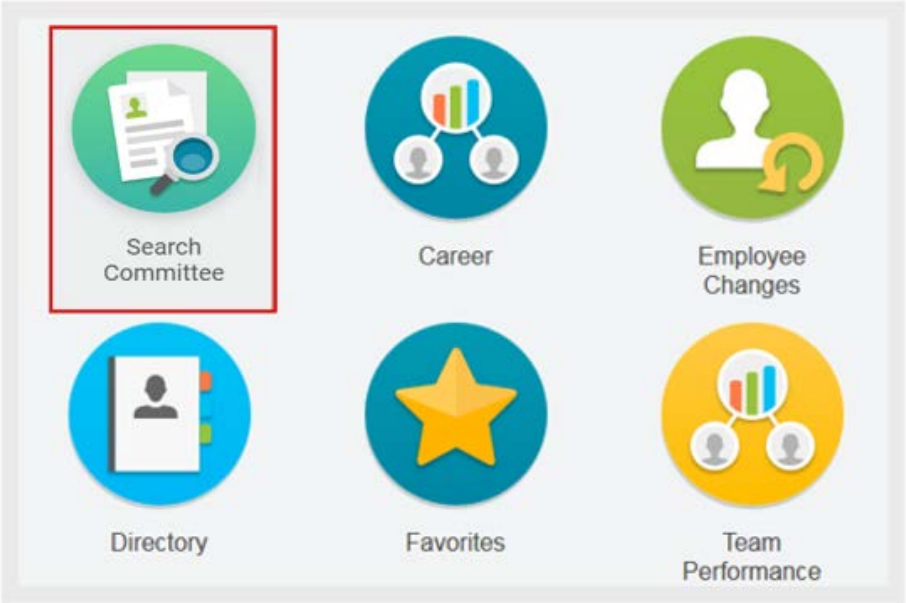
Recruiting: Search Committees

Managers, Administrative Assistants, Recruiters, and Primary Recruiter

Search Committees



Overview

- **Maintain Committee Definition** – This task is used to set up the structure of a search committee, link the job requisition, as well as define how many people and what roles will be involved in the search committee.
- **Manage Committee Membership** – While *Maintaining Committee Definition* creates the structure of the search committee, the *Manage Committee Membership* task assigns members to the roles within the committee.
- **View Committees** – These are a series of reports that allow users to return a list of active and inactive committees as of the specified effective date.
- **Assign Security Role to Membership** – This task gives committee members access to view applications and gives the search chair and search coordinator access to move candidates.

Go into **My Account** from the worker profile menu and select **Change Preferences** so you can change your **Preferred Search Category** to **All of Workday**. This will ensure you are getting all options and tasks available as you walk through the Search Committee steps.

Create Search Committee

From the search bar:

1. Search: **Maintain Committee Definition**.
2. Click **Maintain Committee Definition** task.

3. Enter **Recruitment Start Date** and select **Create Definition**. Click **OK**.
4. Enter a **Committee Name in the following format:** Requisition number, Job Posting Title

> *Example*: R0001234 Marketing Coordinator
>
> The requisition number is important to include when searching for your committee

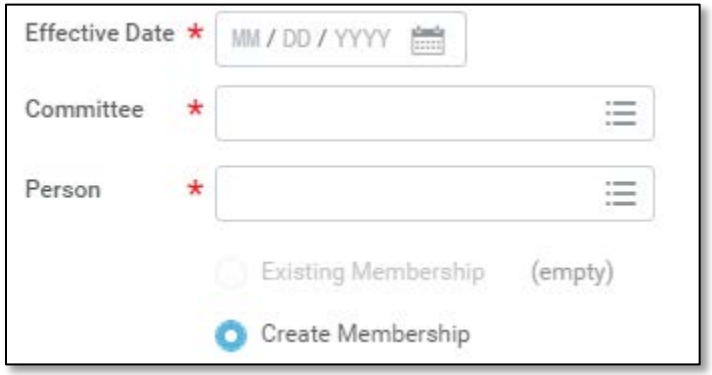
5. Enter an Institution **Code**. (e.g., UNLV)
6. Check **Include Code in Name** box.
7. Select **Type**. (e.g., Administrative Faculty)
8. Check **Include Type in Name** box.
9. Click **Committee Subtype**.
10. Select **Select Search Committee**.
11. Select the appropriate supervisory organization for **Sponsoring Organization**.
12. Select corresponding job requisition for **Related Job Requisition(s)**.
13. Add desired **Attachments**. (can later add interview questions, evaluation forms
14. Identify Committee Membership Targets:
15. Click OK and Done.

