

# Search Committee Quick Guide for BrassRing®

This Quick Guide is designed to provide you with the basic features and functionality to begin using the BrassRing® applicant tracking system as a search committee member. The steps below will help you view position specific posting information, view individual applicants, and view and print application materials in the system. Please contact Human Resources at [employ@ku.edu](mailto:employ@ku.edu) or at 785-864-4946 with any questions, suggestions, etc.

## Key Features and Functionality –

From the 'Home Page'

- View the posting (requisition) details – see **step 5, page 1**
- View applicants who have applied to the posting – see **step 7, page 1**

### From the list of applicants who have applied to the posting

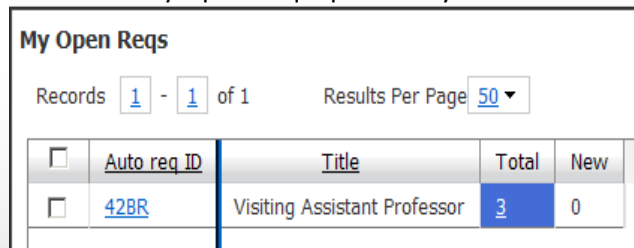
- View an individual applicant – see **step 9, page 2**
- View resume and cover letter – see **steps 9-12, page 2**
- View additional attachments – see **step 15, page 2**
- View multiple applicant materials simultaneously – see **Viewing Multiple Applicants, page 3**
- Bulk Printing functionality – see **Bulk Printing, page 4**

## VIEWING AS SEARCH COMMITTEE


1. You will receive notification from the Search Chair once the job opening has been **posted**.
2. You will then go to the BrassRing site at [https://2x.kenexa.com/wps/portal/\\$tenant/universityofkansas](https://2x.kenexa.com/wps/portal/$tenant/universityofkansas)




3. With our new Login Screen (see above screen shot), be sure to click the “HR/Search Committee Access – Sign in Here” at the bottom of the Login screen (it is highlighted in yellow above). You will be redirected to the University of Kansas Single Sign-On page where you will use your KU Online ID and password to access the BrassRing website and the applicant information. (Be sure you’ve cleared browsing history/cache if you have trouble accessing the site.)
4. **Go** to the “My Open Reqs” panel on your Search Committee Portal page.




<input type="checkbox"/>	Auto req ID	Title	Total	New
<input type="checkbox"/>	<a href="#">42BR</a>	Visiting Assistant Professor	3	0

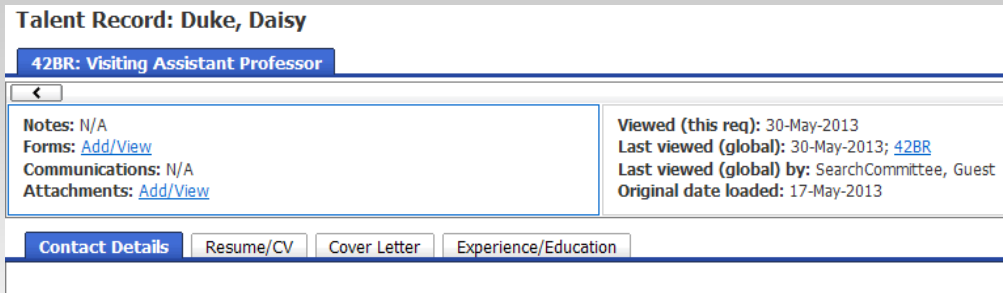
5. **Auto Req ID** displays the requisition ID number created by the system.
6. **Click** on the Auto Req ID # [42BR](#) to view the Req details and Req history information for this posting.
7. **Click**  at bottom of the page to returning to “My Open Reqs” panel.

8. **Click** on the number displayed in the Total Column  to see all of the applicants. (The **New Column** only identifies applicants that have not been **viewed** by “ANY” Search Committee Members or Hiring Managers

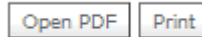
## VIEWING AS SEARCH COMMITTEE (cont.)

10. **Click** on the applicant name  in the Name column to view the Talent Record information for the applicant. The **Talent Record** of the applicant will display **“Quick Tiles”** along the top of the Talent Record and Tabs along the bottom with the following information: Contact Details, Resume/CV, Cover Letter and Experience Education. The **Quick Tiles** will display any **Attachments** the applicant has provided.

