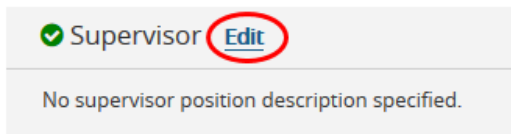
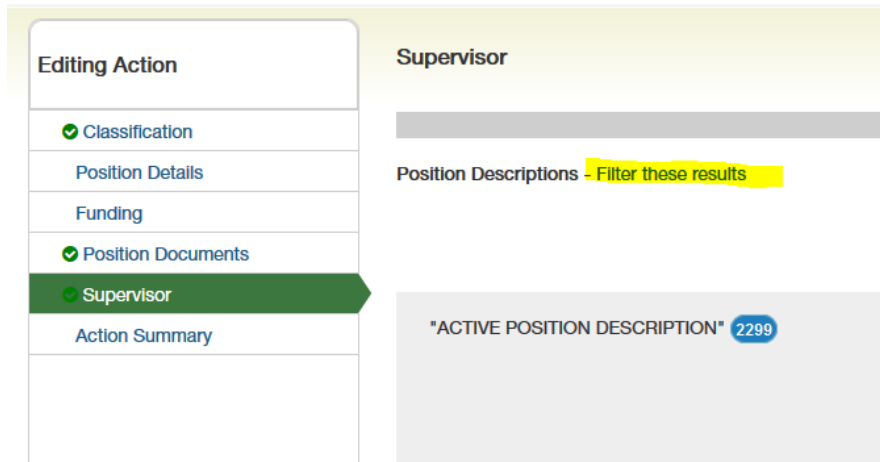


# Adding a Supervisor to an Action

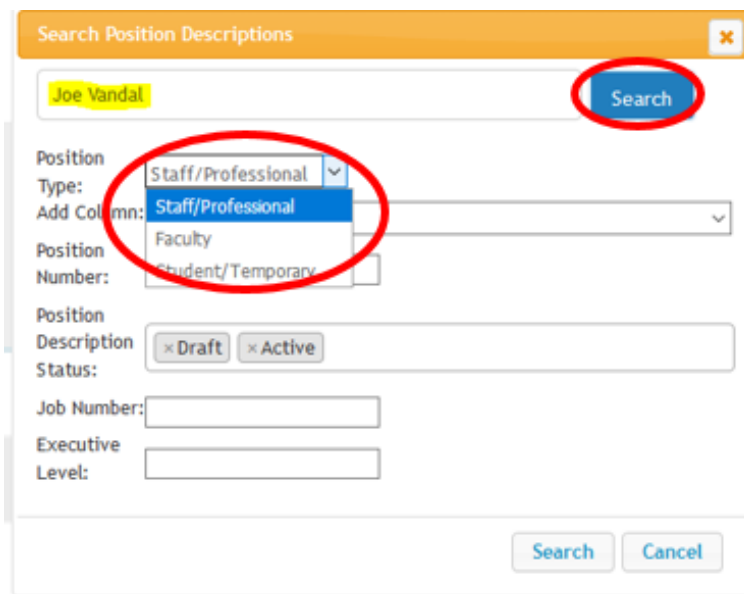
1. To add or change a supervisor after you have started an action, scroll to the bottom of the action summary page and click **Edit** in the supervisor tab.



2. Click **Filter these results.**



3. A search box will appear. Search by the supervisor's name, being sure to select whether that person is **staff** or **faculty** from the drop down menu in position type field. Then click **Search**.



4. Select the radio button to the left of the person's name and click **Save** at the top or bottom right of the page. The supervisor's name will flood into the page.

Supervisor

Position Descriptions - Filter these results

Ad hoc Search	ACTIVE POSITION DESCRIPTION	Ad hoc Search					
Position Title	Department	Employee First Name	Employee Last Name	Position Control Number	Status	(Actions)	
<input type="radio"/>	Regular Faculty	Office of the Provost/Exec VP	Joe	Vandal	1234	Active	Actions

Save << Prev Next >>

Save << Prev Next >>

**\*If the supervisor needs to be changed after the action is approved, or if you encounter an issue adding a supervisor, please contact Human Resources at 208-885-3611 or [employment@uidaho.edu](mailto:employment@uidaho.edu).**