

Search Chair – Attaching Recruitment Documents

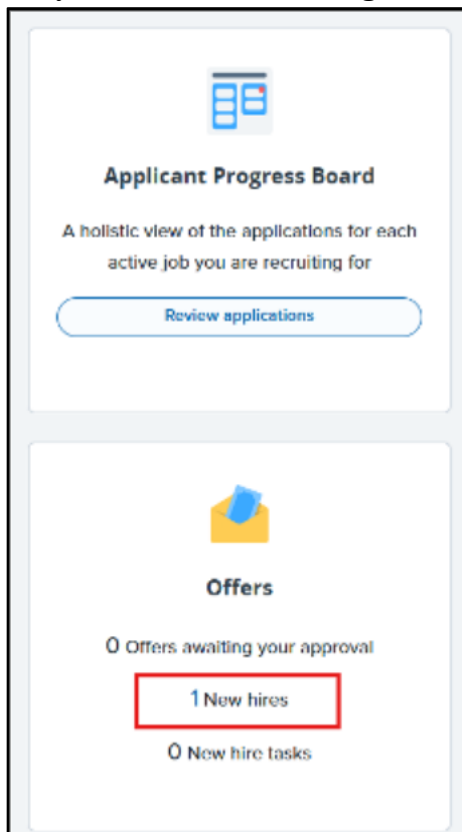
The Search Chair is responsible for collecting and uploading all recruitment documents for the entire search process. This includes all interview notes (handwritten or digital), rubrics, reference checks, etc. Once the search concludes, these documents need to be uploaded to the finalist’s offer card. You need to be added as a Search Chair in PageUp and have the correct permissions in order to complete this function. Please reach out to the Talent Acquisition Specialist if you need assistance.

Typically, these are uploaded when a hiring recommendation is launched. This document goes through how to add documents to the hiring recommendation if this step has already been completed. If you need to submit a hiring recommendation, please refer to the user guide for “[Submitting a Hiring Recommendation in PageUp.](#)”

***Note:** Please ensure you have popups enabled for PageUp.

Instructions:

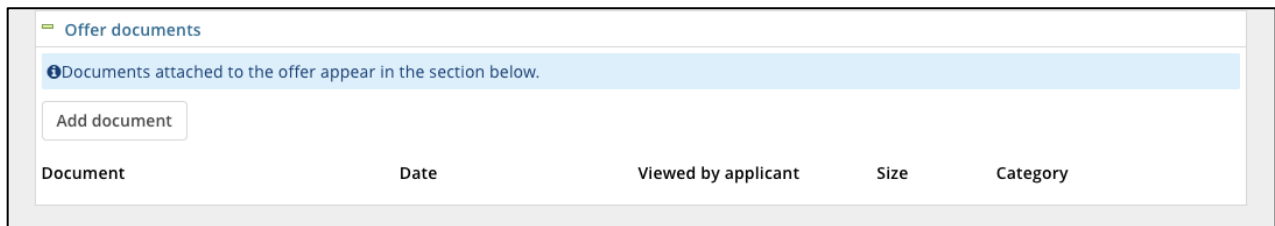
1. Navigate to your **PageUp** Dashboard. This link can also be found on the [CC Page – “Employment Portal \(PageUp\)”](#)
2. On your Dashboard, navigate to “**Offers**” section



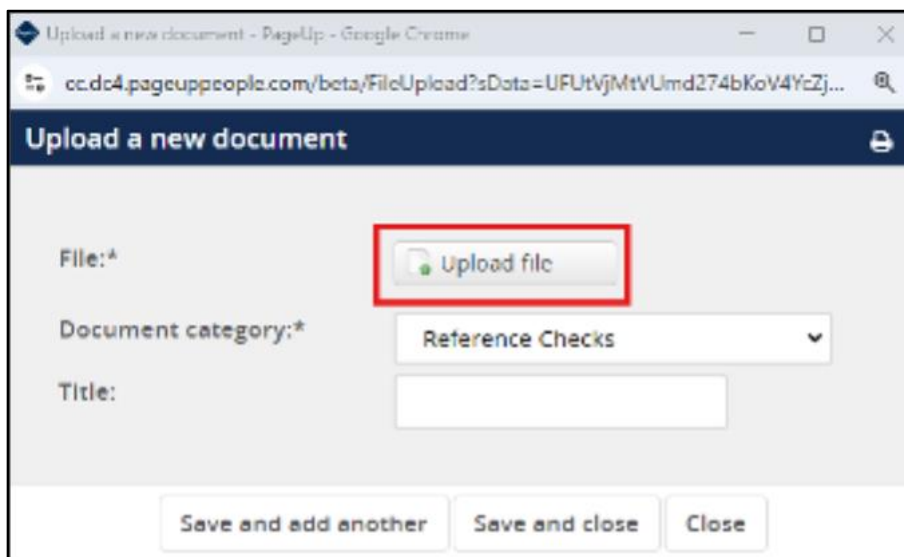
- You can view the application status here for all offers. Select “**View offer details**” to open the hiring recommendation and upload documentation



- Once the hiring recommendation opens, scroll to “**Offer documents**” to view what you have already uploaded and to upload additional documents



- Select “**Add document**” and a new window will open to upload files



***NOTE:** The document category needs to be updated to either “reference checks” or “interview notes.” **Do not select “Offer Contracts” because this category allows the applicant to see the documents.**

Click “**Save and add another**” if you need another document. Select “**Save and close**” if you are all done.

Once you’ve uploaded your documents and closed the upload window, you’ll return to the hiring recommendation and you’ll need to select “**Save**” or “**Save and Close**” to close the hiring recommendation.