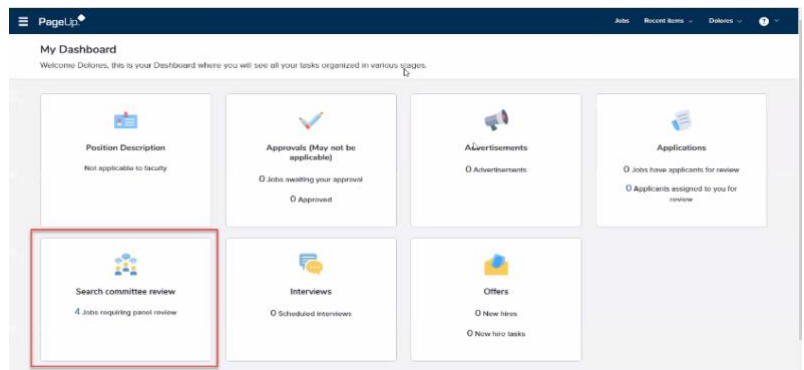


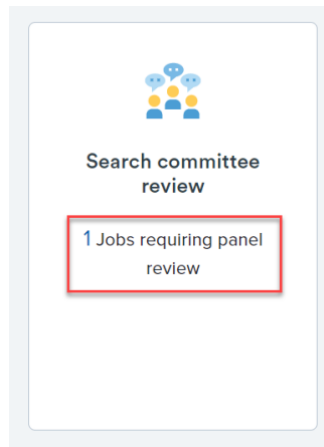
# SEARCH COMMITTEE CHAIR SCREENING

## SEARCH COMMITTEE CHAIR SCREENING

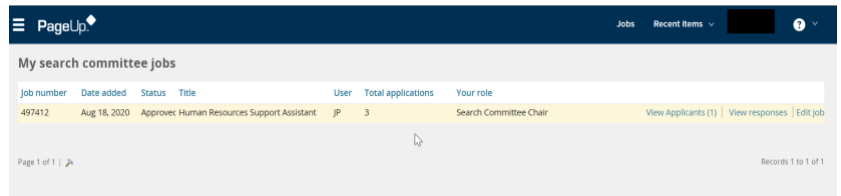
- To review a recruitment, select **Search Committee Review**.



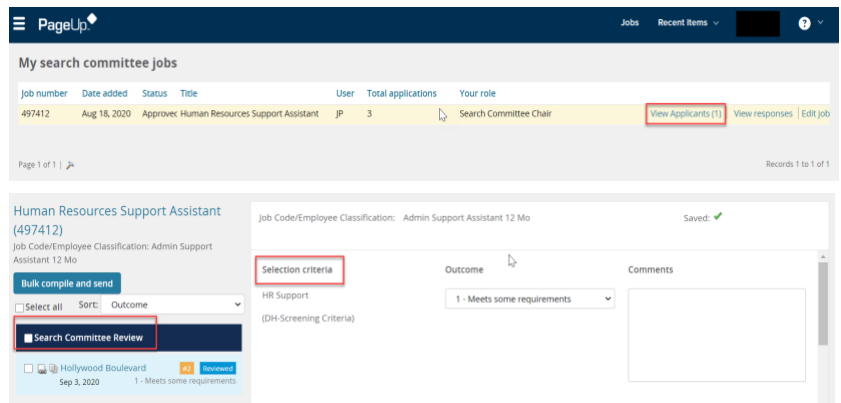
- Click **Jobs Requiring Panel Review**



In the My Search Committee Jobs page, a list of all jobs you are chairing will be displayed.



- Click **View Applicants** to begin the screening process
- Applicants will be listed on the left hand side underneath the search committee review, the screening criteria will be listed on the right hand side of the search committee review hand page.
- You have the ability to view candidate materials in two ways, individually or bulk and compile.



1. To view applicant materials individually, click the applicant name, the applicant profile will display
2. Click **'View'** under form, select the appropriate DH job number and title to display the application and resume

If a resume is not provided, utilize the application in order to properly screen

<b>497381 - Director of Development</b>			
Date submitted Sep 12, 2020	Applied via Other job boards	Status changed Sep 12, 2020 New Application	Offer No offer
Resume / CV View	Form View	Add flags	
<b>493449 - Confidential Administrative Support -12 Month-PSL II</b>			
Date submitted Jun 20, 2019	Applied via Other job boards	Status changed Aug 3, 2019 HR Screen Not Selected	Offer No offer
Resume / CV View	Form View	Add flags	

To 'Bulk and Compile' candidate materials as one single file document

1. Click **'Select All'**
2. Click **'Bulk Compile and Send'**
3. Select **'Applicant Form'**, **'Cover Letter'** and **'Resume'**
4. Click **'Create PDF'**
5. Click **'Download Document'**, the PageUp People Applicant Bulk Compile report will display all candidate materials as one single file document.

Close webpage once complete

1. To begin screening, utilize the drop down selection from 0 – 4
2. \*Enter **'Comments'**, do not utilize any unprofessional language, this box has character limitations

3. \*Enter **'Summary'**, do not utilize any unprofessional language
4. Select the **'Overall Rating'**
5. **'Rank'** the candidate

Repeat steps 1 – 5 until all candidates have been screened

- \*Comments box is optional
- \*Summary box is optional

**VIEWING COMMITTEE FEEDBACK**

1. Click **View Responses** to view the team’s feedback on candidates.
2. The chair may send a View Responses report in order to discuss the short list of candidates for interview consideration

The recruitment chair has the capability to print out all the responses.

- a. Click **'Print'**
- b. **'Destination'**, leave as **PDF**
- c. Save

**POSTION DESCRIPTION VIEW**

1. Click **'Edit Job'**  
This gives you the ability to view the position description in order to review all qualifications