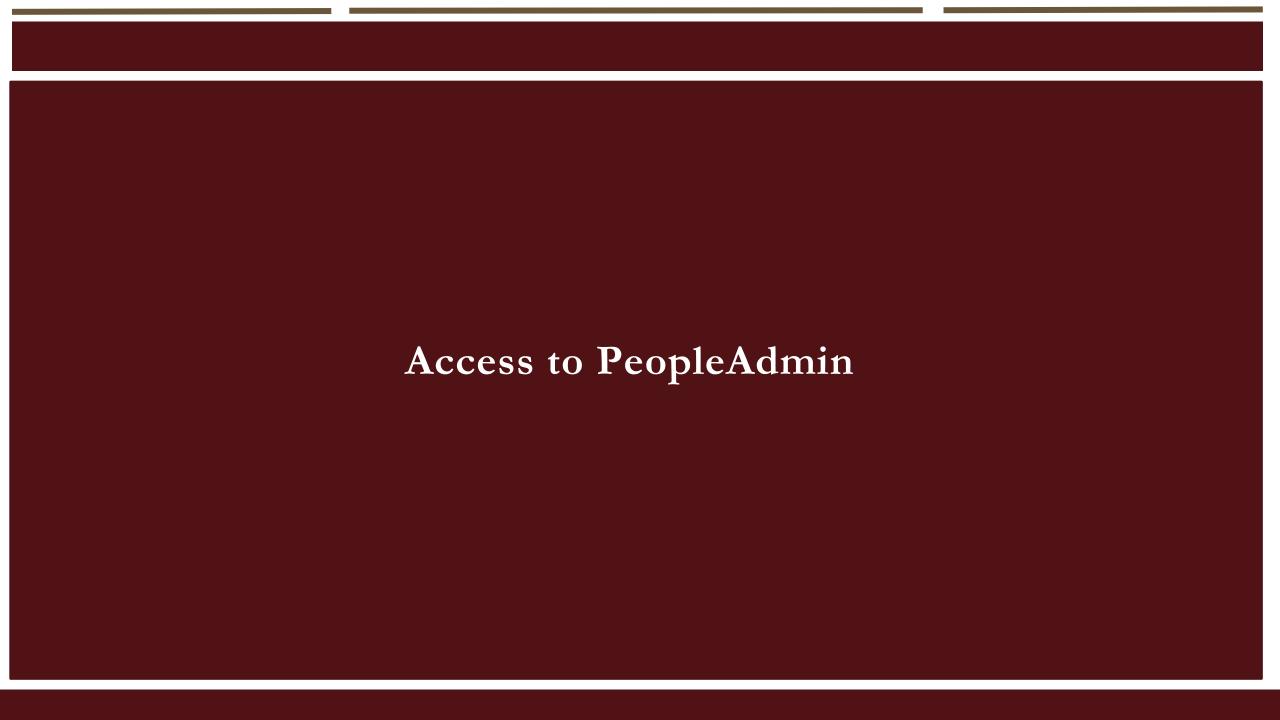# Search Committee Chair

PeopleAdmin User Guide

This guide is intended to assist with access reviewing applications, changing applicant's workflow states, requesting interview approval, and preparing the hiring matrix.

TEXAS ★ STATE ®
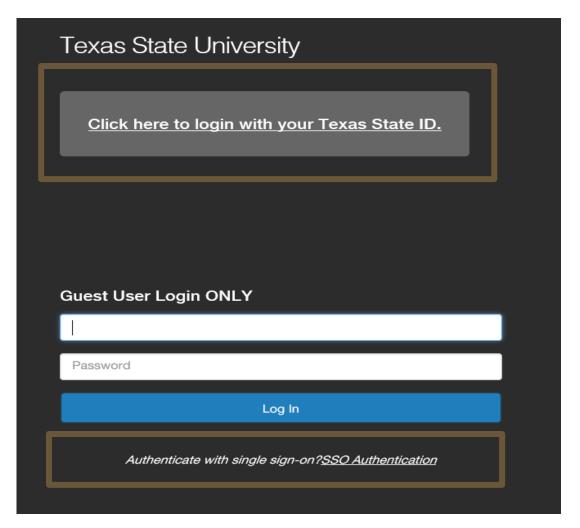FACULTY AND ACADEMIC
RESOURCES

Table of Contents

Access to PeopleAdmin

How to log into PeopleAdmin

Step 1. Open your browser and go to
https://jobs.hr.txstate.edu/hr to login.

