



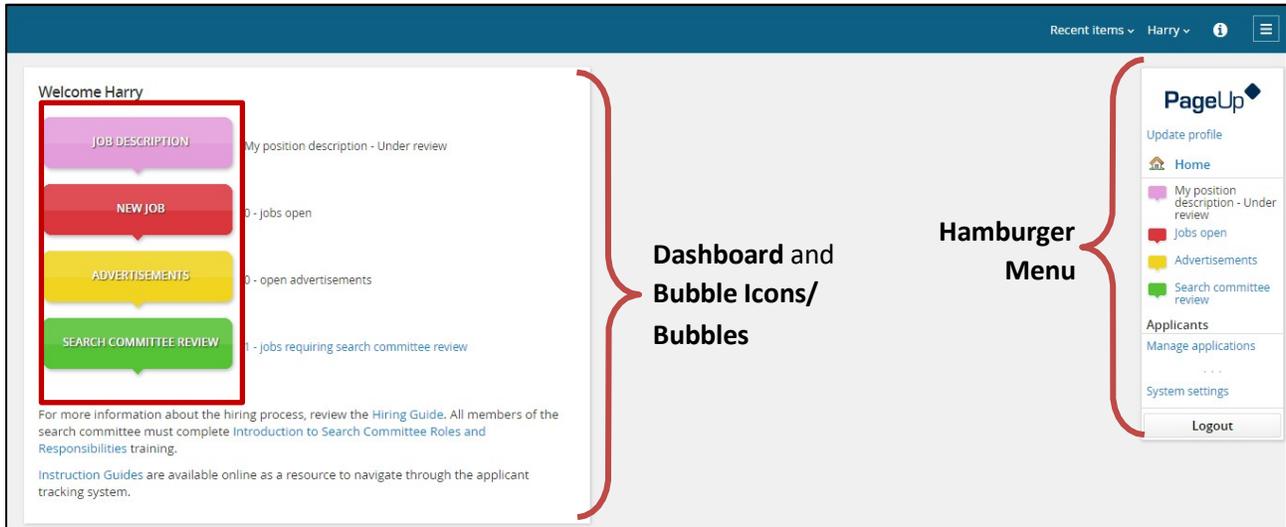
## PageUp Search Committee Guide

### Contents

Navigating for Search Committee Members .....	2
Access List of Applications.....	2
View and Rate Applications.....	3
Navigating for Search Committee Chairs.....	4
View and Rank Applications .....	4
Access Search Committee Member Reviews.....	4

## Navigating for Search Committee Members

Search committee members will have **Dashboards** and **dropdown menu** functions similar to the image below.



## Access List of Applications

**Step 1:** Click on the **green SEARCH COMMITTEE REVIEW** bubble from the dashboard. This will prompt the *My search committee jobs* window.



**Step 2:** Click **View Applicants** to trigger the search committee member functions for rating and viewing applicants.



## View and Rate Applications

Search committee member functions for rating and viewing applicants will look like the diagram below.

Search committee members will be able to:

- **Sort** by first name, last name, and date submitted
- Access an applicant's application and application materials by clicking on the **View Answers** icon
- Access an applicant's resume by clicking on the **View Resume** icon
- Rate each using the **Select drop-down**
  - **Selection Criteria**
    - **Does not meet criteria, Meets Criteria, Exceeds Criteria**
  - **Selection Criteria Outcome**
    - **Recommend for Interview, Do not recommend, Additional review/maybe**
- To move to the next applicant, click on **Save and Next** or **Close** when you want to exit
- Your work is autosaved and allows for interruptions
- PageUp will update to show a **Reviewed** icon when you have reviewed an application
- Selection Criteria Outcomes you chose when rating an applicant will reflect next to the applicant's name

The screenshot shows a web interface for reviewing applications. On the left, a list of applicants is displayed with columns for name, date, and a 'Reviewed' status. Callouts point to the 'View Answers' icon (a magnifying glass) and the 'View Resume' icon (a document) on the applicant list. The main area shows a detailed view of an applicant's application, including a list of selection criteria (e.g., 'Minimum Education Qualifications', 'Role fit', 'Communication', 'Bachelors Degree', 'On-Call to fill in for CEO') and a corresponding 'Meets criteria' dropdown menu for each. A callout explains that these dropdowns are used to rate each selection criterion. Below the criteria, there is an 'Outcome' dropdown menu set to 'Recommend for interview'. A callout explains that this outcome will reflect next to the applicant's name. At the bottom right, there are 'Save and next' and 'Close' buttons. A callout explains that clicking 'Save and next' navigates to the next applicant. Another callout explains that the 'Save and next' button is used to navigate to the next applicant.

