Consensus® Quick Start Guide

A comprehensive User's Guide is available on-line, but this Quick Start Guide should be sufficient to get you on your way.

You will need:
- Access to the internet (Internet Explorer is the preferred web browser).
- Your login and password (supplied to you by the Search Committee Chair or System Administrator).

You will have:
- 24/7 access to the search support system.
- Access to all applicant materials including cover letters, CV’s, and other applicant provided documents.
- A history of your rankings and comments.
- A printable summary of each candidate’s credentials and experience.

Select Vacancy

If you are assigned to more than one search committee at the same time, select the vacancy of interest from the Vacancy Selection screen.

Review Applicant Materials

- Select the Level icon in the first column on the Applicant Profile Master Screen, for the level of interest, to review applicant materials.
- Select Applicant Name on the Applicant Ratings screen.
- Page 1 of the Applicant Profile displays applicant contact information and educational credentials.
- Page 2 of the Applicant Profile displays employment history and includes hot links for the Applicant’s letter of interest, curriculum vitae/resume, reference list, and other document.
- Select hyperlink for Letter of Interest, CV/Resume, Reference List, or Other Document to review applicant attachments.

Rate Candidates at Selected Level

- Select one of three radio buttons to reflect your overall evaluation of the candidate, in relation to advertised position requirements.

X = Strongly Recommended
/ = Moderately Recommended
O = Not Recommended

- Write narrative comments about each candidate to support your rating and to refresh your recollection of this candidate during Search Committee meetings.
Note: **Your ratings and comments** will remain private during the evaluation process, but will be shared with other Search Committee Members during search committee meetings.

- Select **Update & Proceed to Applicant Ratings** to enter your rating and comments and select the next candidate for review.
- Your individual ratings are displayed on the Applicant Ratings page for quick reference. Applicants remain in fixed sequence number order throughout the search process.

**Print Summary Documents by Level**

When you have rated all candidates at a given level, from the Applicant Ratings screen print the following documents for your reference during Search Committee meetings:

- Select **Print All Summaries** to display & print a one-page applicant summary for all candidates at each level.
- Select **Print Applicant Ratings** to display and print a one-page summary of your individual ratings for all candidates at each level.

**Suggestion:** Use the Applicant Summaries and Applicant Ratings pages for quick reference during Search Committee meetings. Please help conserve institutional resources by printing applicant letters, cv's, and resumes for interview candidates only.

**Successive Levels of the Search**

The Search Committee Secretary or Chair may advance candidates through five levels of the search. You will be asked to rate candidates at each successive level of the search.

- Select the appropriate **Level** icon on the Applicant Profile Master Screen to evaluate candidates at each level of the search.
- **Review, Rate, and Comment** on each candidate at each level.
- **Transcripts/Letters of Reference.** In final stages of the search, the search committee secretary may attach transcripts or letters of reference to candidate profiles. Select **View** under the Transcript heading on Page 1 of the Applicant Profile to review transcripts; select **Reference** hot links to view reference letters on Page 2 of the Applicant Profile.

**Technical Assistance**

If you need assistance in accessing or using Consensus search support system, please contact the Search Committee Chair or Secretary or the System Administrator in your Human Resources Office.

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**University of Louisville Consensus Login Instructions:**

Please go to [https://louisville.edu/hr/consensuslogin](https://louisville.edu/hr/consensuslogin). You may wish to bookmark this link for future use. Your User ID and Password are both set to the prefix on your email account, (i.e.lewach01 for user name and lewach01 for password). On initial log in, you will be prompted to set a private password. This screen will look similar to the first log in page and ask you to confirm your new password twice. Contact Laura McDaniels (502-852-6889) or Paula Soder (502-852-7909) in HR if you need additional assistance.