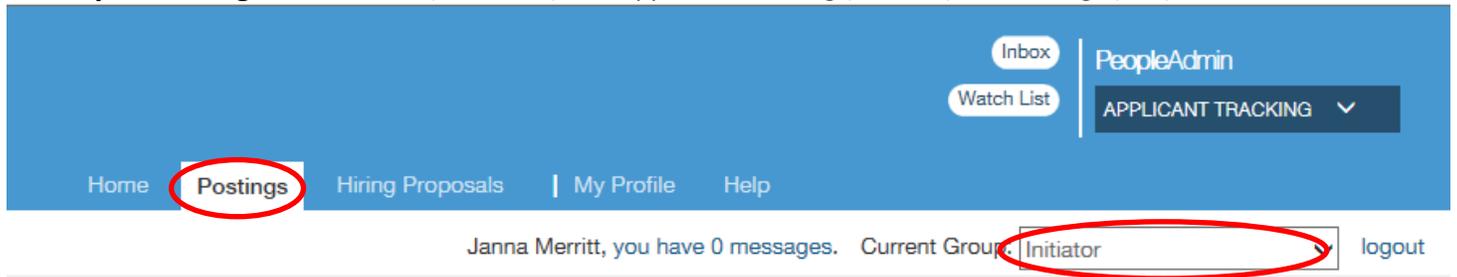


Creating Ranking Criteria

Check your settings: Initiator (User Role) Applicant Tracking (Module) Postings (Tab)



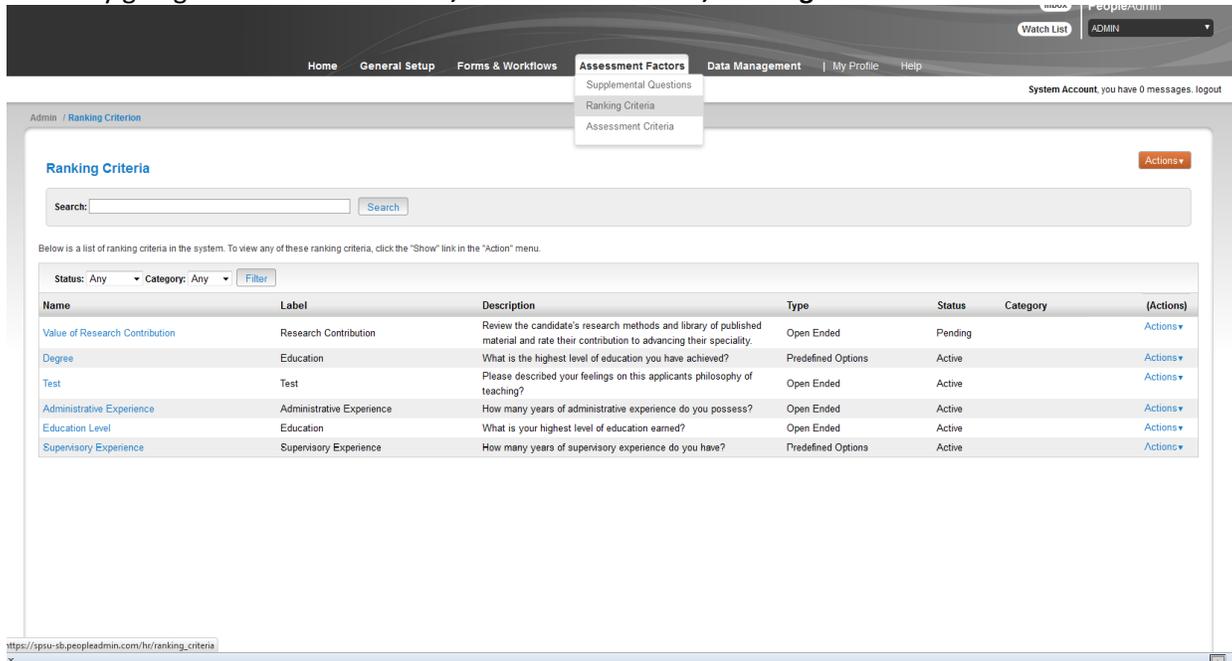
There is some information on ranking criteria in the online help:

[The Hiring Process](#) > Setting up Assessment Factors on Postings

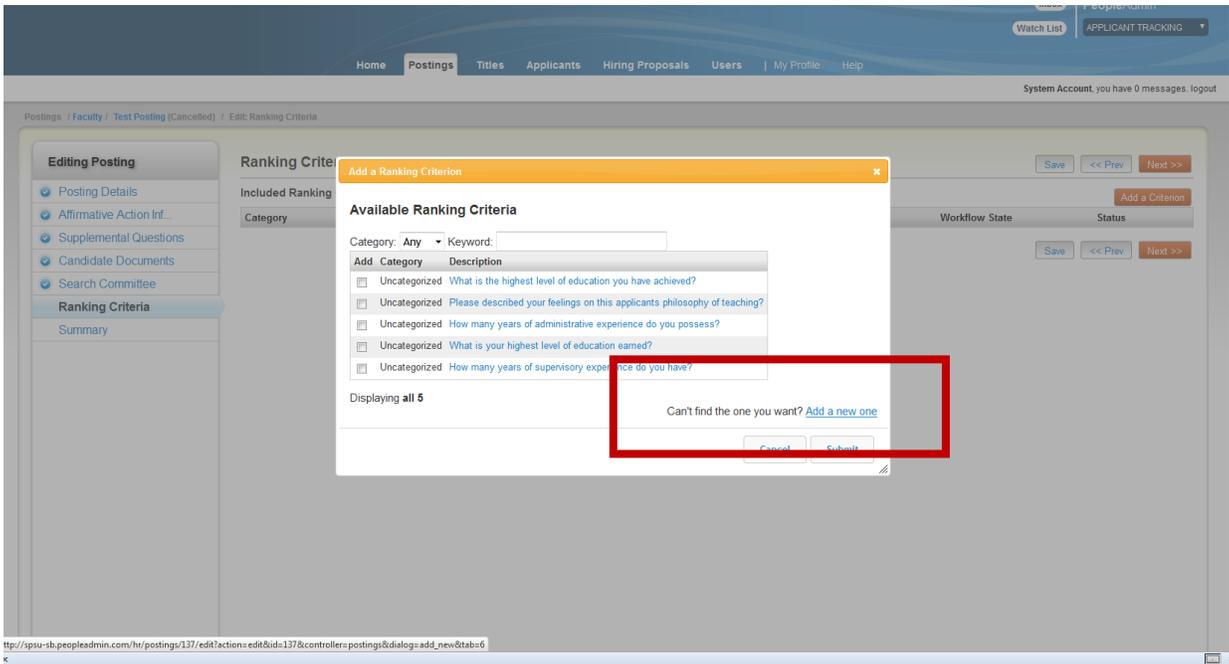
This addresses the basic procedure on how to add assessment factors (supplemental questions, assessment criteria, ranking criteria) but this document is going to focus specifically on ranking criteria.

There are two ways in which you can add ranking criteria in the system.

One is by going to the **Admin module, Assessment Factors, Ranking Criteria**.

