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’:
Adding Search Committee Members

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

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:

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee User</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Poff</td>
<td>amalsh)(innitfoad.task</td>
<td>SE</td>
<td>Actions</td>
</tr>
<tr>
<td>Nathanael Quinter</td>
<td>amalsh)(innitfoad.task</td>
<td>SE</td>
<td>Actions</td>
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