Welcome to the St. Louis Community College Online Applicant Tracking Tutorial

Create Posting: Ranking Criteria (the Grid)

Let’s Get Started!
https://jobs.stlcc.edu/hr
Click the mouse to go to the next slide or click on the box at the bottom of each page. To go back a slide click on the box.
Create Posting:
Ranking Criteria: The Grid

• The Ranking Criteria (the Grid) and the Post-Interview Evaluation are on the same page.
• The grid is the tool used to evaluate the applicants sent to the Search Committee by the Human Resources Employment Team.
• The Post-Interview Evaluation is used to evaluate applicants who have been interviewed.
Create Posting:
Ranking Criteria: The Grid

• Please remember the Ranking Criteria (grid) you will create for the posting is how you decide who to interview. The Post-Interview Evaluation (six items; five items if non-teaching position) is completed by the Search Committee after the interviews take place; it is defaulted into the Ranking Criteria.
• The Post-Interview Evaluation allows committee members to assign points on essential factors in the evaluation process, rank the applicants, identify finalists and to decide which applicant will be recommended for hire. It also serves as supporting documentation for Human Resources should a question arise about the college’s hiring practices.
• As with the Supplemental Questions, the field will collapse when filling in the item; move your cursor to one of the possible answers and the screen will expand.
Create Posting

• Below is the defaulted Post-Interview Evaluation, you will need to create Ranking Criteria (the Grid).
Create Posting:
Ranking Criteria: The Grid

• As with the Supplemental Questions you can use ranking grid questions in the library or you can use a keyword search:
Create Posting:
Ranking Criteria: The Grid

• For example a keyword search of “degree” yields the following:
Create Posting:
Ranking Criteria: The Grid

• Can’t find the one you want? Add a new one” (description). Name and Label should be the same wording. Select a category.
Create Posting:
Ranking Criteria: The Grid

Add a Ranking Criterion

Name *
counseling exp

Label *
counseling exp

Status
pending

Category
Experience

Description *

Possible Answers
- Open Ended Answers
- Predefined Answers
Create Posting:
Ranking Criteria: The Grid

Label: counseling exp
Status: pending
Category: Experience
Description: two years counseling experience

Possible Answers:
- Open Ended Answers
- Predefined Answers

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

Possible Answer 1: yes
Possible Answer 2: no
Possible Answer 3:
Create Posting:

Ranking Criteria: The Grid

<table>
<thead>
<tr>
<th>Experience</th>
<th>counseling experience</th>
<th>1</th>
<th>Under</th>
<th>pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review by</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee</td>
<td></td>
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</tr>
</tbody>
</table>

Click on the description (above) to continue with ranking criteria, "two years counseling experience," in this example.
Create Posting:

Ranking Criteria: The Grid

Make sure weight is at least one (1) and the Workflow State is “Under Review by Search Committee.” This will ensure that totals will be visible to the Search Committee Chair. Remember to assign points—in this case 1 point for yes and 0 for no. Click on Save.
Create Posting:  
Ranking Criteria: The Grid

Above is a more extensive use of ranking criteria to evaluate an applicant’s counseling experience. Here you are defining years of experience and assigning points depending upon an evaluation of the applicant’s experience. The Ranking Criteria is used to evaluate the applicants. **The Workflow State needs to be Under Review by Search Committee (above) and for the adding of pre-defined evaluation tools the weight should be one (1).**
Create Posting:
Ranking Criteria: The Grid

Remember to include a diversity item in your ranking grid. If you use the keyword search below, listed are some of the diversity descriptions. The description “work experience in a multi-cultural environment” is a good choice below.
Create Posting:
Ranking Criteria: The Grid

You have almost completed the posting. Click on Summary; edit as needed. An orange exclamation point (!) will indicate if editing is needed. Check marks will indicate complete sections.
Create Posting:

Ranking Criteria: The Grid

An orange exclamation point (!) will indicate if editing is needed. A blue check mark will indicate complete sections. In the example below, the Range is missing.