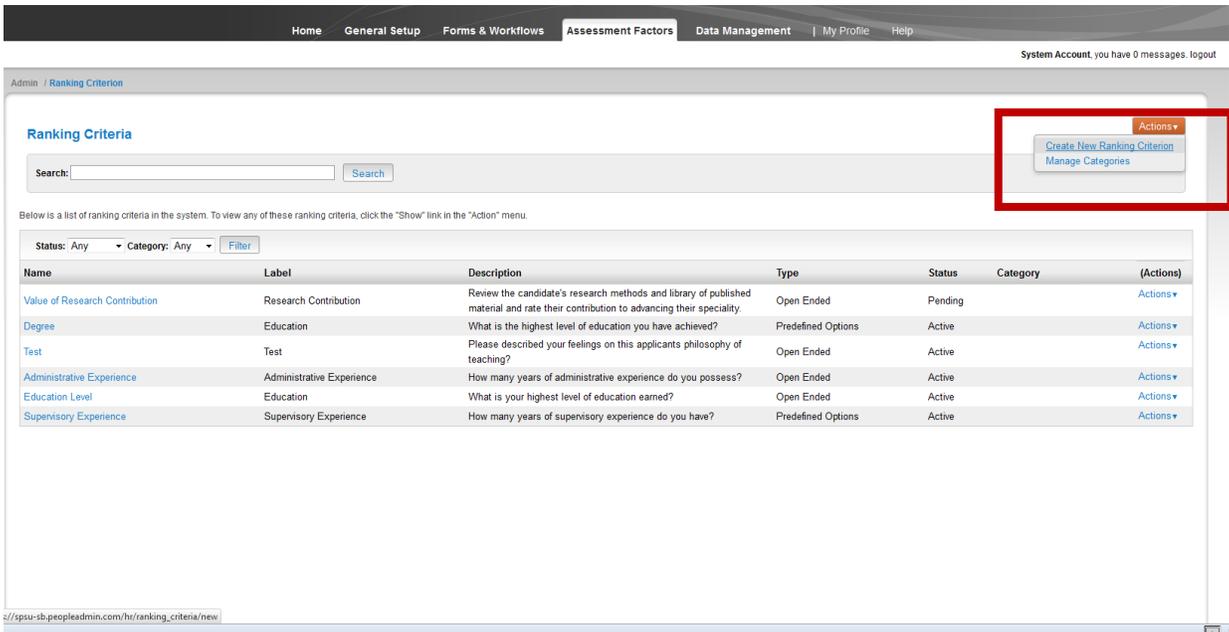


The second is by creating a new question in the **Ranking Criteria section (Edit, Add a Criterion, Add a new one)** of the posting itself.

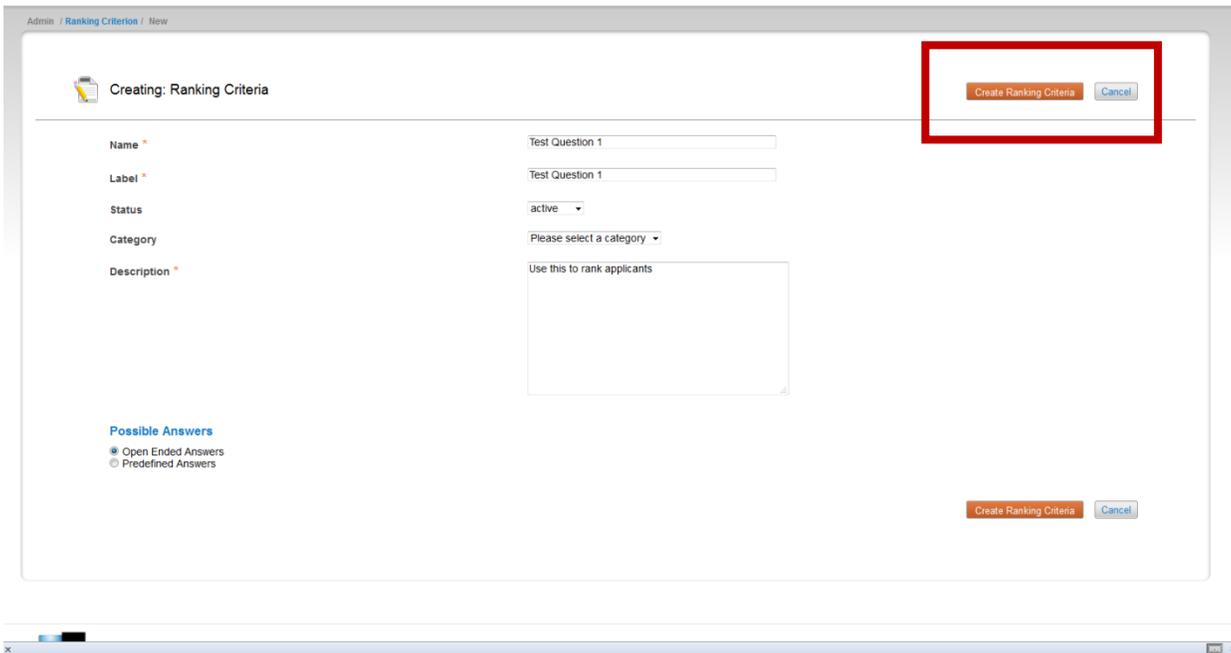


We will focus on how to add new criterion through the Admin module.

