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OPTIONS

## HigherEd Platform: Search Committees: Adding and Managing Committee Members

HigherEd Platform's **Search Committee** feature allows approved user groups to select search committees for a job posting. Search committee members have their own user accounts, and will be able to access their assigned postings and view candidates.

If your institution uses **evaluative criteria** (also called **ranking criteria**), approved user groups can add questions with open-ended or defined responses to individual postings. Search committee members can then evaluate applicants based on these criteria.

# Adding Search Committee Members to a Posting

To add committee members, navigate to the posting's **Search Committee** tab and click **Edit**.

Postings / Staff / Sample Posting (Posted) / Edit: Search Committee

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Search Committee

Save << Prev Next >>

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
------	-------	-----------------	--------	-----------

Add Existing User Create New User Account

Save << Prev Next >>

- Position Details
- Budget Information
- Reference Collection
- Supplemental Questions
- Documents Needed to Apply
- Posting Documents
- Guest User
- Search Committee**
- Qualification Group
- Evaluative Criteria
- Summary

## Adding Existing Users

To add a user with a current user account, click **Add Existing User**. On the **Add Existing User** popup, search for the users you wish to add. The default search returns users with the Search Committee Member group assignment within the posting's department. You can search within other departments (or all departments), and you can also search for users without the Search Committee Member group assignment. Note that HigherEd Platform will search the first name, last name, and email fields. If you search for "John," the search will return all accounts with "John" in any of those fields.

Add Existing User

Search:

Department: SCE Basic Skills & High School

Display search committee user group members only

Search

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Carter	Dione	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Del Zotto	Enrico	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Johnson	Cathy	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Stackhouse	Daniel	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Stivers	Matthew	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Cagley	Janet	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Malony	Kathleen	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Bassoco	Griselda	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Abab	Margie	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member
Bergen	Nichollette	zzz@peopleadmin.com	SCE Basic Skills & High School	<input type="checkbox"/>	Add Member

Displaying all 10 User

Create New User Account Close

If you add a search committee member with **Committee Chair** checked, that user will be able to view the other members' responses to the evaluative criteria. More than one user can be made a committee chair, and you can uncheck this selection at any time.



## Pending Committee Members

When you add a search committee member who isn't assigned to the posting's department, the member will display as **Pending**. Admins can approve the change by selecting **Actions > Approve User** on the **Search Committee** tab. The change can also be approved in the **Groups** tab of the member's **User Profile**.

**i** User added as pending and must be approved to serve as a search committee member in this department.

**Add Existing User** ✕

Search:

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Smith	Carmen	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	Violet	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Remove Member"/>
Smith	Leslie	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	Angela	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	Jeremy	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	Roberta	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	Aniessa	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
smith	anthony	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	La Ronda	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>
Smith	Tyler	zzz@peopleadmin.com	NOCCCD	<input type="checkbox"/>	<input type="button" value="Add Member"/>

← Previous | Next →  
 Displaying User 1 - 10 of 106 in total

## Adding New Users

To add a search committee member who does not have a HigherEd Platform user account, click **Create New User Account**. The **Username** field is optional; if you do not enter a username, the member will be assigned one. If the email address or username matches an existing user record, you can add this user as a search committee member, or update the matching information you entered. When you have entered the account information, click **Add Member to**

## Search Committee.



### New Search Committee Member

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.

Required fields are indicated with an asterisk (\*).

#### Account Information

Please enter the following information to create an account for a new Search Committee Member.

- \* **First Name**
- \* **Last Name**
- \* **Email**
- \* **Username**

Make this user committee chair

[Add Member to Search Committee](#) [Close](#)

! At least one existing User was found matching the information provided.

### New Search Committee Member

Information entered matches an existing user.

**Name:**  
Shirley Smith

**Email:**  
zzz@peopleadmin.com

**Username:**  
jnguyen

Do you want to add this user to the search committee?

Make this user committee chair

[<< Prev](#) [Add Member to Search Committee](#) [Close](#)

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Postings / Faculty / Basic Skills/Learning Center Non-Credit Instructor (Closed) / Edit

#### Editing Posting

- Position Details
- Budget Information
- Reference Collection
- Supplemental Questions
- Documents Needed to Apply
- Posting Documents
- Guest User
- Screening Committee**
- Evaluative Criteria
- Summary

#### Screening Committee

### Search Committee Member

Name	
Dione Carter	
Daniel Stackhouse	zzz@peopleadmin.com

[Add Existing User](#) [Create New User Account](#)

New accounts member will display as **Pending**. Admins can approve the account by selecting **Actions > Approve User** on the **Search Committee** tab. This will take you to the user profile, where you can select **Take Action on User > Update Status** and add the Search Committee Member assignment on the **Groups** tab.

If you do not want your users to create new search committee members, you can disable the **Create New User Account** button in the **Admin** module. Under **General Setup >**

Preferences, uncheck **Allow New User Requests on Search Committee tab?** and click **Update Employer Settings.**



Allow New User Requests?

Allow New User Requests on Search Committee tab?

Use Titles?

Use Pooled Positions?

Use Special Handling Lists?

## Search Committee Email Notification

The **Search Committee Member Assigned** email event determines which template is sent when a user is added to a posting as a search committee member. This email sends as soon as the user is added to the posting.

Alternately, you can elect to notify the Search Committee Member group when the posting reaches a particular workflow state. This requires the creation of a site trigger; contact Customer Success for more information.

*#PostingHub*

*#UserHub*

 0 Kudos

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srinivasp



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in HigherEd Platform Knowledge Base on 07-25-2015

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