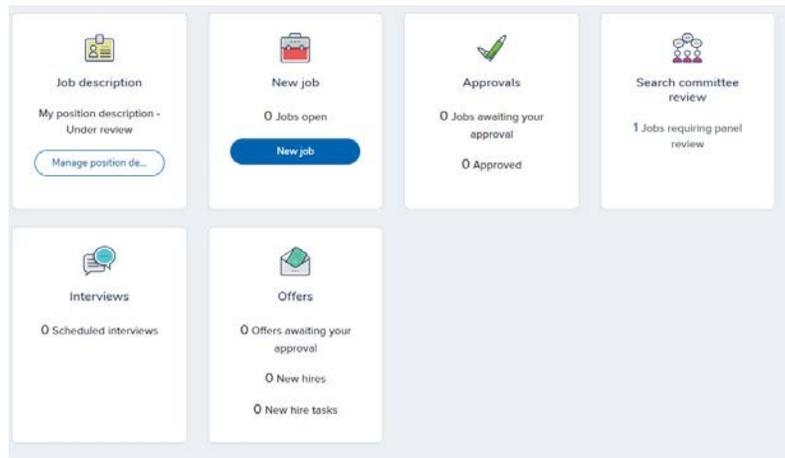


How will search committee members see the resume and application of an applicant?

- a. When you log into PageUp and land at the dashboard, click the link below the “Search Committee Review” box.

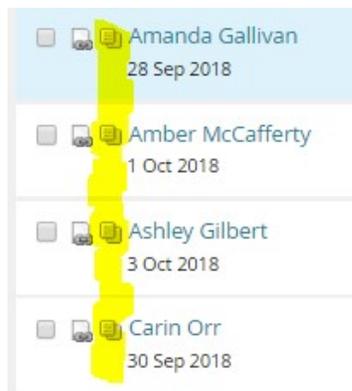


- b. This will take you to My Search Committee Jobs page where you will be able to choose View Applicants.

job number	Date added	Status	Working Title	User	Total applications	Your role
493320	25 Sep 2018	Approved	Director of Fitness	RT	37	Search committee member

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

- c. Click on View Applicants.
- d. You will land at the scorecard for all applicants.
- e. For each applicant, there are three icons you can click on. The one on the far left selects that applicant. The middle icon is the resume and the far right icon is the application. If you click on the applicant’s name, you will see their applicant card.
- f. Click on the far right application icon. In that window, you will be able to open any documents the applicant attached (resume, cover letter, etc.) Using this view helps ensure that you evaluate all the submitted materials, not just the resume.



Please attach your resume (CV)

[Amanda_Resume_2018.doc \(65kb\)](#)

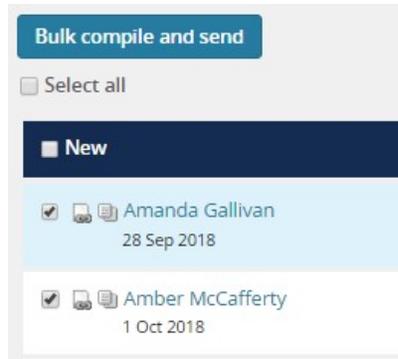
Please attach your Cover letter

[Colorado_School_Mines_DirFit.d \(14kb\)](#)

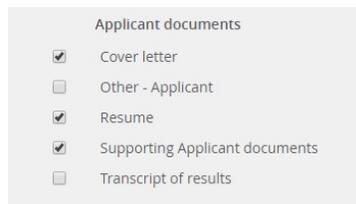
Supporting Documents (e.g. Portfolio, letter of reference, etc.)

No file uploaded

- g. Repeat for each applicant.
- h. If you wish to save and download the application materials onto your computer, select the applicants of your choice, then choose Bulk Compile and Send in the Select dialog box above the applicant names.



- i. Select Resume, cover letter and application (and any other pertinent information you need to review.)



- j. At the bottom of the screen, click on Create PDF.

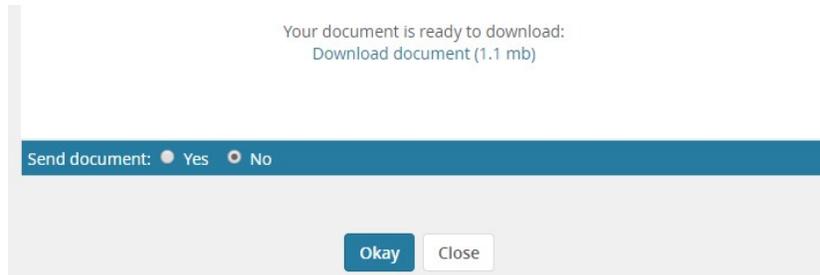


- k. Wait for the documents to compile.

