Search Committee Members - Quick Guide

Search Committee members and chairs are assigned by the Posting Department and will be notified of their placement through email. Once you log into the system you may need to change your user group to Search Committee Member if it is not already set as your default. This is done by selecting Search Committee Member from the dropdown box and clicking

1. To access the posting, hover over Postings and click on Staff/Temp.
2. Once you've clicked Staff/Temp you will be directed to a screen where you can see a list of all the postings you have been assigned to as a Search Committee Member. You may open the posting you wish to review, by clicking on the Position Title highlighted in blue. If you have many assigned postings, you may find it beneficial to use the Search function. You can search by Position Title or Posting Number. You may also sort by column (such as Workflow State) to help you organize your assigned postings.

You can also add various sortable columns to your view from the drop down box to help refine your search.
3. Once on the Posting page you can review general information in the Summary tab as well as notes left by your Campus HR in the History tab.

4. In the **Applicant Tab** you can review the applicants and take various actions. To review an applicant, click the applicant name highlighted in blue. Here you may also review posting notes left by your Campus HR under the History Tab.
5. By clicking **Summary** on the candidate's application page, you can review their personal and application information.

6. By scrolling to the bottom of the page you can open up and review the provided documents such as resume and cover letter by clicking on the item highlighted in blue.