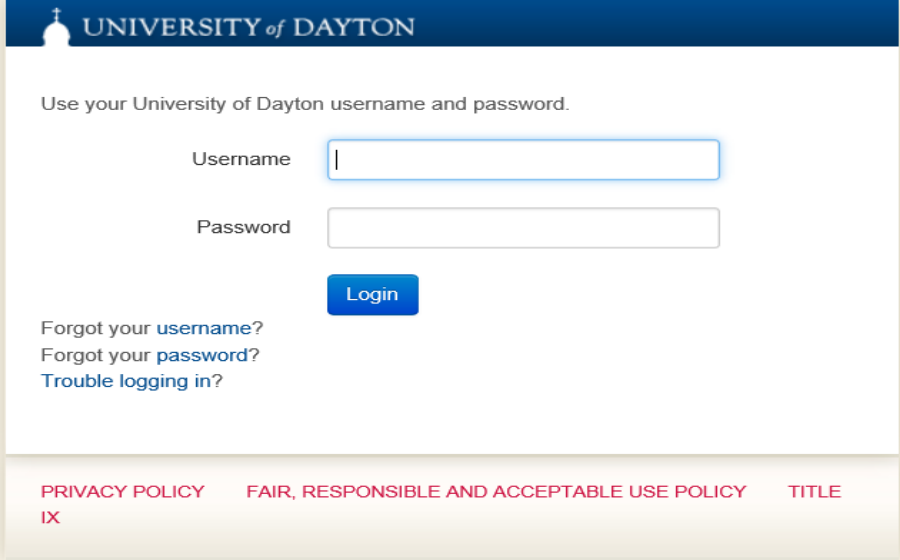


PageUp Recruitment System – Screening Applicants as Search Committee Member

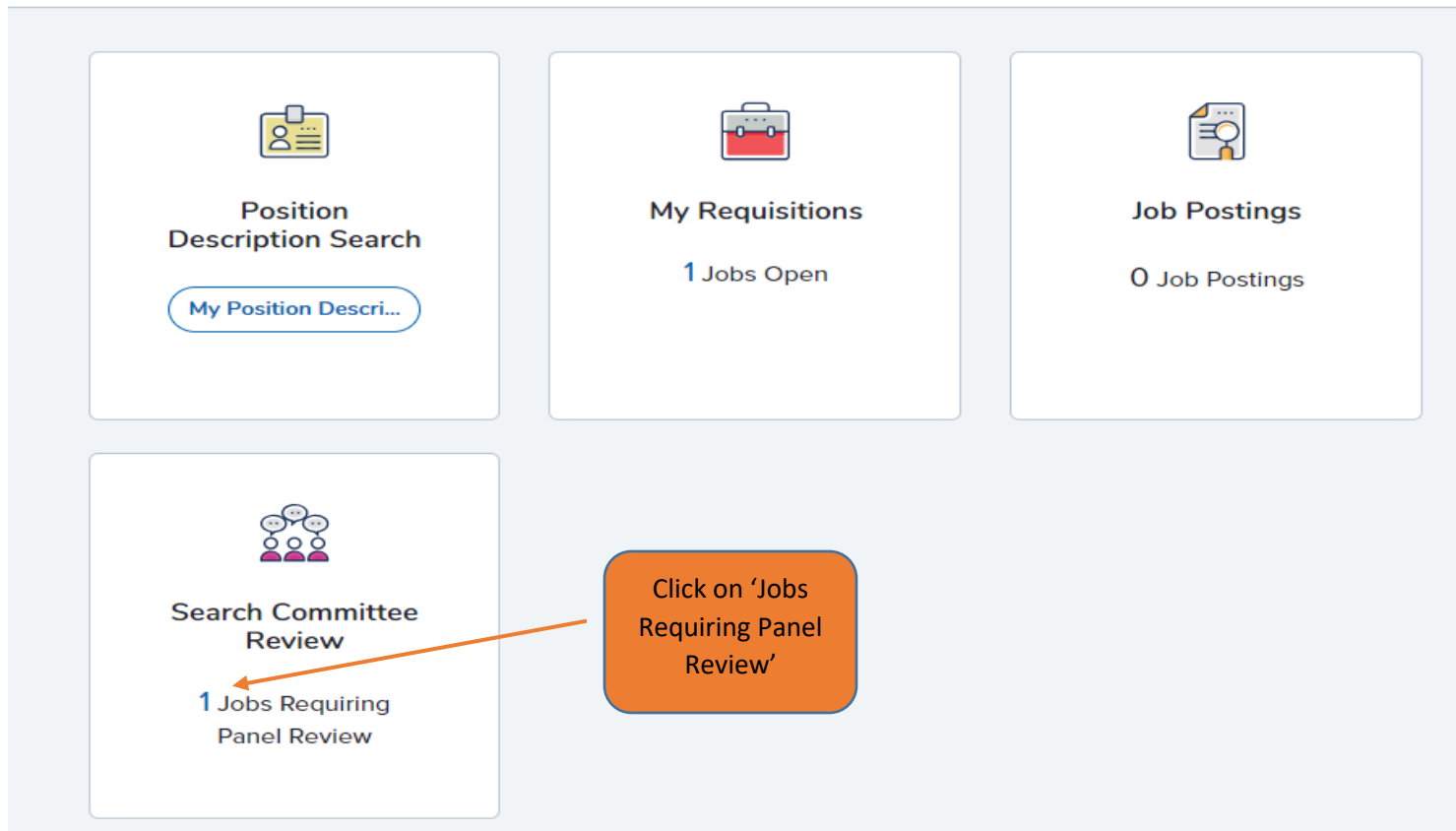
- To login go to: go.udayton.edu/employment (if redirect doesn't work, use: udayton.dc4.pageuppeople.com)
- We recommend using Google Chrome as your browser for access to PageUp.
- You will see the following screen. Login using your UD username and password.



