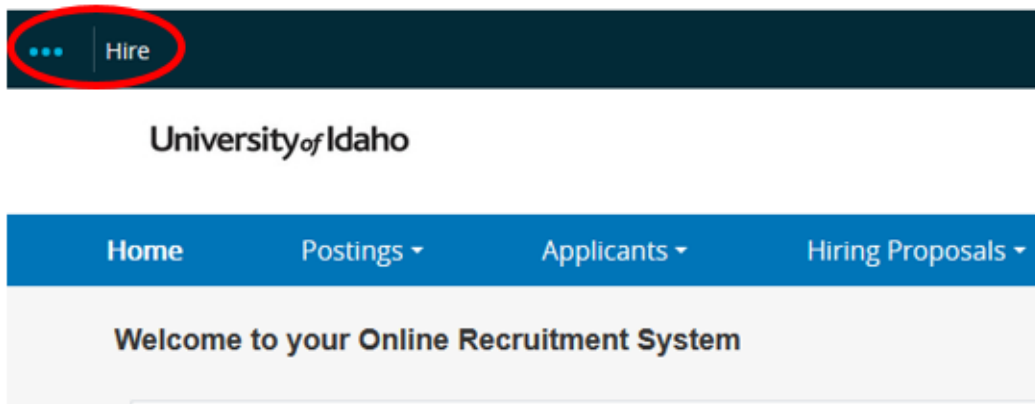


Search Coordinator Directions

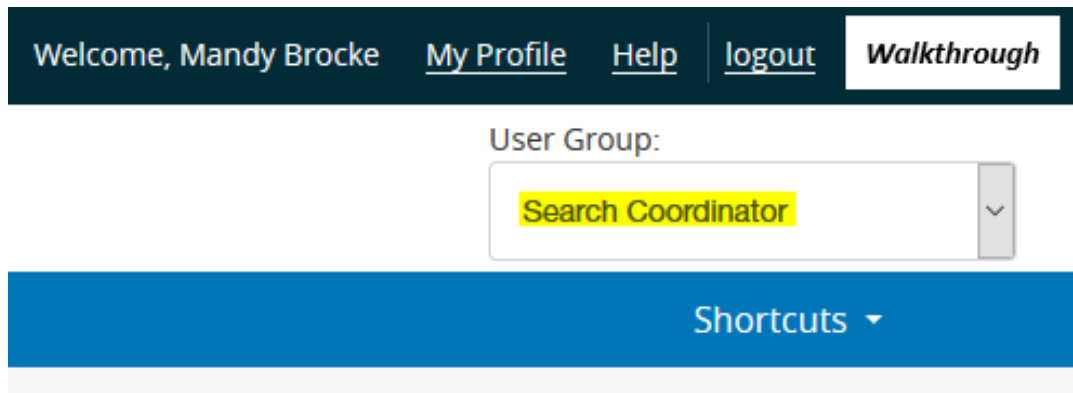
To function as a search coordinator, you must have both access as a search coordinator for the department in which the position is listed and be listed as a search coordinator on the posting details page within the posting. If you need to be added as a search coordinator on a posting, please work with your unit AAC.

To access a posting as a search coordinator:

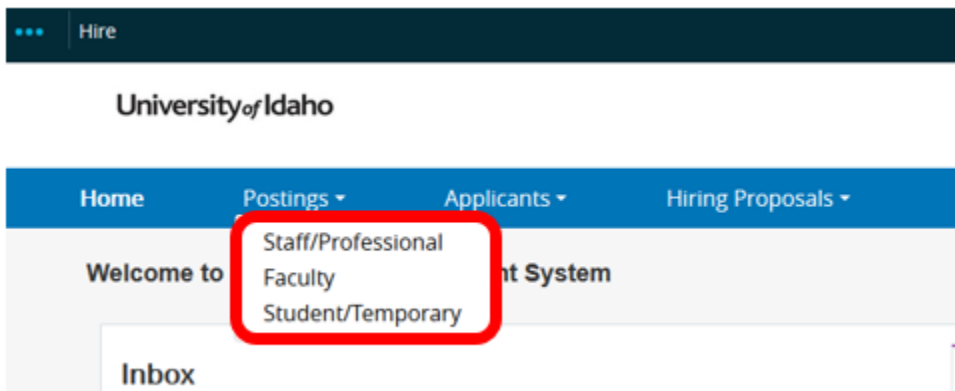
1. Make sure you are in the applicant tracking (Hire) module in PeopleAdmin. If you need to switch modules, click on the three dots in the top left corner of the screen.