1. Once you get to the **Ranking Criteria** section under the **Admin module** (see screen shot above), under the orange **Actions** button, select **Create New Ranking Criteria**.



2. You will now be able to fill out the information for your new ranking criteria. This is also where you will be able to choose whether the question has open-ended answers or pre-defined answers. Once you have filled out all of the information, select **Create Ranking Criteria**. (For this example we will use the pre-defined answers option)



Admin / Ranking Criterion / New

Creating: Ranking Criteria

Name *

Label *

Status

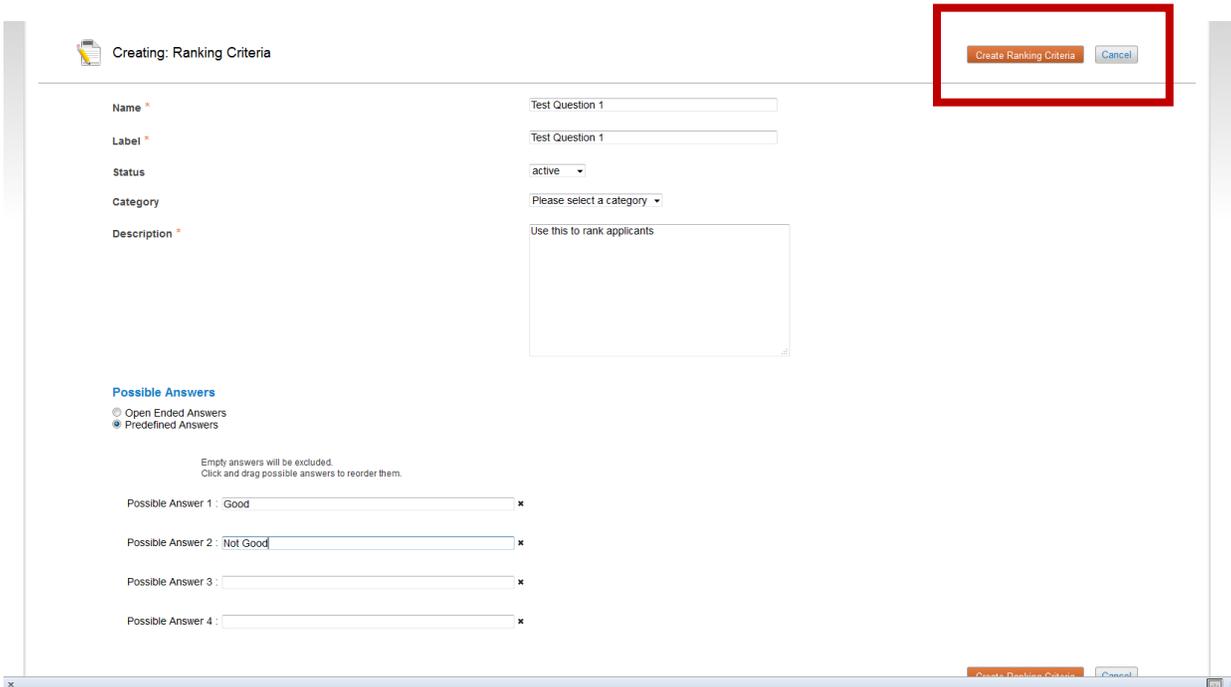
Category

Description *

Possible Answers

Open Ended Answers

Predefined Answers



Creating: Ranking Criteria

Name *

Label *

Status

Category

Description *

Possible Answers

Open Ended Answers

Predefined Answers

Empty answers will be excluded.
Click and drag possible answers to reorder them.

