


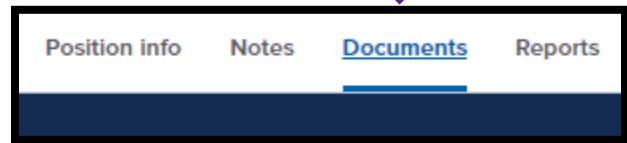
## How to Upload Interview Documentation

PageUp is the official documentation system of record, therefore all interview notes need to be found in the system once **every** search is complete. Once the Hiring Manager extends the verbal offer to the selected candidate, the Search Chair, Hiring Manager, or HCS Liaison are encouraged to upload these documents by following the steps outlined below which allows the requisition to be closed in a timely manner.

1. Click on the **Hamburger Menu**  and select **Manage Jobs**. Select the title of the position you are uploading documents for, then click Edit Job on the right side of the screen. (*Please note: Search Chairs and Hiring Managers should click on the Search Committee Review tile, then click Edit Job on the right side of the screen. Then, proceed with steps 2 and 3.*)



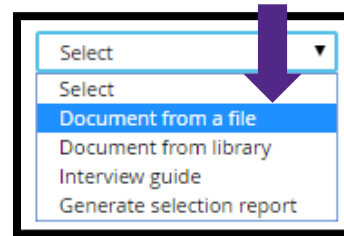
2. Click on the **Documents** tab on the top part of the requisition.



3. In the drop down, select **Document from a file**, then choose the file(s) you want to upload. Be sure to save when you are finished.

### Acceptable Documentation:

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



### Updating Approval Processes in PageUp

If any department has a change in the approval process personnel for PDs, requisitions, or job offers, work with your Talent Acquisition Strategic Partner to change the appropriate names for future use. We can also add or remove the amount of approval levels, if requested and appropriate.

**NEED AN  
UPDATE  
MADE?**