Adding Search Committee/Interview Panel Members:

The Search Committee Feature is designed to allow you to add members from across your campus to serve on the review and selection committee for a specific job. **This action should be taken while you are creating the job posting. Only central HR can add search committee members after a posting has been submitted.**

1) While creating the job posting, click the Search Committee tab. Click Add Existing User. All university employees have access to the search committee user group.

![Search Committee Interface](image)

2) Use the Keyword Search to find the member(s) you would like to add. Once you find the person click Add Member. Check the Committee Chair box to select the Committee Chair.

![Search Committee Members](image)
PeopleAdmin Quick Reference Guide

Adding Search Committee Members & Establishing Evaluative Criteria

- Search committee members will receive an email notifying them they are on a committee. The email will include the job posting information as well.
- Search committee members can log in with their own username and password, then change their user group to search committee to see the posting and applicants.
- Search committee members will be able to see the applicants when they are at a state that allows for applicant viewing. This is established in the evaluative criteria section.
- Search committee members will have access to all applicant materials such as application, curriculum vitae, resume, cover letter and the answers to the applicant’s supplemental questions if they were used.

3) Click Save & Continue to proceed to the next page.
Adding Evaluative Criteria:

Evaluative/Ranking Criteria is designed to allow the hiring search chair and search committee to rate the applicants at different states in the hiring process to determine the most qualified applicant for the position. It allows the search committee/interview panel members to provide feedback on applicants within standardized parameters. Click on the Evaluative Criteria Section and select Add Criterion. This action should be taken while you are creating the job posting. Only central HR can add evaluative criteria after a posting has been submitted.

4) While creating the job posting, click the Add a Criterion button.

5) A bank of questions will appear. Search the library of questions by category or keyword. Once you locate your question, click the Add box beside the question.
6) The system will show the possible answers for the selected question. It will also allow you to select the workflow in which you would like the search committee members to evaluate the candidate for that particular question. Once completed for each question, click the Submit button.

7) If you cannot find the ranking criterion you would like to use in the existing question bank, you can add a new criteria by selecting Add a New One.
- Fill in all the required fields. The name and label can be named the same title.
- Select the category this question should be categorized in.
- Add your question to the description.
- Choose which type of answer format you want for the question. It is highly recommended that you use predefined answers as much as possible with ranking criteria.
- Click Submit when all fields are complete.
8) Once you have selected or added all criteria, you can add weights to the questions and assign points to the answers, if desired. The system will automatically determine a score based on the points and weights assigned. Click on each question selected and you will be allowed to enter points and weights for each question.

- Select the workflow state at which the criterion should be applied.
- Designate the weight of a criterion relative to others in the weight field. It is recommended the total weight across all criterion add up to 100 in order to easily use this function. (The system will not check nor force you to have your total weight equal 100).
- Assign points for the possible rankings.
- Click Save & Continue once all criterion have been edited as applicable.

9) Continue through the remaining fields on the posting before submission.