Step 2. Click on "Click here to login with
you Texas State ID." or SSO Authentication.

Texas State University

Click here to login with your Texas State ID.

Guest User Login ONLY

Password

Log In

Authenticate with single sign-on?SSO Authentication

4

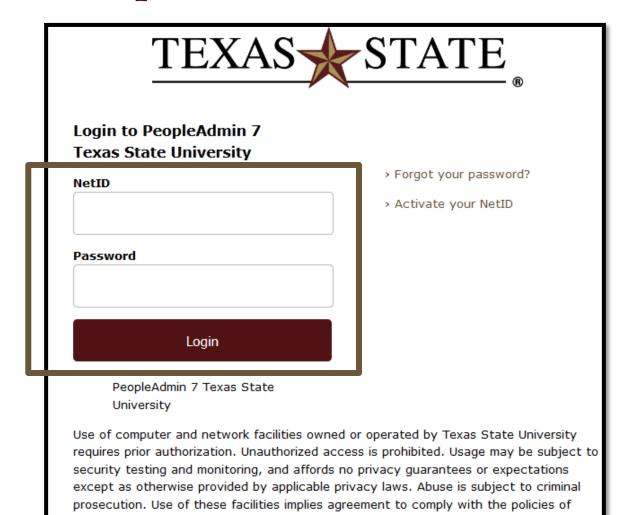# How to log into PeopleAdmin

Step 3. User will be redirected to the Texas State PeopleAdmin 7 login screen.
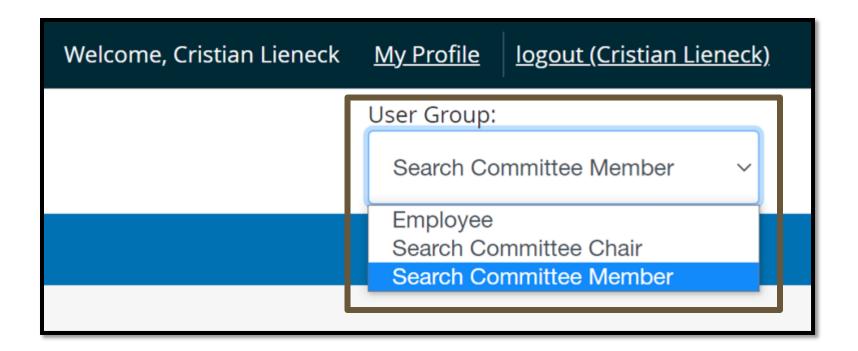
Step 4. Sign in using your Texas State University username and password.

Please note that you will be logged out of the system after 60 minutes of inactivity.

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Changing the User Group

User group Selection: Use the drop-down menu to toggle between user groups.

Applicant Reviewer

Applicant Reviewer

The Search Committee Applicant Reviewer feature is designed to allow you to view the applications and applicant documents associated with a posting and move the applicants through the applicant workflow states in the applicant review process. Search committee members are assigned to a posting when the posting is created.

Step 1: Click the **Postings** tab located in the blue bar and select the appropriate position type (**Tenure Line Faculty** or **Nontenure Line Faculty**) from the drop-down menu.

Step 2: Locate the posting, select **Actions** and **View Applicants**.

Step 3: Select **Actions** and **View Application**. The required and/or optional applicant documents can be viewed at the bottom of the application or under the **Documents** tab.

Step 4: To view the PDF version of the application and documents, click the **Generate** link located under the **Combined Document** column. Once the PDF opens, you can view, save, and print the document.

