

BSU's HR-TMS

Help-At-A-Glance

<https://bsu.peopleadmin.com/help/>

POSTINGS - SEARCH COMMITTEES

To set up a search committee on a posting

1. Open the posting for editing.
2. Select the Search Committee tab.
3. To add a search committee member, search by first and last name or email address. Your search will only locate people who have the Search Committee permission group.
4. Optional: Decide whether this person should chair the search committee. If so, check the box to **Make Member The Committee Chair**.
5. Select **Add Member**.
6. Continue until you have added all the search committee members needed.

To add a search committee member whose name does not come up in a search

1. Enter the person's first and last name, email address, and user name (or as much of this information as you know) in the New Search Committee Member area and select **Submit**. If no such user exists in the system, this creates an account request.
2. If this person has a login but does not have the Search Committee permission group, the system shows basic account information. Select **Add Member**. This creates a request to assign the Search Committee permission group to this person.

To designate a search committee chair

If you did not designate a search committee chair while adding search committee members, you can still designate or change the committee chair.

1. Open the posting for editing.
2. Select the Search Committee tab to open it.
3. If you are changing the search committee chair, locate the name of the member who is currently shown as the chair. From the Actions menu associated with that person, select **Remove Search Committee Chair Permission**.
4. Locate the name of the member who should be the search committee chair. From the Actions menu associated with that person, select **Make Committee Chair**. When the system prompts you to confirm, select **OK**.