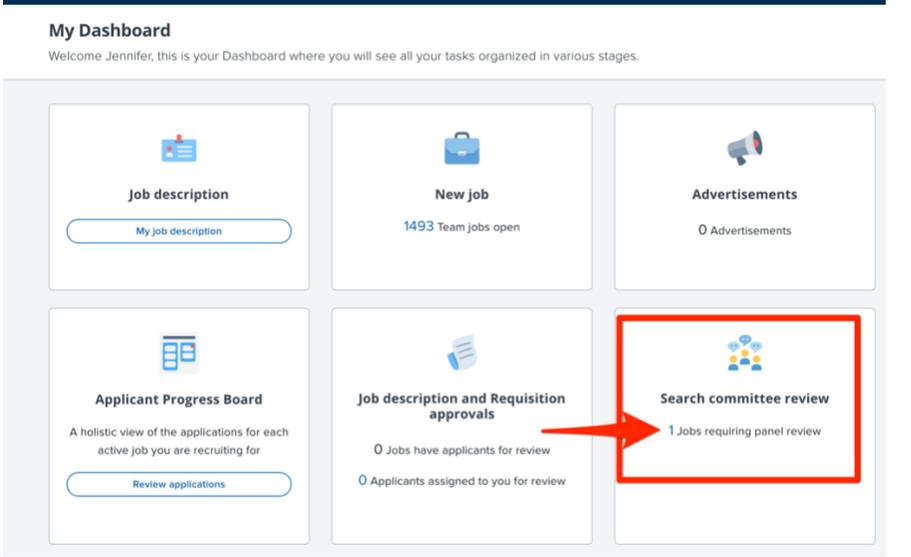


# Search Committee Member - User Guide

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

What you need to do	What you will see														
<p><b>STEP 1: Go to the Search Committee</b></p> <p>From your dashboard in PageUp, navigate to the <b>Search committee review</b> bubble.</p> <p>Click on the <b>jobs requiring panel review</b> link.</p>	 <p><b>My Dashboard</b> Welcome Jennifer, this is your Dashboard where you will see all your tasks organized in various stages.</p> <p><b>Job description</b> My job description</p> <p><b>New job</b> 1493 Team jobs open</p> <p><b>Advertisements</b> 0 Advertisements</p> <p><b>Applicant Progress Board</b> A holistic view of the applications for each active job you are recruiting for Review applications</p> <p><b>Job description and Requisition approvals</b> 0 Jobs have applicants for review 0 Applicants assigned to you for review</p> <p><b>Search committee review</b> 1 Jobs requiring panel review</p>														
<p><b>STEP 2: Find applicable requisition that requires your application review.</b></p> <p>You will be presented with a listing of requisitions (jobs) that you are on the search committee for.</p> <p>From the row of the applicable job, click <b>View Applicants</b>.</p>	 <p>PageUp</p> <p>People Recent Items Jennifer</p> <p><b>My search committee jobs</b></p> <table border="1"> <thead> <tr> <th>Job number</th> <th>Date added</th> <th>Status</th> <th>Working Title</th> <th>User</th> <th>Total applications</th> <th>Your role</th> </tr> </thead> <tbody> <tr> <td>50622</td> <td>May 6, 2021</td> <td>Approved</td> <td>Professor of Dance Test</td> <td>AG</td> <td>4</td> <td>Search committee member <a href="#">View Applicants (3)</a></td> </tr> </tbody> </table>	Job number	Date added	Status	Working Title	User	Total applications	Your role	50622	May 6, 2021	Approved	Professor of Dance Test	AG	4	Search committee member <a href="#">View Applicants (3)</a>
Job number	Date added	Status	Working Title	User	Total applications	Your role									
50622	May 6, 2021	Approved	Professor of Dance Test	AG	4	Search committee member <a href="#">View Applicants (3)</a>									

**STEP 3: Review applicant's resumes, cover letters and other documents.**

You will be taken to a listing of all applicants for that job.

Check off the box next to the applicant's name.

Professor of Dance Test (506622)

**Bulk compile and send**

Sort: Outcome

Select all

New

 Hannah Reftest  
Nov 22, 2021

 Reference Checktest  
Nov 15, 2021

 test testo  
May 6, 2021

**STEP 3.1:**

Click **Bulk compile and send**

Professor of Dance Test (506622)