- l. Click on the Download document to save the PDF to your download folder.



m. **Do not send an email.** Click Okay.



n. The download will appear in the bottom left corner of your screen.



o. If you prefer, you may download each applicant's materials separately.

How do you score and record comments about applicants in PageUp?

- Search Chairs and committee members score and add comments to applicants directly in PageUp when applicants are in the following statuses: New, Telephone Interview Accepted, Campus Interview 1 Accepted or Campus Interview 2 Accepted.
- When applicants have a status of New, you will score and make comments after you have looked at their resume, application and, if included, cover letter.
- As soon as you log into PageUp and view applicants you land on the scorecard:

Selection criteria	Outcome	Comments
Professional oral and writing communication skills, (Communication skills)	Select	
A demonstrable commitment to promoting and enhancing diversity of perspective (General)	Select	

Each committee member MUST be sure to select a score from the drop down box for EACH criterion. If you miss even one criterion, the Applicant Score Rank Report will not populate accurately.

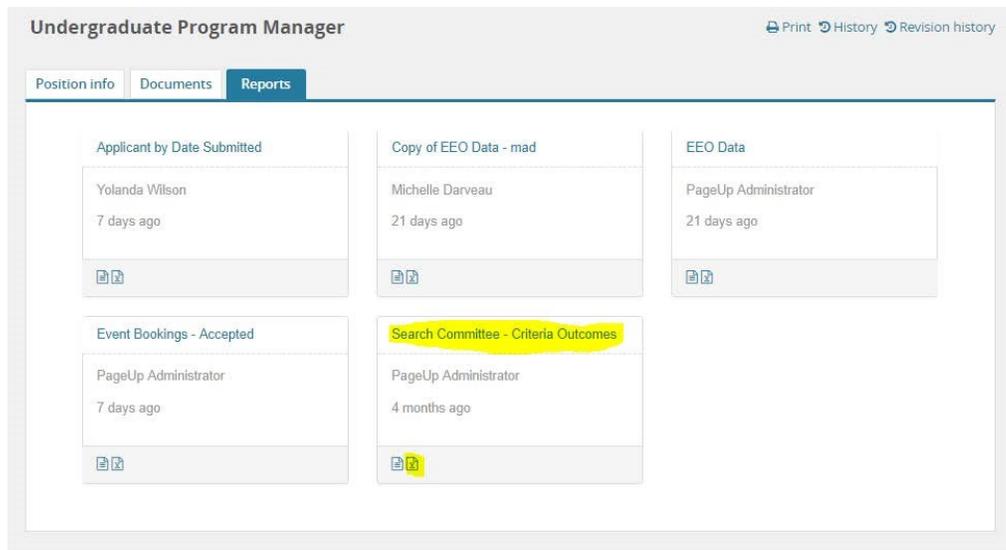
- d. You should NOT use the “Selection Criteria Outcome” field at the bottom of the score card; it is **not** tied to the scoring/ranking report.

Summary

Selection criteria outcome: Select Rank: No

Save and next
Close

- e. When applicants get moved to a status of Telephone interview accepted, you can enter a brand new set of scores and make comments. Then again for the campus interview statuses. Only the search chair can score and add comments on the reference check statuses.
- f. Essentially, for each new status, you have a new scorecard and comment section. Search committee members will not be able to see their scores or comments made in a previous status. Get these details from the report that the search committee chair will/can run on each of these statuses OR from the Search Committee-Criteria Outcomes report located on the job card in the Reports run the search committee-criteria outcomes. To get to this report from the “view applicants” page, click on the blue name of the position in the left corner above the candidates’ names. Then click on the “Reports” tab and you’ll see this screen:



- g. Search chairs will be able to see applicant scores and comments for all committee members and for every applicant status. You can share this information by running the Applicant Score Rank Report.

Search chairs and committee members will be able to view applicants when they have the following statuses:

- i. New
- ii. Pass/Fail Successful
- iii. **Committee review unsuccessful (search chair only)** iv. **Telephone interview event booking (search chair only)**
- v. Telephone interview accepted
- vi. **Telephone interview declined (search chair only)**
- vii. **Telephone interview unsuccessful (search chair only)**
- viii. **Campus interview 1 event booking (search chair only)**
- ix. Campus interview 1 accepted
- x. Campus interview 1 declined (search chair only)
- xi. **Campus interview 2 event booking (search chair only)**
- xii. Campus interview 2 accepted
- xiii. Campus interview 2 declined (search chair only) xiv. **Campus interview unsuccessful (search chair only)**
- xv. **Reference check - phone/own questions (search chair only)**
- xvi. **Reference check - letter upload request (search chair only)**
- xvii. No offer made (search chair only)

Search chairs request Hiring Managers to move applicants to the statuses above in red.

