

# CGEMS MANAGER'S GUIDE

How to Serve as a Search Committee Member

# HOW TO SERVE AS A SEARCH COMMITTEE MEMBER

Your access has been set up to facilitate a role as a search committee member in CGEMS. When you are added to a job posting as a search committee member, you will receive an email from the [jobs@ccga.edu](mailto:jobs@ccga.edu) email address as follows:

Hello,

You have been selected to be a member of the search committee for the following position [posting\_job\_title].

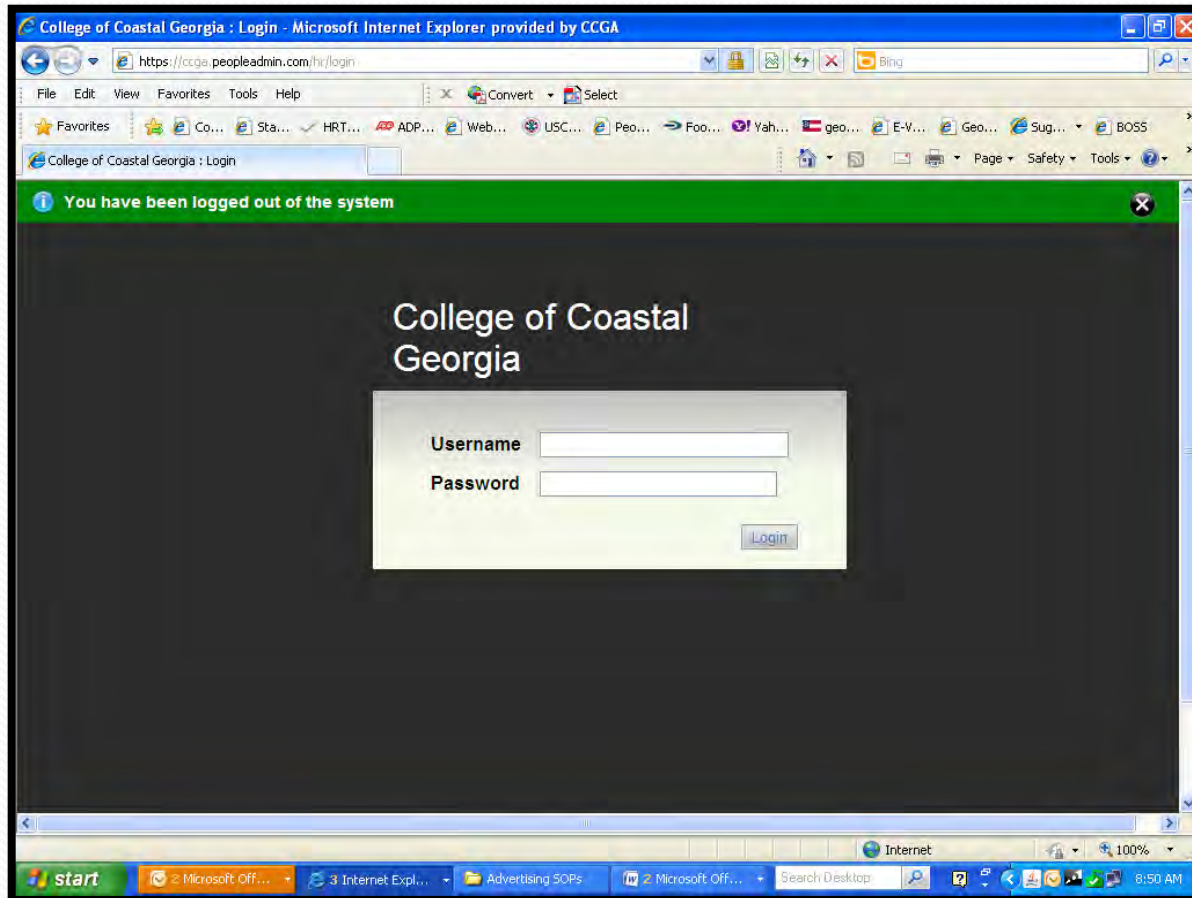
Please log into the CGEMS to begin your role in this process. If you need assistance please contact Anjee Tucker at (912) 279-5741.

<https://ccga.peopleadmin.com/hr>

Thank you,

Human Resources

1. Log on to <https://ccga.peopleadmin.com/hr>. Save this to your favorites for quick access.
2. Your username and password are the same that you use to log on to your computer (your username is normally the first letter of your first name and your last name - do not add "@ccga.edu"). Click "Login".



