

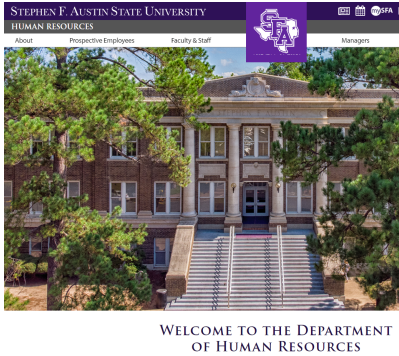


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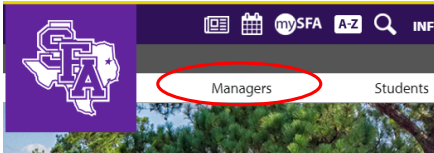
Human Resources NACOGDOCHES, TEXAS
P.O. Box 13039, SFA Station • Nacogdoches, Texas 75962-3039
Phone (936) 468-2304 • Fax (936) 468-1104
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Quick Guide: Adding Search Committee Members & Evaluative Criteria

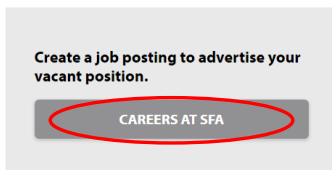
Step 1: Go to the Human Resources Site:



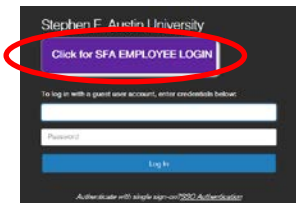
Step 2: Hover over 'Managers', and a drop down menu will appear, click on 'Advertising & Filling Vacant Positions':



Step 3: At the top right, click on the link to 'Careers at SFA':

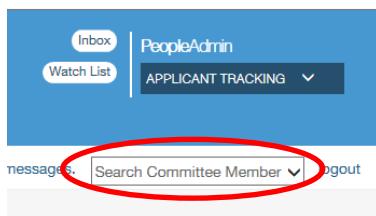


Step 4: Select the purple link to 'Click for SFA Employee Login':



Step 5: Use your mySFA credentials to log in.

Step 6: Ensure that your user type at the top right of the screen is set to 'Search Committee Member':





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Adding Search Committee Members

Step 1: When you reach the 'Search Committee Member' section while posting a job, click on 'Add Existing User':

Search Committee Members

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account
If you enter either the username or email of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you must complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

Name	Email	Committee Chair	Status	(Actions)
Nathaniel PHEL	emailaddress@zed.zed	<input type="checkbox"/>	approved	Actions

Add Existing User (circled in red)

Step 2: A box with all existing users will be displayed, use the search function to find a specific user, or choose from the list:

Add Existing User

Search: (circled in red)

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Abbott	Judy	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Abel	Carolyn	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Abel	Charles	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Adams	Elmo	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Adams	James	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Adams	James	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Adams	Tammy	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Adams	Tristan	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Adkinson-King	Brittany	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Aguerrevere	Luis	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member

Displaying User 1 - 10 of 1468 in total

Step 3: Check the box if they will be a 'Search Committee Chair', then select 'Add Member'. Repeat for all members. When this is complete, click the 'Close' button:

Add Existing User

Search:

Department:

Display search committee user group members only

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Allier	Garrett	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member
Garrett	Linda	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member (circled in red)
Garrett	Rebecca	emailaddress@zed.zed	Stephen F. Austin University	<input checked="" type="checkbox"/> (circled in red)	Remove Member
Garrett	Heather	emailaddress@zed.zed	Stephen F. Austin University	<input type="checkbox"/>	Add Member

Displaying all 4 User

Close (circled in red)



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Step 4: Review your selections and click 'Next' to move forward:

Search Committee Members

Name	Email	Committee Chair	Status	(Actions)
Nathaniel Pruitt	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions ▾
Rebecca Garrett	emailaddress@zed.zed	<input checked="" type="checkbox"/>	approved	Actions ▾

[Add Existing User](#)

[Save](#)

[<=> Prev](#)

[Next >=>](#)