Getting Started Reviewing Candidate Materials
The following guide will walk Committee Members through the process of reviewing candidate materials in the Jobs@UNI online system.

Begin by accessing the Jobs@UNI website http://jobs.uni.edu.
1. Click once on Login button in yellow menu bar in the upper right corner of the browser window.
2. As an assigned Committee Member, click once on Search Administration Login tab to access the UNI CatID login screen.
3. Enter your University of Northern Iowa CatID username and password and click once on Login button to access the Jobs@UNI system.
4. Click once on the **Requisition Management** button to access the Search Committee Options link.

5. To access the requisitions you have been assigned, click once on the **Go to Search Committee Home** link.

6. Select the requisition by clicking once in the radio button left of the requisition number.

7. Click once on the **Select Requisition** button to access the Search Committee Options.
How to Use the Jobs@UNI Support Website

Search Committee Member Resources
1. View Applicant Materials
2. Rate Applicants
3. Generate Pre-Interview Worksheet
4. View Pre-Interview Reports
5. View Search and Selection Summary

Tips for Success

A. Click once on an applicant’s name to view all of their materials in the "Rate Applicants" section.

B. The actual process of rating applicants is optional for search committee members.

C. For security purposes the system is configured with a timeout setting.

D. Search committee members are encouraged to review the application materials for each candidate in the system and not print out paper copies. If you need to print materials, great care must be taken to ensure others outside of the search committee cannot access the materials to support confidentiality of the process and for the applicants. If printing out copies is necessary, click on the Print Page icon at the top of the page to print the candidate application and also the resume, curriculum vita or cover letter.

Frequently Asked Questions

1. What if I am having difficulty logging in with my University CatID?
   Close all web browser windows and retry the login process.

For any additional questions regarding Search Committee Member options, please Contact Us

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