

Quick Guide **Hiring Committee**



HR MANAGER
TALENT SOLUTIONS

Information about a Hiring Committee

A hiring committee is used when a number of users are to rank the same candidate.

To become a member of a hiring committee, it requires, that the user has the appropriate rights.

Please note, that the other project participants ranking is only visible, if you have been given the access to view it. The 'Average score' can be seen on the candidate list.

A project leader has access to see the individual score, whereas it can vary for the project participants.

Add a Hiring Committee

Project participants added to the project, are by default a part of the hiring committee, if they have the appropriate rights.



The screenshot shows a software interface titled "Access Options". It contains two main sections. The first section, "Project leader:", has a red asterisk and an "Add" button. Below it is a table with columns "Last name", "First name", and "Contact Person *". It contains one row for "Support DK" and "HR Manager" with an unchecked checkbox and a "Remove" button. The second section, "Project participants:", has "Create and add" and "Add" buttons. Below it is a table with the same columns. It contains two rows: "Bengtson" and "Nadja" (unchecked checkbox, "Remove" button), and "bengtson" and "nadja 2" (unchecked checkbox, "Remove" button). A footnote at the bottom explains the asterisk: "* = Contact persons will only be shown in the advertisement if info about contacts is used in the layout template."

Last name	First name	Contact Person *
Support DK	HR Manager	<input type="checkbox"/>

Project participants:
Create and add | Add

Last name	First name	Contact Person *
Bengtson	Nadja	<input type="checkbox"/>
bengtson	nadja 2	<input type="checkbox"/>

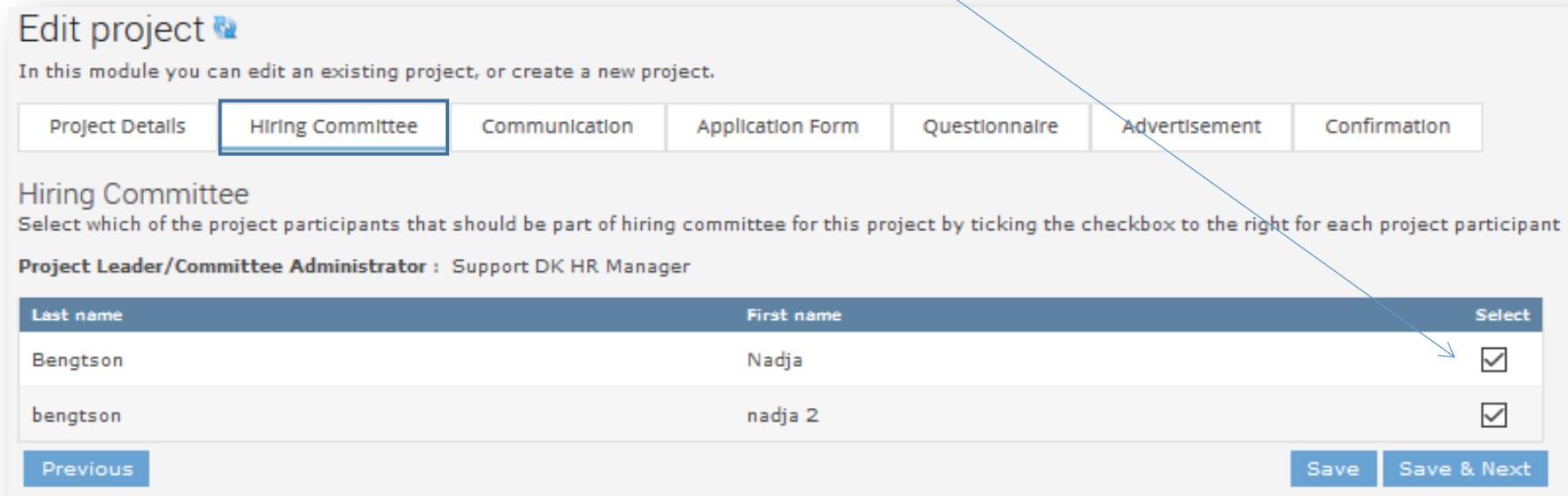
* = Contact persons will only be shown in the advertisement if info about contacts is used in the layout template.


The tab 'Hiring Committee'

When the hiring committee is enabled, the tab 'Hiring Committee' will be visible in the project wizard 'Edit project'

Simply untick the user, if user is not supposed to be a part of the hiring committee. Then click 'Save'.

The user will now only be a project participant, and not a part of the hiring committee.



Edit project 

In this module you can edit an existing project, or create a new project.