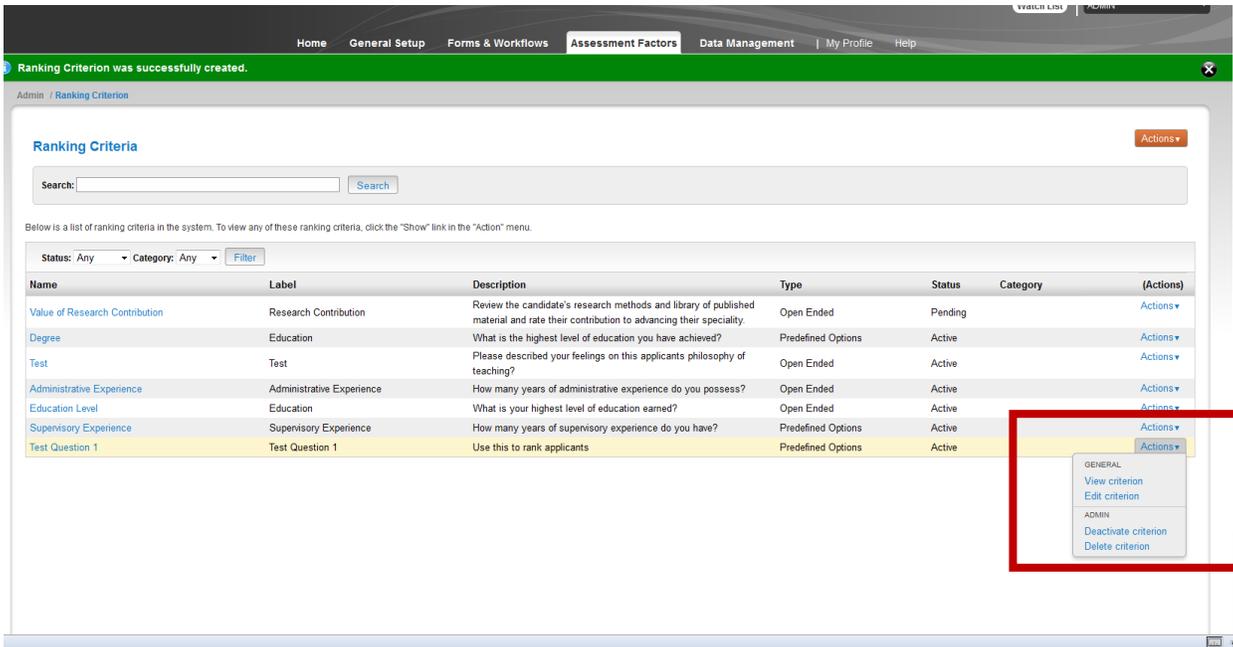
Possible Answer 1 :

Possible Answer 2 :

Possible Answer 3 :

Possible Answer 4 :

- You will get a green bar with a success message in it. You will also now see the newly created criterion at the bottom of the list. Should you decide to change this question later, use the **Actions** menu to the right of the question as shown below to edit it.



Ranking Criteria

Search:

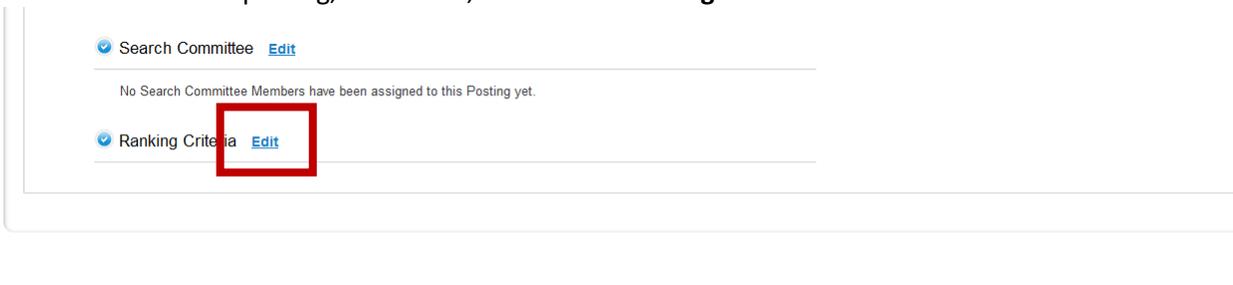
Below is a list of ranking criteria in the system. To view any of these ranking criteria, click the "Show" link in the "Action" menu.

