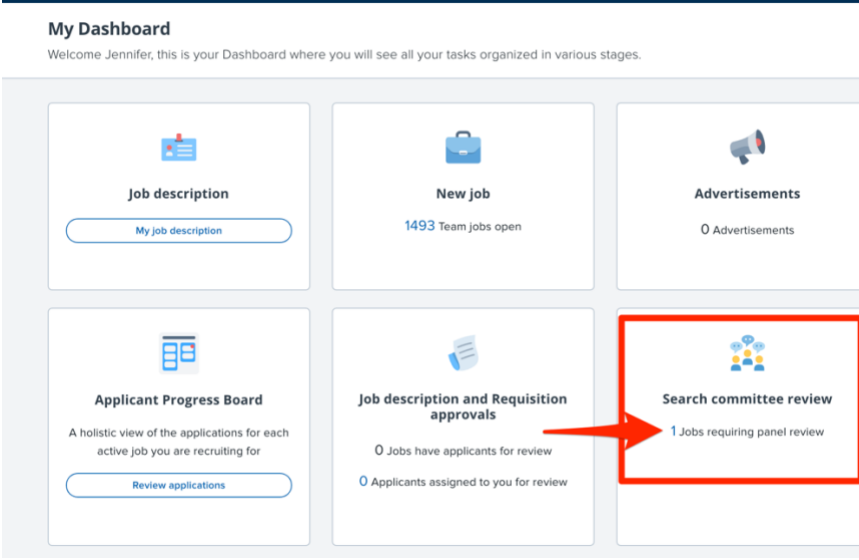

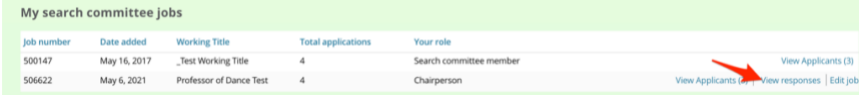


Search Committee Chairperson - User Guide

If granted search committee access, you will be able to review applicants, log a recommendation for each, and review all search committee's recommendations.

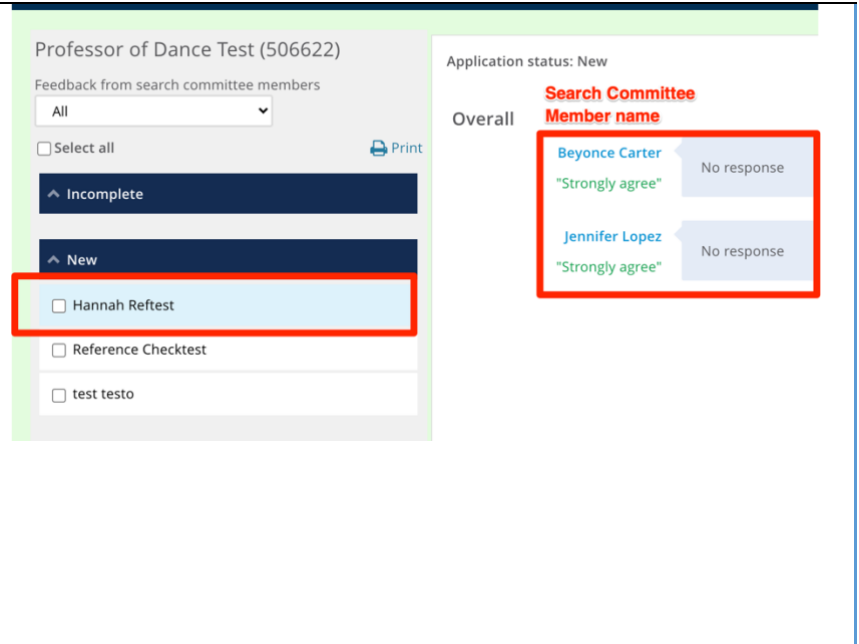
What you need to do	What you will see																		
<p>STEP 1: Go to the Search Committee</p> <p>From your dashboard in PageUp, navigate to the Search committee review bubble.</p> <p>Click on the jobs requiring panel review link.</p>	 <p>My Dashboard Welcome Jennifer, this is your Dashboard where you will see all your tasks organized in various stages.</p> <p>Job description My job description</p> <p>New job 1493 Team jobs open</p> <p>Advertisements 0 Advertisements</p> <p>Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Review applications</p> <p>Job description and Requisition approvals 0 Jobs have applicants for review 0 Applicants assigned to you for review</p> <p>Search committee review 1 Jobs requiring panel review</p>																		
<p>STEP 2: Review available search committee jobs.</p> <p>You will be presented with a listing of requisitions (jobs) that you are on the search committee for.</p> <p>In the Your role column, you can see if you are granted member or chairperson permissions for that requisition.</p>	 <p>My search committee jobs</p> <table border="1"> <thead> <tr> <th>Job number</th> <th>Date added</th> <th>Working Title</th> <th>Total applications</th> <th>Your role</th> <th></th> </tr> </thead> <tbody> <tr> <td>500147</td> <td>May 16, 2017</td> <td>_Test Working Title</td> <td>4</td> <td>Search committee member</td> <td>View Applicants (3)</td> </tr> <tr> <td>506622</td> <td>May 6, 2021</td> <td>Professor of Dance Test</td> <td>4</td> <td>Chairperson</td> <td>View Applicants (3) View responses Edit job</td> </tr> </tbody> </table> <p>Roles:</p> <p><i>Chairperson</i> - Able to review applicants AND oversee all responses per applicant.</p> <p><i>Member</i>- Able to review applicants and provide overall recommendation.</p>	Job number	Date added	Working Title	Total applications	Your role		500147	May 16, 2017	_Test Working Title	4	Search committee member	View Applicants (3)	506622	May 6, 2021	Professor of Dance Test	4	Chairperson	View Applicants (3) View responses Edit job
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<p>STEP 3: Review responses of search committee.</p> <p>On the row of the applicable requisition, click View responses</p>	 <p>My search committee jobs</p> <table border="1"> <thead> <tr> <th>Job number</th> <th>Date added</th> <th>Working Title</th> <th>Total applications</th> <th>Your role</th> <th></th> </tr> </thead> <tbody> <tr> <td>500147</td> <td>May 16, 2017</td> <td>_Test Working Title</td> <td>4</td> <td>Search committee member</td> <td>View Applicants (3)</td> </tr> <tr> <td>506622</td> <td>May 6, 2021</td> <td>Professor of Dance Test</td> <td>4</td> <td>Chairperson</td> <td>View Applicants (3) View responses Edit job</td> </tr> </tbody> </table>	Job number	Date added	Working Title	Total applications	Your role		500147	May 16, 2017	_Test Working Title	4	Search committee member	View Applicants (3)	506622	May 6, 2021	Professor of Dance Test	4	Chairperson	View Applicants (3) View responses Edit job
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STEP 3.1:

Highlight the applicant's name
(as indicated by the blue highlight).

On the right side, you will see the search committee member's name and their overall recommendation for the applicant.

Note: The comment box beside the Search Committee member name will always say "No response" as we do not allow for additional commentary.



STEP 3.2:

You can also bulk compile the responses to view them all at once.

Check off the name of the applicant whose search committee member recommendations you would like to view.

Click **Print**.

Depending on your computer settings, a pop-up box should appear. Click Save if you want to save your changes.

