

Quick Guide for STARS

User Instruction – Search Committee Set-Up

The Search Committee feature in STARS is designed to allow approved user groups the ability to select a search committee for a job posting for evaluating candidates.

- Search Committee Members will log in to STARS using their UTSA network credentials
- Search Committee Members will only have access to job postings they are assigned to
- Search Committee Members will have “Read Only” access to the job posting

Steps in the Search Committee Set-up Process

1. Create a posting in STARS
2. Assign/Create search committee members in one of two ways:

- **Assign an existing Search Committee Member**

Last Name	First Name	Email	Department	Committee Chair	(Actions)
Boppana	Rajendra	emailaddress@zed.zed	The University of Texas at San Antonio	<input type="checkbox"/>	Add Member
Evetts	Jennifer	emailaddress@zed.zed	The University of Texas at San Antonio	<input type="checkbox"/>	Add Member
Fosmire	Ron	emailaddress@zed.zed	The University of Texas at San Antonio	<input type="checkbox"/>	Add Member

Click to find a list of existing users to add, OR

fill in the blanks to search for a specific user and click

- **Request Access for a New Search Committee Member**

The screenshot shows a web form titled "New Search Committee Member" with a close button in the top right corner. The form contains the following text and fields:

Request that someone be granted access to the system for the purpose of serving as a Search Committee Member.
Required fields are indicated with an asterisk (*).

Account Information
Please enter the following information to create an account for a new Search Committee Member.

- * First Name: [Text Input Field]
- * Last Name: [Text Input Field]
- * Email: [Text Input Field]
- * Username: [Text Input Field]

Make this user committee chair

At the bottom of the form, there are two buttons: "Add Member to Search Committee" (a blue button) and "Close" (a white button with a grey border).

When a Search Committee Member is added to a posting, an email notification will be sent to the new committee member with instructions to access the STARS system.