PageUp Search Committee Guide

Contents

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.
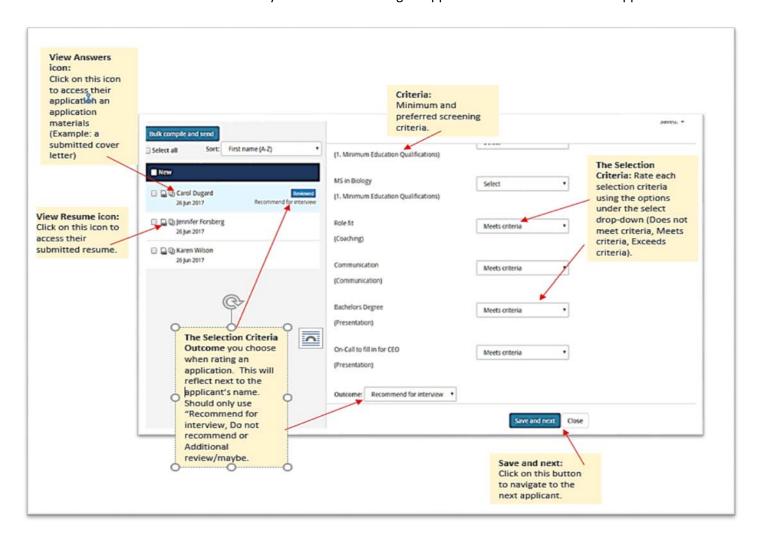
View and Rate Applications

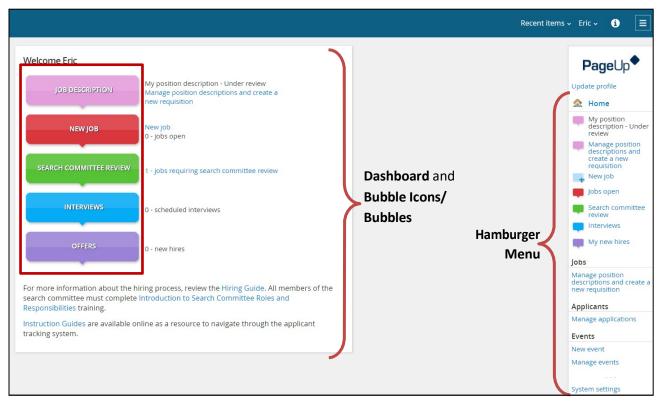Search committee member functions for rating and viewing applicants will look like the diagram below.

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

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.

PageUP Search Committee Guide (See HR with Questions)
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