If the Search Committee is for multiple searches, you can link with multiple job requisitions. It is important that you do not link to the wrong job requisition.

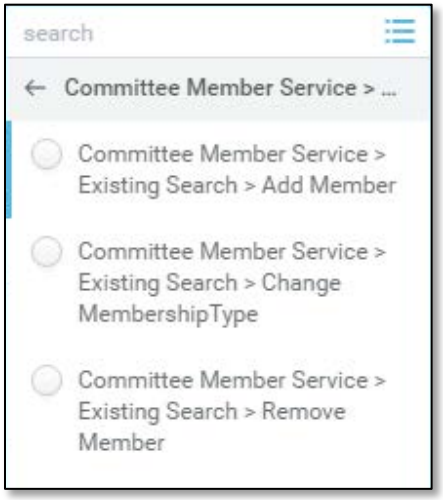
Manage Committee Membership

From the search bar:

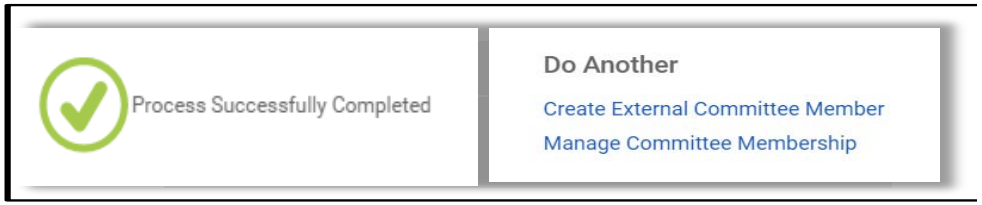
1. Search: **Manage Committee Membership**.
2. Click on **Manage Committee Membership** task.



3. Enter **Recruitment Start Date**.
4. Select the name of the Search **Committee** you are managing.
5. Enter the name of the **Person** you are editing membership for or create a new membership then click **OK**.
6. Enter the **Reason**. (e.g., Add Member)



7. Select their role on the committee in **Membership Type**.
8. Click **Submit**.
9. Click **Done**.



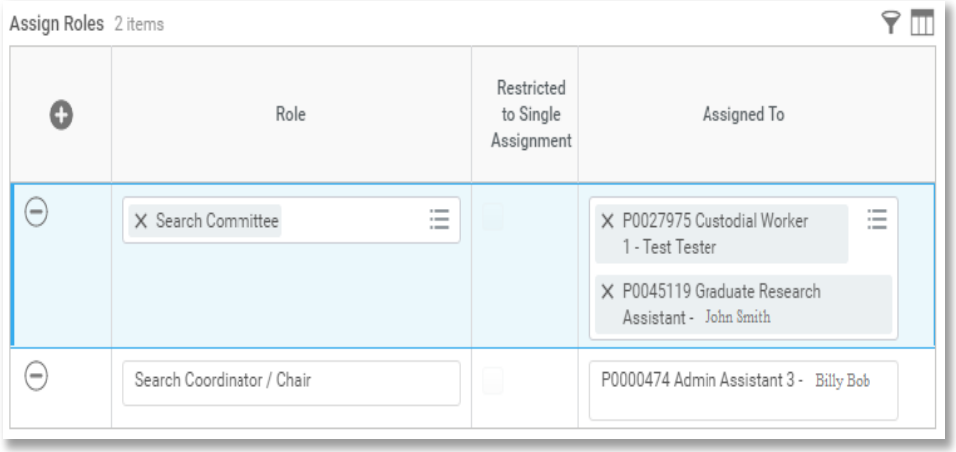
Do Another: If managing multiple members, you can click on the **Manage Committee Membership** link under the **Do Another** section that appears before clicking **Done** in the final step.

