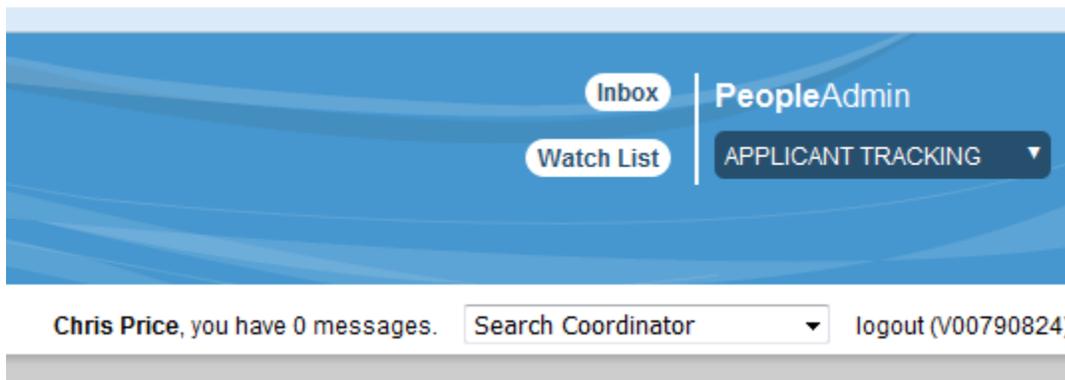


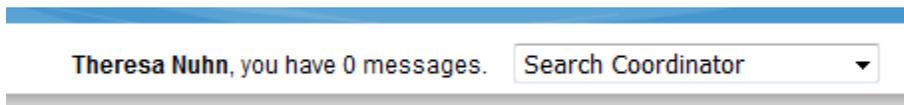
## Search Coordinator Directions

To function as a search coordinator, you must have both access as a search coordinator for the department in which the position is listed and be listed as a search coordinator on the posting details page within the posting. The AAC for your college or unit may call the PeopleAdmin Coordinator in HR for access.

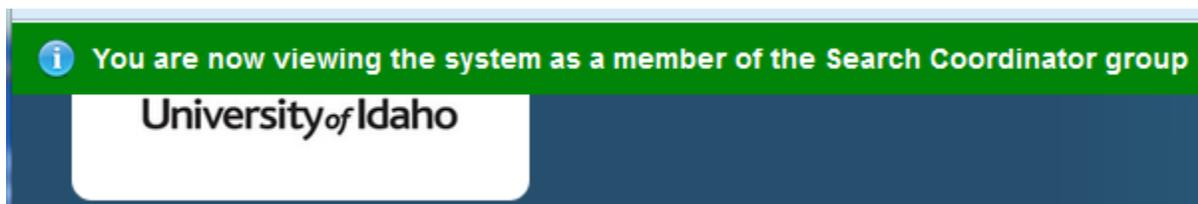
Make sure you are in “Applicant Tracking” in PeopleAdmin:



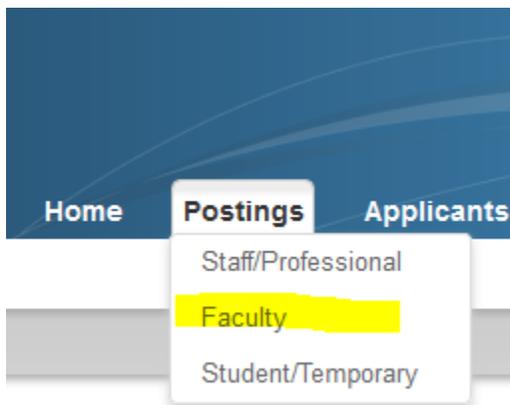
Make sure your access is set to Search Coordinator:



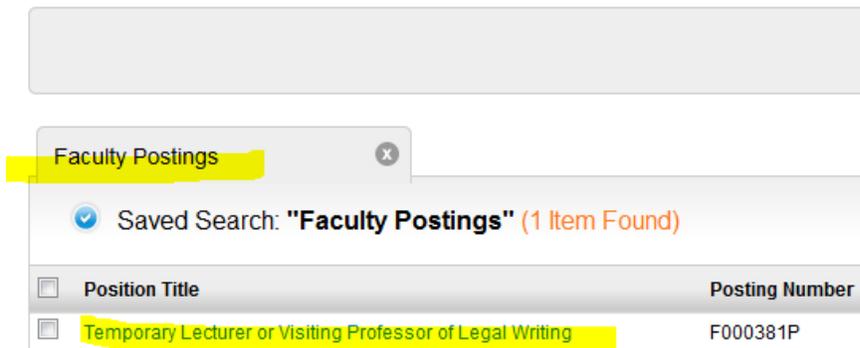
And that the Green banner across the top of the page to the left indicates that the change has occurred:



Select “Postings” and then select your position type:

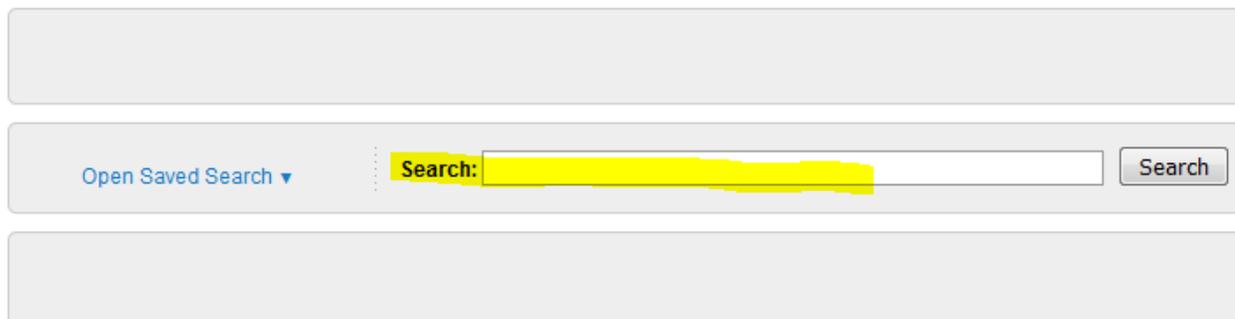


When the position page opens you will see the position on the page under Faculty Postings below the search field:



If there are too many positions listed to find yours, you may search in the search field at the top of the page using the PCN, the posting number (beginning with "SP" "F" or "STH") or the title:

## Staff/Professional Postings



Click into the title and go to the applicants tab to the right of the summary tab in the broad white band about three-quarters of the way up the page:



The applicants will be listed at the bottom of the page. To move an applicant forward, you must click into the applicant’s name. The “Take Action on Job Application” button will be located near the upper right side of the page. Your selections depend upon where you are in the workflow and will be available within the “Take Action” button:



Your responsibilities as a search coordinator is to move the applicants selected by the search committee forward for permission to interview and then to move the applicant selected for the position to “Recommended for Hire” so that a “Hiring Proposal” can be started.

**A “Hiring Proposal” can be started by the supervisor/manager who put the position into applicant tracking or the AAC for the unit in which the posting resides.**

For questions or further information please contact [HR-peopleadminhelp@uidaho.edu](mailto:HR-peopleadminhelp@uidaho.edu)