This job guide provides you with instructions on how to add a Search Committee to a posting.

Select “Applicant Tracking” from the dropdown in the upper right corner (blue banner). Make sure “Current Group” = Hiring Manager.

Hover over Posting in the menu bar, and select either Staff or Faculty.
Would You Like to Add a Search Committee to a Posting?

Locate and select the posting. See the example below.

Once the position opens, you will view the Summary page by default. Scroll down to the Search Committee section. Select Edit.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Chair?</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ebony Robinson</td>
<td><a href="mailto:emailaddress@zed.zed">emailaddress@zed.zed</a></td>
<td>Yes</td>
<td>approved</td>
</tr>
<tr>
<td>Dani Hanson</td>
<td><a href="mailto:dhanson@luc.edu">dhanson@luc.edu</a></td>
<td>Yes</td>
<td>approved</td>
</tr>
<tr>
<td>ariana lewis</td>
<td><a href="mailto:alewis7@luc.edu">alewis7@luc.edu</a></td>
<td>Yes</td>
<td>pending</td>
</tr>
</tbody>
</table>
The "Editing Posting" page will appear. The **Search Committee** section (on the left pane) appears by default (as shown below).

You can add, edit, and/or delete search committee members.

1. To add a search committee member, select "Add Existing User"...you will have an option to search by first and last name or email address. Your search will only locate people who have the Search Committee permission group.
2. Alternatively, you may select "Create New User Account" in order to request that someone be granted access to the system for the purpose of serving as a **Search Committee** Member.
3. If you need to edit a current Search Committee member, select **Actions** on the right side. You will have an option to "remove from posting, view user, and edit user."

As you determine who should be added to serve as a Search Committee member:

- Decide whether this person should "chair" the search committee. If so, select the "Committee Chair" option.
- When you add a member, you will receive a message stating "User added as pending and must be approved to serve as a search committee member in this department."
- Continue until you have added all the search committee members needed.
Would You Like to Add a Search Committee to a Posting?

Select "Next" in order to proceed through the "Editing Posting" steps.

Questions? Email careers@luc.edu and an HR staff member will assist you.