How to Manage Search Committees

This job aid provides step-by-step directions for adding a search committee (pages 1-3), assigning applicants to the committee (pages 3-4) and reviewing feedback from a search committee (pages 4-6). Adding a search committee is optional. All permission groups can add a search committee and they are added on the requisition.

If you are a search committee chairperson or member, refer to How to Review Applicants (for search committee members).

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ADDING A SEARCH COMMITTEE

The steps to this section begin after the job description has been approved and the HR User is ready to create the requisition. Refer to How to Create a Requisition for guidance. Adding a search committee can also be done after a requisition has been approved.

1. Review the How to Add a Requisition to begin creating a requisition.

2. Enter or search for name of search committee chairperson in Search Committee Chair field.

   ![Search Committee Chair Field](image)

   **Note:** In some cases, the Search Committee Chair could also be the Hiring Manager.

3. Click “Add Search Committee Member” to add additional members (optional). You can search by first name and/or last name.

4. Click “Add” to add member to the committee. Repeat for each member.
5. Click “Done” when you’ve added all members

6. Click “Add” under **Selection Criteria** to add specific selection criteria to the position that search committee members should consider (optional).

   ![Selection Criteria](image)

   **Note:** Selection criteria are used to describe the qualifications, knowledge, skills, abilities and experience a candidate must have to be considered for the position.

7. Click “Add” to add applicable selection criteria. You can add as many as needed.

   ![Selection Criteria](image)

8. Click “Done” after you’ve selected criteria.

9. Confirm criteria has been added to the field.

   ![Selection Criteria](image)

10. Click ‘New” to create custom selection criteria (optional).

   ![Selection Criteria](image)

   - Type custom selection criteria in field
11. Complete remaining requisition fields. Refer to *How to Create a Requisitions* for guidance.

ASSIGNING APPLICANTS TO THE SEARCH COMMITTEE

The steps in this section begin after you have reviewed and identified applicants who must be reviewed by the search committee.

You must change an applicant’s status to assign him/her to a search committee. Refer to *How to Manage Applicants* for guidance.

12. Click **Status** of the applicant; select **Search Committee Review**.

*TalentLink Tip*: Use the “Bulk move” action to move multiple applicants at the same time to Search Committee Review status. Refer to the *How to Manage Applicants* job aid or watch the training video on the TalentLink page of the Human Resources website.
13. Click “Next>” to review status change.


15. Click “Move now”. Confirm status has changed to **Search Committee Review** (bolded and italicized).

16. Repeat steps 12 to 15, or use the “Bulk move” action to move other applicants to **Search Committee Review** status.

   **Note:** Applicants must be moved to the **Search Committee Review** status so they can be viewed by search committee members.

Refer to *How to Review Applicants (for search committee members)* to learn the steps search committees take to view applicants.

**REVIEWING FEEDBACK FROM A SEARCH COMMITTEE**

Feedback from search committees can be viewed by generating one of two reports on a requisition: Search Committee Report or Search Committee Report - When Using Selection Criteria.
17. Access the requisition through the Dashboard or through the menu (three horizontal lines) at the top left of the page by selecting “Manage Requisitions”.

18. Find the requisition and click on “Reports” tab at the top.

19. Click “Search Committee Report” or “Search Committee Report - When Using Selection Criteria” if you added selection criteria on the requisition.

20. View report in the popup.

21. Click the symbol to the left of applicant’s name to view feedback from each search committee member.
22. Export report into an Excel or CSV file (optional).
   - Click “Select a format” to choose your preferred format.
   - Click “Export”.
   - Click “Download Report”.

23. Click “Close window” when done.