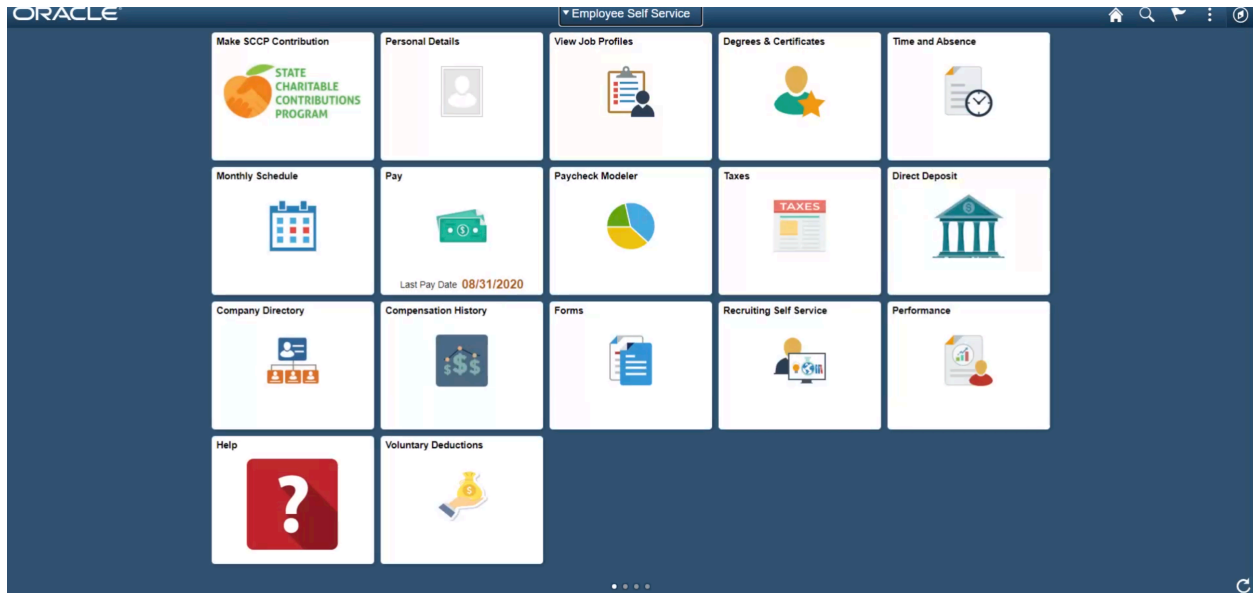
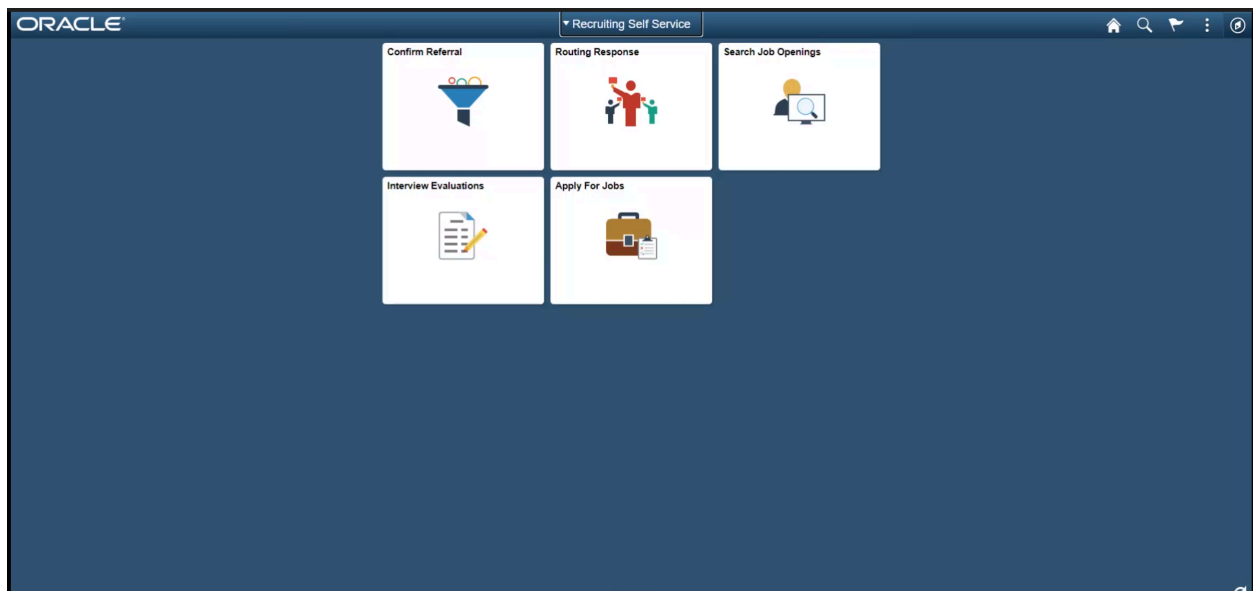


Search Committee Member Access in oneUSG Connect Careers

1. Log in to OneUSG Connect (<https://oneusgconnect.usg.edu/>) when you are ready to begin.
2. On the Employee Self Service screen, you will have a tile for Recruiting Self Service. Select that tile.



3. On the Recruiting Self Service screen, select the Search Job Openings tile.



- On the Search Job Openings screen, the Status should default to “Open” and all other fields remain blank. Simply click the green “Search” button to obtain a list of all openings to which you are associated and have access.

The screenshot shows the 'Search Job Openings' interface. At the top, there is a navigation bar with 'Recruiting Self Service' and 'Search Job Openings'. Below this, there are breadcrumb links for 'Recruiting Home' and 'Browse Job Openings'. A 'Search Criteria' section is expanded, showing various filters: Job Posting Title, Job Opening ID, Status (set to 'Open'), Most Recent Activity, Job Opening Type, Hot Job, My Association, Hiring Manager, Recruiter, Created By, Business Unit, Department, Position Number, and Recruitment Contact. At the bottom of the search criteria section are 'Search' and 'Clear' buttons.

- The resulting screen will give you the list of job openings from which to select. Simply click the Job Opening title for the search you wish to see applications. View applications by clicking on the name of the applicant.

The screenshot shows the 'Search Job Openings' interface with search results. It displays '1 Results Found' and a table of search results. The table has columns for Select, Job Opening, Job ID, Status, Type, Recruiting Location, Target Openings, Available Openings, Total Applicants, Hot Job, and Created. Below the table are options for 'Select All', 'Deselect All', and 'Group Actions'.

Select	Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Lecturer of Political Science	220343	Open	Standard Requisition	Kennesaw, Georgia	1	1	46		08/24/2020