# Adding a Search Committee to a Job Posting?

Below, you will find instructions on how to add a Search Committee to a job posting.

## Applicant Tracking View

In the upper left pane, select "Hire." Ensure that the User Group selection ≠ Employee, as shown below. The blue banner appearing indicates that you are in a user setting that allows you to work with applicant information.

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## Locate Posting

Select the Postings tab in order to select either Faculty or Staff. This will permit you to see the associated job postings.



## Select Job Posting

Once the populated job postings appear, select the appropriate one. Once the job position opens, you will view the Summary page by default. Scroll down to the **Search Committee** section located near the bottom of the listing. Select *Edit*. The Search Committee page appears so that you can add or create a new user account, as shown below.

You can add, edit, and/or delete search committee members.

1. To add a search committee member, select "Add Existing User"...you will have an option to search by first and last name or email address. Your search will only locate people who have the Search Committee permission group.

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2. Alternatively, you may select "Create New User Account" in order to request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

3. If you need to edit a current Search Committee member, select Actions on the right side. You will have an option to "remove from posting, view user, and edit user."

As you determine who should be added to serve as a Search Committee member:

1. Decide whether this person should "chair" the search committee. If so, select the "Committee Chair" option.
2. When you add a member, you will receive a message stating "User added as pending and must be approved to serve as a search committee member in this department."
3. Continue until you have added all the search committee members needed.

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## Progressing...

Once you have added a Search Committee member to the posting, select "Next" in order to proceed through the "Editing Posting" steps. The next step that will appear is the "Reference Letters" section of the job posting.



## Questions

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.