

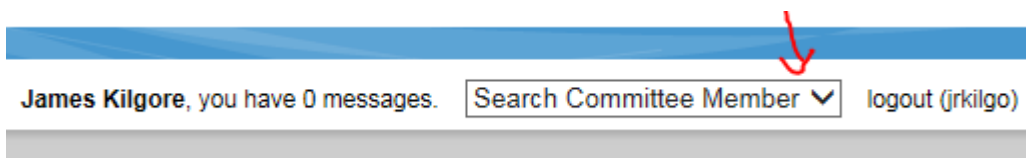
Faculty Search Committee Member Quick Guide to UAB PeopleAdmin

How to access and view applicants when you have been assigned to a faculty search committee in UAB PeopleAdmin.

1. Login to <http://uab.edu/facultyjobs/admin>. This link will be included in the email that you receive from the UAB PeopleAdmin system once you have agreed to serve on a faculty search committee.
2. This takes you to the homepage.



3. Confirm that you are logged in as “Search Committee Member.” See below.



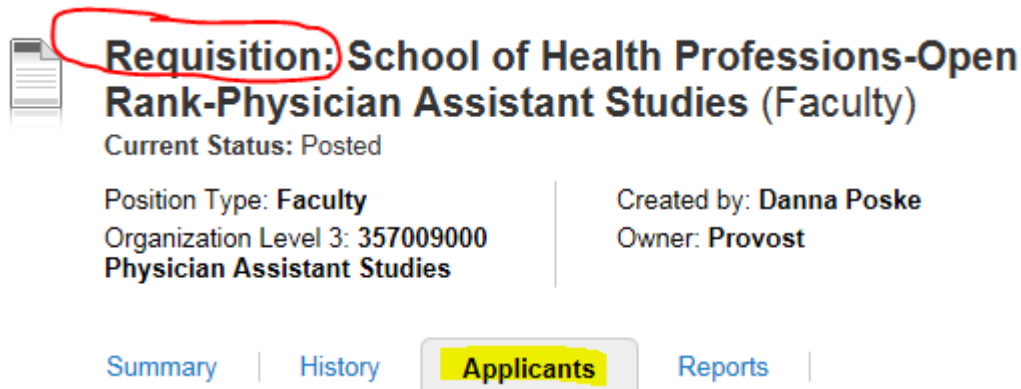
4. Click on Requisitions, Faculty Tab to view requisitions and applicants.



5. Click on the hyperlink for the Requisition that you want to work with.

<input type="checkbox"/>	Title	> ↑ ↓ x Posting Number
<input type="checkbox"/>	School of Health Professions-Open Rank-Physician Assistant Studies	F214P

6. You are now inside of the requisition. To view applicants, click on the APPLICANTS tab.



Requisition: School of Health Professions-Open Rank-Physician Assistant Studies (Faculty)
Current Status: Posted

Position Type: **Faculty**
Organization Level 3: **357009000 Physician Assistant Studies**

Created by: **Danna Poske**
Owner: **Provost**

[Summary](#) | [History](#) | **[Applicants](#)** | [Reports](#)

7. Now, you are ready to review each applicants' application materials (including CV and Cover letter). Click on the applicants' last name to view the complete candidate application and materials.

<input type="checkbox"/>	Rousey	Rhonda	Cover Letter, Curriculum Vitae, Letter of Recommendation
<input type="checkbox"/>	Almond	Alina	

A complete Search Committee User/Training Guide is available from peopleadmin@uab.edu