



Workday Training

UAF Search Committee (OEOC) *Search Committee Training Status*

Checking Search Committee Training Status

1. Within *Workday*, search for the employee's name in the main search bar.
2. Click the blue link with the employee's name. This will open the *Employee Profile Page*.
3. On the left blue menu, click **Committees**.
 - **NOTE:** If not listed, the employee needs to complete OEOC Search Committee Training (In Person, Webinar or Self-Paced).
4. The **Committee Service** tab shows **Current Memberships**. In the column, **Committee Name** look for *UAF | Approved Search Committee*.
5. Look under The **Membership Type End Date** column to see training expiration date.

The screenshot shows the Workday search interface. At the top, a search bar contains the text "Pamela Martin" and is highlighted with a red box and a circled "1". Below the search bar, the "Search Results" section is visible. On the left, a "Categories" menu has "Common" selected and highlighted with a blue bar, and this bar is also circled with a "2". In the main results area, a link for "Pamela Martin" is highlighted with a red box and a circled "2". Below the link, the employee's details are listed: "Instructional Designer | UAF | HMRS | Instructional Design (Kierstin Michelle Bible) (S0900396) | University of Arkansas, Fayetteville Employee".

The screenshot shows the "Pamela Martin" employee profile page. The left-hand navigation menu is blue and contains several options. The "Committees" option at the bottom is highlighted with a red box and a circled "3". The main content area is titled "Committee Service" and has a "Create Membership" button. Below that, the "Current Membership" section is expanded, showing a table with one item. The table has columns for "Committee Name", "Type", "Membership Type", "Membership Type Start Date", and "Membership Type End Date". The "UAF | Approved Search Committee" entry is highlighted with a red box and a circled "4". The "Membership Type End Date" for this entry, "04/29/2024", is also highlighted with a red box and a circled "5".

| Committee Name | Type | Membership Type | Membership Type Start Date | Membership Type End Date |
|---------------------------------|---------------------------|-----------------|----------------------------|--------------------------|
| UAF Approved Search Committee | Search Committee (Search) | Member | 08/19/2021 | 04/29/2024 |