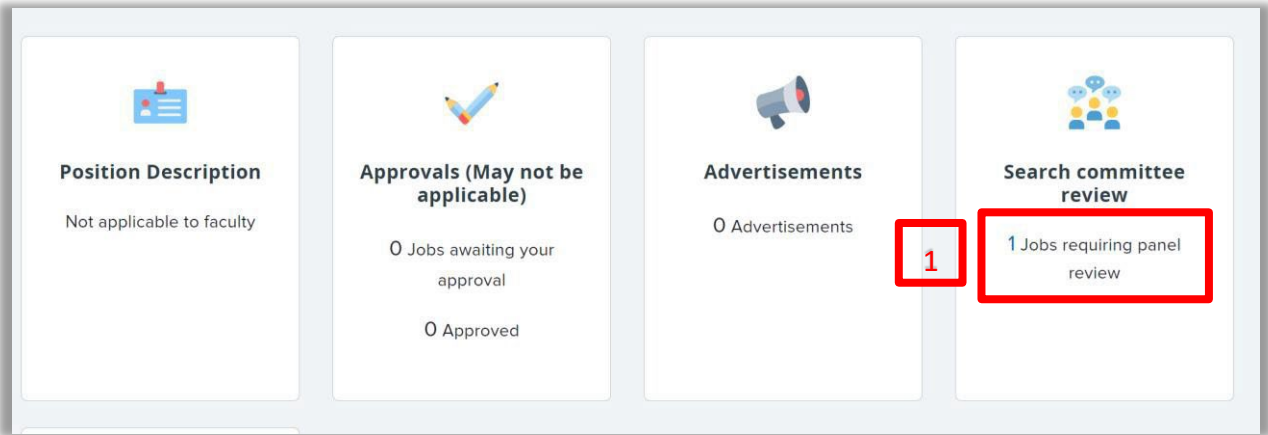


Search Committee Chair: Reviewing Committee Feedback

How to review search committee feedback

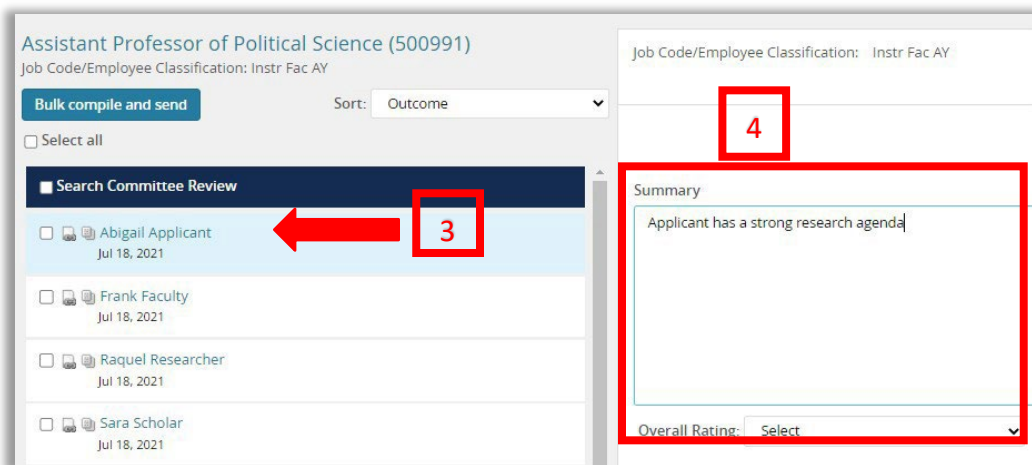
1. Click the **Jobs requiring panel review** link on the dashboard.



2. Click **View Responses** on the line of the applicable job. The **View Responses** page opens.

My search committee jobs									
Job number	Date added	Status	Title	User	Total applications	Your role			
500991	Jun 29, 2021	Approved	Assistant Professor of Political Science	JC	14	Search Committee Chair	View Applicants (13)	View responses	Edit job

3. Click the row of the applicant you are reviewing to bring up their **Summary** panel.



4. In the **Summary** panel you will see any comments left by other search committee members for each applicant.

Additional information

- All comments can be viewed by others in the system and are discoverable in any public request for information. Comments should be limited to those about a candidate's application specifically related to this job.
- Search committee members cannot view other members' responses.
- Clicking the applicant's name will open up the Applicant Card.