3. You will be taken to the “Welcome to your Online Recruitment System” screen.

The screenshot displays the user interface of the Online Recruitment System. At the top left is the logo for the College of Coastal Georgia, University System of Georgia. On the top right, the 'User Group' is set to 'Human Resources'. A blue navigation bar contains links for 'Home', 'Postings', 'Applicants', and 'Shortcuts'. The main heading reads 'Welcome to your Online Recruitment System'. Below this, there is a search bar labeled 'SEARCH' and a 'Filters' button. A summary row includes 'Postings 3', 'Users 68', 'Actions', and 'Special Handling Lists'. On the right, a donut chart is titled '5 Filled Postings Last 30 days'.

COLLEGE of COASTAL GEORGIA  
UNIVERSITY SYSTEM OF GEORGIA

User Group:  
Human Resources

Home Postings ▾ Applicants ▾ Shortcuts ▾

Welcome to your Online Recruitment System

Inbox

SEARCH

Postings 3 Users 68 Actions Special Handling Lists


Filters

5 Filled Postings Last 30 days

4. Make sure your PeopleAdmin screen is blue at the top.
5. Select “Search Committee Member” as your User Group from the drop down box to the right side of the screen.

You are now viewing the system as a member of the Search Committee member group

Hire Welcome, Angela Tucker [My Profile](#) [Help](#) [logout](#)

 COLLEGE of COASTAL GEORGIA  
UNIVERSITY SYSTEM OF GEORGIA

User Group:  
Search Committee Member

Home Postings Shortcuts

Welcome to your Online Recruitment System


Inbox Postings 3 Users 68 Actions Special Handling Lists

SEARCH

[Filters](#)

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
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**5 Filled Postings Last 30 days**



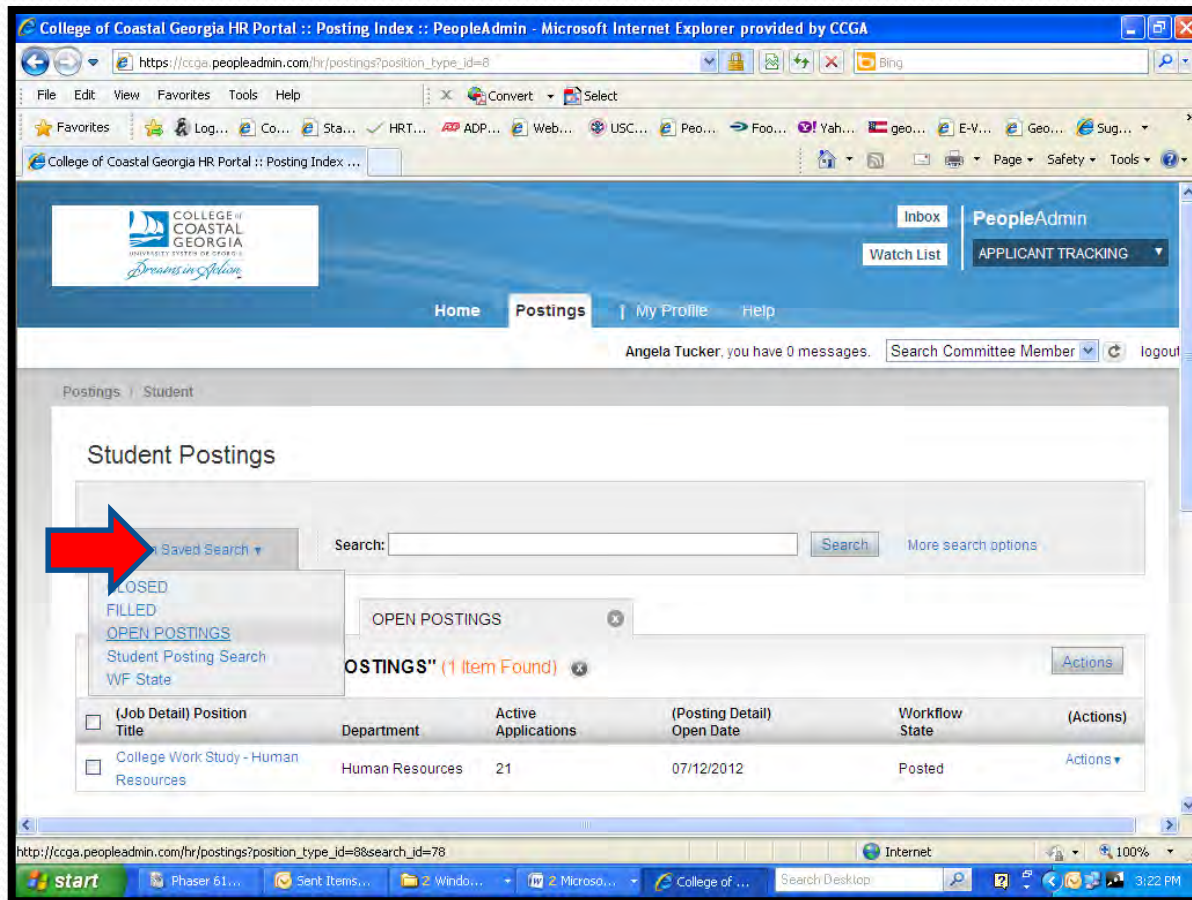
- Place your cursor over the “Postings” tab (in the blue area) and choose the type of posting for which you are a search committee member from its drop down list.

