Have all committee members sign the

After logging in to the OHC, you will see a box at the top labeled "My Tasks". If you are serving on more than one search committee, you will see each one listed and the number of SME reviews that you have to complete for each posting.

Select candidates for initial interviews (telephone/Skype/Zoom) by having the chair of the committee/hiring manager/designated person PASS those you want to interview.                                   as you will be asked to select inactivation reasons.                                   until all committee members have had a chance to review them.  <u>Once Pass or Fail has been selected by anyone, no one else will be able to review the applicants.</u>

The chair should then email [employment@una.edu](mailto:employment@una.edu) to let us know that candidates have been selected and passed/failed.  There are two options for interview contact in this system and _____ .

      1) The hiring manager, search chair, and/or designated employee can contact each person selected for interview by phone or email to schedule interviews.

      2) This system can be set to email applicants selected for interview, allow them to login to their application, and self-schedule interviews at dates/times selected by the search committee.

      If you select option 1, you will wait for interview approval after emailing [employment@una.edu](mailto:employment@una.edu).  To utilize option 2, please provide the following information in the email to [employment@una.edu](mailto:employment@una.edu) indicating that candidates have been passed:

- Names of applicants you wish to interview.
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