

Search Committee Applicant Review

Step 1: Logging In

- Log on to PageUp via umass.pageuppeople.com, using HR Direct login credentials

**Tip: Clean cache if unable to login or unable to view stacked menu on the left-hand side (hamburger menu)

Step 2: Accessing Applicants

- Click the link on the “**Search Committee Review**” tile or
- Select the “**Search Committee Review**” from the stacked menu on the left-hand side (hamburger menu)

My Dashboard
Welcome Heather, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
My position description - Under review

Search committee review
1 Jobs requiring panel review

English (US) | Powered by PageUp

- Click “**View Applicants**” to see applicant documents and profile information
- Click “**View Job**” to see the requisition form (see Step 4 for details)

My search committee jobs

Job number	Date added	Status	Working Title/ Posting Title	User	Total applications	Your role	
494146	12 Mar 2018	Approved	Media Communications Specialist - Boston TEST J GC	GC	7	Search committee memt	View Applicants View job

Page 1 of 1
Records 1 to 1 of 1

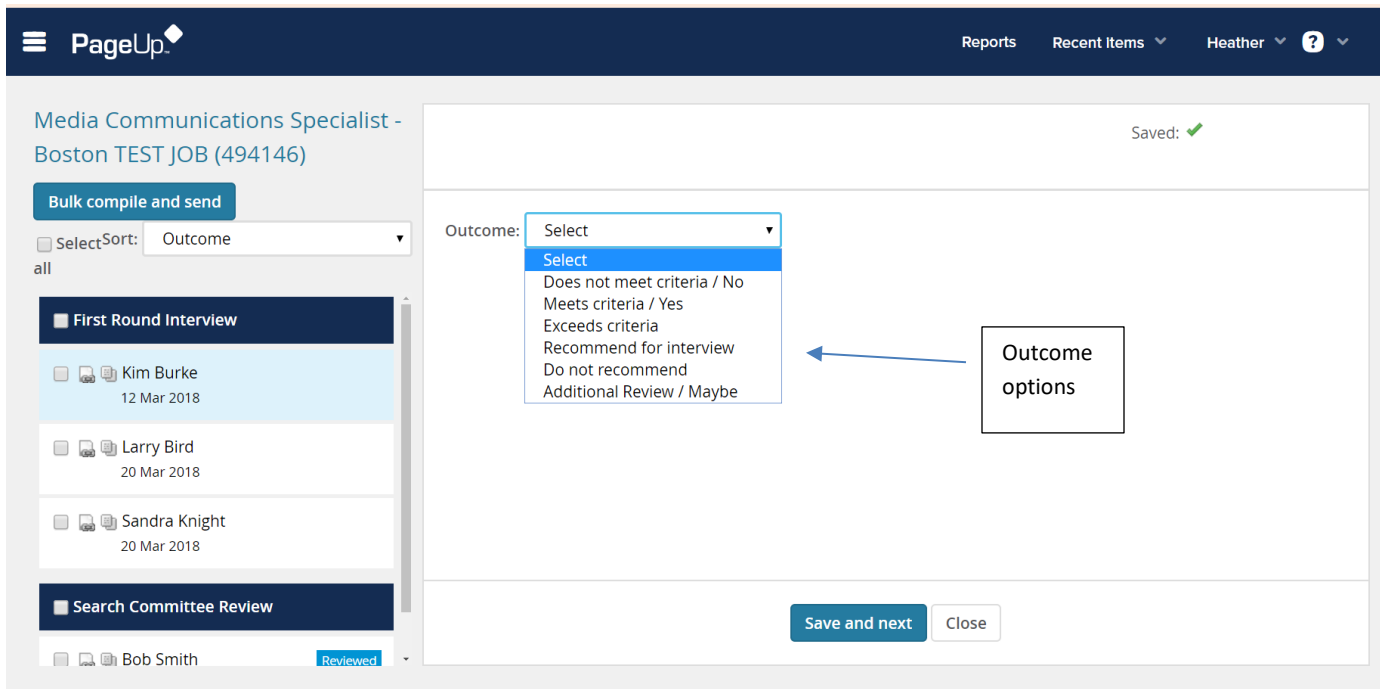
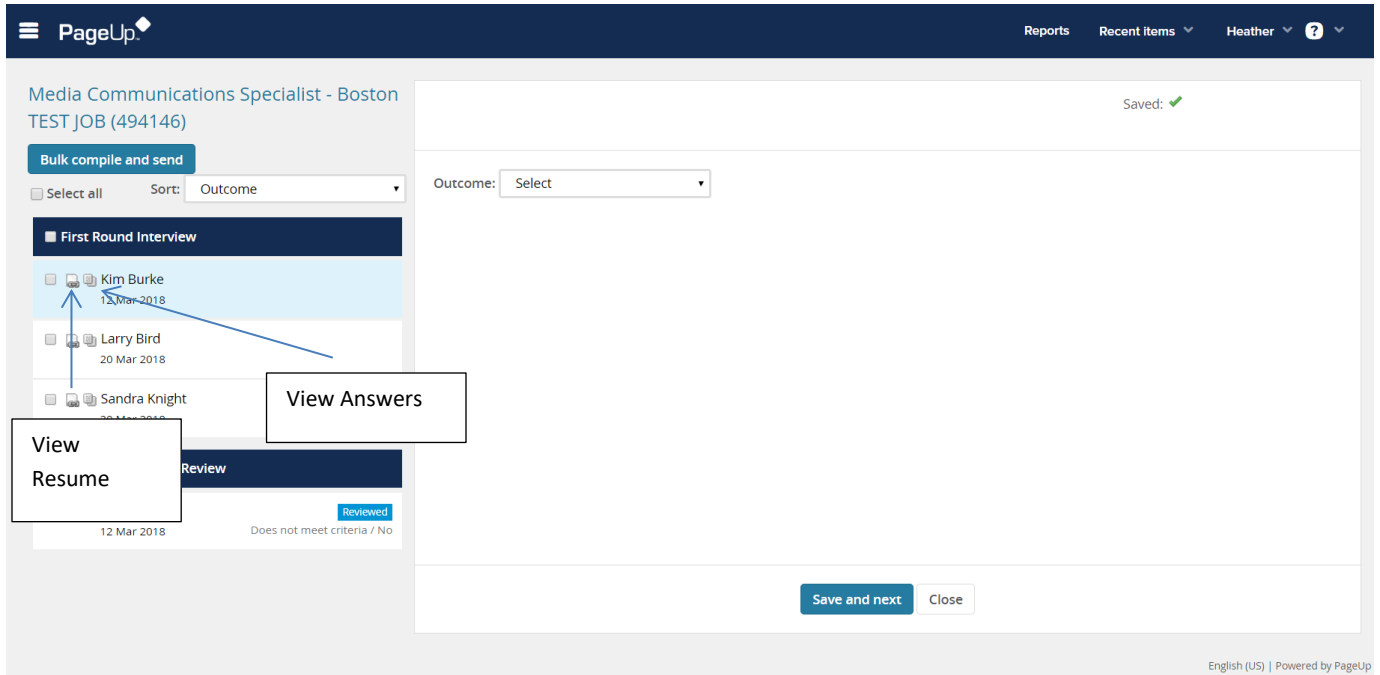
Note: You will only see the jobs in which you have access to in PageUp