The screenshot shows the College of Coastal Georgia HR Portal in Microsoft Internet Explorer. The browser address bar displays [https://ccga.peopleadmin.com/hr/postings?position\\_type\\_id=8](https://ccga.peopleadmin.com/hr/postings?position_type_id=8). The navigation menu includes 'Home' and 'Postings', with a red arrow pointing to 'Postings'. A dropdown menu is open under 'Postings', listing 'Staff', 'Exec/Admin', 'Faculty', and 'Student'. The main content area is titled 'Student Postings' and features a search bar with the text 'Search:' and a 'Search' button. Below the search bar, there is a section for 'Ad hoc Search' and 'OPEN POSTINGS' with a search icon. A saved search is listed as 'Saved Search: "OPEN POSTINGS" (1 Item Found)'. Below this, a table displays the results:

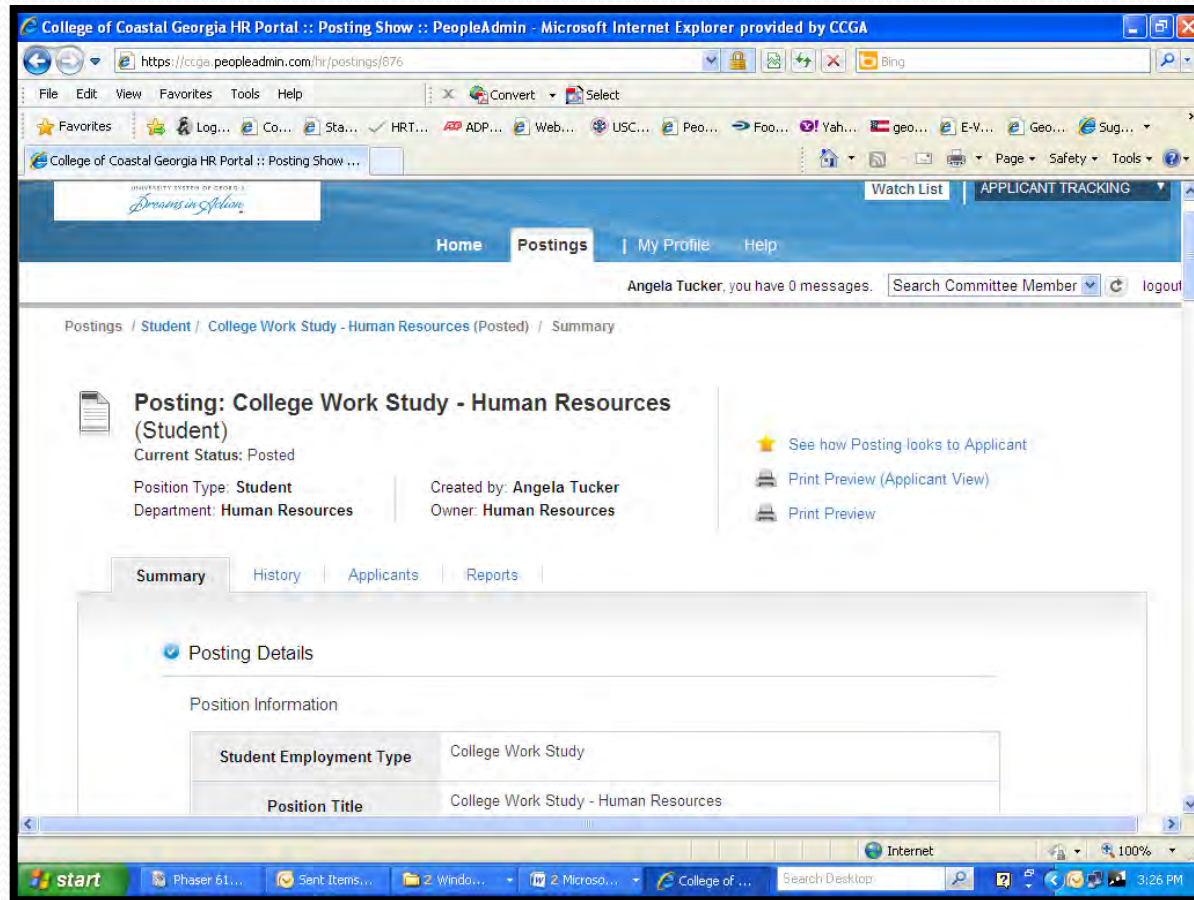
(Job Detail) Position Title	Department	Active Applications	(Posting Detail) Open Date	Workflow State	(Actions)
<input type="checkbox"/> College Work Study - Human Resources	Human Resources	21	07/12/2012	Posted	Actions

