

Recruitment Management System (RMS) Search Committee Member Tutorial

The Human Resource Partner (HRP) supporting the unit will provide RMS Guest User access to the hiring manager via phone. The Hiring Manager will be responsible for disseminating this information to the appropriate Search Committee members. Keep in mind that Guest Users have view only access to RMS, which contains confidential applicant information and should ensure that user account and password information is kept secure.

Steps:

- Go to: <http://jobs.ucsc.edu/hr>
- Login using the user name and password provided by the HRP or Hiring Manager with oversight for the recruitment.
- Guest User Password format: 2 lower case letters; 3 numbers; one symbol; 2 numbers; 1 lower case letter.
- **Important:** Do not use the “BACK”, “FORWARD” or “REFRESH” buttons to navigate the site.
- At the User Site you should see a set of data (e.g., job title, job number, etc.) related to the recruitment you are about to view. Click the “view” link under the Job Title to access details associated with the recruitment.
- At the top of the next page there will be a series of tabs (i.e., Applicants, Rec Details, Job Duties, and Comments). Under the Applicants Tab you will see a list of applicants. To view a specific application, click “view application” under the applicant’s name.
- The applicant’s cover letter, resume and/or additional documents can be viewed by clicking the appropriate link(s) in the documents column. **Note: these documents are optional and may not be available for all applicants.**
- Details regarding the position(s) such as required and preferred qualifications are viewable by clicking on the Rec Details tab. To see a summary of the data under each tab, click the “view recruitment summary” button at the bottom of the page.
- The Selection Criteria Guide is located under the Job Description section of the Rec Details Tab in the section called Selection Criteria Qualifications.
- View multiple applications by first placing a check mark in the box located in the right-hand column for all the applications you wish to view simultaneously. Then click the “view multiple applicants” button located bottom right side of the page. A separate browser window will open containing applications for all individuals selected.
- Once you have completed your work in RMS, make sure to logout from the left navigation bar before closing the browser window or accessing another web site.

Need Help with RMS?

Please contact the RMS Systems Administrator at rms-help@ucsc.edu, or call 831-459-5444. You may also contact the HRP associated with the recruitment.

Go to http://shr.ucsc.edu/topics/employment-services/ topics_employment-services.htm for more information regarding the UCSC employment process including “A Guide to Fair Hiring & Recruitment”.