2. Your user group should be set to **Search Coordinator** in the top right corner of the screen. If you need 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 you will see the list of positions you have access to as a search coordinator. You may also search in the search field at the top of the page using the PCN, the posting number, or the title, if you have multiple postings to go through.

Staff/Professional Postings

Add Column:

Workflow State:

Department:

Posting Number:

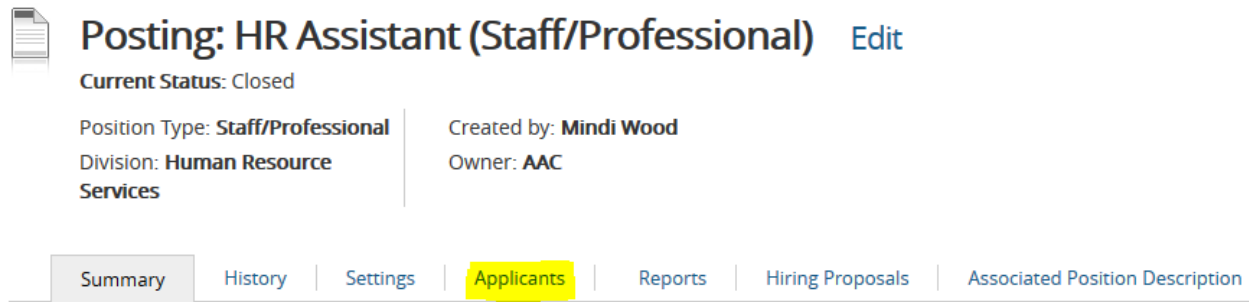
Job Number:

Ad hoc Search postings with PCN

Ad hoc Search 2 Save this search? Selected records 0 Clear selection?

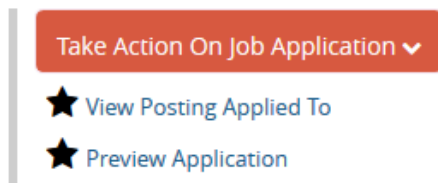
<input type="checkbox"/>	Position Title	Posting Number	Active Applications	Workflow State	Search Coordinator	Division
<input type="checkbox"/>	Administrative Assistant II	SP001503P	23	Closed	Mandy Brocke	Department of Movement Sciences

5. When you locate the posting you need to access, click on the **Position Title**.
6. Within the posting, click on the **Applicants** tab.



The screenshot shows a job posting interface. At the top left is a document icon. The main heading is "Posting: HR Assistant (Staff/Professional)" with an "Edit" link to its right. Below the heading, the "Current Status" is "Closed". A vertical line separates two columns of metadata: "Position Type: Staff/Professional" and "Division: Human Resource Services" on the left; "Created by: Mindi Wood" and "Owner: AAC" on the right. A horizontal navigation bar below contains tabs: "Summary", "History", "Settings", "Applicants" (highlighted in yellow), "Reports", "Hiring Proposals", and "Associated Position Description".

7. You should see a list of applicants. To access an application to transition the applicant, click on the **applicant's name**.
8. Your responsibility as a search coordinator is to move the applicants selected by the search committee forward for permission to interview or to screen applicants out if they are not being selected for interview.
To accomplish this, you will hover over the **Take Action on Job Application** button for each applicant, which is located near the upper right side of the page. Your selections that will drop down depend upon where the applicant is in the workflow.



The screenshot shows a dropdown menu with a red header button labeled "Take Action On Job Application" with a downward arrow. Below the header are two menu items, each preceded by a blue star icon: "View Posting Applied To" and "Preview Application".

9. The chosen candidate must be at **Recommend for Hire** in order for a hiring proposal to be started by the **supervisor/manager** or **AAC**.

For questions or further information please contact hr-peopleadminhelp@uidaho.edu