After search committee members have scored applicants, will they be able to view the applicants?

Yes, as long as they are in one of the statuses in black above (a status in which they can be scored.) You will not be able to access your past scores.

After search committee chairs have scored applicants, will they be able to view the applicants?

Yes, as long as they are in one of the statuses in black above (a status in which they can be scored.) Chairs have an additional capability of being able to view all committee scores/comments as applicants move through statuses.

Are search chairs informed when all scoring and reviews are complete?

- a. No. Search chairs are not notified (no system capability) when reviews (scores and comments) are complete. The ideal way to find out in PageUp if all the scores are complete is to generate the report described below.

How will PageUp rank applicants after they are scored?

- a. Search chairs will run the Applicant Score Rank Report (only they are allowed to run this report).

- b. Before running the report, check to see that you and all the search committee members have scored an all applicants.
- c. **If any scores are missing and committee members have to go back in to add them, then PageUp takes overnight for scores to register in the report.**
- d. After search chairs run the report, they will export the report to Excel.
- e. If the scoring is complete, the Excel spreadsheet will summarize scores and rank the applicants.
- f. If the scoring is incomplete, the Excel spreadsheet will show errors in the score summarization (so you can easily find these and correct). It will not perform the ranking.

How does a search chair or member change the status of an applicant?

Search chairs will use the PageUp Bulk Compile and Send function to email the Hiring Manager (department assistants) to change the status of an applicant.

- a. Be on the list of applicants page. Check mark the applicants whose status you want to change. Then in the Select dialog box right above the applicant names, choose Bulk Compile and Send. You have the ability to pick which documents you would like to include in the PDF creation. You can select all applicants or select all specific applicants.
- b. This will cause an email box to appear. Include the following information in the email:
 - i. In the User field, enter the Hiring Manager's name (to force their email address to appear)
 - ii. In the Subject line, enter a subject line like: Applicant status move for Job XXXX (replace XXX with your job number)
 - iii. Leave the list of names in the email iv. Modify the email content to say something like:
 1. Please change the status of these applicants to Committee review unsuccessful. Must include job-related reason they were unsuccessful. **OR**
 2. After you have made the event for the telephone (or could be campus) interview, please change the status of these applicants to Telephone interview event booking or Campus interview 1 event booking.
 3. Then click Okay to send the email to the Hiring Manager.

What needs to be done by the Chair before the final report is executed:

On the job card in the Reports tab run the Applicant Score Rank Report-Search Chair.



You may add application status to the filters and then select Save and view to run the report.

Report - PageUp - Google Chrome

Secure | https://mines.dc4.pageuppeople.com/beta/ReportBuilder/Override?reportBYOId=1273&exportType=excel&conte...

Applicant Score Rank Report - Search Chair

Save & view

Filters 1

Applicant

Application status

Equals

New +

Committee review unsuccessful x

Campus interview 1 accepted x

Hired - started work x

Offer accepted form complete x

Telephone interview unsuccessful x

Withdrawn x

Campus interview 1 declined x

No offer made x

Download Report to view results.

View : Report

Download Report

Open in Excel (bottom left of screen)

492737_Public_Inf....xlsx

Enable editing (top of screen)

492737_Public_Information_Specialist_Applicant_Score_Rank_Report_export_2017_05_23 [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 Working Title

Download and look at the Scores tab. Then look at the Whole Committee Applicant Rank tab.



If any applicants are ranked with a zero, this means there scores are not complete. To find the person who needs to complete the scores, go to the Scores tab and scroll down to find #VALUE! entries.

	A	B	C
1	Applicant Name	Criteria Score	Committee Member
2	Joseph Smith	3	Mike Mulligan
3	Sally Jones	3	Mike Mulligan
4	Gary White	#VALUE!	Mike Mulligan
5	Wan Li	3	Mike Mulligan

Note the line they occur on. The go back to the Data tab and find that line. Look at the search committee member column to see who did not complete the scoring. Once all scoring and rank is error free in the Excel report, the search chair can go back into PageUp and rank the applicants.

