

# SEARCH COMMITTEE – HOW TO VIEW CANDIDATE INFORMATION

Log-in to MyMC and select the Workday icon

Type "MC- Candidates for Search Committee Review"

The screenshot shows the MyMC Workday interface. At the top, there is a search bar with the text "MC-Search" and a blue arrow pointing to it. Below the search bar, there is a navigation menu with four icons: "Benefits", "Current Benefit", "Personal", and "Directory". Below the navigation menu, there is a search bar with the text "MC- candidates for Search Commi". Below the search bar, there is a blue header with the text "MC - Candidates for Search Committee Review". Below the header, there are three search filters: "Search Committee" with a dropdown menu, "Include Frozen Job Requisitions" with a checkbox, and "Include Filled/Closed Job Requisitions" with a checkbox. Below the filters, there is a large grey area representing the search results. At the bottom of the screen, there is a confirmation dialog with two buttons: "OK" and "Cancel". A blue arrow points to the "OK" button, and a red text label "Click 'OK'" is next to it.

← MC - Candidates for Search Committee Review Actions

Include Frozen Job Requisitions No Include Filled/Closed Job Requisitions No

2 items

CF Job Requisition	Review	Screen	Search Committee Review	Interview	Ref Check	Agreement	Check	Candidate
R1155 Interior Design FT Faculty (Open)	0	0	7	0	0	0	0	0
Total	0	0	7	0	0	0	0	0

To view a list of the candidates, click on the number.

Criteria View by:  and then by:  Refresh

items

Added Date	Candidate	Candidate Stage	Source	Email	Phone
03/12/2018	<a href="#">Jessica Bonness (Internal) - R1155 Interior Design FT Faculty (CA2197)</a>	Search Committee Review	Internal -> Current Worker		2029976203
03/20/2018	<a href="#">KIMBERLY KEMPER - R1155 Interior Design FT Faculty (CA2312)</a>	Search Committee Review	Job Sites -> Indeed	purpleinteriors@yahoo.com	240.242.3876
03/25/2018	<a href="#">Connie Lane Christy ASID - R1155 Interior Design FT</a>	Search Committee Review	Job Sites -> Indeed	clchristy4544@gmail.com	614 746 9182

Right click on candidate's name.

Criteria View by:  and then by:  Refresh

7 items

Added Date	Candidate	Candidate Stage	Source	Email	Phone
03/12/2018	<a href="#">Jessica Bonness (Internal) - R1155 Interior Design FT Faculty (CA2197)</a>	Search Committee Review	Internal -> Current Worker		2029976203
03/20/2018	<a href="#">KIMBERLY KEMPER - R1155 Interior Design FT Faculty (CA2312)</a>	Search Committee Review	Job Sites -> Indeed	purpleinteriors@yahoo.com	240.242.3876
03/25/2018	<a href="#">Connie Landau - R1155 Interior Design FT Faculty (CA2312)</a>	Search Committee Review	Job Sites -> Indeed	clchristy4544@gmail.com	614 746 9182

Context menu for Kimberly Kemper:

- See in New Tab
- Copy URL
- Copy Text
- View Printable Version
- Export to Excel

Select "See in New Tab"

**KIMBERLY KEMPER (CA2312)** Actions For: R1155 Interior Design FT Faculty

Jobs Applied to 1 + 240.242.3876  
 Step Search Committee Review ✉ purpleinteriors@yahoo.com  
 Source Job Sites -> Indeed  
 5440 Marinelli Road #215  
 Rockville, 20852  
 United States of America

Edward Robert  
Hiring Manager  
 Lauren Landau  
Recruiter

<a href="#">Overview</a>	<a href="#">Screening</a>	<a href="#">Interview</a>	<a href="#">Attachments</a>	<a href="#">Personal Notes</a>	<a href="#">Employment Offer</a>
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Current Job 2 years Total Jobs 6 Total Experience 14 years

Experience

Michael Baker International  
 Associate Interior Designer II | October 2015 - November 2017 (2 years, 2 months) | Alexandria Virginia  
 Designing interior environments including planning and specifying elements including finishes, furnishings, and equipment including modular partition systems. Demonstrate attention to detailing and an understanding of building engineering systems. Clear understanding of the building types, intended use and cost factors. Conferring with the Architect, Project Manager and Client to determine design preference and best solutions, budgets, equipment to be installed and other factors affecting the interior environment. Integrate findings with knowledge of interior design and formulate a solution that is aesthetically pleasing, innovative, practical and conducive to its intended purpose.

Soe Lin & Associates

Websites

<http://linkedin.com/in/kimmkemper>

Resume / Cover Letter

 [KKemper\\_resume 2018.pdf](#)

Skills

none entered

Education