Recruitment: Search Committee Members: View/Add/Remove

- **1.** Navigate to the Job Requisition
- 2. Click the related actions (3 dots) in the job requisition title at the top.

R00001 Job Requisition Title	(Open) 📼
Recruiting Start Date 07/14/2023 - 5 months ago Target Hire Date 09/01/2024 - 7 months to go	
Primary Location [®] Bldg. Kenna Hall	
Hiring Manager	11 (
Recruiter	Review Intervi
Recruiter	
Recruiter	
Overview Candidates Details Organizations Job Postings	

3. Navigate to Roles \rightarrow Assign Roles

Actions			
Сору	>		
Favorite	>		
Hire	>		
Job Change	>		
Reporting	>	Recruiting Start Date	07/14/2023 - 5 mon ¹
Roles	> <	Assign Roles View Role Assignment Histor	01/2024 - 7 mon ⁻ iel Press

- 4. Review the Effective Date. Click Ok
- 5. In the Assigned To column:
 - Click the "X" next to the name you wish you remove.
 - Click anywhere in the box to type the name of ther person you wish to add to the list of the Search Committee role.

in Roles 2 items				
+	Role	Restricted to Single Assignment	Assigned To	
Primary Recruiter	Primary Recruiter	×		
			X	
Э	Search Committee		x	
Э	Search Committee		x :	

- 6. Click Ok.
- 7. Click Done.