



QUICK STEPS TO SETTING UP A SEARCH COMMITTEE AND GUEST USERS

STAFF APPLICANT TRACKING SYSTEM

[Note: Firefox and Chrome are the recommended browsers to use with PeopleAdmin.]

SETTING UP A SEARCH COMMITTEE

Only individuals with HMC Credentials can be appointed to a Search Committee in the Staff Applicant Tracking System. Individuals without HMC Credentials may be given access to view applications as a Guest User.

Each committee member must have the **"Search Committee" User Group** added to his/her profile in the Staff Applicant Tracking System. The Hiring Manager should contact the Human Resources Office for assistance and questions.

Step 1: While **creating** or **editing** a posting, select the **Search Committee** tab to open it.

Step 2: Use the **Search** feature to locate an existing user – you can search by first name, last name or email address. When the individual's name and email address appear, click on **Add Member**.

Step 3: Decide if a committee member will serve as the Committee Chair. There may be more than one chair, however; only the Search Chair can access and see member rankings and comments and therefore the number of members designated as "Chair" should be limited to one or two.

Step 3: If an individual is not found by searching, complete the **New Search Committee Member** information to submit for review and approval by Human Resources.

- Email: default format is first name initial and last name@hmc.edu (jsmith@hmc.edu).
- Username: default is first name initial and last name (jsmith).

SETTING UP A GUEST USER

You may create a Guest User account for a search committee member who is not a current faculty, staff member or student. Guest Users are only able to view the applicants of the posting(s) to which they are assigned and are not permitted to take action on any of the applicants. The Hiring Manager/Search Chair will need to advise each Guest User how to submit feedback about applicants to the committee.

Step 1: While **creating** or **editing** a posting, select the **Guest User** tab to open it.

Step 2: Click the **Create Guest User Account** button. The system will automatically generate a username and password which will be shared by all Guest Users assigned to this posting. You may update the password if needed.

Step 3: Enter the email address of the Guest User(s) in the designated space and click **Update Guest User Recipient List** when finished. Guest Users with an email address will receive the username and password by email. The Hiring Manager/Search Chair will need to provide Guest Users without an email address with the username and password.