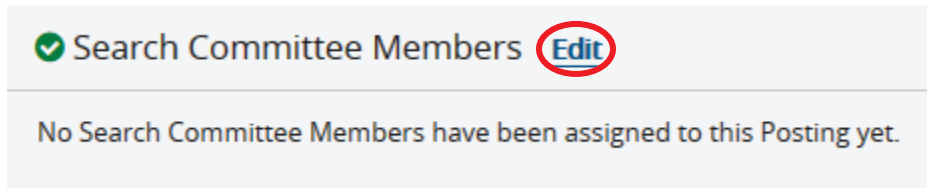
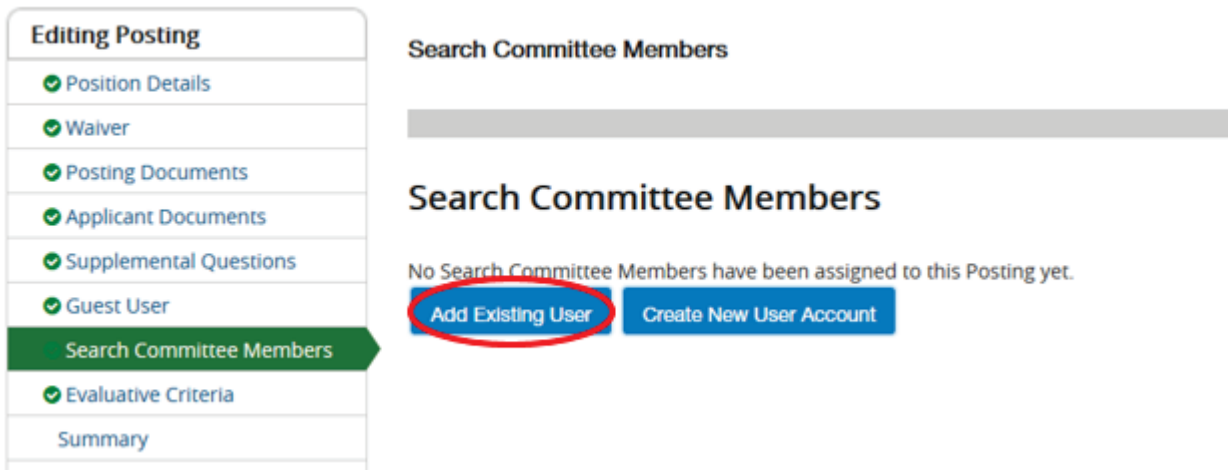


Adding Search Committee Members to a Posting

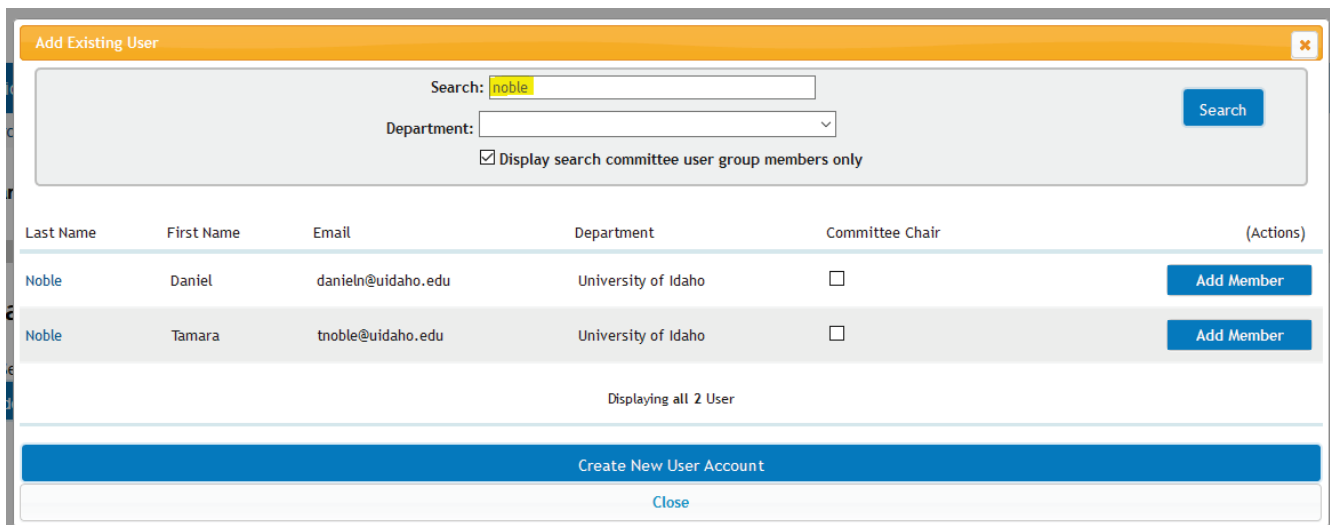
1. At the bottom of the posting, click **Edit** in the Search Committee Members tab.



2. Within the Search Committee Members tab, click **Add Existing User**.



3. A search box will appear. Type the last name of the person you are selecting for the search committee into the search box. To ensure as broad a search as possible, select the BLANK FIELD at the top of the "Department" field. Some employees are listed under University of Idaho and will not appear for a particular department.



4. Press the **Search** button. From the list, locate who you would like to add and then select the **Add Member** button to the right of the correct person's name. Select the Committee Chair box if that person will serve as the committee chair.
5. Click on the **X** on the top right corner of the box to return to the posting. The box will disappear and your committee member will then be added to the search committee table.

Please **DO NOT** create a new user account until you have searched with the "Department" field blank. Please also search by shortened versions of first names to ensure that there is really not an account for the employee you are trying to locate.

After you have completed the search, if you don't find your committee member in the data base, you may create a new account.