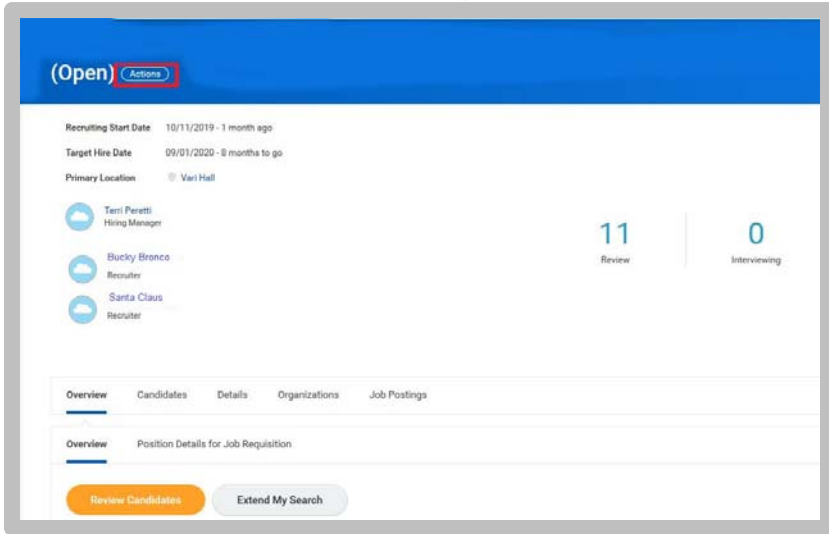
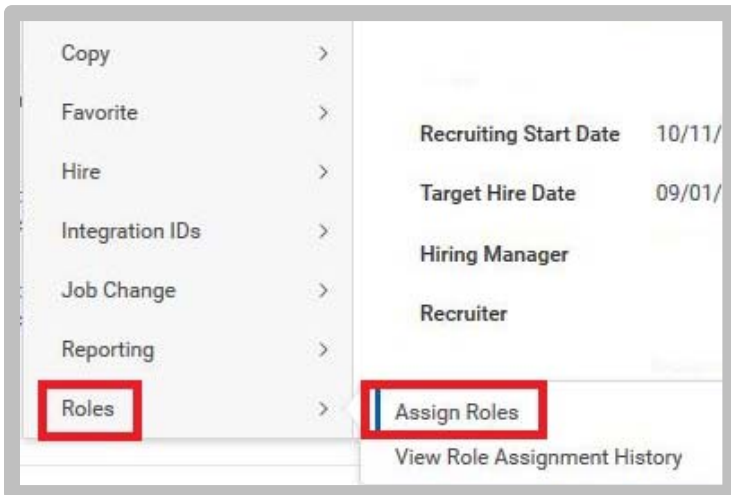


1. Navigate to the Job Requisition

2. Click the Actions button at the top in the blue bar area



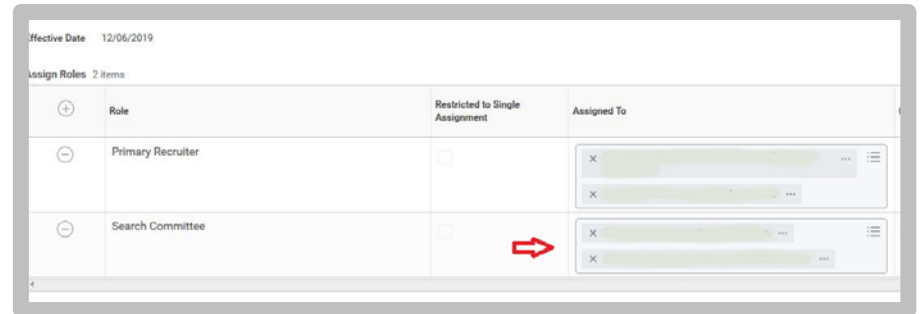
3. Navigate to Roles → Assign Roles



4. Review the Effective Date. Click Ok

5. In the **Assigned To** column:

- Click the "X" next to the name you wish you remove.
- Click anywhere in the box to type the name of the person you wish to add to the list of the Search Committee role.



6. Click Ok.

7. Click Done.