Name	Label	Description	Type	Status	Category	(Actions)
Value of Research Contribution	Research Contribution	Review the candidate's research methods and library of published material and rate their contribution to advancing their speciality.	Open Ended	Pending		Actions
Degree	Education	What is the highest level of education you have achieved?	Predefined Options	Active		Actions
Test	Test	Please describe your feelings on this applicants philosophy of teaching?	Open Ended	Active		Actions
Administrative Experience	Administrative Experience	How many years of administrative experience do you possess?	Open Ended	Active		Actions
Education Level	Education	What is your highest level of education earned?	Open Ended	Active		Actions
Supervisory Experience	Supervisory Experience	How many years of supervisory experience do you have?	Predefined Options	Active		Actions
Test Question 1	Test Question 1	Use this to rank applicants	Predefined Options	Active		Actions

Adding ranking criteria to posting

Once you have created the ranking criteria, you can add it to the posting.

1. Go to the desired posting via the **Postings** tab in the **Applicant Tracking** module
2. Once in the posting, select **Edit**, next to the **Ranking Criteria** section



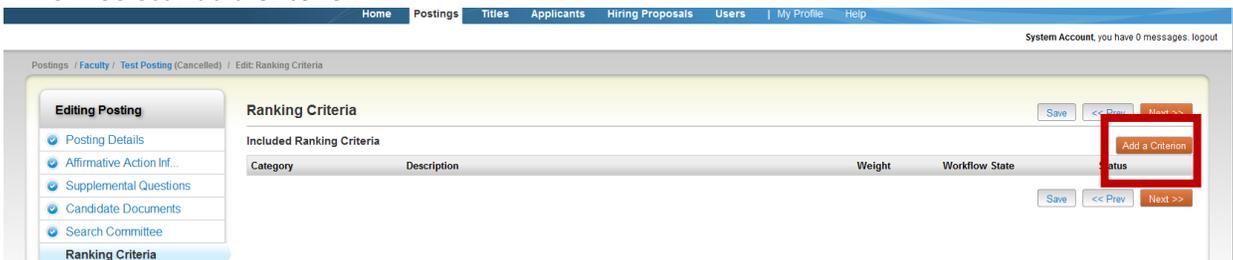
Search Committee [Edit](#)

No Search Committee Members have been assigned to this Posting yet.

Ranking Criteria [Edit](#)



