



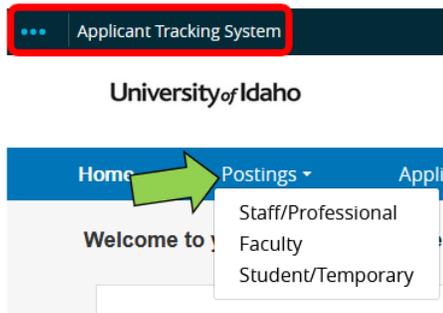
University
of Idaho

Adding Search Committee Members to a Posting

Search committee members can be listed in the Posting Information tab when an action is created, and HRS will add them when initiating and publishing the posting.

However, the **Unit/College Review** role can also access postings anytime in the **Posted, Reposted, or Closed** state and add search committee members as needed.

1. Log in as **Unit/College Review** and navigate to the Applicant Tracking module.
2. Navigate to the Applicant Tracking module and click on Postings.



3. Select the posting type (Staff/Professional, Faculty or Student/Temporary)
4. Locate the posting in the list that is generated OR search by PCN or posting number. Once you have located the posting, click on the Position Title.

<input type="checkbox"/>	Position Title	Posting Number	Active Applications	Workflow State	Search Coordinator
<input type="checkbox"/>	HR Specialist	SP002576P	0	Posted	Mandy Brocke

- Click Edit anywhere within the posting

Posting: HR Specialist (Staff/Professional) [Edit](#)

Current Status: Posted

Position Type: **Staff/Professional**
Division: **Human Resource Services**

Created by: **Mandy Brocke**
Owner: **Search Coordinator**

Summary | History | Settings | Applicants | Reports | Hiring Proposals

Please review the details of the posting carefully before continuing.

To take the action, select the appropriate **Workflow Action** by hovering over the orange "Take A submit your posting, click on the **Submit** button on the popup box.
To edit the posting, click on the **Edit** link next to the **Section Name** in the **Summary Section**. Th before moving to the next step in the workflow.

✔ Position Details [Edit](#)

Position Information

Posting Number	SP002576P
Position Title	HR Specialist

- Navigate to the Search Committee tab

Postings / Staff/Professional / HR Specialist (Posted) / t

Editing Posting

- ✔ Position Details
- ✔ Search Waivers and Sea...
- ✔ Posting Documents
- ✔ Applicant Documents
- ✔ Supplemental Questions
- ✔ Guest User
- ✔ **Search Committee Members**

Summary

Position Deta

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Classificati
Title

7. Click Add Existing User and search for the search committee member. Click Add Member when you locate them in the list. You can click the Committee Chair box if the person will be the search chair.
8. If you do not locate the individual you are searching for in the list, click Create New User Account to request that a search committee member account is created by HR.

Search Committee Members

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

[Add Existing User](#) [Create New User Account](#)

Add Existing User

Search:

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Brocke	Mandy	12925119089059824614_1598077240_1315_2_emailaddress@zed.zed	University of Idaho	<input type="checkbox"/>	<input type="button" value="Add Member"/>

Displaying 1 User

If you need assistance adding a search committee member to a posting, please reach out to employment@uidaho.edu or 208-885-3611.