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 you 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**.
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.

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.

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...
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**.

**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

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