

# 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  $\neq$  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.

The screenshot shows the PeopleAdmin interface for Loyola University Chicago. The navigation menu at the top includes Home, Postings (highlighted with a red circle '1'), Applicants, Hiring Proposals, Onboarding Events, My Profile, and Help. The main content area is titled 'Staff Postings' and features a search bar with a 'Search' button and a 'More Search Options' dropdown. Below the search bar is a table of 'Default Staff Postings' with columns for Working Title, Active Applications, Position Number, Location Code, Workflow State, HR Generalist, Last Status Update, and Actions. The first row, 'ENGINEER TRAINEE', is highlighted with a red circle '2'. The table also includes pagination controls and an 'Actions' dropdown for each row.

Working Title	Active Applications	Position Number	Location Code	Workflow State	HR Generalist	Last Status Update	(Actions)
ENGINEER TRAINEE	1	8101341	FACILITIES WTC (07212A)	Closed/Removed From Web	Gary Soltys	July 25, 2017 at 09:38 AM	Actions
OPERATIONS MANAGER / CONCERT MANAGER	13	8101454	FINE AND PERFORMING ARTS (02105A)	Closed/Removed From Web	Gary Soltys	July 25, 2017 at 10:51 AM	Actions
ACADEMIC ADVISOR	85	8100597	COLLEGE OF A&S - LSC (02100A)	Closed/Removed From Web	Gary Soltys	August 01, 2017 at 12:53 PM	Actions

## 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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✔ Search Committee [Edit](#)

No Search Committee Members have been assigned to this Posting yet.

Postings / Staff / OPERATIONS MANAGER / CONCERT MANAGER (Closed/Removed From Web) / Edit: Search Committee

## Editing Posting

- ✔ Position Details
- ✔ Posting Details
- ✔ Position Budget Inform...
- ✔ Supplemental Questions
- ✔ Guest User
- ✔ Search Committee
- ✔ Reference Letters
- ✔ Posting Documents
- ✔ Recruitment Sources Tr...
- ✔ Applicant Documents
- Summary

## Search Committee

## Search Committee Members

No Search Committee Members have been assigned to this Posting yet.

[Add Existing User](#)

[Create New User Account](#)

# Adding a Search Committee to a Job Posting?

## 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.

Search Committee Save << Prev Next >>

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Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
		<input type="checkbox"/>	pending	Actions ▾

Add Existing User Create New User Account

Save << Prev Next >>

## Questions

Questions? Email [careers@luc.edu](mailto:careers@luc.edu) and a Human Resources staff member will assist you.