The browser's taskbar at the bottom shows the Windows Start button, several open applications, and the system clock displaying 3:20 PM.

7. Scroll to the middle of the page for a list of the job title(s) for which you are a search committee member.
  - If the job titles are not visible, look to the upper left of your screen, place your cursor over “Saved Searches” and choose a search type from the list. Job title should load.
  - Contact HR if you have questions.



8. Do not check the box to the left of the job title. Click the job title to open the posting for which you will be working.



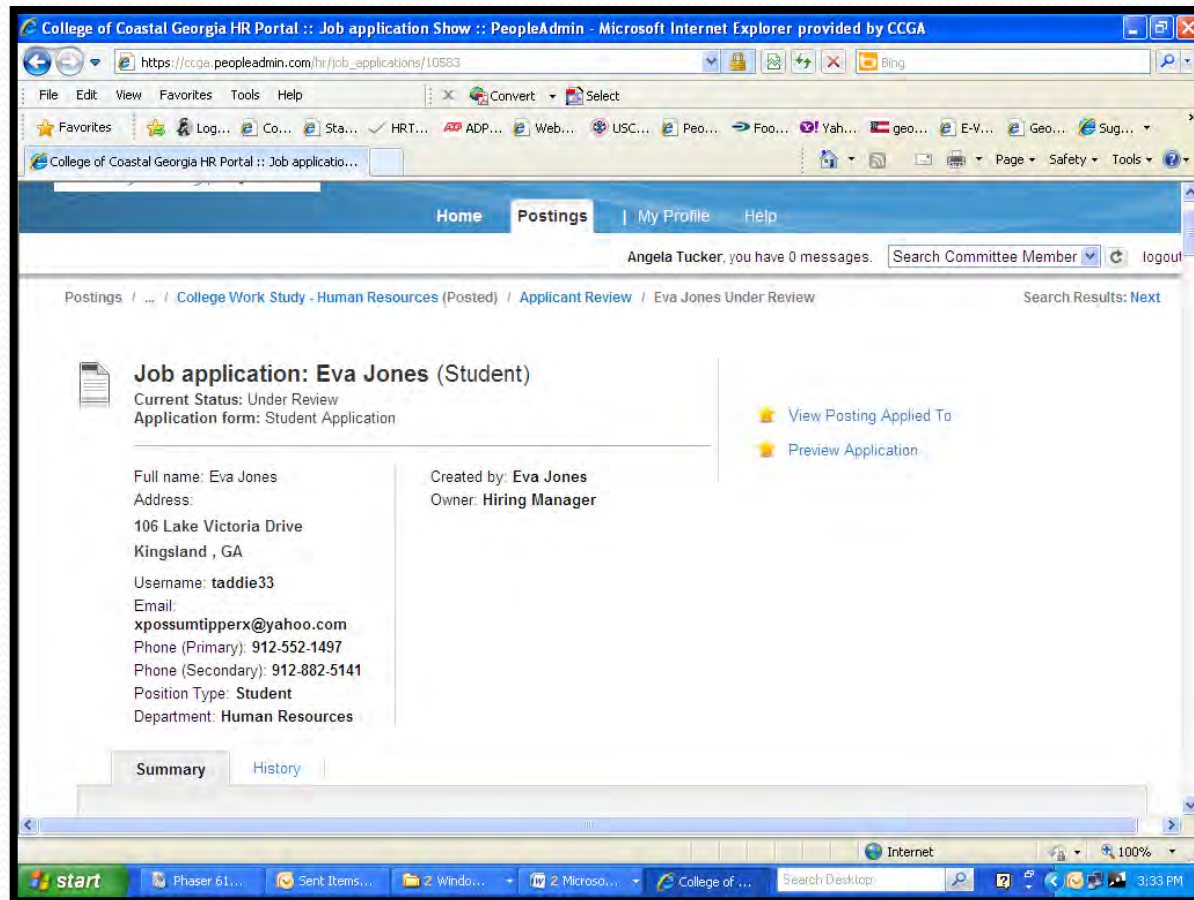


9. Click the “Applicants” tab to see a list of the applicants for this posting.

The screenshot displays the 'College of Coastal Georgia HR Portal' in a Microsoft Internet Explorer browser. The page title is 'Job application Index :: PeopleAdmin - Microsoft Internet Explorer provided by CCGA'. The URL is 'https://ccga.peopleadmin.com/hr/postings/876/job\_applications'. The breadcrumb trail is 'Postings / Student / College Work Study - Human Resources (Posted) / Applicant Review'. The main heading is 'Posting: College Work Study - Human Resources (Student)'. Below this, it shows 'Current Status: Posted', 'Position Type: Student', 'Department: Human Resources', 'Created by: Angela Tucker', and 'Owner: Human Resources'. There are three tabs: 'Summary', 'History', and 'Applicants', with a red arrow pointing to the 'Applicants' tab. To the right of the tabs are links for 'See how Posting looks to Applicant', 'Print Preview (Applicant View)', and 'Print Preview'. Below the tabs is a search bar with 'Open Saved Search', a search input field, a 'Search' button, and 'More search options'. A 'Student Search' section shows a 'Saved Search: "Student Search" (21 Items Found)' with an 'Actions' button. Below this is a table with columns: 'Full Name', 'Application Date', 'Workflow State (Internal)', 'Documents', and '(Actions)'. The table contains two rows of data.

Full Name	Application Date	Workflow State (Internal)	Documents	(Actions)
