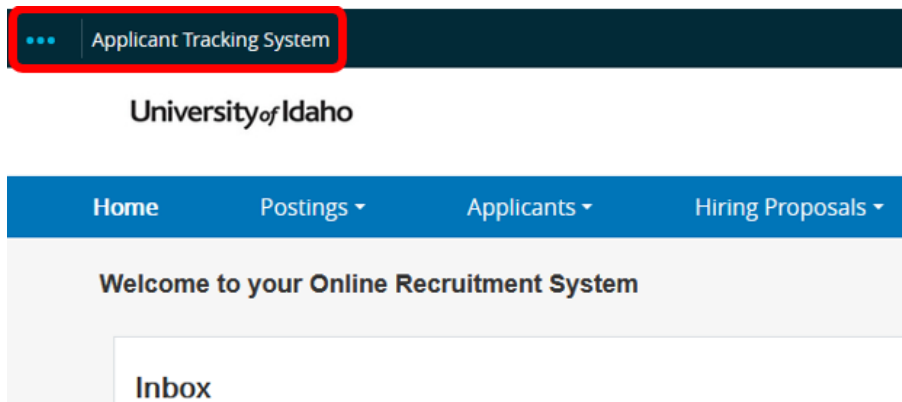# Search Coordinator Guide

Search Coordinators may assist with administrative functions of the search such as scheduling, organization, and logistics, but they are also solely responsible for moving candidates within the applicant workflow at the direction of the search committee.

The Search Coordinator role is personally scoped, meaning that the user who will perform this role must be individually assigned to each posting they need access to, and they will only be able to see those assigned postings. The role can be delegated as needed within a department.

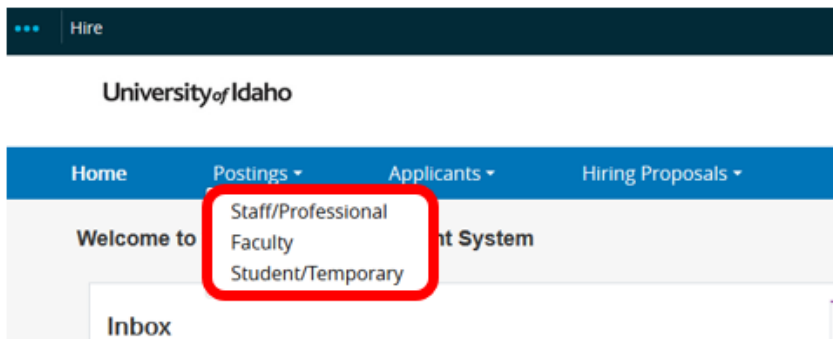To access a posting as a search coordinator:

1. Access the **Applicant Tracking** module in PeopleAdmin. To switch modules, click on the three dots in the top left corner of the screen.

2. The user group dropdown should be set to **Search Coordinator** in the top right corner of the screen. To switch user roles, click on the drop-down arrow.
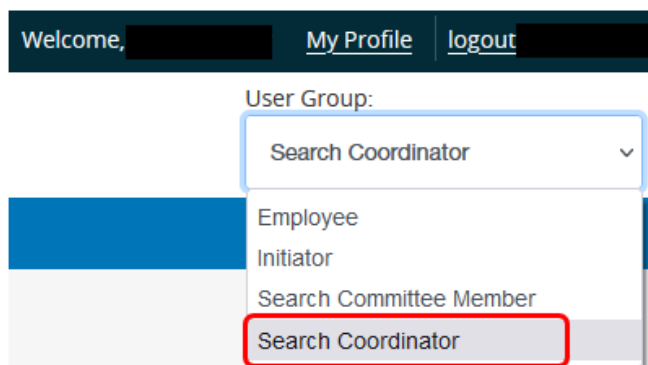
3. To access the posting you will be working on, click **Postings** and then select the **Position Type**:

   a. Staff/Professional
   b. Faculty
   c. Student/Temporary

4. When the postings page opens, a list of assigned positions will populate. These are the positions that a user has access to as search coordinator.

