

## REQUEST A SEARCH COMMITTEE THROUGH WORKDAY

This task is used to initiate the creation of a new search committee or to add a committee member to a related, open job requisition.

There are two ways in which a search committee request can be created in Workday: **standalone** task or **through the Create Position** action.

## **HOW TO LOAD A SEARCH COMMITTEE REQUEST**

## Standalone

- If the EPR process has been submitted or if a search committee needs to be requested at a later date, load a standalone Create Request task
  - In the search box, search Create Request and hit enter. Under Request Type, select Search Committee Request.
  - b. Enter all necessary and required details regarding the search committee request. Please note, an email address is required for any search committee member(s) who are non-active LSU employees and external committee members.
  - c. Click Submit and task will route to the assigned Talent Acquisition Partner for completion.

## Create Position

- 1. If a new position in the supervisory organization needs to be created (not Student or GA position), follow the **Create Position** job aid.
  - a. When completing the questionnaire, choose **Yes** if a search committee needs to be created for the requisition.

Will a search committee be needed for this requisition? (Required)



Yes



Νo

b. After submitting the **Create Position** task, you will receive a notice that the event has been submitted and you will receive the next step in your Workday inbox to complete the **Create Request** task.



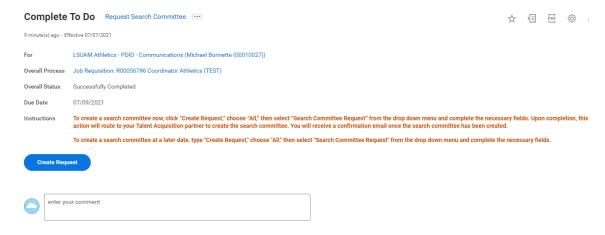
Success! Event submitted: Post Job

Up next: To Do: Request Search Committee by Recruiting Coordinator

View Details



c. The Create Request task will display in your Workday inbox. Click Create Request in the task to complete.



- d. Enter all necessary and required details regarding the search committee request. Please note, an email address is required for any search committee member(s) who are non-active LSU employees and external committee members.
- e. Click Submit and task will route to the assigned Talent Acquisition Partner for completion.

NOTE: To create a search committee at a later date, follow the standalone task to create the request.