Search Committee Login Information

1. Upon being added to a search committee, you should receive an automated email from PeopleAdmin with a login link and posting information. You may also navigate to the PeopleAdmin login page directly: [https://uidaho.peopleadmin.com/hr/login](https://uidaho.peopleadmin.com/hr/login)

2. Click on the SSO Authentication link below the guest user sign-in. You will be directed to enter your University of Idaho credentials and log in using multi-factor authentication.

3. Upon logging into system, navigate to the User Group drop down menu below your name/account information located near the upper right corner of the page. Click on “Search Committee Member.”
4. On the top left side of the screen, make sure you are in the **Applicant Tracking System** module which will show a blue header. If you need to change modules, click on the three dots next to the module name, and select the module you would like to navigate to.

![Applicant Tracking System module](image)

5. In the Applicant Tracking module, you should see tabs at the top of the page. Click on **Postings** and choose the type of position (**Staff/Professional**, **Faculty** or **Student/Temp**) for the search.

![Postings page](image)

6. Once you click into the posting position type, you will see any postings you have been added to as a search committee member. Click on the title of the posting that you need to review applications for.

![Posting page](image)
7. Within the posting, click on the **Applicants** tab. If there are applicants, they will show on that page. To view an application, click on the applicant’s name. All required applicant documents are located at the end of the application.

If you do not have access to a posting, please reach out to employment@uidaho.edu or call 208-885-3611 for assistance or referral to a unit/college contact who can assist.