Chair - Steps to Run the Report

On the Job Card, select the Reports tab

Select the excel icon below the report title Applicant Score Ran Report – Search Chair Select

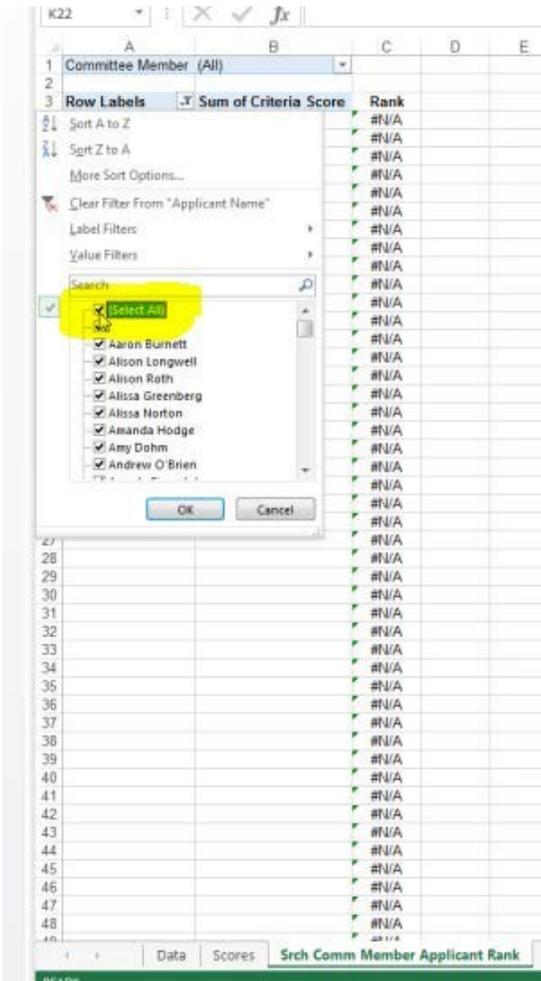
Save and view button

Download Report to view results

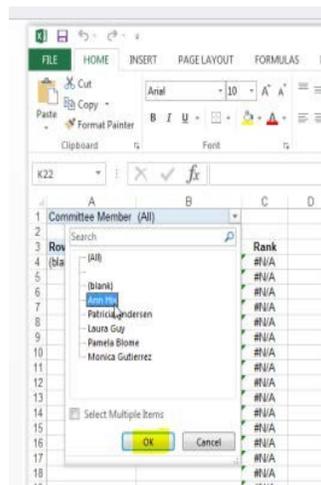
Open in Excel (bottom left of screen)

Enable editing (top of screen)

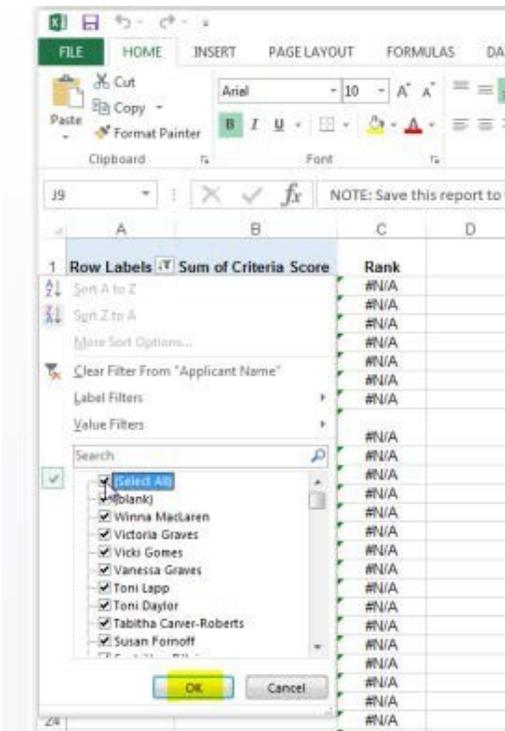
Tab 3 shows the total scores and ranks by committee member. In the “Row Labels” column, click on “select all.”



In the “Committee Member (All)” column, click on the name of the committee member whose scores/ranks you wish to see.



Tab 4 shows the total scores/ranks for the entire committee. In the “Row Labels” column, click on “select all.”



Dump this report into an Excel spreadsheet outside of PageUp so that you can share it with the rest of the committee and filter the information any way you would like.

Then attach the saved report under “Documents” on the requisition (job card).



Once applicants are moved out of “New” status, the data in the reports will change so it is critical that this report be saved and attached as part of the permanent search record.