3. Select Add a Criterion



Ranking Criteria

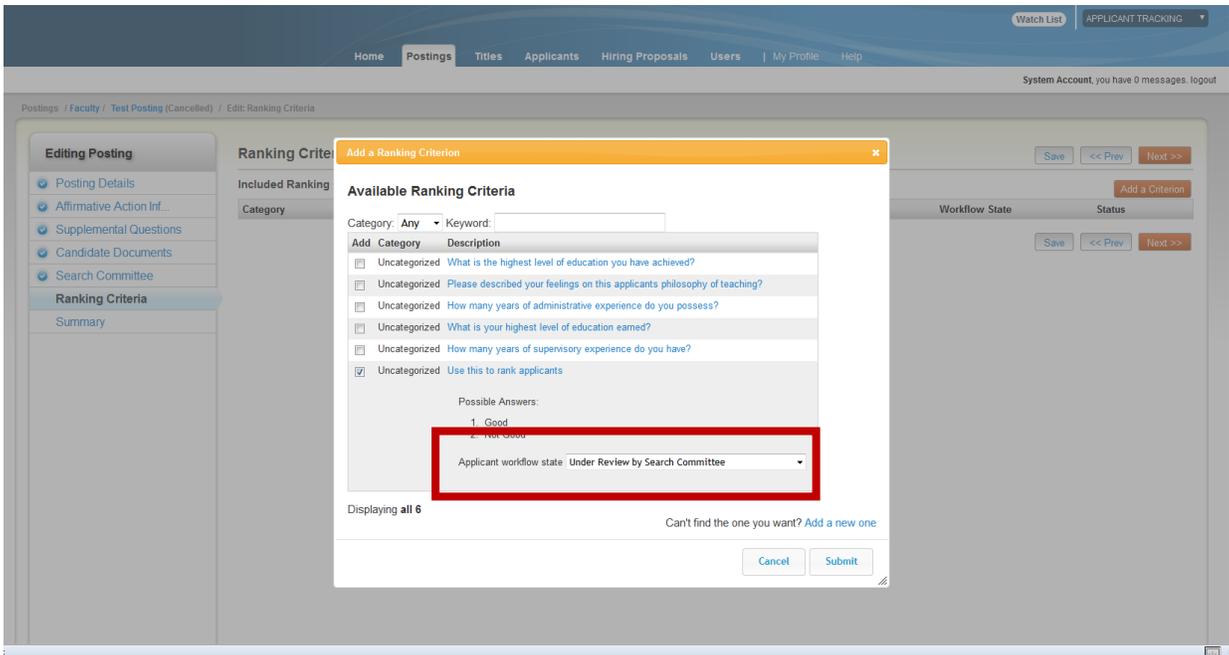
Included Ranking Criteria

Category	Description	Weight	Workflow State	Status

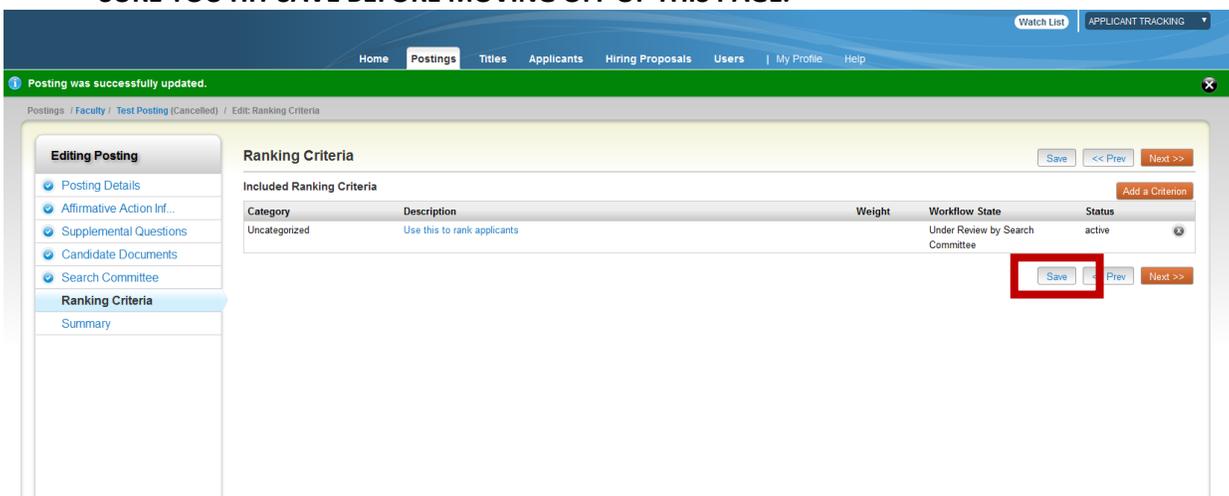
Save << Prev Next >>

Save << Prev Next >>

4. A pop-up box will display with all of the ranking criteria available for use. The questions are listed by category and description; if you remember from the above section, the question we created had the description Use this to rank applicants. Once you find the ranking criteria you want to use, **select the checkbox next to the question**. You will see the question expand like below. The **Applicant Workflow State** is the workflow state that the applicant must be in in order for the question to become available to be filled out. Since we want Search Committee Members to use this ranking criterion, the **Applicant Workflow State** must be set to a state the **Search Committee Members own**.



5. Select **Submit**. You will see the newly added criterion under the **Ranking Criteria** section as seen below. **MAKE SURE YOU HIT SAVE BEFORE MOVING OFF OF THIS PAGE.**



If you look at the **Posting Summary** page, you will now see the search committee members and ranking criteria you have added to the posting. Now when an applicant hits the workflow state Under Review by Search Committee, the search committee member Committee Test will be able to fill out the Ranking Criterion.



- 2. Statement of Teaching Philosophy
- 3. Statement of Research & Goals

Optional Documents

None

Search Committee [Edit](#)

Name	Email	Chair?	Status
Committee Test	emailaddress@zed.zed	No	approved

Ranking Criteria [Edit](#)

- 1. Test Question 1

State: Under Review by Search Committee

Weight: N/A

- Good
- Not Good

