| Assign Default Chair's Associate (Janaury 2024) |

Use these steps to assign the Chair's Associate role. The Chair's Associate has the same authority as the Committee Chair. They can add or remove search committee members, enter selection codes for every candidate, chooses candidates for interviews, selects final candidate and forwards to the Department HR Coordinator. Additional Recruitment job aids can be found in the [HRMS website](#)

Navigation: R'Space > HRMS > Recruitment

Note: This module is accessible to individuals who have the appropriate HRMS Recruitment EACS roles.

1. From the **HRMS Gateway** page, click the **Recruitment** tile.	
2. The Recruitment landing page displays. Select the **Assign Default Chair's Associate** tile.	
3. From the Assign Default Chair's Associate page, select the **Accountability Structure** from the drop-down menu. 4. Next, enter the **Employee NetID**. 5. Then click the **Add** button.	

6. The assigned chair's associate **Name, UCR Net ID** and **Accountability Structure** appear below.

7. You can delete the assigned chair's associate by clicking the **Delete** icon under the Action column.

8. Repeat **steps 3-5** to assign additional chair's associates.

Assign Default Chair's Associate

Accountability Structure:

Accountability Structure
D02036 (Training & Education Dept)

Employee NetID:

Employee NetID
Find by First, Last, or NetID

[Add]

Filter

Name	UCR Net ID	Accountability Structure		Action
Dora Rubio	doraru	D02036		🗑

Assign Default Chair's Associate