The screenshot shows the login interface for the University of Dayton. At the top, there is a dark blue header with the University of Dayton logo and name. Below the header, the text reads "Use your University of Dayton username and password." There are two input fields: "Username" and "Password". A blue "Login" button is positioned below the password field. To the left of the button, there are three links: "Forgot your username?", "Forgot your password?", and "Trouble logging in?". At the bottom of the page, there are three links in red text: "PRIVACY POLICY", "FAIR, RESPONSIBLE AND ACCEPTABLE USE POLICY", and "TITLE IX".

View Applicant Pool

1. Once logged in, you will be taken to the home screen. For direct access to view your applicant pool, click on 'Jobs Requiring Panel Review'.



Review Application Materials

2. The next screen will show your Search Committee Jobs. To view applicants, click on 'View Applicants' next to the job.

My Search Committee Jobs						
Job number	Date Added	Status	Title	User	Total applications	Your role
496870	25 Jan 2019	Approved	Communications Coordinator	BJM	114	Search Committee Member

Click on 'View Applicants'

[View Applicants](#) | [View job](#)

3. The next screen will show you a list of all of your applicants. You can view each application (which will include the application and any attached documents such as resume, cover letter, etc.) individually or you have the option to bulk compile them all into one PDF.
 - a. This page does allow you to rate applicants. Rating applicants 1 through 5 is no longer required for **staff** positions, however might be a helpful feature in organizing your applicants.

The screenshot shows the PageUp Recruitment System interface for a search committee member. The main header displays the PageUp logo and navigation options like 'Requisitions'. The specific requisition is for a 'Communications Coordinator (496870)' with PClass: Miscellaneous Professional - 3B011. A 'Bulk compile and send' button is prominently displayed. Below it, there are options to 'Select all' and a 'Sort' dropdown menu set to 'First name (A-Z)'. A section titled 'Under Review by Department (New)' contains a table of applicants. Each row shows a date, a 'Reviewed' status, and a rating of '4+'. Two orange callout boxes are present: one on the left pointing to the document icons in the applicant table, stating 'This icon allows you to 'view application'', and one on the right pointing to the 'Bulk compile and send' button, stating 'This allows you to bulk compile and send/save all materials into one PDF. Note: Make sure you check the box of who you would like to bulk compile. You can always use the 'select all' feature too.'

This icon allows you to 'view application'

This allows you to bulk compile and send/save all materials into one PDF
 Note: Make sure you check the box of who you would like to bulk compile. You can always use the 'select all' feature too.

4. **BULK COMPILE** – This option is useful if you prefer to review all applicants on one document. You also have the option to bulk compile and send to other search committee members. If you choose to bulk compile, following the steps above, the next step will take you to the screen shown below where you can select what details and documents you would like to include.

