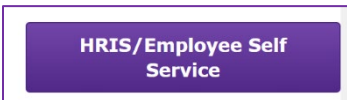


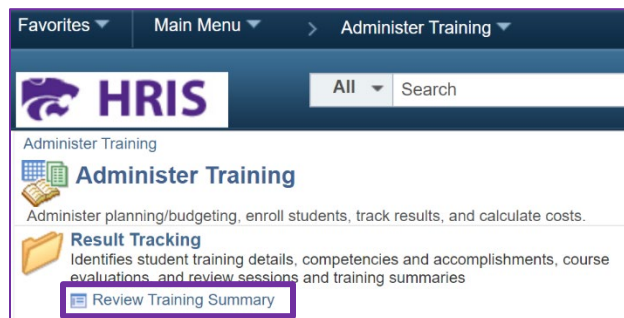
Search Committee Responsibilities

As we begin ramping up in the new year, we see an increase in recruiting, which means our faculty and staff are filling roles within Search Committees and Interview Panels. All members are required to take the [Introduction to Search Committee Roles and Responsibilities](#) annually, where they will learn key aspects about the search process. If you need to check to see if a search committee member has completed the required training please follow the below steps from HRIS.

1. Log into the HRIS / Employee Self Service.



2. Select the following path: Main Menu > Administer Training > Result Tracking > **Review Training Summary.**



3. Complete the Search Criteria and click on Search. Once you click on the person's name, the Training summary table will display all the trainings the employee has completed. Please check for TAL400 Search Committee 2019-2020 and make sure the status appears as Completed.

Hiring Highlight - Tips and Trends in Hiring

70% of talent professionals say virtual recruiting will become the new standard post-COVID.
-Insights from LinkedIn

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