



How-to Guide for Search Committee Leaders and Members

Learn how to add members to a search committee and how to view applications in PeopleSoft.

Adding Members to Search Committees

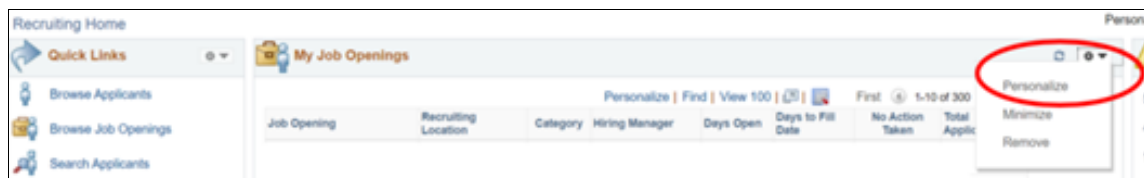
- Send a list of names and email addresses of the search committee members to your unit recruiter. Unit recruiters will add all search committee members within the "Hiring Team" tab in the "Screening Team" section.

Adding an External Committee Member

- To request that an external search committee member be added, enter them as a [person of interest \(POI\)](#).
- Then, complete the [HR PeopleSoft HR Unit Roles access request form](#) within the "Hiring Team" tab in the "Screening Team" section.
- Your unit recruiter will add the search committee member.

Finding Applications in PeopleSoft

- First, find a job opening by navigating to MyU > Key Links > Twin Cities Employee Center > My Recruitment Tasks > Recruitment Home.
- Click the drop-down icon in the "My Job Openings" row in the top right corner of your screen. Click "Personalize."



- Update the "Filter Options" with the following settings. Click "Save."
 - Display: Job Associated with Me
 - Status: 010 Open
 - Created Within: 080 - View All

Personalize My Job Openings

Select the filter options that determine which Job Openings display on the pagelet.

Filter Options

*Display

*Status

*Created Within

Save Cancel

- Under "My Job Openings," click the Job Opening ID to view applicants.
- Click the application icon to view all materials.

Applicants											
All (7)	Applied (7)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)			
Applicants											
Select	Applicant Name	Applicant ID	Type	Disposition	Date Applied	Application	Resume	Interest	Mark Reviewed	Route	Interview
			External	Applied	10/31/2020			☆☆☆X			
			External	Applied	10/31/2020			☆☆☆X			
			Employee	Applied	10/31/2020			☆☆☆X			