Quick Guide for STARS 7.0

1. Log in to STARS https://jobs.utsa.edu/hr

2. Change your user group to “Search Committee Member”

3. On the “Home” screen, search for the posting you are assigned to by clicking on the tab and selecting the appropriate position type based on the Requisition Number found on the Search Committee Notification email you received
   
   • Example: On the email you will see the following information:
     
     Job Title: Search Committee Test-Do Not Apply  
     Requisition Number: NTT20150022P  
     Job Description:

   • In this example, the “NTT” in the requisition number refers to “Non-Tenure Track”
   • Select the Non-Tenure position type to access assigned posting(s)
4. Select the appropriate job title to which you have been assigned

5. Go to the “Applicants” tab

6. Click the checkbox to the left of “Applicant Last Name” to select all applicants OR if evaluating only a select number of applicants, click the checkbox to the left of each individual applicant name

7. Under the button to the far right, select “Evaluate Applicants”

8. You will then have the ability to evaluate the applicants based on the evaluative criteria associated with this posting once applicant has reached the appropriate workflow state