To View Applicants' Materials Collectively: The system allows committee members to select multiple applicants at one time to download and review as one PDF. You have the option to select, for review, specific documents or all documents for the applicants selected.

Step 1: Select the applicants to review by checking the **Boxes** next to the applicant's names.

Step 2: Select the Actions ∨ button and click **Download Applications as PDF**.

Step 3: Select the document type(s) to view and click **Submit**.

- The committee member can download the **Application and All Documents** or specific documents provided by the applicant.

Step 4: The system will create a PDF containing all the documents selected.

Select the document type(s) to use.

- ● Application and All Documents
- ○ Only These Document Types

- ☐ Application Data
- ☐ Cover Letter
- ☐ Curriculum Vitae
- ☐ Unofficial Transcripts (all in one document)
- ☐ Samples of Scholarly Work/Research
- ☐ Syllabi
- ☐ Evidence of Teaching Experience/Evaluations
- ☐ Evidence of Teaching Effectiveness
- ☐ DD 214/DD1300
- ☐ Veteran's Preference
- ☐ Resume
- ☐ Letter of Recommendation #1
- ☐ Media File
- ☐ Portfolio
- ☐ Licensure
- ☐ Certifications
- ☐ Letter of Recommendation #2
- ☐ Letter of Recommendation #3
- ☐ Other Required Documents
- ☐ List of References

Changing Applicant Workflow Status

Changing Individual Applicant Status

Step 1: To change the state of one applicant, click on the applicant's name to review their application.

Step 2: On the **Applicant Review** page, select the [Take Action On Posting ▾] button and select the appropriate workflow state. A **Take Action** box will then appear, click **Submit** to move the applicant.

Applicants who do not meet qualifications, or who are eliminated during the review process, should be designated as "Not Hired". In addition to changing the Applicant Status, the committee chair will select the appropriate reason for non-selection.

Changing Multiple Applicant States

Step 1: To change the state of multiple applicants, select the blue [Q More Search Options ▾] button on the **Applicant Review** page, select **Active** and the **Workflow State: Under Review by SCC** and then click the **Search** button.

Step 2: From the list of applicants, check the boxes to select the applicants to move in bulk.

Step 3: Hover over the **Actions ✓** button and select **Bulk: Move in Workflow**.

Step 4: Select the workflow state to which you would like to move all applicants and click **Save Changes** to update.

Step 5: After completing each bulk move, restart with **Step 1** as all applicants must reside in the same workflow state (e.g., Under Review by SCC) to complete a bulk move.

Editing: Workflow States for 3 Applicants

Change for all applicants	Not Hired	Please select...

Please select...
Does Not Meet Required Qualification(s) – Education/Degree
Does Not Meet Required Qualification(s) – Certification/License
Does Not Meet Required Qualification(s) – Area of Expertise
Does Not Meet Required Qualification(s) – Published Research/Research Potential
Does Not Meet Required Qualification(s) – Teaching/Administrative Experience
Does Not Meet Required Qualification(s) – Other Job Requirement:
Low Matrix Score
Incomplete Application
Declined Interview
Other:

Applicant	Current State	New State	
███████	Under Review by SCC	Not Hired	
███████	Under Review by SCC	Not Hired	
███████	Under Review by SCC	Not Hired	

How to Use the Hiring Matrix Tool

Hiring Matrix

The hiring matrix tool is **required** for all faculty searches. This tool ensures the hiring selection decisions are made only on lawful, job-related, and non-discriminatory criteria, thus providing Equal Employment Opportunity to all applicants. The search committee should design the matrix categories to correspond to the required and preferred qualifications stipulated in the posting.

Sample hiring matrix templates can be found in the Faculty Recruitment Toolbox located under the Search Committee Resources – Hiring Matrix Tool.

Step 1. After downloading the template, begin filling out the hiring matrix by entering the job title and job number at the top of the matrix. The posting number is assigned once the search is approved by Faculty and Academic Resources in the online recruitment system.