Bulk action status: 5 Applicants Complete

You have selected 5 applicants to compile documents for, please select the documents you would like to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms

Applicant documents

- Cover letter
- Other - Applicant
- Resume
- Supporting Applicant documents
- Transcript of results

Recruiter documents

- Mail matcher document
- Other - Recruiter

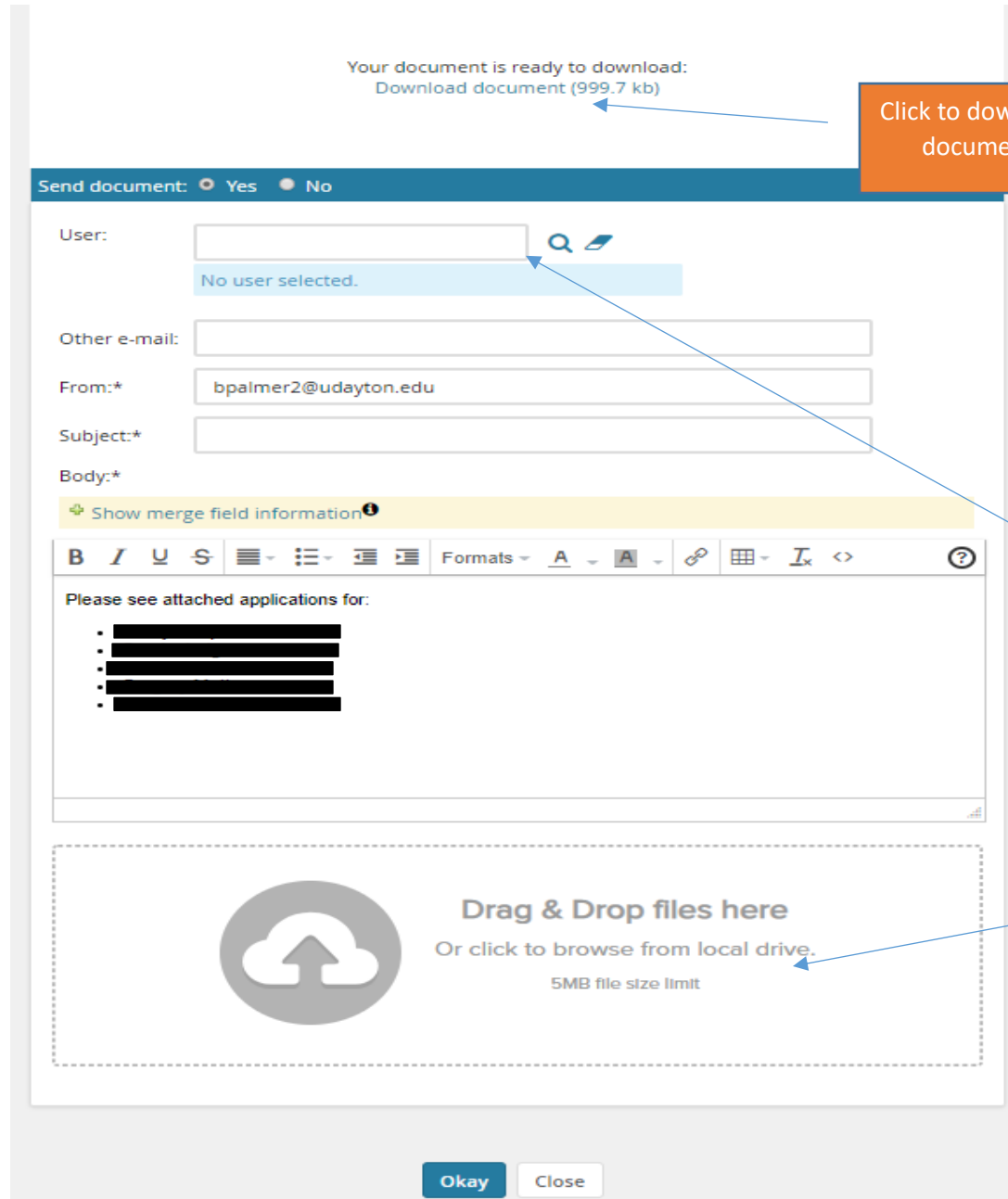
Print options

- Format for double-sided printing

Select the documents you would like to include in your PDF and then click on 'Create PDF'

Create PDF Cancel

- a. Once PDF document is ready, you will have the option to either download it or send document as an email attachment.



Click to download document

Add in the users (search members) that you would like for the email to go to). If you would like to include the PDF in the email, please make sure to save the download to your computer and drop the file here prior to sending.

This concludes the training document for “Screening Applicants as Search Committee Member”. If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!