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

Evaluate Applicants: Ranking Criteria

Let’s Get Started!
https://jobs.stlcc.edu/hr
Online Applicant Tracking
For
St. Louis Community College

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.
Evaluate Applicants:

Ranking Criteria

An additional way to evaluate applicants is through the Ranking Criteria also known as “the grid.” Click Actions, Evaluate Applicants in the dropdown. *As of November 1, 2010 all ranking criteria are set up with a default of 1 by Human Resources, if not already done so.*

The ranking grid is used by the Search Committee to identify applicants to be interviewed. It also serves as documentation/justification as to how applicants were selected based on the criteria which was developed by the search committee. **Note:** each Search Committee Member should complete the ranking criteria before applicants are moved in the workflow.
Evaluate Applicants:  
Ranking Criteria  
A Tip

To view the electronic applicant materials and the evaluation section of the applicant information, open the OAT system twice, as it will allow you to view different applications of the OAT system on a split screen.

One version of OAT is to display electronic applicant materials, the other to display the applicant’s evaluation section. Contact TESS Computer Support Center for help with establishing a split screen display.

Another option when you are evaluating applications is to open a new tab and a second copy of the OAT system. Click on “file” and from the menu select “Open a New Tab”.

![Image of Internet Explorer with a new tab open]
Evaluate Applicants: Ranking Criteria

Continuing with this option, go to the CollegeWeb, click on Online Applicant Tracking (for Hiring Managers). Other options are to type in the url for the OAT system or select it from your drop down (if applicable).
Evaluate Applicants:
Ranking Criteria

Now open the job posting and select evaluate applicants.
Evaluate Applicants:
Ranking Criteria

Once you have the ranking grid open, you can move to the second tab and open the application.

Job application: Janice Claverie (Replacement)
Current Status: Selected for Interview
Full name: Janice Claverie
Address:
3617 Oxford Blvd.
St. Louis, MO
United States of America

Created by: Janice Claverie
Owner: Human Resources

Take Action On Job Application
- View Posting Applied To
- Preview Application
- Edit Application
- Reactivate
Evaluate Applicants:

Ranking Criteria

The first Ranking Criteria question is experience counseling minority students. After a review of applicant’s materials, the Search Committee Member’s choices are yes or no.
Evaluate Applicants: Ranking Criteria

The second ranking criteria question is qualified to teach certain courses, such as stress management, personal development, etc. The Search Committee Member’s choices are yes, maybe or no.

Workflow State: Under Review By Search Committee

Showing 7 of 7 Applicants

Applicant Name

- Edwin Shaw

- counseling minority students: experience
- teaching certain courses: qualified

Comments

Please select

Please select

Please select

yes

maybe

no

Overall

N/A
After evaluating each candidate using the ranking/screening grids, click save at the bottom of each candidate.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sookie Stackhouse</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Counseling minority students; experienced teaching certain courses; qualified...
Evaluate Applicants: Ranking Criteria

The applicants will then have overall scores to the right of the page (below). The score has been developed as a result of the assigned points of the ranking criteria.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwin Shaw</td>
<td>75</td>
</tr>
<tr>
<td>Counseling minority students: experience</td>
<td>Yes</td>
</tr>
<tr>
<td>Teaching certain courses: qualified to</td>
<td>Maybe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stan Musial</td>
<td>100</td>
</tr>
<tr>
<td>Counseling minority students: experience</td>
<td>Yes</td>
</tr>
<tr>
<td>Teaching certain courses: qualified to</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Comments: