
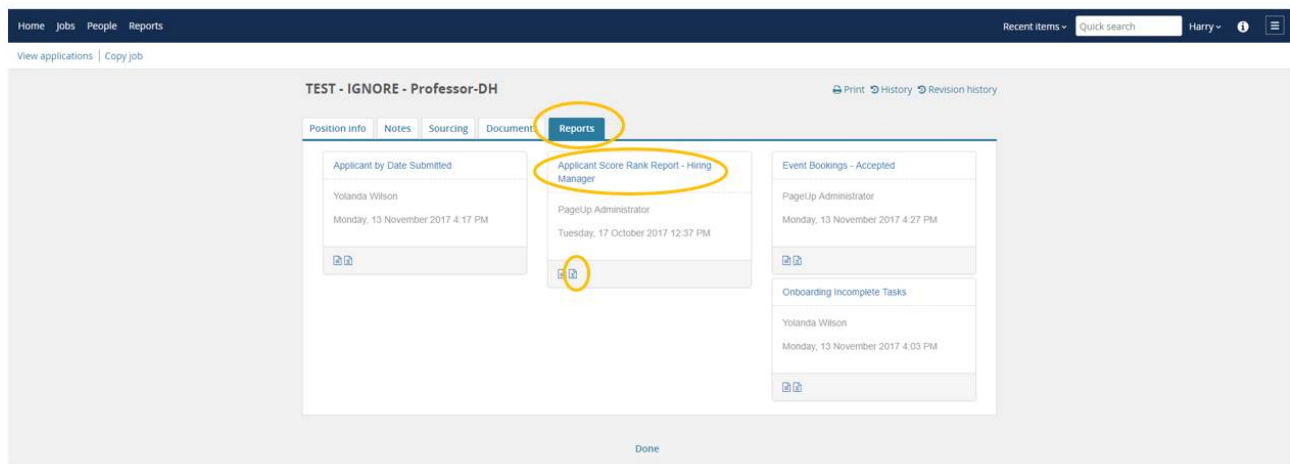


New PageUp Reporting Feature Announcement!

PageUp has created an easier way for Hiring Managers, Search Chairs and Search Committee Members to access committee reports. Job reports are now accessible on the job card.

How to view reports:

- Go to the job card and select the **Reports** tab
**Note: You will no longer run reports by selecting them on the main menu. Doing so will give you a report for every applicant in PageUp not just the one job.*
- Select the title of the report or select the Excel icon , and then select download (download as an Excel 2007 file).



List of reports with titles, purpose and who has access:

Job Card Reports		
Report title	Purpose of report	Permission Group (has access to run and view report)
Applicant by Date submitted	Applicants are listed in the chronological order of which they applied. This is helpful for searches that have an ongoing open position, but wish to begin reviewing applications for pass/fail in the order of which they were received.	Search Chair Hiring Manager
Applicant Score Rank - Hiring Manager	Allows visibility of the committee results for scoring and ranking.	Hiring Manager

Applicant Score Rank - Search Chair	Allows visibility of the committee results for scoring and ranking.	Search Chair
Search Committee Members - Individual Scores	Displays missing committee scores. It will help to pinpoint committee members that need to complete applicant scoring.	Search Chair
Search Chair - All Committee Member Scores	Allows the search chair to view all committee scores.	Search Chair
Search Committee Comments	Allows the search chair to view all committee comments.	Search Chair
Search Committee - Criteria Outcomes	Allows committee members to see which applicants they have not scored. Any blanks in column F (selection criteria comments) indicates they have not been reviewed.	Search Committee Member
Event Bookings - Accepted	Allows the entire committee to see the phone/campus interviews accepted by applicant, date and time.	Search Chair Hiring Manager Search Committee Members
Onboarding Incomplete Tasks	Allows the hiring manager and supervisor to see the new hires that have not completed their onboarding tasks.	Hiring Manager Supervisor
EEO Data	This report allows the committee to see the demographics of the applicant pool that applied for the job.	Search Chair Hiring Manager Search Committee Members

We have also updated the Search Committee PageUp instructions to include the job reporting change on pages 8-12. The file is attached and stored on the HR PageUp website, <http://inside.mines.edu/UserFiles/File/hr/PageUp/PageUp%20Search%20Committee%20Instructions.pdf>.

As always we welcome your feedback, comments, questions, and training needs.