



Instruction Guide

Search Committee Review

Table of Contents

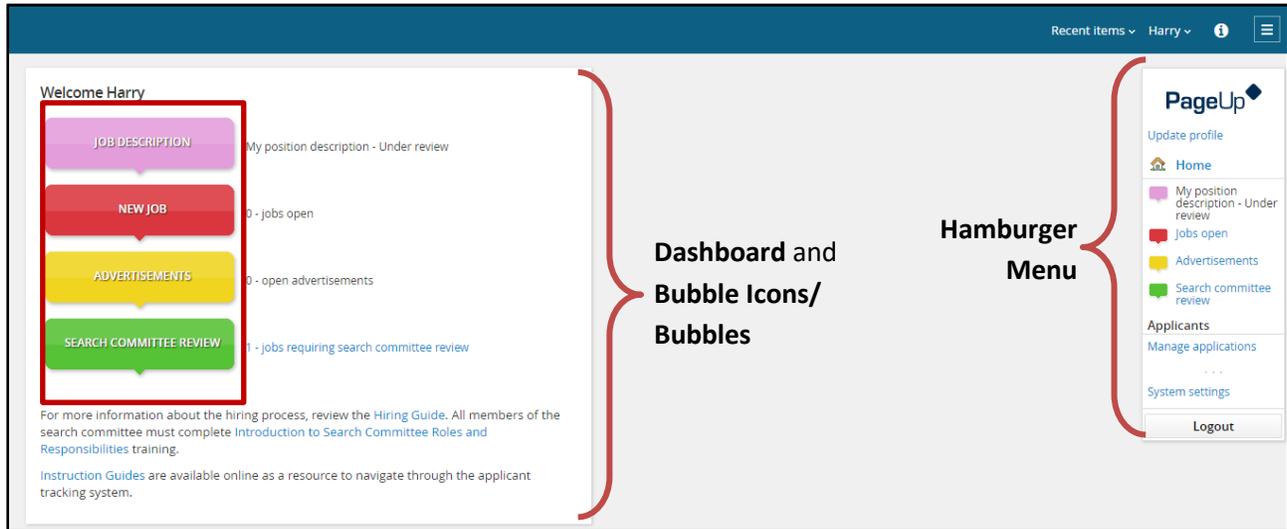
Navigating for Search Committee Members	2
Access List of Applications	2
View and Rate Applications	3
Navigating for Search Committee Chairs	3
View and Rank Applications.....	5
Access Search Committee Member Reviews.....	6



Instruction Guide

Navigating for Search Committee Members

Search committee members (who have not previously performed hiring manager or HCS liaison functions in PageUp) will have **Dashboards** and **hamburger 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.

Job number	Date added	Status	Job title	User	Total applications	Your role
497592	15 Sep 2016	Approved	Senior Administrative Assistnt	DBD	13	Search Committee Member

Page 1 of 1

[View Applicants](#)
Records 1 to 1 of 1

Instruction Guide

View and Rate Applications

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

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

Sort by first name, last name, and date submitted

Criteria: Minimum and preferred screening criteria

Selection Criteria and Selection Criteria Outcome drop-down: Rate each selection criteria and outcome using the options under the select drop-down (Exceptional, Above Average, Average, Satisfactory, Unsatisfactory, and Non-Applicable)

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

Summary: Include notes on your ratings in the summary box

The Selection Criteria Outcome you chose when rating an applicant will reflect next to the applicant's name

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

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 **Selection Criteria** and **Selection Criteria Outcome** using **the Select drop-down**
- Indicate whether or not the applicant should be invited for interview
- Include comments or reasons for your rating in the **Summary** box
- 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

