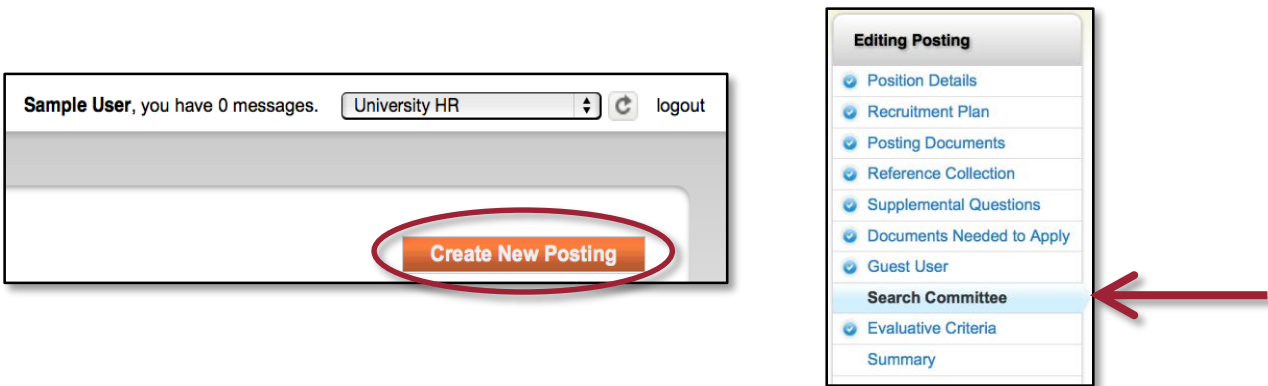


Quick Reference Guide: Search Committee Feature

Instructions: Use the following steps to add search committee members to the posting. Once added to the access of the posting, Search Committee members will be able to login and review all applicant materials and utilize the evaluative criteria, if established, in PeopleAdmin 7.

Adding members to the Search Committee

1. After you have selected **Create New Posting** and reached **Editing Posting**, you will be able to add Search Committee Members by selecting the **Search Committee** tab.



New Account

Using the **New Search Committee Member** section allows you to request a new account for a Search Committee Member or find an existing user in the system to add as a Search Committee Member. When requesting a new account, once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (*).

Account Information

Please enter the following information to create an account for a new Search Committee Member.

* **First Name**

* **Last Name**

* **Email**

* **Username**

Note: If you are not sure if a user has an account, when you enter the require information the system will populate users with the account information you have provided.

Existing Account

If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the **Add Member** button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

Search

Find a User to assign as a Search Committee Member.

First Name

Last Name

Email Address

Search

Find a User to assign as a Search Committee Member.

Name	Email Address	Add Member
System Account		<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
Sample User	slolive@uark.edu	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
WCOB User One	slolive@uark.edu	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
WCOB User Two	slolive@uark.edu	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
WCOB User Three	slolive@uark.edu	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair
WCOB User Four	slolive@uark.edu	<input type="button" value="Add Member"/> <input type="checkbox"/> Make Member The Committee Chair

Assigning the Search Committee Chair

Once committee members have been assigned to the position, the committee chair can be designated.

1. Either click the check box next to **Make Member the Committee Chair** (shown in the diagram above)
2. Once members are selected, hover over **Actions** and then select **Make committee chair?**

Search Committee Members

Name	Email	Chair?	Status	(Actions)
Athletics User Five	slolive@uark.edu	No	approved	<input type="button" value="Actions"/>
WCOB User Five	slolive@uark.edu	No	approved	<input type="button" value="Remove from Posting"/> <input type="button" value="View User"/> <input type="button" value="Edit User"/> <input type="button" value="Make committee chair?"/>
Sample User	slolive@uark.edu	No	approved	

Search