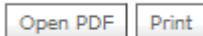
(See example below of Talent Record display)



11. **Click** on the Contact Details tab in the Talent Record to see applicant’s name, address, email and phone number.
12. **Click** on Resume/CV tab in the Talent Record.
13. **Scroll** down to view the information in an “unformatted” style



**OR Click** at the top of the screen on the Open PDF button to display the “formatted” PDF version of the Resume/CV. A separate PDF screen will open up to allow easy viewing. If you wish to print the PDF version of the Resume/CV you can do so from this screen (close this screen when done).



14. **Click** the Print button at the top of the screen to Print off the applicants Resume/CV in the “unformatted” version.
13. **Click** on the Cover Letter tab in the Talent Record to view this information. The Cover Letter displays exactly like the Resume/CV so you can view the PDF and Print if you need to.
14. **Click** on the Experience/Education tab to see a quick view of the applicant’s experience and education pulled from their Resume/CV when it was attached to the applicant’s Talent Record.
15. **Quick Tiles** along the top will give you access to the **Attachments** the applicant has submitted with their



Resume/CV and Cover Letter. The small arrows in the upper corners of the tab allow the **Quick Tiles** to move as 7 small screens are displayed here. You will need to go to the one with the **Attachments** as displayed below.



16. **Click** on the Add/View (as displayed above) to see the Attachments. A separate screen will display the attachments. Click on the file name to view the attachment. Close this screen when you are finished.
17. **Close** the applicant’s Talent Record when you are through viewing their applicant materials. You will return to the Candidates for this opening. Go to the next applicant to view.

## VIEWING MULTIPLE APPLICANTS

BrassRing has Browse Multiple Applicants, Speed Browse and Print Resume/CV for multiple applicant viewing and printing purposes. The instructions below will walk you through this process.

1. **Login** to BrassRing site with your KU Online ID and password.
2. **Go** to the “My Open Reqs” panel on your Search Committee Portal page.

**My Open Reqs**

Records  -  of 1      Results Per Page

<input type="checkbox"/>	Auto req ID	Title	Total	New
<input type="checkbox"/>	<a href="#">42BR</a>	Visiting Assistant Professor	<a href="#">3</a>	0

Total

3. **Click** on the number displayed in the Total Column [3](#) to see all of the applicants.
4. **Candidates** that have applied to this Req are listed in alphabetical order by last name. By clicking the box beside each applicant name or in the box at the very top of the columns by Name you will be able to view multiple applicants. See example below.

<input type="checkbox"/>	Name
<input type="checkbox"/>	<a href="#">Duke, Daisy</a>
<input type="checkbox"/>	<a href="#">Jayhawk, Ima</a>
<input type="checkbox"/>	<a href="#">Tester, Library</a>
<input type="checkbox"/>	<a href="#">Yearwood, Trisha</a>

5. **Go** to the right-hand side of the Candidates display grid to the **Actions**    and click on the drop-down arrow.
6. **Select Browse Multiple Applicants** from the Actions dropdown.
7. A new screen will display, allowing you to use the drop down arrow by the Talent Record to easily go to the

Talent Record: [Duke, Daisy](#)

[42BR: Visiting Assistant Professor](#)

next applicant. See example.

8. **Close** screen to return to Candidate list page.
9. **Go to the Actions link and choose Speed Browse** after selecting multiple applicants.
10. **Multiple Applicants** will display on the new screen. At the top of this screen you can choose to display 1 applicant at a time or up to 5 across your screen.

**Speed Browse**      Showing  of 3 Candidates

11. **Use** the small arrows  at the top of the Applicant Record to move to next applicant/group.
12. **Close** screen to return to the Candidate list page.
13. **Go to the Actions Link and choose Print Resume/CV** after selecting multiple applicants.
14. **Displayed** will be the Resume/CV of the applicants you chose in the “unformatted” style. Go to the bottom

of the screen, **Click View in PDF**

to see all of the applicants Resume/CV in the PDF version to print.

15. **Hover** on PDF screen to select the **Print** feature of the PDF viewing screen. Close PDF viewing screen when done.
16. **Click Logoff** in the upper right-hand corner of screen when you are done viewing your applicants.

## BULK PRINTING

BrassRing has a bulk printing option where you can print several applicants' cover letters, resumes and additional attachments.

