Updating Committee Managers and Evaluators on an Approved Position

At times, search committee membership may need to be updating while a position is open.

1. Click the name of the position.

2. Click "Position Actions" and then click "Edit Position."

3. Click "Search Committee" on the right.

4. Make the required updates by adding or removing Committee Managers and/or Members. Once you have confirmed your committee members and are finished with this section, click "Update."