Jones, Eva	July 13, 2012 at 11:16 am	Under Review	Resume, Cover Letter	Actions
Scott, Stephanie	July 15, 2012 at 12:00 pm	Under Review	Resume, Cover Letter	Actions

10. Click the applicant's name to view his/her application materials. If there are attached documents, their links will be at the bottom of the page.



11. View a PDF version of all of this particular applicant's materials by scrolling to the bottom of the page to "Combined Document" and click "Generate". After the documents have been generated click the Combined Document "View" link.

College of Coastal Georgia HR Portal :: Job application Show :: PeopleAdmin - Microsoft Internet Explorer provided by CCGA

https://ccga.peopleadmin.com/hr/job\_applications/22210

Getting Started Suggested Sites Web Slice Gallery From Internet Explorer UPS CampusShip: Login Social Security - Immi...

e. The candidate fails to present the required document(s) or receipt showing the application for such document(s) which prove the candidate's identity and eligibility to work, according to the provisions of the Immigration Reform and Control Act of 1986.

**Applicant's Statement**  
It is understood and agreed that any misrepresentation by me in this application or any other application documents I supply will be sufficient cause for cancellation of this application and/or separation from employment from College of Coastal Georgia (CCGA) if I have been employed. Furthermore, I understand that, if I am hired into a classified position, I will serve the first six months of employment on a provisional basis and my employment may be terminated without cause during the six months. I understand that no representative of CCGA has the authority to make any assurances to the contrary.

I give CCGA the right to investigate all references and to perform other investigative inquiries as may be necessary to confirm the facts supplied by my application and my ability to perform the duties of this position. I hereby release from liability CCGA and its representatives and all other persons, corporations, or organizations for furnishing such information.

