



This manual is intended for all users involved in building the selection committee.

Manual: building the selection committee



Manual

Building the selection committee(in Ubeeo)


Role: Vacancy holder / HR Advisor

Step by step to the best candidate

To have candidates reviewed by peers, you need to make them part of the selection committee for that job posting to give them access to the candidates who have applied for this job posting.

Questions?

Do you have questions about the process of Recruitment & Selection? If so, please contact the ATS support team.




Building the selection committee

After candidates have applied, you can link selection committee members to your job posting to give them access to the candidate's data and possibly also to let them rate candidates in the system.

My vacancies

Go to my jobs, which can be found in the Dashboard.

 Vacatures 5	
Mijn vacatures	5
Gepubliceerd (internet)	4
Gepubliceerd (intranet)	4
Proefversie	0
Ter goedkeuring	1
Verlopen binnen 3 dag...	0
Verlopen binnen 3 dag...	0

Select the vacancy

Click on the "magnifying glass" to go to the job page.

Note!

You can form a selection committee only if you are involved in the vacancy.

Mijn vacatures

Totaal: 5

Zoeken...	X	Gebruiker	Wouters, Matthijs	Q	Status	Definitieve versie	v
	v	Vacaturetitel				Referentie	
			Test - Administratief medewerker			3547	
			Decaan			3546	
			HR Adviseur			3543	
			Decaan			3540	
			Decaan			3542	

Vacancy page

After this you will be taken to the vacancy page. After this, click on options to put together the selection committee.

Options

Click on options to put together the selection committee.

The screenshot shows the 'Options' menu in a blue bar at the top of the page. Below it, the main content area displays the details for a vacancy titled 'Test - Administratief medewerker' with ID 1049025. A 'Vacature terugtrekken' button is visible in the top right. Below the title, there are tabs for 'Vacature', 'Kenmerken', 'Engels', 'Nederlands', 'Bestanden', 'Bureaus', 'Matches', 'Status', and 'Opmerkingen'. The 'Vacature' tab is active, showing details such as 'Vacaturetitel: Test - Administratief medewerker', 'Vacature template: 2. Professional (OBP)', 'Vacaturehouder:', 'Referentie: 3547', and 'Status: Definitieve versie'.

Committee

Click on "committees" and then on "set access to the candidate folder."

This screenshot shows the 'Options' menu expanded. The 'Commissies' option is highlighted with a yellow box, and the 'Toegang instellen naar kandidatenmap' option is also highlighted with a yellow box. Other options visible in the menu include 'Sollicitanten', 'Slimme map', 'Matching', 'Nieuwe kandidaat', 'Vacature specifieke vragen instellen', 'Vacature beschrijving in PDF', 'Vacature dupliceren', and 'Vacature verwijderen (Vacature staat live)'. The background shows the same vacancy details as the previous screenshot.

Set up selection committee

After this you will be taken to the page to set up access. After you have set the access click on save to return to the vacancy page.

Selecting the selection committee

Select the selection committee you would like to put together by clicking on the 'pen' icon.

Toegang instellen tot kandidatenmap

Test - Administratief medewerker

	Rol	Toegangsrechten	Toegang vanaf	Toegang tot
	Selectiecommissie			
	Selectiecommissie - b...			
	Selectiecommissie - 1...			
	Selectiecommissie - 2...			
	Selectiecommissie - 3...			
	Selectiecommissie - a...			

Toegang instellen tot kandidatenmap

Decaan - Selectiecommissie

Toegang instellen

Toegangsrechten

Toegang vanaf

Toegang tot

Access rights

You have the choice to select three different access rights "review and share," "review," and "view".

Access

For privacy reasons, you want the users on the selection committee to have a limited time to review the candidate.

Map delen

Map delen met

Toegangsrechten

Gebbruikers

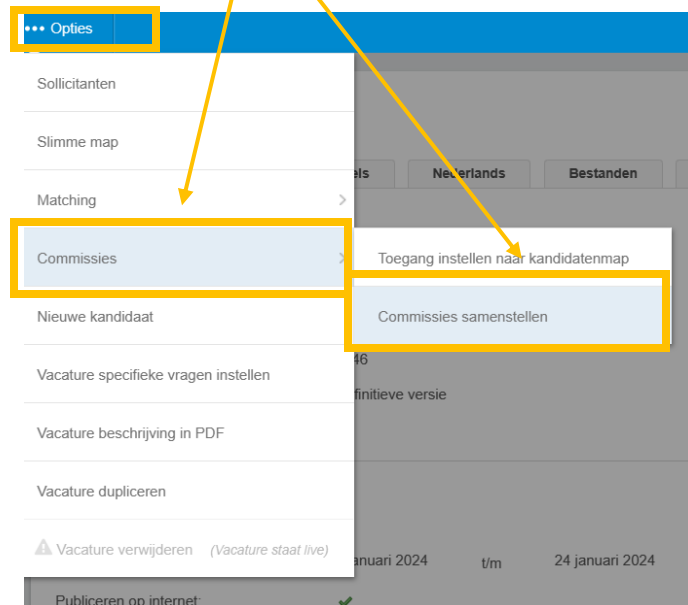
Berechtiging

Set up selection committee

When you are back at the vacancy page click on 'options' again.

Committee

To put together the selection committee, go through "options" to "committees," and "committees aggregate".



Set up selection committee

After this you can select the appropriate selection members by pressing the 'plus' button.

Commissies samenstellen

Doeaan



Commissielid	Rollen
Geen gegevens gevonden	



Set up selection committee

After this, you will be taken to the screen below.

Users

By choosing the appropriate users, you create a selection committee that will receive an email invitation to view or also review candidates. You can select multiple members at the same time.

Commissies

Test - Administratief medewerker



Commissieleden

Interviewers *

Matthijs Wouters X



Selectiecommissie

Selectiecommissie - briefselectie -

Selectiecommissie - 1e gesprek -

Selectiecommissie - 2e gesprek -

Selectiecommissie - 3e gesprek -

Selectiecommissie - alle leden gelijke
bevoegdheden -

Save

After this, save the changes.

Opslaan

Set up selection committee

For the job vacancy, it is possible to assign additional roles to members of the selection committee, allowing them to invite, reject, and even hire candidates, alongside the vacancy holder and data entry personnel.

Rollen

Recruiter	<input type="text" value="Typ om te zoeken"/>	<input type="button" value="🔍"/>
HR adviseur HR advisor *	<input type="text" value="Typ om te zoeken"/>	<input type="button" value="🔍"/>
ATS Support *	<input type="text" value="Vrije Universiteit Amsterdam, ATS Supp"/>	<input type="button" value="🔍"/>
Vacature invoerder	<input type="text" value="Wouters, Matthijs"/>	<input type="button" value="🔍"/>
Commissie + uitnodigen 1	<input type="text" value="Typ om te zoeken"/>	<input type="button" value="🔍"/>
Commissie + uitnodigen 2	<input type="text" value="Typ om te zoeken"/>	<input type="button" value="🔍"/>

Committee + inviting

Assign these roles only to individuals involved in inviting/rejecting/hiring candidates during the process. If these tasks are not required, you do not need to allocate these roles.