**Bulk compile and send**

Sort: Outcome

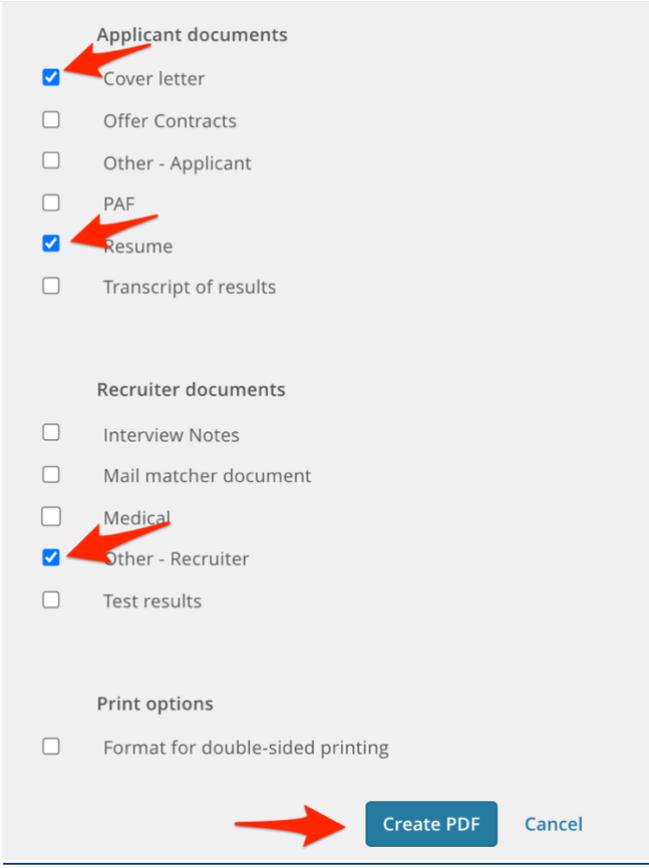
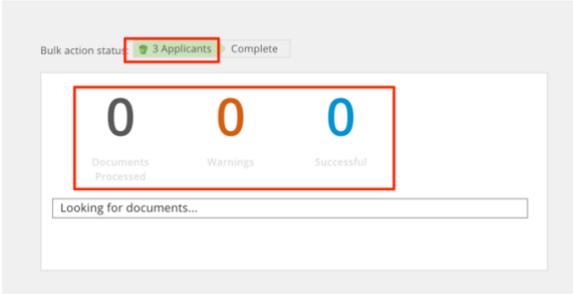
Select all

New

 Hannah Reftest  
Nov 22, 2021

 Reference Checktest  
Nov 15, 2021

 test testo  
May 6, 2021

What you need to do	What you will see
<p><b>STEP 3.2:</b></p> <p>Select the documents you would like to review.</p> <p>Available options are:</p> <ul style="list-style-type: none"> <li>• <i>Cover letter</i></li> <li>• <i>Resume</i></li> <li>• <i>Other – Recruiter</i> (these are any additional documents the applicant wished to submit)</li> </ul> <p>Click <b>Create PDF</b></p>	 <p><b>Applicant documents</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cover letter</li> <li><input type="checkbox"/> Offer Contracts</li> <li><input type="checkbox"/> Other - Applicant</li> <li><input type="checkbox"/> PAF</li> <li><input checked="" type="checkbox"/> Resume</li> <li><input type="checkbox"/> Transcript of results</li> </ul> <p><b>Recruiter documents</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Interview Notes</li> <li><input type="checkbox"/> Mail matcher document</li> <li><input type="checkbox"/> Medical</li> <li><input checked="" type="checkbox"/> Other - Recruiter</li> <li><input type="checkbox"/> Test results</li> </ul> <p><b>Print options</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Format for double-sided printing</li> </ul> <p><b>Create PDF</b> Cancel</p>
<p><b>STEP 3.3: Review applicant’s resumes, cover letters and other documents</b></p> <p>You will see a pop-up box that alerts you on the progression of the download.</p> <p>If any issues arise, it will tell you on this screen.</p> <p>If successful, it will take you to the screen in Step 3.4</p>	<p><b>Documents downloading screen:</b></p>  <p>Bulk action status: 3 Applicants Complete</p> <p>0 Documents Processed    0 Warnings    0 Successful</p> <p>Looking for documents...</p>



**STEP 4: Review applicants at your own will.**

## PageUp People Applicant Bulk Compile

Date created: 30 Nov 2021, 1:53 pm - Eastern Standard Time

The following document types are provided for each applicant (where available):  
Cover letter, Other - Recruiter, Resume

The following applicants are included in this document:

**Job Details:**

Requisition Number: 509146  
Working Title: HRIS Analyst II  
Area: VP ADMINISTRATION  
Department: HUMAN RESOURCES

Number of Applicants: 3

**STEP 5: Log your recommendation for each applicant.**

(This will only be viewable by the search committee chairperson and supervisor listed on the requisition.)

Highlight the name of the applicant (this is shown in blue).

Select your overall recommendation from the drop-down menu.

Click **Save and next**

Click **Close** when done rating applicants.

Professor of Dance Test (506622)

Bulk compile and send

Select all    Sort: Outcome

New

- Reference Checktest  
Nov 15, 2021
- test testo  
May 6, 2021
- Hannah Reftest  
Nov 22, 2021    Reviewed Strongly agree

Overall recommendation **Select**

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Save and next    Close