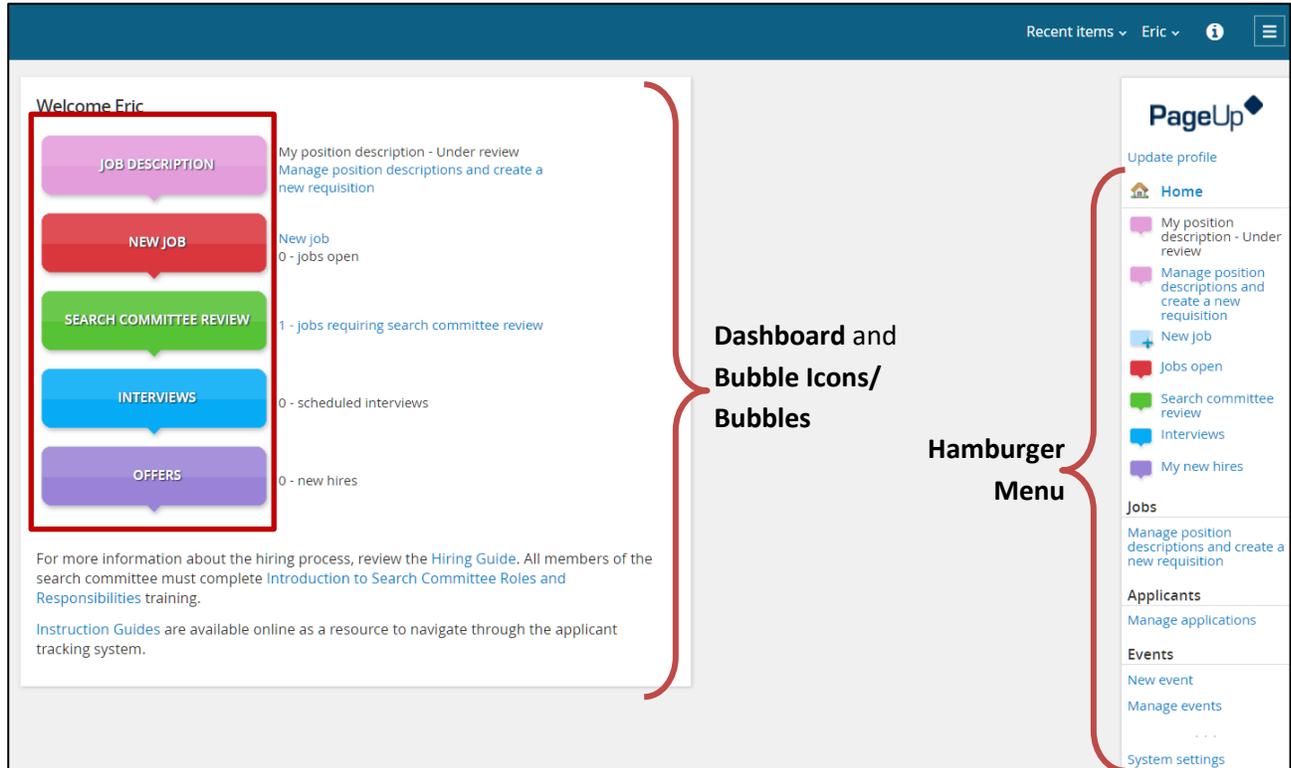




Instruction Guide

Navigating for Search Committee Chairs

Search committee chairs (who have not previously performed hiring manager or HCS liaison functions in PageUp) will have a **Dashboard** similar to the image below.





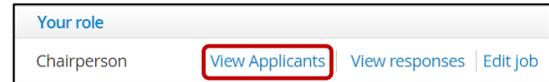
Instruction Guide

View and Rank Applications

Search Committee Chairs will need to rate the applications AND add a numeric rank to the applicants. Review the **View and Rate Applications** above for details on how to navigate to rate applicants.

To rank applications:

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 Applicants**. You will see the same screen as a search committee member except you will notice the ability to **Rank** the applicants underneath the Summary field.



Step 3: PageUp provides you enough ranking values to rank all of your applicants. Click on the **Rank** drop-down to access the rank options.



The Rank Icon indicates the rank you designated to the applicant

- A **rank icon** will appear next to the applicant's name after you have designated a rank for the applicant's application.
- PageUp will update to show a **Reviewed icon** and the **Selection Criteria Outcome** next to an applicant's name that you reviewed



Instruction Guide

Access Search Committee Member Reviews

The Search Committee Chair has access to view ratings and responses 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.

The screenshot displays the 'Feedback from search committee members' page for an applicant named 'Admissions Representative TEST (500119)'. On the left, a sidebar lists the reviewers: Chuck Mangione, Gold Outside, and Hank Hill. The main area shows two selection criteria: 'Demonstrated proficiency in multiple computer programs...' and 'Experience with CRM software...'. For each criterion, three reviewers (Rebecca Marie Laessig, Kellie Wilson, and Patricia Fouquette) have provided 'Above Average' ratings. At the bottom, an 'Overall' section summarizes the feedback: Hank Hill has no response, Rebecca Marie Laessig rates the applicant as a 'Good candidate', Kellie Wilson notes the applicant 'Appears to have high skill in computer programs', and Patricia Fouquette rates the applicant as 'Good'. Annotations with red arrows point to the reviewer names and the overall summary section.

List of applicants that at least one search committee member has reviewed

Each Selection Criteria will show the ratings for search committee members who reviewed the applicant

Summary comments from the search committee members who reviewed will appear in Overall at the bottom

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