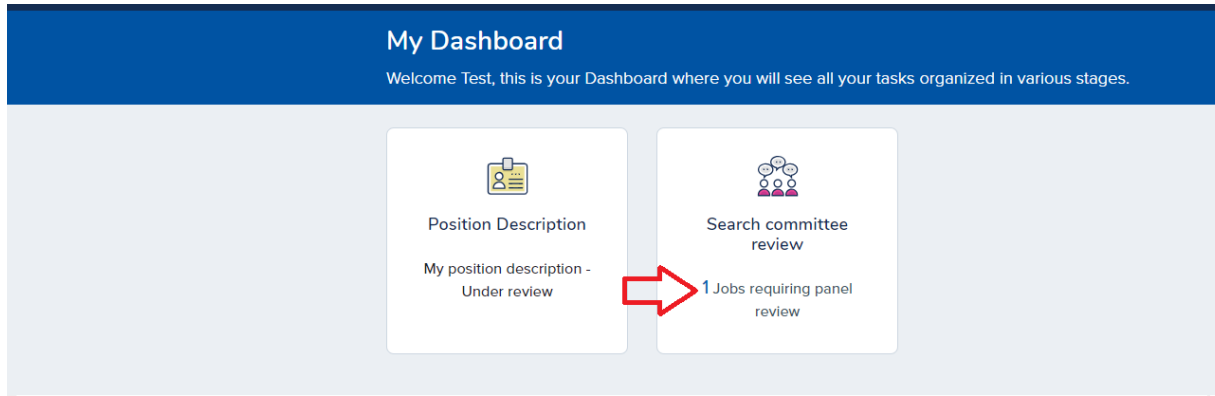


# Search Committee Module Reference Guide

1. Open your Search Committee Module by clicking the Jobs requiring panel review link within the Search Committee review tile.



- a. Search Chairs and Members will both have access to the applicant pools via step 2 below.
  - b. You can view your role for your search under the “Your role” column.
2. Click on the “View Applicants” link on the far right of the page to access your applicant pools.

My search committee jobs

Job number	Date added	Status	Working Title/ Posting Title	User	Total applications	Your role		
494801	3 Aug 2018	Approved	Assoc News Ed Digital Content	EB	55	Chairperson	<a href="#">View Applicants</a>	<a href="#">View responses</a>
494802	3 Aug 2018	Approved	Associate News Editor	EB	55	Search committee member	<a href="#">View Applicants</a>	<a href="#">View Applicants</a>

- a. As a Chair or Member you may download applicant data i.e. resumes, reference letters etc. for each applicant individually (see step 6) or by creating one PDF via the “Bulk Compile & Send” button outlined in steps 3 thru 5.

3. To use Bulk Compile and Send click the Select All check box or put a check next to each applicant's name whom you want to compile documents from. Next click the Bulk Compile and Send button.

Associate News Editor (494802) Saved: ✓

**Bulk compile and send** Sort: Outcome

Select all

**New**

- Applicant Name  
20 Aug 2018
- Applicant Name  
30 Aug 2018
- Applicant Name  
15 Aug 2018
- Applicant Name  
16 Aug 2018

Summary

Outcome: Select

4. On the next page select **Application form** under Posting Summary and any of the options under Applicant documents once completed click the Create PDF button at the bottom of the page. See the Screenshot below for reference.

Bulk action status: 4 Applicants Complete

You have selected 4 applicants to compile documents for, please select the documents you would like to include.

**Posting summary**

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

**Applicant documents**

- Amherst Faculty References
- Cover letter
- Offer Contracts
- Other - Applicant
- Resume
- Supporting Applicant documents
- Transcript of results

**Recruiter documents**

- Interview Notes
- Mail matcher document
- Other - Recruiter
- Test results

**Print options**


- Format for double-sided printing

**Create PDF** Cancel



5. Once PageUp has completed compiling your documents you may download the PDF file by clicking the download document link shown in the screenshot below for reference. This will download the PDF to your computer so you may print it or store it for later use. Once you are done you may click the close button at the bottom of that page.

Bulk action status: ✔ 4 Applicants Complete

**i** 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 \(961.6 kb\)](#)

Send document:  Yes  No


User:     
No user selected.









