



Search Committee Login Information

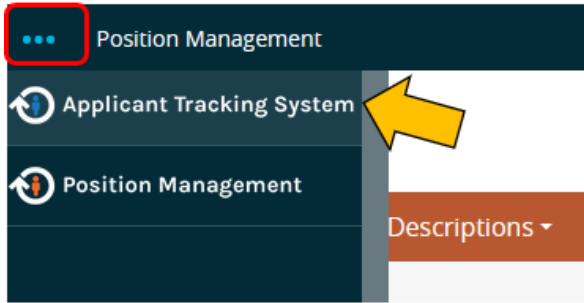
1. Upon being added to a search committee, you should receive an automated email from PeopleAdmin with a login link and posting information. You may also navigate to the PeopleAdmin login page directly: <https://uidaho.peopleadmin.com/hr/login>
2. Click on the **SSO Authentication** link below the guest user sign-in. You will be directed to enter your University of Idaho credentials and log in using multi-factor authentication.

A screenshot of the University of Idaho login page. The page has a dark background with white text. At the top, it says 'University of Idaho'. Below that, it provides instructions for employees and a user announcement. There is a 'Guest User:' section with input fields for 'Username' and 'Password', and a blue 'Log In' button. At the bottom, there is a link for 'SSO Authentication' which is circled in red.

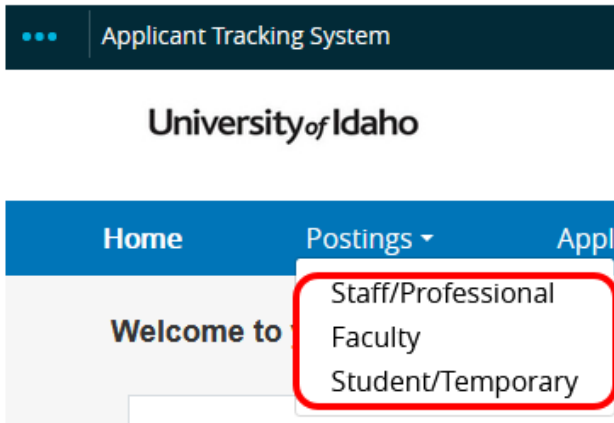
3. Upon logging into system, navigate to the **User Group** drop down menu below your name/account information located near the upper right corner of the page. Click on "**Search Committee Member**."

A screenshot of the user group dropdown menu in the PeopleAdmin system. The menu is open, showing a list of user groups. The 'Search Committee Member' option is highlighted with a red box. The other options are 'HRS Administrator', 'Employee', 'HRS', 'HRS Administrator', and 'Search Coordinator'. The current user group is 'HRS Administrator'. The page header shows 'Welcome, Mandy Brocke' and navigation links for 'My Profile', 'Help', and 'logout'. Below the dropdown, the text '34 Filled Postings' is visible.

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.



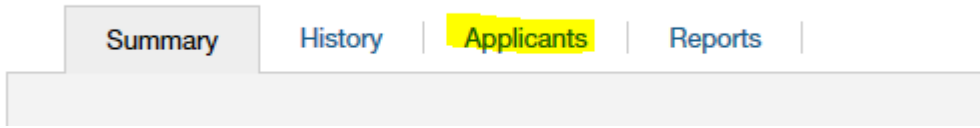
5. In the Applicant Tracking module, you should see tabs at the top of the page. Click on **Postings** and choose the type of position (**Staff/Professional**, **Faculty** or **Student/Temp**) for the search.



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.

<input type="checkbox"/>	Position Title	Posting Number
<input type="checkbox"/>	HR Business Partner	SP000333P

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.