 1st Interview

Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)

Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

Interview Team Member Login

Search #

Username

Password

Login

Phase 3(D) - Vote on Finalists After 1st Interview

Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)

Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

FINALISTS RECOMMENDATIONS

Search Number	Requisition Number	Position	Applicant	Applicant Info	ITM1	ITM2	ITM3	ITM4	ITM5	ITM6	ITM7	ITM8	ITM9	ITM10	Dean	Total Recommendations
0	HR	Test Test	View Candidate Info in CougarHR	Yes	No	No	1									

Phase 3(D) - Vote on Finalists After 1st Interview

Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)

Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

RECOMMEND FINALISTS FOR 2nd INTERVIEW

Search Number

Requisition Number 0

Position HR

Applicant Test Test

[View Candidate Info in CougarHR](#)

Vote * No Yes

Check this box to confirm your selection and click Update below *

Update Back

If you log into Workday, you may refer back to the application materials, if needed, by clicking **View Candidate Info in CougarHR**.

8. **Committee Chair**: Add candidates selected as finalists for onsite interviews.

Click **Interview Team Actions in the SCS** and **Phase 3(E)**. Enter your credentials. Click **Details** and check the box to select finalists. Click **Update**. Send email with finalist names and snippet of rankings to Associate Dean/Director for approval and copy HR.

Search Committee System - Interview Team Actions

Phase 3(D) - Vote on Finalists After 1st Interview
Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)
Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

Interview Team Chair Login

Search #
Username
Password
XXXXXX

Search Committee System
HR Consultant Actions
Ranking Committee Actions
Interview Team Actions
Hiring Manager Actions
Search Committee Reports

FINALISTS RECOMMENDATIONS

Search Number	Requisition Number	Position	Applicant	ITM1	ITM2	ITM3	ITM4	ITM5	ITM6	ITM7	ITM8	ITM9	ITM10	Dean	Total Recommendations	Finalist	
0	HR	Test Test	Test Test	Yes	No	No	1	Yes	Details								

Show per page 25 of 1

Search Committee System - Interview Team Actions

Phase 3(D) - Vote on Finalists After 1st Interview
Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)
Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

MARK FINALISTS FOR 2nd INTERVIEW

Search Number
Requisition Number 0
Position HR
Applicant Test Test

Check here to mark this candidate as a Finalist and click Update below

9. Interview Committee: Rank finalists.

Click **Interview Team Actions** and log in. Click **Phase 4(B)**. Click **Details** next to each candidate name. Use the drop-down menu to rank the top 10 candidates from 1 to 10, with 1 being the most preferred. If you have more than 10 candidates, give a rating of 10 to any candidates outside of the top 10 that you would consider hiring. Only give a rating of "Not in Top 10" to candidates you would not consider for the position. **Check the box** at the bottom of the page and click **Update**.

Phase 3(D) - Vote on Finalists After 1st Interview | Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)

Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

FINALISTS RANKINGS | **AND PRESENTATION**
Jaslyn Lue is ITM1

Search Number	Requisition Number	Position	Applicant	ITM1	ITM2	ITM3	ITM4	ITM5	ITM6	ITM7	ITM8	ITM9	ITM10	Dean	Ranking (Lowest to Highest)	Details
70	0	HR	Test Test	Yes	No	No	11	Details								

Search Committee System - Interview Team Actions

Phase 3(D) - Vote on Finalists After 1st Interview

Phase 3(E) - Add Candidates Selected as Finalists for 2nd Interview (ITC)

Phase 4(B) - Rank Finalists After 2nd Interview & Presentation

RANK FINALISTS

Instructions: Rank your top 10 Finalists from 1 to 10, with 1 being the most preferred. You must select "Not in Top 10" for any applicants that did not make your top 10 list. If there are less than 10 Finalists in the search, then rank them in the order of preference.

Search Number

Requisition Number

0

Position

HR

Applicant

Test 123

[View Applicant Info](#)

2

Check the box to confirm your response and click Update below

Update

Back

10. **Committee Chair** emails committee's final recommendation to Associate Dean/Director, copy HR.

11. No additional tasks need to be completed by the Search Committee. Thank you for your recommendations and your service to the college!

Hiring Manager Responsibilities:

1. Hiring Manager: Select sole finalist for position.

Click **Hiring Manager Actions** and log in. In **Phase 4(B)**, select the candidate selected for the position. If more than one opening is on the search, select more than one candidate.

The screenshot shows the 'Search Committee System - Hiring Manager Actions' interface. At the top, there are three navigation tabs: 'Phase 1(J) - View Search Status', 'Phase 1(J) - Review and Sign Off', and 'Phase 1 - View Ranking Grids'. Below these is a blue bar for 'Phase 4(B) - Add Sole Finalist(s) Selected for the Position(s)'. The main content area is titled 'Enter Sole Finalist(s) Select for the Position(s)'. It contains several input fields: 'Search Number', 'Requisition Number', 'Position', and 'Campus'. Below these is a dropdown menu labeled 'Candidate(s) Selected *'. The dropdown menu is currently empty. At the bottom of the form is a blue 'Update' button.

Please contact your Campus HR Consultant if you have any questions or concerns.

Sandra Escalante

McKinney Campus & Public Safety Training Center
(972) 985-3717
sescalante@collin.edu

Leslie Decker

Allen Technical Campus & Courtyard Center
(214) 491-6237
lesliedecker@collin.edu

Plano Campus
(972) 758-3857

Monica Conklin

Frisco Campus
(972) 377-1508
mpconklin@collin.edu

Adriana Guney

Celina Campus
(469) 905-6063
aguney@collin.edu

Sally Rosete

Farmersville Campus, Wylie Campus
& Rockwall Center
(972) 549-6448
sfrosete@collin.edu

Andreina Fowler (HR Manager)

iCollin
(972) 599-3161
AFowler@collin.edu