There is also the option to search in the search field at the top of the page using the PCN, the posting number, or the title, or choose different workflow states or departments.
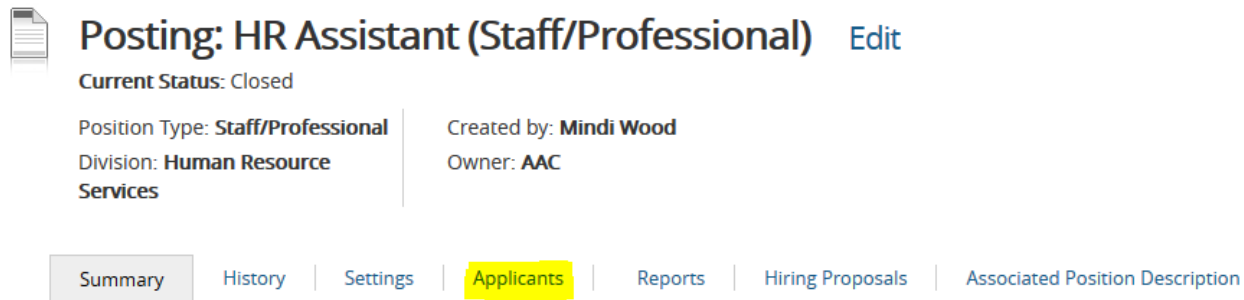
5. After clicking into the posting, click on the **Applicants** tab.

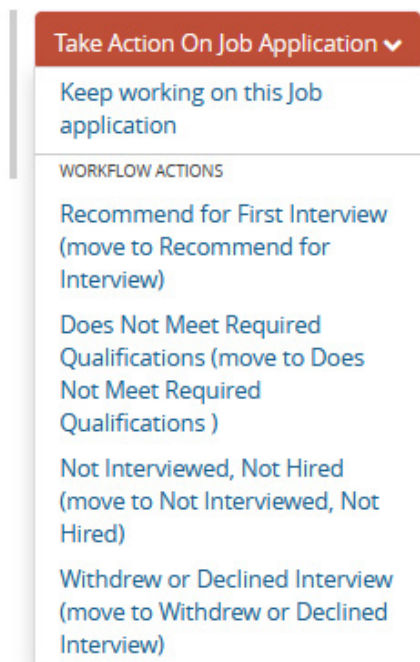## Posting: HR Assistant (Staff/Professional)   Edit
Current Status: Closed

Position Type: **Staff/Professional**   Created by: **Mindi Wood**
Division: **Human Resource**   Owner: **AAC**
Services

| Summary | History | Settings | Applicants | Reports | Hiring Proposals | Associated Position Description |

6. A list of applicants will populate. To access an application to transition the applicant, click on the **applicant's name**.

7. It is the responsibility of the **Search Coordinator** to transition all applicants in the search to accurately reflect their status, based on the application review by the search committee. This may include transitioning applicants forward for permission to interview or hire, or, to inactive status should they not be selected.

To transition applicants, hover over the **Take Action on Job Application** button for each applicant, which is located near the upper right side of the page. A list of options will drop down, and you can select the appropriate transition. Upon selecting the transition, a list of reasons will populate to select from. After selecting the reason, click on **Submit.**

Take Action On Job Application ⌄

Keep working on this Job application

WORKFLOW ACTIONS

Recommend for First Interview (move to Recommend for Interview)

Does Not Meet Required Qualifications (move to Does Not Meet Required Qualifications)

Not Interviewed, Not Hired (move to Not Interviewed, Not Hired)

Withdrew or Declined Interview (move to Withdrew or Declined Interview)

8. After interviews have concluded and the committee has chosen the final candidate, the **Search Coordinator** must transition the application to **Request for Hire**. **AAEEO** will review the request to hire and then move the application to **Target Salary Calculation** where **HRS** will compute the candidate's target salary and add it to the application.

9. When HRS has computed the target salary for the candidate, they will move the application back to the **Search Coordinator** at **Ready for Contingent Offer. The Search Coordinator** should communicate the target salary to the supervisor at this point and let them know that the contingent offer can be made. They will also add the requested salary amount to the application at this time.

10. Upon receiving confirmation of an accepted contingent offer, the **Search Coordinator** will then move the application to **Background Check** and submit the background check request:

 https://www.uidaho.edu/human-resources/managers/recruitment/background-checks

This is the last step in the application/hiring workflow for the **Search Coordinator.** However, upon conclusion of the search, the **Search Coordinator** should ensure all the screened-out candidates are moved to inactive statuses:

- Does Not Meet Required Qualifications
- Not Interviewed, Not Selected
- Interviewed, Not Selected

Note: If an applicant is transitioned by mistake, don't worry! Human Resources can assist with appropriately transitioning applicants and provide guidance if a communication to the applicant is necessary.

If you have questions or need to request search coordinator access, please email employment@uidaho.edu or call 208-885-3611.