Note: Total applications will include Incomplete Applications but you will only have access to view Complete Applications

**Tip: Be sure to always allow pop-ups for PageUp

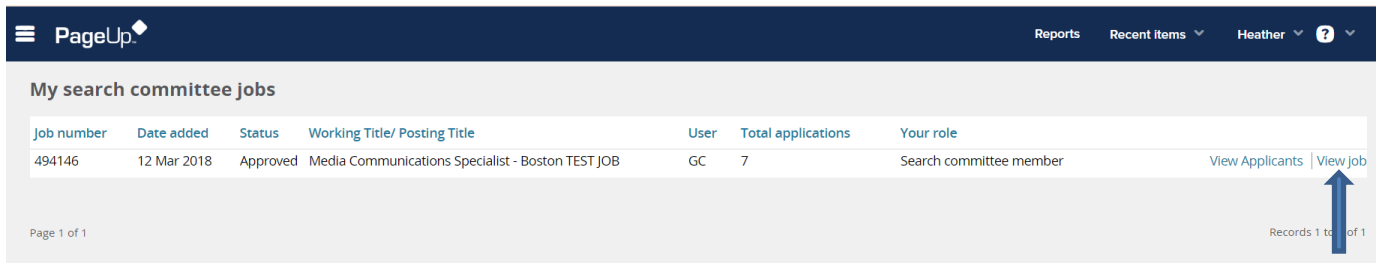
Step 3: Reviewing Applicant Pool

- Click on “**View Resume**” icon (next to check box) to view resume
- Click on “**View Answers**” icon to view applicant profile information, full application, and view all documents
- Highlight name of applicant to complete review
- Select an Outcome from your review of the highlighted candidate and click “**Save and next**” to move to next applicant listed
- See ****Tip on page 5** to learn how to download or email applicant documents



Step 4: View Job Posting and Requisition

- Click **“View Job”** to view the requisition and the ad text/job description



PageUp

Reports Recent Items Heather ?

