Dear Search Committee Member,

Thank you for your willingness to serve on the Search Committee for << Position Working Title >>. This process is critically important for UGA, our students, faculty, staff, and the community. Your involvement and dedication to this search is greatly appreciated.

You have been assigned Search Committee Member access for the following position(s):

Title: << Working Title >>
Department: << Department Name >>
Posting Number: << Posting # >>

How do you login to the system?
Your account information for the FacultyJobs@UGA System has determined the following:

Username: << username >>
Password: If you have not already logged into the system previously, upon initial login, your password will be the same as your username. Once you login to the system, you will be prompted to update your password.

If you have not already logged into the FacultyJobs system previously, you will receive a separate University of Georgia FacultyJobs - User Account Information email from facultyjobs@uga.edu with your newly created and approved username. Contact the Office of Human Resources if you have not received your user account information once your position has been posted.

Please login at https://facultyjobs.uga.edu/hr/login.

If you have multiple user accounts, please be sure you have selected the correct account; allowing you to view the assigned postings which correspond to the specified user group.

To the right of your name, make sure the Search Committee Member user group is selected from the drop box. Any time you make a change in this box make sure to click the refresh button to the right of the box. After clicking refresh, you should see a green notification banner populate at the top of the screen, confirming that you are now viewing the system as a member of the Search Committee Member group.

How do I view postings and review candidates?
You may log in to review candidates at your convenience at https://facultyjobs.uga.edu/hr/login.

To locate this posting and review candidates, select “Postings” at the top of the screen, then select “Faculty”. After selecting the position title, click on the “Applicants” tab in the middle of the screen to locate the candidate materials.

For purposes of tracking important Equal Opportunity statistical information, we ask that each Committee Member complete the “Demographic portion” of their user profile. Simply click on “My Profile” at the top of the page, then select the “Internal Demographics” tab to make updates and edits. Completion of this form is voluntary, and all information reported will be kept confidential. We appreciate your time and consideration.

Should you have any questions about your access to the system, please contact the Office of Human Resources.

For questions regarding the search process, please contact the search chair or the hiring unit.