Dear Committee Member:

Thank you for agreeing to serve on the search committee for the following position at the University of North Carolina at Chapel Hill:

Vacancy ID:
Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Working Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note: **You are receiving this notice in advance of the position being posted to the UNC job board.  Once approved by appropriate campus units and central office(s), you will be able to view the posting on our job board at** [***http://unc.peopleadmin.com/postings/xxxxx***](http://unc.peopleadmin.com/postings/xxxxx)**.**

To access the applicant materials, please login to <http://unc.peopleadmin.com/hr/postings/xxxxx> with your ONYEN and password. Once you are logged in, hover over the "Postings" menu item and click on the correct position type. The posting will be listed under Position Title. In the right column, hover over "Actions" and click on either "View Posting" or "View Applicants". You may click on any of the links to review the candidates’ documents or hover over the "Action" link and click on "View Application" to see their actual application, which includes supplemental questions.

If you have multiple roles in PeopleAdmin, make sure that your role in the drop down menu (top right corner) is ‘Search Committee Member’. If not, please select this role and click the refresh button to the right of the drop down menu.

Search Committee Chairs and Members must complete the Online Training Module before beginning the search process. You are only required to take the training once however, it may be a good refresher to review it before beginning a new search. The module can be accessed at <http://www.unc.edu/depts/eooada/sct/index.htm> or from the Equal Opportunity/ADA Office website by clicking Online Training.

Search Committee Chair or Department can also request a member of the Equal Opportunity Office to meet with the committee in person to provide Search Committee Training along with an overview of the PeopleAdmin System.

For Search Committee Members who are not UNC employees, please contact the department's human resources representative if you do not have your ONYEN and password. If you have any questions regarding this search committee, please contact the department's HR representative or the search committee chair. A directory of University faculty and staff may be accessed at <http://dir.unc.edu/dir/search/search.jsp>.