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.
5. Click Edit anywhere within the posting

6. Navigate to the Search Committee tab
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.

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