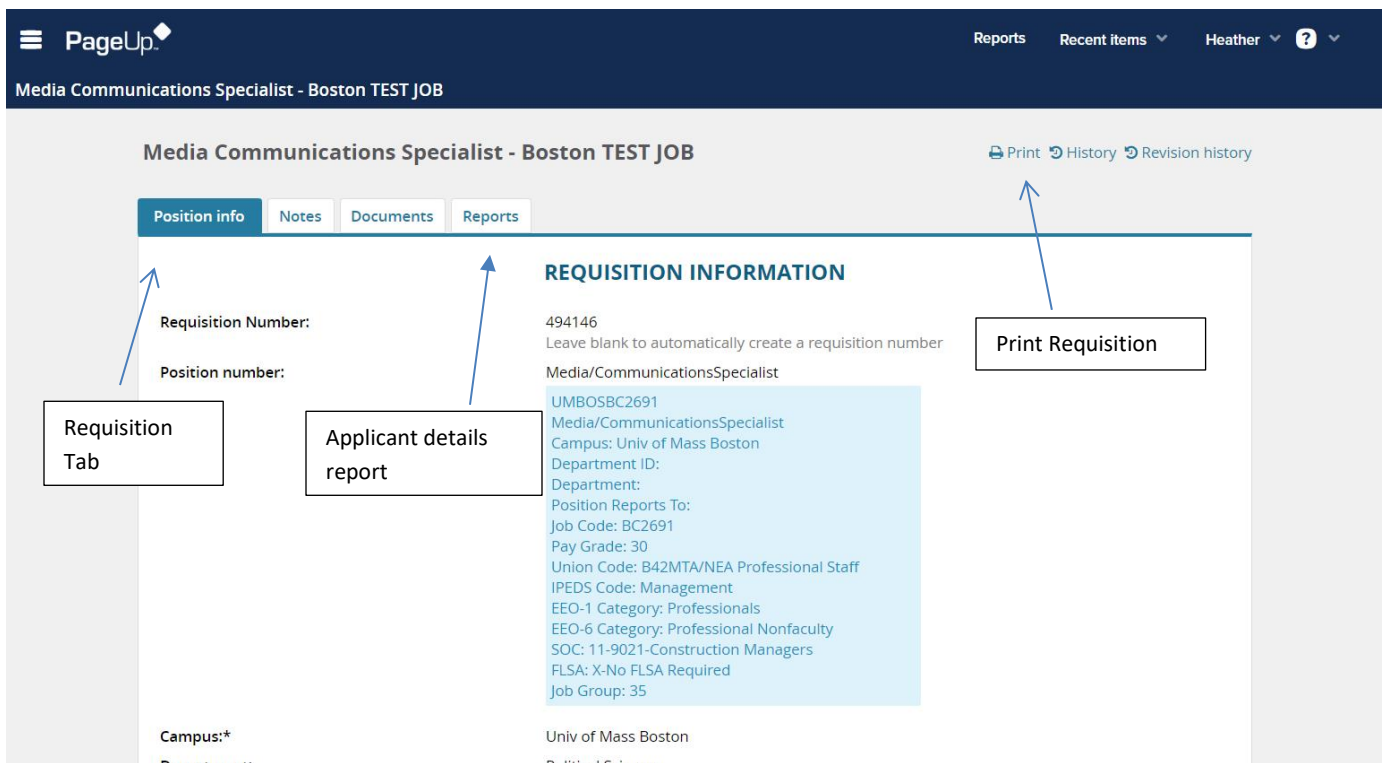
My search committee jobs

Job number	Date added	Status	Working Title/ Posting Title	User	Total applications	Your role	
494146	12 Mar 2018	Approved	Media Communications Specialist - Boston TEST JOB	GC	7	Search committee member	View Applicants View Job

Page 1 of 1

Records 1 to 1 of 1

- Scroll down to view the details of the requisition
- Click **“Print”** to print requisition
- Click **“Reports”** to view applicant details report



PageUp

Reports Recent Items Heather ?