View Committees

From the Search Bar:

1. Search: **View Committees**.
2. Enter a date in the **As Of** field.
3. Search for the committee by the requisition, name, type of committee, classification or sponsoring organization.
4. Click **OK**.

> This report will return a list that displays committee names, types, subtypes, sponsoring organizations, number of members and committee status.



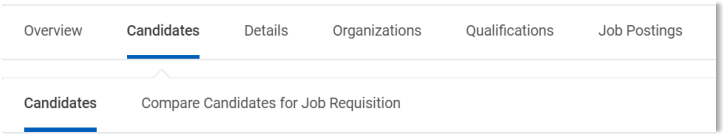
Assign Security Role to Membership

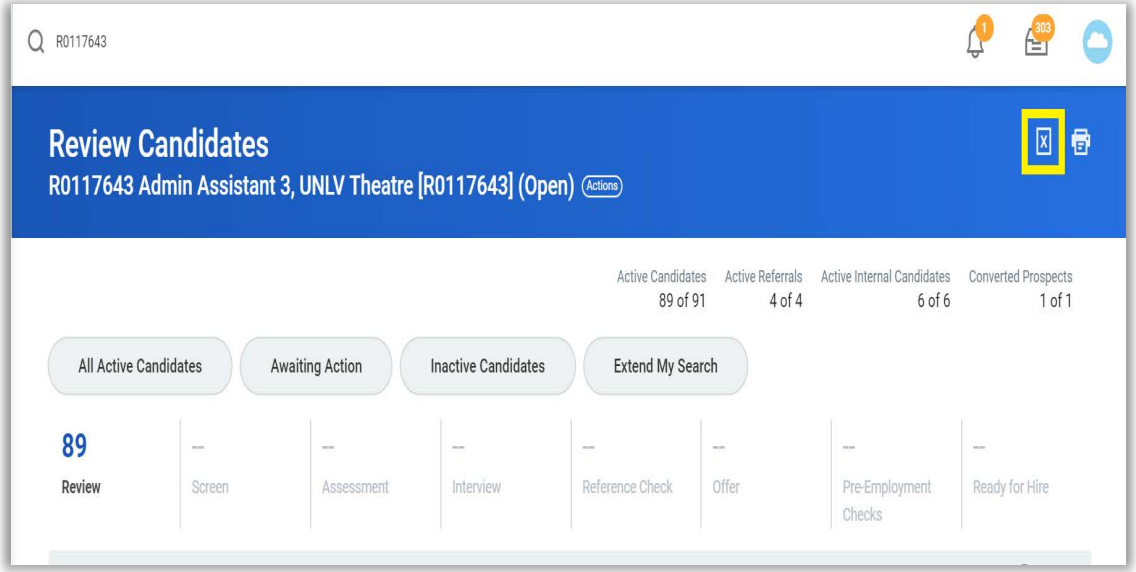
1. Repeat the steps from **View Committees** above.
2. Locate the committee you are looking for and hover over the name.
3. Click on Related Actions icon next to the committee name.
4. Click on **Roles > Assign Roles**.
5. Enter the **Effective Date**.
6. Use Plus and Minus symbols to add or remover roles.
7. Enter name of committee member in the **Assigned To** field to place a member in that role.
8. Click OK then Done.

Accessing Candidate Materials

To access candidate materials through the job requisition from the Search Bar:

1. Type in the Job Requisition Number. (e.g., R000000).
2. Set **Categories** to **All of Workday**, from the left hand side.
3. Click on **Job Requisition**.
4. Select **Candidates** on the candidate grid.
5. Click on **All Active Candidates** to view.
6. To export to **Excel Document** click this icon.





Workday Training Resources

For a deep dive into assessing candidate applications, check out this short video titled "Accessing Applications". The video can be found on the **Workday Training Resources** worklet on your home page.