

Documenting the Search Process

Why is this important?

PageUp is the official documentation system of record. Kansas State University is subject to audits by numerous entities to ensure we are complying with laws and regulations in our recruitment processes.

Once the search is complete, all documentation from the search must be uploaded in PageUp. Any documents produced during the screening, interview, and reference check processes.

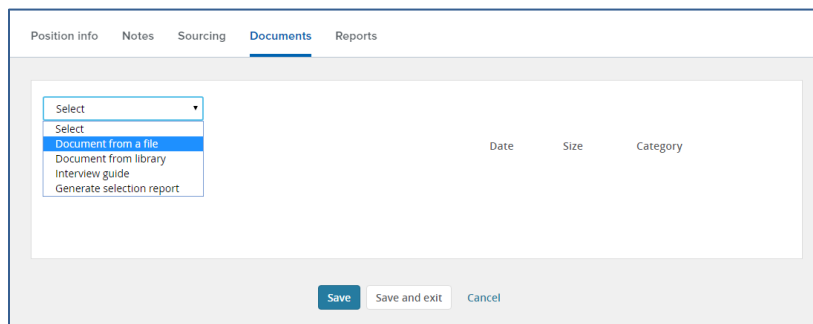
Interview notes tips

- Keep interview questions focused on the competencies and qualifications necessary for the job.
- Record interview notes in a written document, separate from the application materials.
- Keep interview notes factual and objective.
- Be sure to document business-related reasons when evaluating each candidate.

Acceptable documentation

- Screening notes
- Screening selection reports
- Interview notes
- Feedback survey results
- Candidate interview itineraries
- Reference check notes

The Search Chair, Hiring Manager, and HCS Liaison have access to upload these documents. To upload the documents, go to the **Documents** tab and select documents from file to upload and then click **Save**.



For more information on best practices, contact your [Talent Acquisition Strategic Partner](#)

Working Remote Tips

#1

Build 5-minute breaks into your day. Get up to stretch your legs and rest your eyes. Follow us on social media to get more #WorkingRemoteTips

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