Quick Guide:
Using the Search Committee Feature

The **Search Committee Member** feature in FacultyJobs is designed to allow approved user groups to add search committee members to review applicants for a specific job posting. The Search Committee Members have their own user account to log into the system.

As a Search Committee user in FacultyJobs, they can only access the job postings they have been assigned to as search committee members. It is important to understand Search Committee users will have "Read Only" access to the job posting.

**How do I assign Search Committee Members to my position?**

When creating a posting in the system, you will have a **Search Committee** tab. You will have the option to **search for a search committee member** or you can **create a search committee member** from within the context of the posting.

**NOTE:** FacultyJobs allows users to have multiple roles in the system with only one user account. So if a user is already set-up in the system as a manager/supervisor, unit head, senior administrator and/or search committee member, you do not need to create a new user account for each search committee.

If a user has previously been a search committee member, or has this user group assigned to their account, searching for them is the proper route.

Enter the first and last name OR the email address of the prospective member to see if he and/or she has an account.

If the prospective member has an approved Search Committee Member account, this will appear:

Click the **Add Member** button, to add the selected person to the search committee and check the **Make Member the Committee Chair** box to make the selected member the chair of the search committee.

If a committee member does **not** appear in the first section in the FacultyJobs system, the initiator can request that a new account be created and/or added and approved for a member of their search committee.

Enter the prospective member’s first and last name, followed by his/her email address. In the **Username** field, enter the employee’s **MyID**, if known. Once the information is entered, click **Submit**.

You will notice that the status is pending (HR or OFA will approve this) but the prospective search committee member has been added to the search committee.
How does a Search Committee Member log into the system?

To access the University of Georgia’s FacultyJobs user portal, please have your search committee members visit the following web address: https://facultyjobs.uga.edu/hr/login

Once a Committee Member has been assigned to a position he and/or she will **not** receive an email notification with instructions on how to access the site until the position has been posted.

If this is their first time using the system, please note they will receive an *approval notification email* containing their **username** and how to create a **password** once the system administrator has approved their account. This can occur before or after a position has been posted.

Upon initial log in, their password will be the same as their username. Once they log in the system for the first time, they will be prompted to update their password.

Once your committee member logs into **FacultyJobs**, any postings that they have authority to view will be available for review. The status of the posting will determine what can be viewed.

**EXAMPLE:** If a posting is still in the approval process and has not yet been posted, your committee members will only be able to view the recruitment/job posting information. After the position is posted and applicants have applied, members may then also view each application.

**NOTE:** When you login to FacultyJobs@UGA, your default user account will be the primary role you were assigned. If you have another role (i.e., Search Committee Member, Unit Head, Senior Administrator, etc.) you must select the role from the drop box to the right of your name.

**Getting Started**

If your search committee member has access to the system under a different user group (i.e., Manager/Supervisor, Unit Head, etc.), make sure the current group selected in the drop down box is **Search Committee Member** for this purpose.

**NOTE:** A banner notification will appear at the top of the screen any time the current group account is changed.
How does a Search Committee Member view their assigned position?

To view position postings and applications, hover over the Postings option from the top menu. A drop down box will appear. Instruct your committee member to select Faculty Search. This will take your committee member to the Faculty Search Postings page, providing them with a list of all positions in which he and/or she is serving as a committee member.

On this screen, they will be able to see the posting number, the number of active applications, and the workflow state (which will typically be “posted”).

To access a specific posting, click the link under the Working Title heading.

Once you select the Working Title of the position, you will land on the summary tab of the position posting.
The **Summary** tab allows your committee members to view all details of the position, including the job summary, qualifications, and special instructions to the applicants.

![Summary tab screenshot](image)

**NOTE:** The **Search Committee Member** user group has READ ONLY access and will not have any editing authority.

**How does a Search Committee Member view internal posting documents?**

The section titled **Posting Documents** contains confidential information pertaining to the position that is not available to candidates.

This space is available for the hiring unit to provide the search committee with pertinent information to the search, including timelines, feedback forms, EEO guidelines for interviewing, and committee contact information.
Viewing Applications

To see who has applied to a posting, locate and open the desired posting. Open the Applicants tab to open the list of applicants. You may either click the candidate’s name in your applicant list, or hover above the Actions dropdown in line with the candidate and select View Application.

