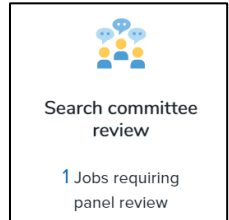# Search Committee Review

Step 1: Search committee members and chair, and anyone participating in the interviewing process of candidates are **required** to complete the online training before reviewing applications and participating in the interview process:

- Introduction to Search Committee Roles and Responsibilities: https://bit.ly/3gB87Al

Step 2: Log into PageUp: http://kstate.dc4.pageuppeople.com/

Step 3: From your PageUp dashboard, locate the **Search committee review** tile and click the **Jobs requiring panel review** text

> Search committee review
> 1 Jobs requiring panel review

Step 4: Find the appropriate job and click on [View Applicants] to access the list of applications

Step 5: Use the diagram below to:

A. View an application and submitted application documents
B. View a resume/CV or single-file document upload of application materials
C. Review the screening/selection criteria
D. Rate an application against screening/selection criteria
E. Add comments about an applicant's qualifications and your ratings
F. Indicate whether or not the applicant should be considered for interview
G. Save your work

A.

View Answers Icon: Click on this icon to view an **application** and submitted **application documents**

B.

View Resume Icon: Click on this icon to access an applicant's resume/CV or single-file document upload of application materials

NOTE: If this populates a blank page, you should click on the **View Answers icon** instead (see A. above).

C.

Screening/Selection Criteria: An applicant is not qualified if they do not meet minimum requirements and should be screened out. The screening/selection criteria listed in this section is predetermined by the department and will indicate whether it is a minimum requirement or preferred qualification.

D.

Rating Dropdown: Use the rating scale of:
Exceptional
Above Average
Average
Satisfactory
Unsatisfactory
Yes
No

E.

Summary: Include notes on the reasons for your ratings. Summaries should be brief but provide enough detail to remember your reasons.

F.

Overall Outcome (Overall Rating): Determine your final assessment on the application and whether or not you believe they should be considered for interview. You must use:
Further Consideration – Yes
Further Consideration – No
Further Consideration – Discuss
Your Overall Outcome selection and "Reviewed" will appear next to the applicant's name.

G.

Save and next: Click on this button to save your work and move to the next application.
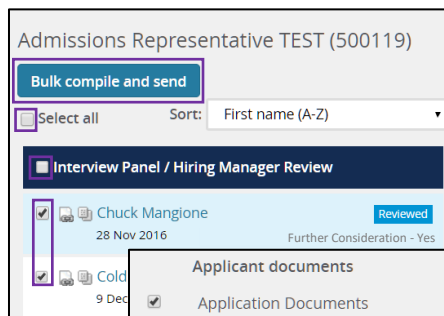
Compile all applicants' application materials into one PDF

Step 1: Select the applicants whose application materials you would like to compile. You can do this multiple ways:

Check the box next to an applicant's name to select particular applicants

OR: Check the application status box to only select applications listed under a particular status

**OR:** Check the **Select all** box to select all listed applications

Step 2: Click on the **Bulk compile and send** button

Step 3: Check the boxes next to the application materials you would like to compile the click on the **Create PDF** button

Step 4: Allow the system to process the request and take you to the **Download or send document** page

Step 5: Click on the **Download document** link then follow your normal document download procedures
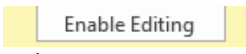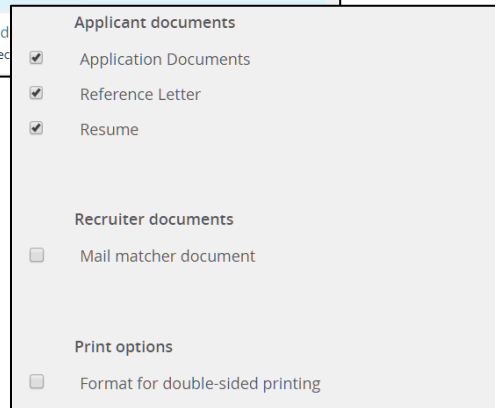
Access Search Committee Reports

Step 1: Click the **PageUp** logo in the upper left of your screen to get back to your dashboard, locate the **Search committee review** tile and click the **Jobs requiring panel review** text

Step 2: Find and click on View job (for committee members) or Edit job (for chairs)

Step 3: Click on Reports

Step 4. Identify the report you want to access and click on 🗎 for the **View: Report** window will pop up

Step 6: Click on Download Report and it will download as an Excel file

Step 7: Open the Excel file and click Enable Editing as well as any notifications asking to replace data

NOTE: Data will only appear after applicants have been reviewed, ratings were selected, and an overall outcome rating was selected.