Media Communications Specialist - Boston TEST JOB

Print History Revision history

Position info Notes Documents Reports

REQUISITION INFORMATION

Requisition Number: 494146
Leave blank to automatically create a requisition number

Position number: Media/CommunicationsSpecialist

UMBOSBC2691
Media/CommunicationsSpecialist
Campus: Univ of Mass Boston
Department ID:
Department:
Position Reports To:
Job Code: BC2691
Pay Grade: 30
Union Code: B42MTA/NEA Professional Staff
IPEDS Code: Management
EEO-1 Category: Professionals
EEO-6 Category: Professional Nonfaculty
SOC: 11-9021-Construction Managers
FLSA: X-No FLSA Required
Job Group: 35

Campus:* Univ of Mass Boston
Department: Political Science

Requisition Tab

Applicant details report

Print Requisition



Search Committee Chair Applicant Review

In addition to Step 1 through 4, **Search Committee Chairs** can view all outcomes via the **“View Responses”** link. Click **“Edit Job”** to view requisition, and ad text/job description (**note**: search committee chairs cannot edit a requisition)

PageUp Reports Recent items Coretta ?

My search committee jobs

Job number	Date added	Status	Working Title/ Posting Title	User	Total applications	Your role			
494146	12 Mar 2018	Approved	Media Communications Specialist - Boston TEST JOB	GC	7	Chairperson	View Applicants	View responses	Edit job

Page 1 of 1 records 1 to 1 of 1

PageUp Reports Recent items Coretta ?

Media Communications Specialist - Boston TEST JOB (494146)

Feedback from search committee members:

Select all Print

- Offer proposal - Selected Candidate**
 - Andy Applicant
 - Mickey Mouse
- First Round Interview**
 - Kim Burke
 - Larry Bird
 - Sandra Knight

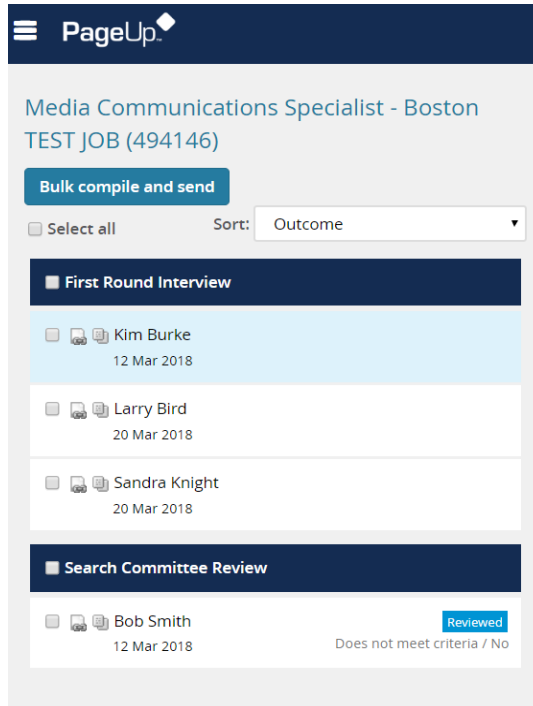
Application status: Search Committee Review

