Search Committee Setup

Introduction

This guide shows you how to set up a search committee for a job. Some jobs require a search committee review as part of the application selection process. In order for a search committee to review an application, you must set up the search committee when you create the job requisition.

Process diagram

The following diagram shows the process covered in this guide.

- Create a job requisition.
- Determine whether a search committee is required for this position.
  - If no, then submit the job for approval.
  - If yes, then select search committee members and a search committee chair.
  - If the search committee members or chair are not listed in the user list, then add them as new users.
- Submit the job for approval, if it is ready.

What you will do

- Add a search committee to a job
- Add a new user
Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>job competencies</td>
<td>Job competencies are used by search committees to assess applicants during the selection process. On the Requisition Information form, job competencies are shown as Groups of selection criteria. Job competencies must be pre-configured to be selected from the competency library. Example of a job competency: Builds effective teams</td>
</tr>
<tr>
<td>panel</td>
<td>Panel is the term for Search Committee that is used in PageUp documentation.</td>
</tr>
<tr>
<td>search committee chair</td>
<td>A user who has access to view other committee members’ reviews and to rank applicants during the search committee review.</td>
</tr>
<tr>
<td>search committee member</td>
<td>A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of pre-determined selection criteria or job competencies, then decide whether the candidate meets or exceeds the requirements. Committee members can add comments. Decisions and comments made by committee members are visible only to the search committee chair.</td>
</tr>
<tr>
<td>selection criteria</td>
<td>Criteria that are used to assess applicants during the selection process. Search committees use them during the selection process to assess applicants. Example of a search criterion: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.</td>
</tr>
</tbody>
</table>

About search committees

Search committees are chosen to screen applicants. Search committees include members and a Search Committee Chair.

Only when an applicant is moved to the search committee review status can search committee access assigned applications.

About selection criteria

Search committee members use the selection criteria to assess the applicants. Selection criteria are typically added by the hiring manager or Search Committee Chair after the job is approved, but before the job is posted.

This guide does not show you how to add selection criteria. That information is included in another guide. See the Related documents section.
Add a search committee to a job

Your campus determines whether search committees are needed for a recruitment and how many individuals are required to serve on a search committee.

When to add a search committee to a job

- Your campus job selection process requires a search committee for that job
- During job creation, before you submit the requisition for approval

Prerequisites and assumptions

- The job requires a search committee for applicant selection.
- You are on the Position Info tab of the job card.
- The selected recruitment process includes a search committee review status.

How to add a Search Committee Chair to a job

1. On the Requisition Information form, scroll down until you see the Search Details area.
2. Use the Magnifying glass button to search for a user to be the Search Committee Chair.
3. Select the user, then click Okay.
4. If the user is not listed, you must add a new user.

How to add a search committee member

1. On the Requisition Information form, scroll down until you see the Search Details area.
2. Click Add Search Committee Member. A new search window opens.
3. Search for and add a committee member.
4. Click **Add** next to each user to be added.

5. If the user is not listed, you must **add a new user**.

6. Add as many committee members as needed.

7. Click **Done**.

**What happens next**

- You (or another user) can add selection criteria before submitting the job for approval.
- When applicants are moved to the Search Committee Review status, search committee members receive a dashboard notification.
Add a new user

If you need to add a search committee chair or member, and that person is not a user, you can add that person as a user, and then add that user to the search committee.

Prerequisites and assumptions

You must have the following required field values ready before you add the new user:

- First name:*  
- Last name:*  
- Initials:*  
- Position:*  
- E-mail address:*  

How to add a new user

You can open the Add user window from either the Search Committee Chair search or the search committee member search.

1. Open the Add user window.
   a. If you are adding a new user to be a Search Committee Chair, click Add new user on the Search Committee Chair window.

   ![Add new user window](image1)

   b. If you are adding a new user to be a search committee member, click Add new search committee member at the bottom of the search committee search window.

   ![Add new search committee member](image2)
2. Complete the required fields.

![Add User Form]

3. Click **Submit**. The Add User window closes.
   The user is in the system, but has not been added to the search committee.

4. Search for the new user that you just added.

5. Click **Add** to add that user to the appropriate search committee role.

6. Click **Done**.

**What happens next?**

New users must log in to CHRS Recruiting in order to serve on the search committee.

**Related documents**

- Panel/Search Committee
- REC_RG_15_Search Committee Review.docx
- REC_RG_26_Selection Criteria.docx