Faculty
Search Committee Member
Review of Candidates
1. Go to [http://go.uth.edu/recruit](http://go.uth.edu/recruit) and log in using your UTHealth username and password.

![Protected Resource]

2. Once logged in, select the “Requisitions” option listed on the Welcome page.
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3. Under the “Show requisitions:” dropdown box, select “All requisitions” in order to view the requisitions with which you are associated.

4. Click on the title of the requisition you are searching for in order to view the candidates you need to review.
5. Once the requisition opens, click on the blue number next to the words “Candidates for this requisition:” which will allow you to see a list of all the candidates for your review.

6. From the candidate list view, look at each of the candidates to verify they meet the basic qualifications. In order to do this, click on each candidate’s name to view their profile.
7. After clicking on a candidate’s name, you will see their profile. You can review their information by clicking on the arrows to the left of the section titles.
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Depending on the completeness of the candidate’s profile, you may want to look at the attached documents to see a more complete list of their experiences, skills, etc. Simply click on the “Attachments” tab and then look at the bottom to review their resume, cover letter, references, etc.

8. After reviewing and interviewing the candidates, make sure you reach out to your search committee administrator so they can move the candidates forward to the hiring manager or appropriately disposition them.