Overall

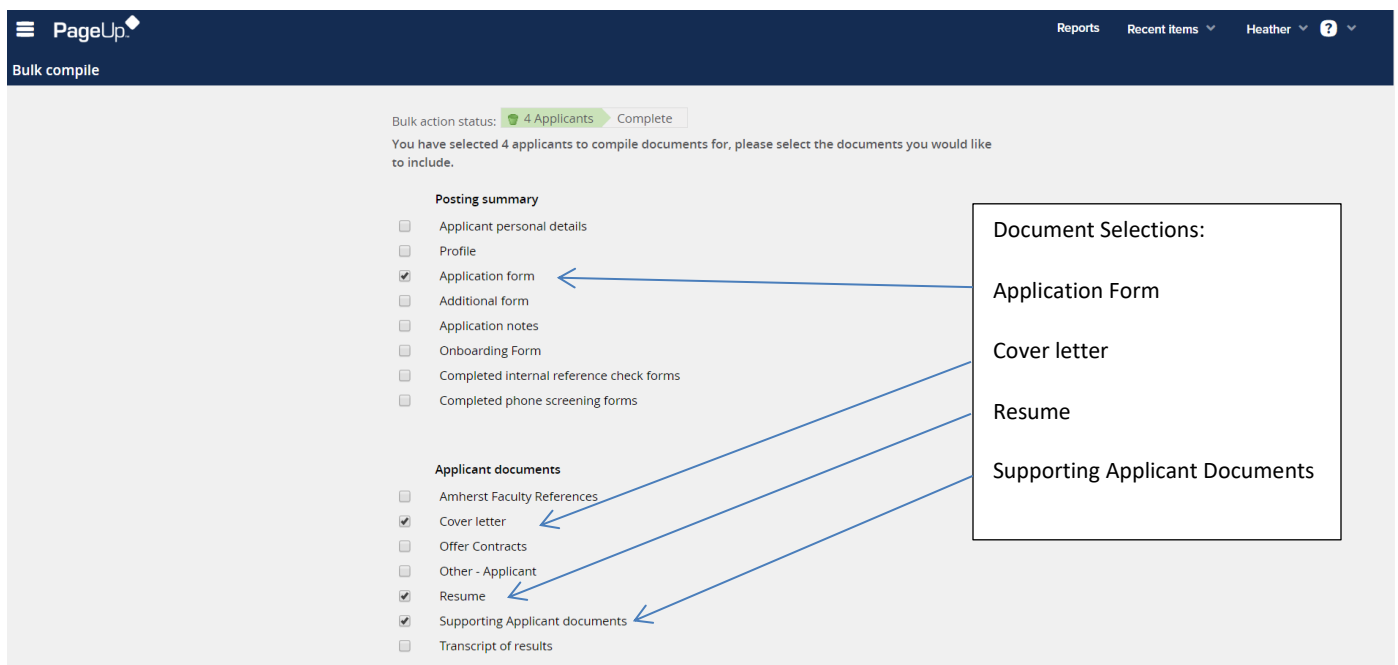
- Sabrina Wong**: No response
"Does not meet criteria / No"
- Andrew Graves**: No response
"Does not meet criteria / No"
- Maureen Tivnan**: No response
"Does not meet criteria / No"

**Tip to Download Applicant Documents

To download a PDF of all applicant materials, check **“Select all”** and then click on the **“Bulk Compile and Send”** button (as seen below).



This will open up a bulk action status page where you can select what documents you would like compiled into one .pdf (as seen below). To select the full application, choose application form. You can also select the applicant documents (i.e. resume, cover letter and any other supporting documents). Click **“Create PDF”** at the bottom of the page (not shown here).



To complete the download of the PDF document, click on **“Download document.”** If you would like to email the compiled documents, select **“Yes”**, enter in your email address in the User box, include a subject line (i.e. Administrative Assistant II application details) and hit **“Ok.”** The data will then be emailed to you or the recipient and can be saved to your desktop for review.

The screenshot displays the PageUp application interface. At the top, the PageUp logo is on the left, and navigation links for Reports, Recent Items, and Heather are on the right. Below the header, the page title is "Download or send document". A status bar indicates "Bulk action status: 4 Applicants Complete". A blue information box provides instructions: "To download the document, right click on the link below and select 'Save Target As'. Note: To send the document it is not necessary to download the document below. The document will be sent as an attachment with the communication below." Below this, a message states "Your document is ready to download: Download document (656.7 kb)". A "Send document:" section has radio buttons for "Yes" (selected) and "No". The "User:" field is empty with a search icon and a "No user selected." message. The "Other e-mail:" field is also empty. The "From:" field contains "Heather.Batherwich@umb.edu". The "Subject:" and "Body:" fields are empty. A "Show merge field information" link is present. A rich text editor toolbar is visible with various formatting options. The body text begins with "Please see attached the applications for:". Three callout boxes with arrows point to specific elements: one to the download link, one to the User field, and one to the body text.

Download or send document

Bulk action status: 4 Applicants Complete

To download the document, right click on the link below and select 'Save Target As'.
Note: To send the document it is not necessary to download the document below.
The document will be sent as an attachment with the communication below.

Your document is ready to download:
Download document (656.7 kb)

Send document: Yes No

User: No user selected.

Other e-mail:

From:* Heather.Batherwich@umb.edu

Subject:*

Body:*

Show merge field information

Please see attached the applications for:

Click here to download PDF to your computer

Enter your email or the email recipient's address as "User."

Send to multiple email addresses with "Other e-mail"

All applicant names will be listed in email and PDF