Getting Started Reviewing Candidate Materials

The following guide will walk Search Chairs and Administrators 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 Search Chair or Administrator, 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. To access the requisitions you have been assigned, click once on the **Go to Search Committee Home** link.
5. Select the requisition by clicking once in the radio button left of the requisition number.
6. Click once on the **Select Requisition** button to access the Search Committee Options.

---

**How to Use the Jobs@UNI Support Website**

1. Manage Applicant Pool
2. Rate Applicants
3. Generate Pre-Interview Worksheet
4. Pre-Interview Reports
5. Post-Interview Submission to Search Administrator
6. Search and Selection Summary

The support system is designed with a supporting list of links to quickly access each section of reviewing candidate materials.

Click once on a section title to quickly access the support page with detailed descriptions and supporting images.
Tips for Success

A. Read the Quick Administrative Guide.

B. Before any of the committee members can see/rate applicants, the chair/admin must release the applications to the rest of the committee.

C. The actual process of rating applicants is required for the chair/admin, but optional for search committee members.

D. Click once on an applicant’s name to view all of their application materials in the “Rate Applicants” section.

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

F. 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.

G. Additional instructional support is available throughout the process by viewing the online support pages. Click on the Help icon on any of the web pages.

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 Chair and Administrator options, please Contact Us.