

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

1. 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
 - a. 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

No

- 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.

Complete To Do Request Search Committee ⋮ ☆ 📅 📄 ⚙️ ⌵

9 minute(s) ago - Effective 07/07/2021

For LSUAM Athletics - PDIO - Communications (Michael Bonnette (00010027))

Overall Process Job Requisition: R00056796 Coordinator Athletics (TEST)


Overall Status Successfully Completed

Due Date 07/09/2021

Instructions **To create a search committee now, click "Create Request," choose "All," then select "Search Committee Request" from the drop down menu and complete the necessary fields. Upon completion, this action will route to your Talent Acquisition partner to create the search committee. You will receive a confirmation email once the search committee has been created.**

To create a search committee at a later date, type "Create Request," choose "All," then select "Search Committee Request" from the drop down menu and complete the necessary fields.

[Create Request](#)

 enter your comment

- 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.