

How to Create a Search Committee

All job requisitions must be generated from an approved position description.

1. Select a **Recruit for Position** (blue text) to the right of the identified, approved position description.

The screenshot shows the 'New position description' form in the PageUp system. The form includes fields for PD No., Classification Title, Position Number, Employee Name, Supervisor Name, Work Type, and Area. Below these fields are dropdown menus for Department, Sub department, Approval status, and Status. A table at the bottom lists existing position descriptions. The 'Recruit for position' link is highlighted with a purple circle and a purple arrow points to it.

PD No.	Classification Title	Position Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-4	Director of Communications	50054436	Darlene Director		Nov 15, 2022	Approved	Edit view Recruit for position archive

2. Fill in the requisition details in the sections.
3. Complete the following details in the SEARCH COMMITTEE DETAILS section:

SEARCH COMMITTEE DETAILS

1. Type the name of the **Search Committee Chair** in the text field.
2. Click on the magnifying glass () to search for that user. An email address will populate the blue box beneath the Search Committee Chair's name when the user is found. Use the magnifying glass to help you easily search for Elon employees.
3. To add Search Committee Members, click the **Add Search Committee Member** button. Please remember to allow pop-ups within your browser, because this action causes a pop-up window to appear.
4. In the pop-up window, conduct a search of PageUp users to add an individual as a search committee member by entering search criteria and clicking the **Search** button.
5. Once you locate a search committee member's name, click **Add** (blue text) to the right of the name. This will add the name to the SEARCH COMMITTEE DETAILS section. You can search and add multiple times within the same window.
6. Reach out to HR's Compensation and Recruitment Team (compandrecruitment@elon.edu) to add external users to search committees.
7. Once you are finished, click **Done** at the bottom left corner of the pop-up window to close the window. PageUp will remain open.
8. To remove search committee members, click on **Remove** (blue text) to the right of the search committee member's name. You also have the option to **Remove all**.