

## Search Committee Dashboard Functionality



### FIRST STEP: LOG INTO WORKDAY

- Log into your [Workday](#) account.

### NEXT STEP: ACKNOWLEDGE MY RESPONSIBILITIES AS A COMMITTEE MEMBER

- Search your Workday inbox for the [Acknowledge my Responsibilities as a Committee Member](#) review document task.

#### Documents

Document	 <a href="#">Search Committee Member's Acknowledgement of Responsibilities</a>
Signature Statement	I have read the above responsibilities.
I Agree	<input type="checkbox"/>
Document	 <a href="#">Confidentiality Agreement for Search Committee Member</a>
Signature Statement	I have read the above Confidentiality Expectations.
I Agree	<input type="checkbox"/>
Document Link	<a href="#">LSU Diversity Statement</a>
Signature Statement	I have read the above LSU Diversity Statement.
I Agree	<input type="checkbox"/>
Document Link	<a href="#">Search Committee Dashboard Job Aid</a>
Instructions	Please download this Job Aid for future reference when navigating your Search Committee Dashboard.

- Read and acknowledge the Search Committee Confidentiality Expectations
- Read and acknowledge the LSU Diversity Statement
- Download the Search Committee Dashboard Job Aid for your future use as a Committee Member
- Click Submit

Once you submit the acknowledgements, the Talent Acquisition Partner will receive a notification prompting them to add you to the search committee. You will receive a Workday notification when you have gained access to the search committee dashboard.

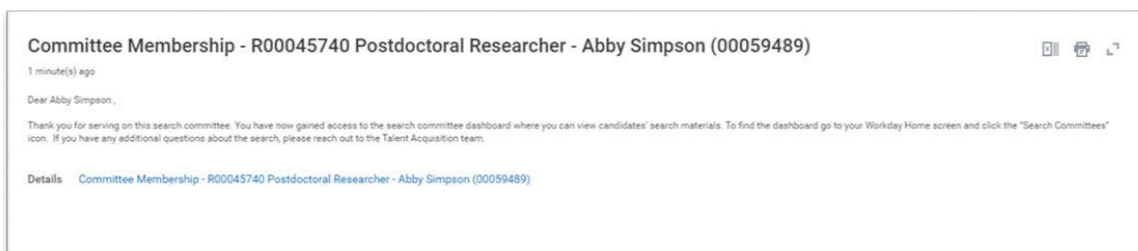
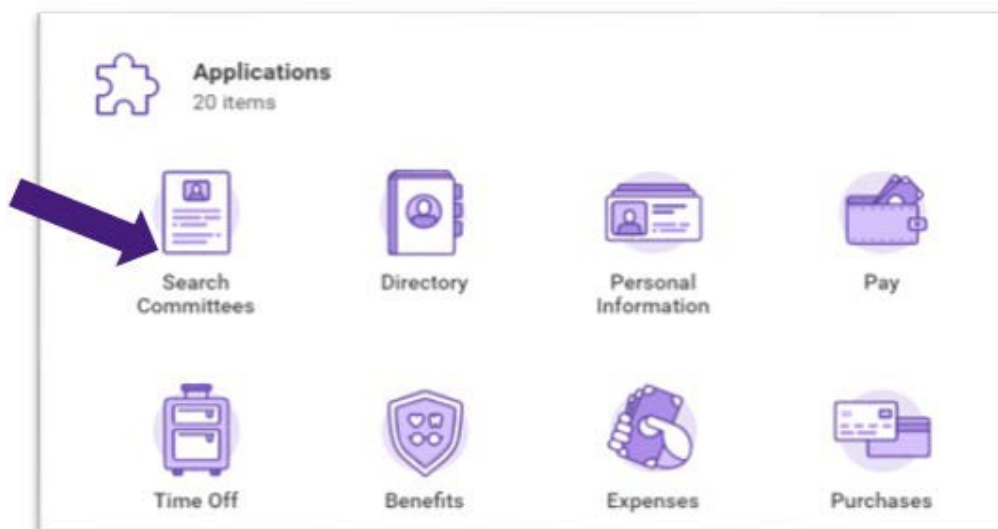


Figure 1: Photo example of the notification you will receive

## NEXT STEP: ACCESS THE SEARCH COMMITTEE DASHBOARD

- Locate the 'Search Committees' Worklet on your Workday home page. Click on the Worklet to open the Search Committee page. You will see a gray bar at the bottom of the screen that will become blue as the page loads. Please give the page a few minutes to load the list of committees you are participating in.



- Under 'My Requisitions' you will see the requisitions for all search committees you have access to. Click the blue link for the requisition you wish to view, and you will be taken to the Requisition Overview Screen.

The image shows a screenshot of the 'My Job Requisitions (As Search Committee Member)' page. The page title is 'My Job Requisitions (As Search Committee Member)' and there is a gear icon in the top right corner. Below the title is a table with the following columns: Job Requisition, Job Requisition Status, Day(s) Open, Primary Location, Hiring Manager(s), and Supervisory Organization. A red arrow points to the first row of data in the table.

Job Requisition	Job Requisition Status	Day(s) Open	Primary Location	Hiring Manager(s)	Supervisory Organization
<a href="#">R00050504</a> Veterinary Clinical Sciences Department Head (Open)	Open	50 days ago	2307 Veterinary Medicine	Joel D Baines (00006547)	LSUAN Veterin (Joel B (0000

View More ...

- You will then find the candidate grid under 'Candidates for Job Requisition as Search Committee Member'. All information on each candidate can be found on this grid. To download attached documents, click on the icon under the 'Candidate Attachments' column (icons may be different colors depending on file type).

Date and Time Applied	Job Requisition	Job Application	Candidate Attachments
10/03/2020 09:45:43.338 PM	R00050127 Assistant Director of Business Operations (Open)	ADRIANA VLADIKOVA - R00050127 Assistant Director of Business Operations (C00105347)	A. Vladikova Resume.doc
09/30/2020 09:10:41.302 AM	R00050127 Assistant Director of Business Operations (Open)	Amanda Moody - R00050127 Assistant Director of Business Operations (C00072584)	LA cover.docx Password Resume.pdf
10/06/2020 10:28:37.019 AM	R00050127 Assistant Director of Business Operations (Open)	Bennett Whitehurst - R00050127 Assistant Director of Business Operations (C00106518)	bwresume.docx Cover Letter - SVM.docx

NOTE: The grid will only display a maximum of 100 candidates. Click “View More” at the bottom of the grid for a complete table of candidates.

- Filter candidates by the application date, job requisition, applicant and/or group by clicking the column label and sorting the candidates accordingly.

Candidates for Job Requisitions as Search Committee Member

Date and Time Applied	Job Requisition	Job Appli
↑ Sort Ascending	Date and Time Applied - Click to sort/filter	Operations (Open) ADRIANA (C001053
↓ Sort Descending		ir of Business Operations (Open) Amanda I
Filter Condition *	is on	ir of Business Operations (Open) Bennett V
Value *	MM/DD/YYYY	ir of Business Operations (Open) Casey Cr

Filter