



## Applicant Review Meeting

[Position Title], [Date + Time]

Purpose: An integral part of the screening and selection framework, the search committee gathers in a confidential applicant review meeting to narrow applicant pool.

Goal: Identify candidates for phone screens

### Search Chair

- Leads discussion
  - Immediately reports results to Talent Mgmt
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### PRE-WORK

1. Prior to reviewing applicant materials
  - Review full position description on UGAJobs,
  - minimum and preferred qualifications, and
  - knowledge, skills, abilities (KSA), and/or competencies
2. Use Screening Template to categorize all applicants
  - YES (this candidate meets minimum and preferred qualifications),
  - NO (this candidate doesn't have relevant experience), or
  - HOLD (review with search committee and make the decision together)

*Note: All applications should receive consideration based on the qualifications and competencies outlined in the advertised job posting.*

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### How do I login to the system?

Please login to the system at <https://www.ugajobsearch.com/hr> using your UGA MyID.

To the right of your name, make sure the **Search Committee Member** user group is selected from the drop box. Once you toggle to the **Search Committee Member** user group, you should see a green notification banner populate at the top of the screen, confirming that you are now viewing the system as a member of the **Search Committee Member** user group.

### How do I view postings and review candidates?

To locate this posting and review candidates, click on **Postings** at the top of the screen. After selecting the position title, click on the **Applicants** tab to locate the candidate materials.

We appreciate your time and consideration. Should you have any questions about your access to the system, please contact the Office of Human Resources at 706-542-2222 or [hrweb@uga.edu](mailto:hrweb@uga.edu)