

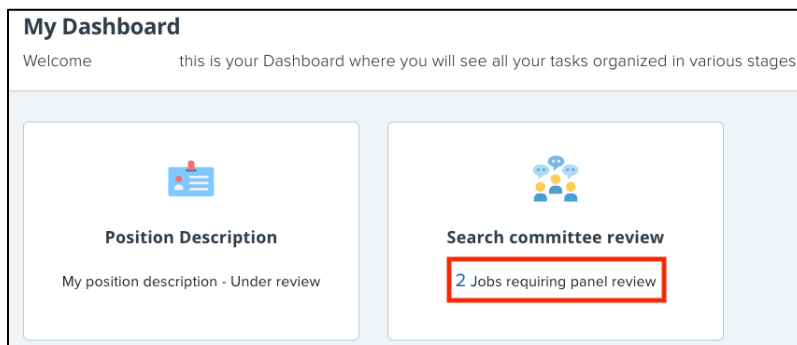
Search Committee Member – Navigating PageUp

As a Search Committee Member, you’ll need to navigate candidate applications in PageUp to participate in the search process. You need to be added as a Search Committee Member in PageUp and have the correct permissions in order to view applications. Please reach out to the Talent Acquisition Specialist if you are needing assistance.

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

Navigating Candidate Applications:



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 the applicants by going to the “**Search committee review**” tile. Select the “**# Jobs requiring panel review**”

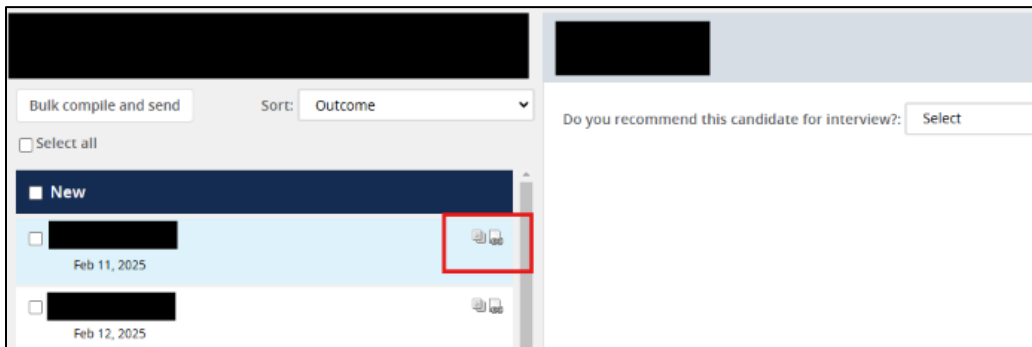


***Note:** If you are a search committee member and have also been a search chair for another search, your dashboard will have more options. Continue to follow these instructions if you are a search committee member on the position you are working on.

3. Here, you’ll be able to see all positions you are listed as a search committee member. Navigate to the position you are working on and select “view applicants” on the right-hand side.

My search committee jobs						
Job number	Date added	Status	Title	Hiring Manager	Total applications	Your role
						Recruiter Talent Acquisition
						View applicants (11)

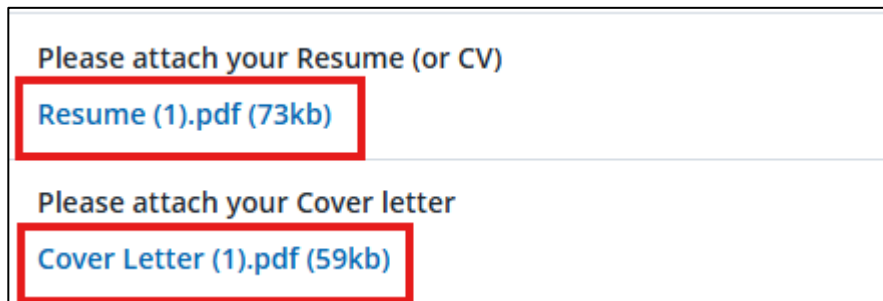
4. This will open the applicant pool. You can open their application form and/or the candidates cover letter/resume only by:
 - a. Clicking the  icon to open the candidate's application form, which includes all attached documents, next to their name
 - b. Clicking the  icon to open the candidate's CV/resume only



- c. Evaluate each candidate based on the agreed upon rubric determined by the search committee.

Reviewing the Application Form (icon):

1. This will open the candidate's application form. This form is filled out when submitting an online application.
2. At the top will be the resume and cover letter document hyperlinks –



3. The Employment section is filled out by the candidate. This can vary from their resume materials and is a good place to reference to confirm candidate details.
 4. Similarly, the Education section can help bring clarity to application materials. It has a field for “education status”, which can help verify if a degree is completed. Please note, this section is not required. Always refer to the resume when reviewing for minimum qualifications.

Education	
Highest level of education	
Type of education	College / University Graduate
Degree type	Bachelor Degree
Major	Fine Arts
Institution	University of Colorado Colorado Springs
Education status	Completed
GPA	0

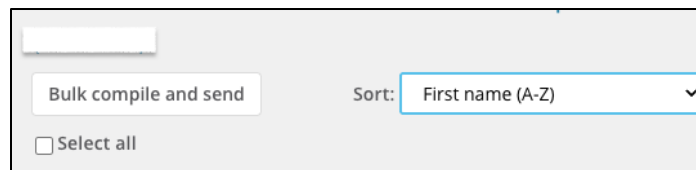
5. Lastly, the reference section has the candidate’s references to contact. This is important for the offer stage. Typically, search chairs or hiring managers handle reference checks, but sometimes a search committee member may be asked to complete them if required by the circumstances.

Reference	
Reference 1	
Organization	
First name	
Last name	
Type of reference	
Phone Number	
Email address	

Bulk Compiling Resumes:

Bulk compiling is helpful if you prefer to review materials outside of PageUp. If you don’t plan to complete your evaluation in the system and instead want to download the full set of application documents for offline review or print the materials follow these instructions.

1. Start by sorting the candidates in your preferred order (name, date submitted). For example:



2. Select the candidates you want to compile or choose “**Select all.**”
3. Select “**Bulk compile and send**”
4. On the Bulk action status screen, select the materials you want to compile. It’s recommended to select “**Application form**”, “**Cover letter**”, and “**Resume**”. There may be times when candidates submit other supporting documentation. “**Supporting Applicant documents**” can also be selected. You may select any other applicant materials needed.

Bulk action status: 3 Applicants Complete

You have selected 3 applicants to compile documents like to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- New hire form
- Application notes
- Onboarding Form

Applicant documents

- Cover letter
- Cover Letter - System
- NewStarter Form
- Offer Contracts
- Onboarding Form
- Other - Applicant
- Resume

Scroll to the bottom of the page and select **“Create PDF”** – **TIP:** Allow this screen to process before doing another task on the computer. If downloading several documents, it can freeze and lead to an error, which will require you to re-do the process.

Once it is ready, a new window will open with the hyperlink to download it as a PDF. You can select the hyperlink to download it or send the email. Sending the email is not required. If you just want to download it, then click the hyperlink and close the window once you are done.

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 \(5.4 mb\)](#)

Warning: The file you have compiled is greater than 5 mb.
This may mean that your file will not be accepted by the intended recipients mail box.

Send document: Yes No

User:

No user selected.

Other email:

From:*

Subject:*

Body:*

Show merge field information

B **I** **U** **S** **Text** **Table** **Forms** **Formats** **A** **Color** **Image** **Link** **Code** **Help**

The following applicants are awaiting your attention:

- [REDACTED]

COLORADO COLLEGE
14 E. Cache La Poudre St.
Colorado Springs, CO 80903