To view an application, click on the name of the candidate of interest under the Full Name column.

This will provide you access to the candidate’s application, as well as all documents included with their application.

Once you are in an applicant’s application profile, you can use the navigation buttons in the upper right corner to view the next or previous applicant.

At the bottom of this screen you also have the ability to generate a combined PDF document which will merge any required, optional, and/or recommendation documents.

NOTE: Because this is an internal document, supporting documents will not appear in an application combined PDF.
To view a collection of applicant documents

You can review more than one applicant document at a time. You may choose to view all the documents for a single applicant, specific documents for a group of applicants, or all documents for a group of applicants.

On the posting’s Applicants tab, check the boxes to select the applicant or applicants of interest.

You will be able to complete one of the following actions:

- **Create Document PDF per Applicant:** See the selected applicants’ materials separately
- **Download Applications as PDF:** See the selected applicants’ materials together

The system creates a PDF containing all the applicant’s submitted materials that you request.

**Create Document per Applicant:**

You will need to go to the Applicants tab within the Posting.

Select the applicant(s) by checking the checkbox next to each applicant.
Underneath the main **Actions** menu on the right side just above the applicants list, you have the option to select **Create Document PDF Per Applicant**.

**NOTE**: Although it appears no action is taken, clicking on Create Document PDF Per Applicant link, the click is recognized by the system.

**Download Applications as PDF**

To download applications as a PDF, you will complete the same steps as creating a document, except under the main Actions menu, you will choose **Download Applications as PDF**.

After selecting this action, you will be prompted to select which type of document(s) you wish to download.

Check the box of the appropriate type(s) and select **Submit**. Your document(s) will begin to generate and you can then save them as you wish.
How do I export applicants to create an Excel Spreadsheet?

To be able to view the applicant(s) documents, you will need to go to the More Search Options link next to the SEARCH button.

Under the Add Column search filter, please add the Combined Documents column to the search.

The Combined Document column will be added to the search and you will then have the option to Generate and then View Combined Documents for each applicant.

Underneath the main Actions menu on the right side just above the applicants list, you have the option to select Export Results.

The search results are saved in XLS format. Depending on your browser, the file may automatically download to your computer’s download folder, or you may be prompted to choose whether you want to open or save the file.
Search Committee FAQ

What is the purpose of having a Search Committee Member? It is important to understand the purpose of having **Search Committee Members**. These individuals are charged to ensure compliance with equal employment opportunity laws and affirmative action guidelines committee members are to follow the EOO/Affirmative Action Guidelines.

* Please refer to the **EOO/Affirmative Action Guidelines for Faculty or Administrative Search/Screen Committees** Policy:  [https://eoo.uga.edu/search_committee_guidelines](https://eoo.uga.edu/search_committee_guidelines)

What if my department wants to give all faculty members the authority to review candidate materials? Some colleges/units/schools like to provide their faculty the opportunity to review the candidate pool after the search committee members. In this case, EOO and Faculty Affairs recommend that **all faculty** who will be reviewing the entire candidate pool receive the same charge as the search committee members to ensure confidentiality and compliance, and then be entered as committee members at the appropriate time.

When the search committee is ready to make a recommendation of one or more applicants for faculty review, how do I share the selected candidate application documents with the department’s faculty? When the department is ready to share select candidate materials for the purpose of departmental faculty review, candidate campus visits, and/or voting, the posting administrator or search committee chair can generate a pdf of the candidate’s application and submitted documents from of the system. These documents can then be shared with members of the department.

Step by step instructions on how to create PDF documents per applicant can be found in the **How to create a PDF per applicant document**.

Trouble downloading applications as PDF? Complete the following test...

As mentioned previously, the **Applicants** tab will give you a complete list of all active candidates for the position. The applicant information columns are customizable based on your needs. In cases where an **Error Message** appears, not allowing you to download applications as PDFs; you can add a column to your candidate list which will show you the **Document Conversion Status** of the candidate’s listed.

To customize columns to include the **Document Conversion Status**, select **More search options** and choose the **Document Conversion Status** variable from the **Add Column** dropdown menu.