Posting Information

Position Title	Professor in Mechanical Engineering
Job Posting Number	202116FAC
Job Location	San Marcos
Department	Ingram School of Engineering

Job Title: Professor in Mechanical Engineering

Job Number: 202116FAC

			Required Qualifications (A "0" or "No" here eliminates applicant from further consideration)											

Step 2. Use the blank column headers to list the required qualifications and preferred qualifications. The qualifications should match the job posting exactly. Do not add criteria that does not appear in the posting or leave any qualification(s) out.

Required Qualifications	• An earned doctorate in mechanical engineering or a closely related discipline. • Meet the relevant requirements of ISoE, College of Science and Engineering, the University and the TSUS Board of Regents to be tenured at the rank of professor. • Demonstrated experience in undergraduate and/or graduate curriculum development and ABET accreditation. • Demonstrated commitment to diversity.
Preferred Qualifications	• Demonstrated record of discipline specific research publications in internationally recognized journals and conferences. • Demonstrated experience in securing externally funded grants and contracts. • Evidence of excellence in teaching at the undergraduate level. • Industry experience and/or Professional Engineering licensure. • Demonstrated experience with one or more of the following digital tools/technologies: internet of things, big data and analytics, engineering simulation, additive manufacturing, robotics, artificial intelligence and/or cybersecurity.

Required Qualifications (A "0" or "No" here eliminates applicant from				Preferred Qualifications		
An earned doctorate in mechanical engineering or a closely related discipline.	Required Qualification #2	Required Qualification #3	Required Qualification #4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	Preferred Qualications #2	Preferred Qualications #3
1	1	1	1	1	1	1

Step 3. Below the qualifications, indicate the scoring range for each qualification [yes(1)/no(0), 0-5, 0-10, etc.]

Job Title: Professor in Mechanical Engineering										
Job Number: 202116FAC										
			Required Qualifications (A "0" or "No" here eliminates applicant from				**Preferred Qualifications**			
	Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Required Qualification #2	Required Qualification #3	Required Qualification #4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	Preferred Qualifications #2	Preferred Qualications #3	P4	P5
Applicants Name	Y/N	Y/N	Yes/No or 0-X	Yes/No or 0-X	Yes/No or 0-X	Yes/No or 0-X	0-X	0-X	0-X	0-X	0-X

Step 4. Enter the names of all applicants, even those who have withdrawn or submitted incomplete applications. You are not required to evaluate these applicants; however, you need to indicate on the matrix why they were not scored. You can do this in the 'Notes' column on the far right of the matrix (e.g., withdrawn or incomplete application).

No.	Applicants Name	Veteran's Preference Verified Y/N	Meets Required Qualifications Y/N	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3 0-10	R4 0-5	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2 0-5	P3 0-10	P4 0-15	P5 0-5	Total Application Screening Score	Veteran Interviewed Y/N	Preliminary Interview Score 20	Interview Score 20	Total Application Screening Score	Notes:
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/]
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Step 5. Applicants must be screened based on the application materials provided as part of their application.

Application Procedures	The following documentation must be included in the application.
	1) Cover letter 2) Curriculum vitae a) Professional registration status b) List of professional and post-doctoral employments c) List of published peer-reviewed articles d) List of funded research proposals, with funding amount and funding agency e) List of courses taught as the Instructor of Record 3) Statements of research interests 4) Statements of teaching interests 5) List of three references