17. Go to the "My Open Reqs" panel on your Search Committee Portal page.

My Open Reqs

Records  -  of 1      Results Per Page

<input type="checkbox"/>	Auto req ID	Title	Total	New
<input type="checkbox"/>	42BR	Visiting Assistant Professor	3	0

Total

18. Click on the number displayed in the total column  to see all of the applicants.

<input type="checkbox"/>	Name
<input type="checkbox"/>	Duke, Daisy
<input type="checkbox"/>	Jayhawk, Ima
<input type="checkbox"/>	Tester, Library
<input type="checkbox"/>	Yearwood, Trisha

19. Select each applicant you want to print application materials for by clicking the check box in front of their name.

20. Go to the right-hand side of the Candidates display grid to the "Actions" and click the the drop-down arrow.

Actions ▼ Filter ▼ Display ▼

21. Choose "Prepare for Bulk Printing" from the drop down menu.

22. A pop-up window will appear. Your email address will be in the file recipient address (marked through below).

File recipient

\*Files to include

Overview

Resume/CV

Cover letter

Forms

Attachments

Letter template

\*File Name .zip

[File name should not include < > : " / \ | ? > \* and is limited to 150 characters including spaces. The file extension .zip will automatically be added to the system.]

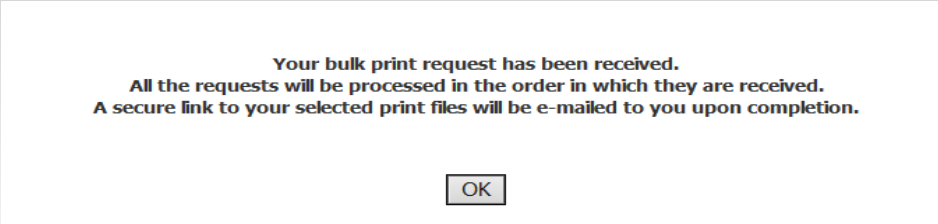
Customize recipient message

\* = required field

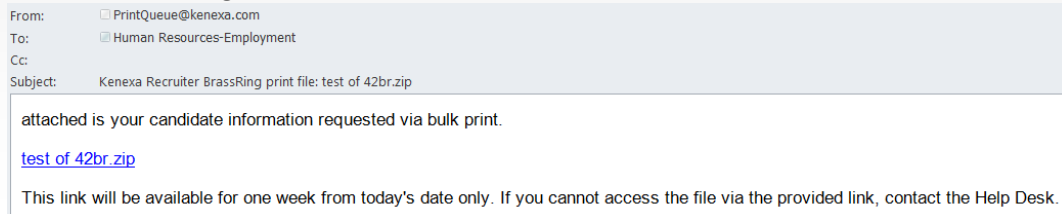
Send    Set to default    Cancel

## BULK PRINTING (continued)

- 23. Choose the documents** you would like to print: Cover Letter, Resume. Please note: Choosing Attachments will print ALL attachments tied to that applicant. We recommend printing attachments (Writing Samples, References, etc.) separately than with the Bulk Print option.
- 24. Name your file.** This will save all of the files to a location on your computer.
- 25. Onscreen message** verifying that the bulk print request has been received (see screen shot below). The BrassRing system will send you an email once it has completed the process to create the file.



- 26. Email received** from the BrassRing system (see below screen shot) will give you the files as a download from the BrassRing site.



- 27. Click** on the link within the email and you will be taken to the download location from the website.
- 28. Open** the down link and you will receive a display of the Resume/CV, Cover Letter and any attachments that you selected. Below is a screen shot of the files selected for a couple of candidates from a requisition.

name	type	compressed size	flag
Duke Daisy 722657 (01) Resume.pdf	Adobe Acrobat Document	118 KB	No
Duke Daisy 722657 (02) Attachmen...	Microsoft Word Document	16 KB	No
Duke Daisy 722657 (03) Attachmen...	Microsoft Word 97 - 2003 ...	8 KB	No
Duke Daisy 722657 (04) Cover Lett...	Adobe Acrobat Document	73 KB	No
jayhawk ima 720634 (01) Resume.p...	Adobe Acrobat Document	54 KB	No
jayhawk ima 720634 (02) Attachme...	Microsoft Word Document	456 KB	No
jayhawk ima 720634 (03) Attachme...	Microsoft Word 97 - 2003 ...	18 KB	No
jayhawk ima 720634 (04) Attachme...	Microsoft Word 97 - 2003 ...	12 KB	No
jayhawk ima 720634 (05) Attachme...	Microsoft Word 97 - 2003 ...	7 KB	No

- 29. Print** the files that you want for each candidate.