**View Answers icon:** Click on this icon to access their application and application materials (Example: a submitted cover letter)

**View Resume icon:** Click on this icon to access their submitted resume.

**Criteria:** Minimum and preferred screening criteria.

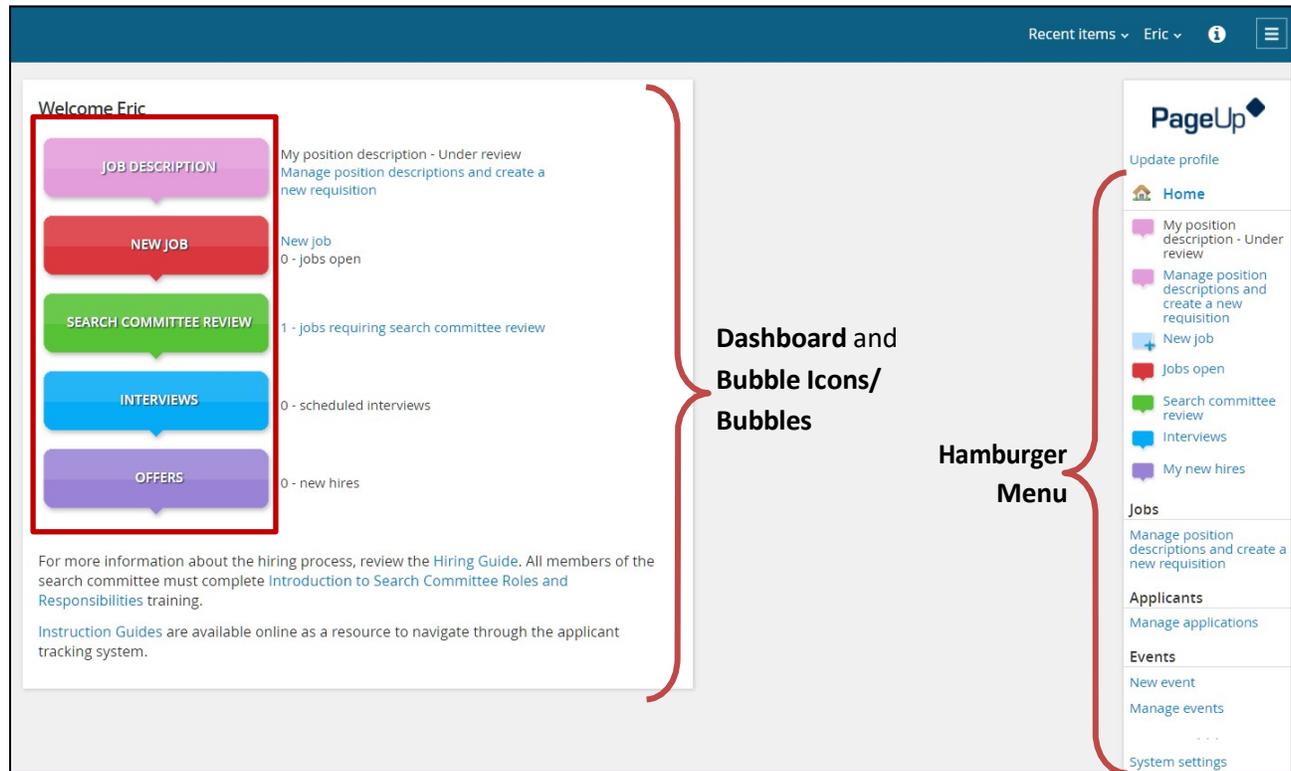
**The Selection Criteria Outcome** you choose when rating an application. This will reflect next to the applicant's name. Should only use "Recommend for interview, Do not recommend or Additional review/maybe.

**The Selection Criteria:** Rate each selection criteria using the options under the select drop-down (Does not meet criteria, Meets criteria, Exceeds criteria).

**Save and next:** Click on this button to navigate to the next applicant.

## Navigating for Search Committee Chairs

Search committee chairs will have a **Dashboard** similar to the image below.



## View and Rank Applications

Search Committee Chairs will need to rate the applications as well. Review the **View and Rate Applications** above for details on how to navigate to rate applicants.

## Access Search Committee Member Reviews

The Search Committee Chair has access to view ratings from Search Committee Members. However, Search Committee Members **DO NOT** have access to view anyone else's application reviews.

To access Search Committee Member reviews:

**Step 1:** Click on the **green SEARCH COMMITTEE REVIEW** bubble from the dashboard. This will prompt the *My search committee jobs* page.

**Step 2:** Click on **View responses** to prompt the *Feedback provided* page.

**Step 3:** Click on an applicant's name to view Search Committee Members' reviews of that application.

Only applications that have been reviewed by any search committee member will be visible. You will see the **Selection Criteria** and overall **Selection Criteria Outcome** responses from the search committee member(s) who reviewed the applicant.

The screenshot shows a web interface for viewing search committee feedback. On the left, a sidebar titled "Feedback from search committee members" includes a dropdown menu set to "All", a "Select all" checkbox, and a "Print" button. Below this is a "Feedback provided" section with a list of members: Carol Dugard, Jennifer Forsberg, and Karen Wilson, each with a checkbox. Two callout boxes with red arrows point to specific parts of the interface: one points to the "Selection Criteria" column for Carol Dugard, and the other points to the "Overall" section for Jacquie Kittler. The main content area displays feedback for three categories: "Bachelors Degree (Presentation)", "On-Call to fill in for CEO (Presentation)", and "Overall". Each category lists the names of committee members and their responses.

Category	Member	Response
Bachelors Degree (Presentation)	Jacquie Kittler	"Meets criteria"
	Matthew Wamback	"Meets criteria"
On-Call to fill in for CEO (Presentation)	Jacquie Kittler	"Meets criteria"
	Matthew Wamback	"No response"
Overall	Jacquie Kittler	"Recommend for interview"
	Matthew Wamback	"Recommend for interview"