Step 6. When scoring applicants on the matrix, each column should indicate whether the applicant meets the specified qualification.
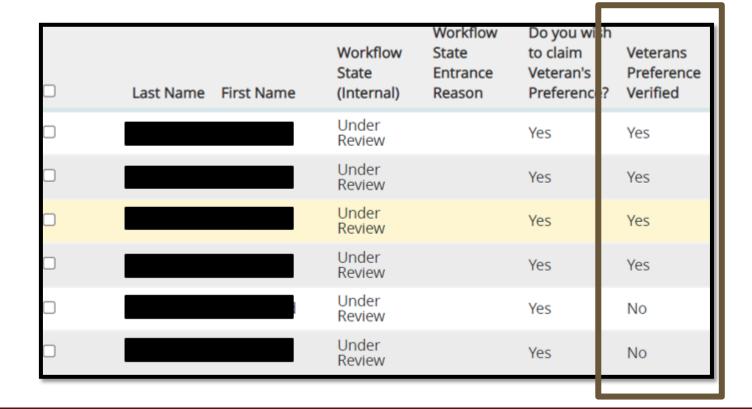
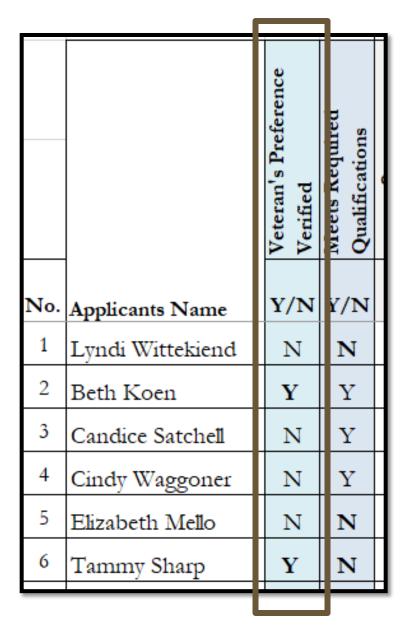| No.	Applicants Name	Veteran's Preference Verified Y/N	Meets Required Qualifications Y/N	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3 0-10	R4 0-5	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2 0-5	P3 0-10	P4 0-15	P5 0-5	Total Application Screening Score	Veteran Interviewed Y/N	Preliminary Interview Score 20	Interview Score 20	Total Application Screening Score	Notes:
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

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- If the applicant meets the qualification, indicate YES or a score within the scoring range [0-5, 0-10, etc.]
- If the applicant does not meet the qualification, indicate NO or zero [0].
  - Once you reach a required qualification that is not met, you may stop scoring the applicant.
  - For applicants who are missing at least one required qualification, mark them with an 'N' in the "Does Not Meet Required Qualifications" column.

No.	Applicants Name	Veteran's Preference Y/N	Meets Required Qualifications Y/N	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3 0-10	R4 0-5	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2 0-5	P3 0-10	P4 0-15	P5 0-5	Total Application Screening Score	Veteran Interviewed Y/N	Preliminary Interview Score 20	Interview Score 20	Total Application Screening Score	Notes:
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

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Step 7. If any applicants qualify for Veteran's Preference, mark that in the "Veteran's Preference Verified" column.

According to Chapter 657 of the Texas Government Code, individuals who qualify for veteran's preference are entitled to preference in employment with the University over other applicants who do not have greater qualifications.

	Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Do you wish to claim Veteran's Preference?	Veterans Preference Verified
☐	███████		Under Review		Yes	Yes
☐	███████		Under Review		Yes	Yes
☐	███████		Under Review		Yes	Yes
☐	███████		Under Review		Yes	Yes
☐	███████		Under Review		Yes	No
☐	███████		Under Review		Yes	No

No.	Applicants Name	Veteran's Preference Verified Y/N	Meets Required Qualifications Y/N
1	Lyndi Wittekiend	N	**N**
2	Beth Koen	**Y**	Y
3	Candice Satchell	N	Y
4	Cindy Waggoner	N	Y
5	Elizabeth Mello	N	**N**
6	Tammy Sharp	**Y**	**N**

Veteran's Preference

- o If the total number of individuals interviewed for the position is six or fewer, the state agency is required to interview at least one individual qualified for veteran's employment preference.
- o If the total number of individuals interviewed for the position is more than six, the state agency is required to interview at least 20% of total applicants that qualify for veteran's employment preference.
- o If the applicant pool does not have any applicants who self-identify as eligible for Veteran's Preference, this interview requirement does not apply.