Project Details **Hiring Committee** Communication Application Form Questionnaire Advertisement Confirmation

Hiring Committee

Select which of the project participants that should be part of hiring committee for this project by ticking the checkbox to the right for each project participant

Project Leader/Committee Administrator : Support DK HR Manager

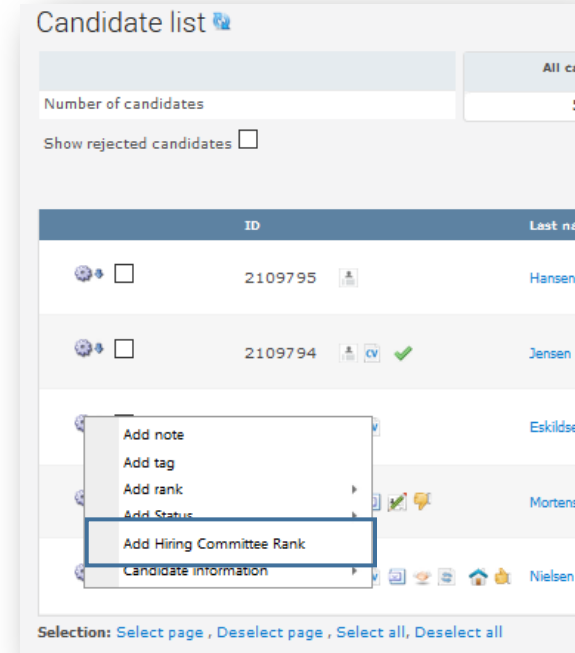
Last name	First name	Select
Bengtson	Nadja	<input checked="" type="checkbox"/>
bengtson	nadja 2	<input checked="" type="checkbox"/>

[Previous](#) [Save](#) [Save & Next](#)

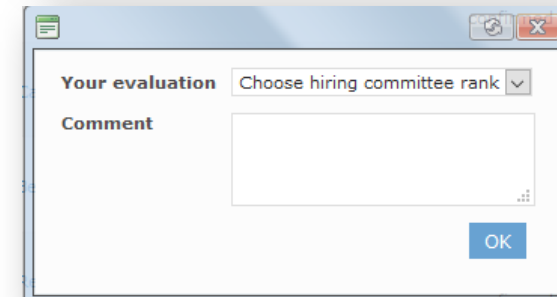
Ranking a candidate

When ranking a candidate, simply select by 'add Hiring Committee Rank' from the wheel.

Choose your rank and add a comment in the pop up.



The screenshot shows a web application titled "Candidate list". It features a search bar, a "Number of candidates" dropdown set to 5, and a "Show rejected candidates" checkbox. Below is a table with columns "ID" and "Last name". The table lists several candidates, including Hansen, Jensen, Eskildsen, Mortensen, and Nielsen. A context menu is open over the table, showing options: "Add note", "Add tag", "Add rank", "Add Status", "Add Hiring Committee Rank" (highlighted with a red box), and "Candidate information". At the bottom, there are selection controls: "Selection: Select page, Deselect page, Select all, Deselect all".



The screenshot shows a pop-up window titled "Your evaluation". It contains a dropdown menu labeled "Choose hiring committee rank" and a text area labeled "Comment". An "OK" button is located at the bottom right.

Rank from candidate profile

It is also possible, to assign the rank on the candidate profile from the tab 'Hiring Committee'. Click 'Save', once you have assigned your rank.

Personal info

Hiring committee

CV/other documents


Questionnaire

Notes

Communication

Applications

Appointments



René Mortensen
Education:
Arkitekt
Location:
Vejen
1234, Byen

Add/edit your individual ranking for the selected candidate from the dropdown below.

Click **OK** to save/update the candidate rank.

Average rank: 2

Your evaluation 2

Comment Not interesting

Save

Project Leader/Committee Administrator: Support DK HR Manager

Last name	First name	Rank	Comment
Support DK	HR Manager	2	Ikke interessant
bengtson	nadja	2	

Display of the average score

The column 'Average score' can be enabled on the candidate list.

Please note, that not all users have the access to see the individual ranks assigned.

Should you have access to see the rank, hover the score to see who assigned the score together with their comment.

Last name	First name	Average score ▼	Email address	Rank	Similarity index
Hansen	Karina	7	k@e.dk	☆☆☆☆☆	
Jensen	Camilla	6	c@c.dk	☆☆☆☆☆	
Eskildsen	Bente	5			
Mortensen	René	2			
Nielsen	Torben	10			

Hiring Committee Rank(s)

Last name	First name	Rank	Comments
Support DK	HR Manager	10	Super
bengtson	nadja 2		

You are now ready to use the 'Hiring Committee'

Please contact Support for any further assistance

Tel: +45 72 44 06 44

Email: support@hr-manager.net

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