I certify that I have read and agree with these statements.

mt Please enter your initials to verify your identity

Submitted on March 20, 2014 at 11:40 AM by Mackenzie Thurmond

**Required Documents**

Document Type	Name	Conversion Status
Cover Letter	Cover Letter 03-05-14 18:52:15 (29.5 KB)	PDF complete

**Optional Documents**

Document Type	Name	Conversion Status
Resume	Resume 03-05-14 18:48:57 (53 KB)	PDF complete

**Recommendation Documents**

No recommendations submitted.

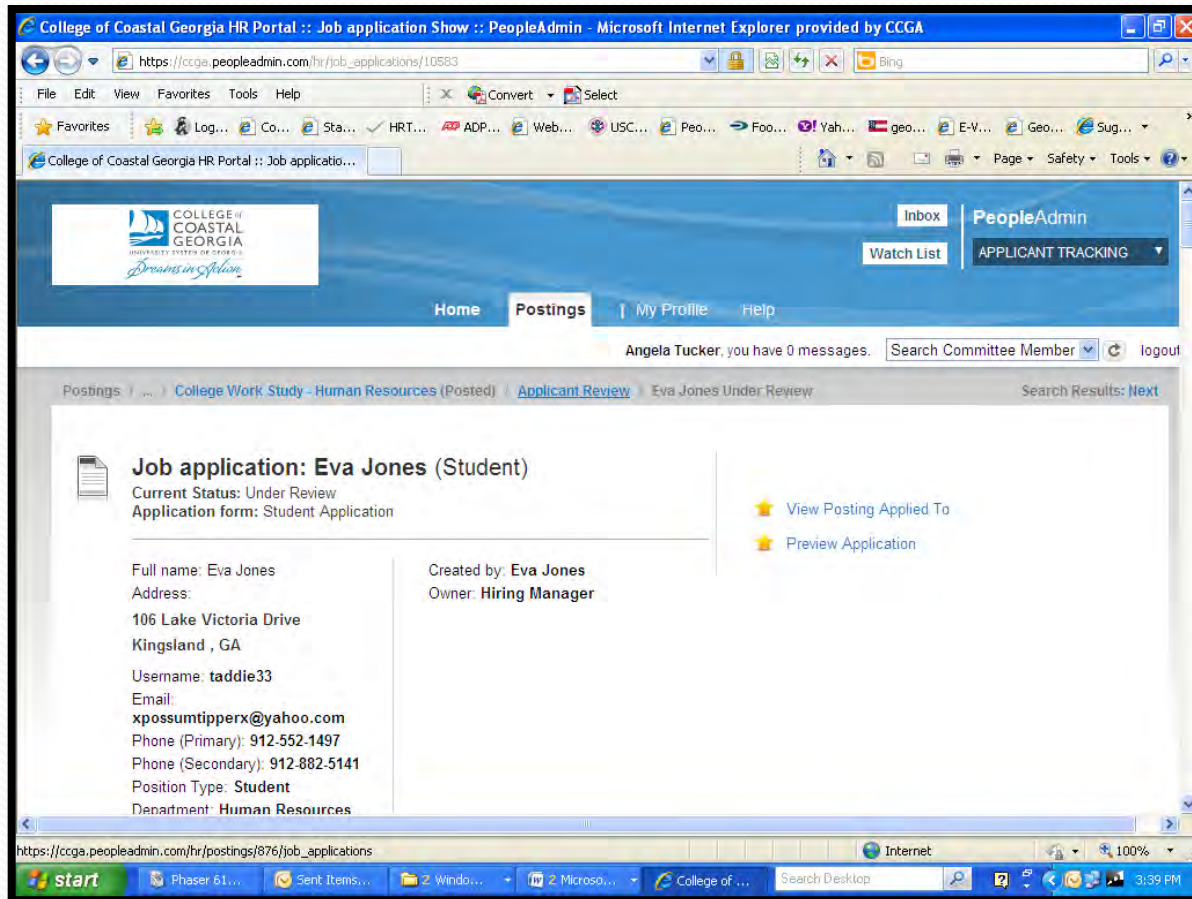
**PDF Documents**

Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">View</a>   <a href="#">Regenerate</a>

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start Phaser 61... Sent Items... Windo... Microsoft... College of ... Search Desktop 3:35 PM

- Return to the list of applicants by closing the PDF file. Scroll to top of this Applicant's page and click "Applicant Review".



- Continue this process to review each applicant's materials.
  - Contact HR if you have questions.