No.	Applicants Name	Veteran's Preference Verified Y/N	Meets Required Qualifications Y/N	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3 0-10	R4 0-5	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2 0-5	P3 0-10	P4 0-15	P5 0-5	Total Application Screening Score	Veteran Interviewed Y/N	Preliminary Interview Score 20	Interview Score 20	Total Application Screening Score	Notes:
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55			10	65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65			20	85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Step 8. For positions listed as 'Open Until Filled', the committee should set the full consideration date. All applicants must be reviewed and included on the matrix, no matter their application date.

No.	Applicants Name	Veteran's Preference Verified Y/N	Meets Required Qualifications Y/N	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3 0-10	R4 0-5	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2 0-5	P3 0-10	P4 0-15	P5 0-5	Total Application Screening Score	Veteran Interviewed Y/N	Preliminary Interview Score 20	Interview Score 20	Total Application Screening Score	Notes:
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	**Alternate #1 - Recommended for Interview**
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	**Recommended for Interview**
5	Elizabeth Mello	N	N	Yes	**No**								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	**No**									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	**Incomplete Application**

Step 9. After screening each applicant, calculate the applicant's required and preferred scores to determine the top candidates.

    o Only applicants that meet the minimum requirements should be interviewed.

Instructions for moving the applicants to the appropriate workflow state can be found in the Faculty Recruitment Toolbox under the Search Committee Resources – <u>Applicant Workflow Status</u>.

Step 10. At the conclusion of the final interviews, the search committee should meet to determine which candidates, if any, to recommend for hire. The search committee may choose to provide rankings, strengths and weaknesses, determination of acceptable and unacceptable candidates, and other types of feedback in its recommendation. The search committee chair forwards the recommendation to the department chair or school director.

After discussion with the chair or director, the dean will review the recommendations. If dean concurs with the recommendation, he or she will submit the salary recommendation and start-up request, if applicable, to Division of Research for approval. With dean and associate provost approval, the chair or director may begin formal negotiations. *Please review the [Faculty Compensation and Faculty Hiring Guidelines](#) on Faculty and Academic Resources - [Faculty Hiring and Retention.](#)*

Step 11. The search committee chair is responsible for preparing the final hiring matrix and changing applicants to the appropriate state in the online system.
- Applicants who do not meet qualifications or who are eliminated during the review process should be designated as "Not Hired" with the most appropriate reason for non-selection (e.g., Does Not Meet Required Qualification–Degree, Incomplete Application, Low Matrix Score, Declined Interview).
- Applicants who were interviewed should be moved appropriately (e.g., Interviewed – Not Selected, Recommended for Hire).

Preparing the Final Matrix

o Add the final interview scores, rankings, or acceptable/unacceptable to the 'Interview' column.

o Update the 'Notes' column to reflect applicants' outcome (e.g., Selected for Hire, Interviewed – Declined Offer, Interviewed – Not Selected, Low Matrix Score, Does Not Meet Qualifications)

o If posting was listed as Open Until Filled, all applicants must be reviewed and included on the matrix, no matter their application date.

No.	Applicants Name	Veteran's Preference Verified Y/N	Meets Required Qualifications Y/N	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3 0-10	R4 0-5	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2 0-5	P3 0-10	P4 0-15	P5 0-5	Total Application Screening Score	Veteran Interviewed Y/N	Preliminary Interview Score 20	Interview Score (Ranking/Unacceptable/Acceptable) 20	Total Application Screening Score	Notes:
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined unacceptable by Committee
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Not Interviewed
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20	15	100	Interviewed - Selected for Hire
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at the rank of professor
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/Degree
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Additional Notes on Reviewing Applicants

1. All applicants (even those who are withdrawn or submitted incomplete applications) are listed on the hiring matrix.

2. All protected veterans are marked on the matrix (and if there are any who are minimally qualified, that at least one was given an interview).

3. The required and preferred qualifications listed match the job posting (nothing missing, nothing added that wasn't listed in the posting).

4. For those candidates who are marked on the matrix as "Does Not Meet Minimum Requirements," at least one qualification must be marked on the matrix as not met.

For assistance, please contact Talent Acquisition at 512.245.2557 or talent@txstate.edu.

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FACULTY AND ACADEMIC RESOURCES