Other e-mail:

From:\*

Subject:\*

Body:\*

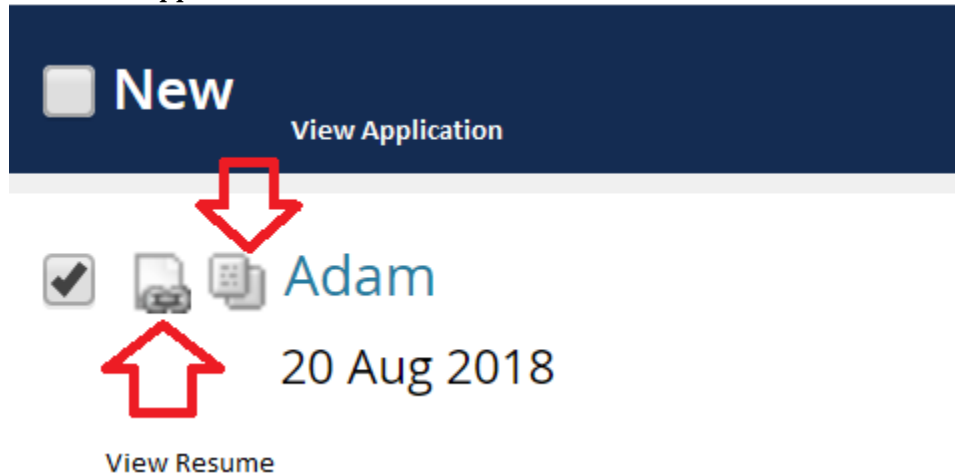
 Show merge field information **i**

**B** *I* U     Formats - **A** -  -   - *I* <> 

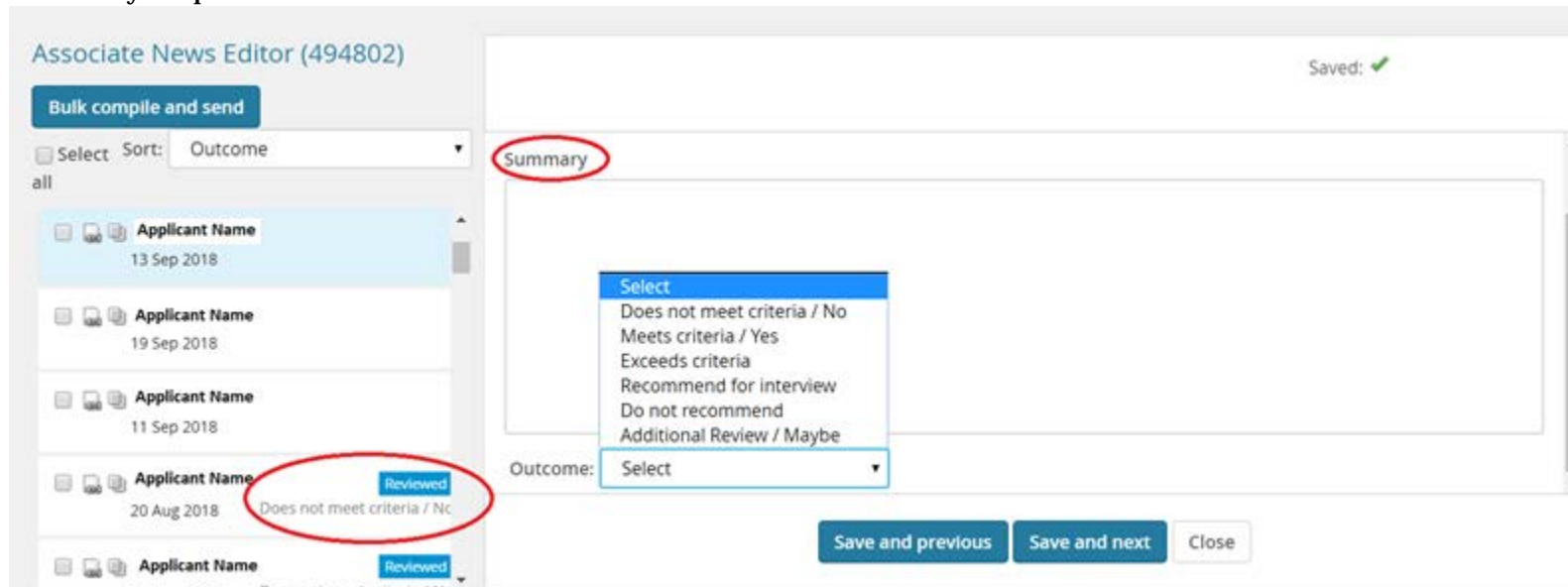
Please see attached the applications for:

- 
- 
-

6. To quickly access applications you can also click on one of the two icons shown below. To view the resume click the icon with the link and to view their application click the icon closest to their name. See the screenshot below for reference.



7. Members will be able to leave notes under the Summary text box and select an Outcome for each applicant once reviewed click the Save and Next button at the bottom of the page to move to the next applicant on the list. Your reviewed applicants will show “Reviewed” and the outcome you specified next to their name as shown in the screenshot below.



8. The Chair is the only person that can see the outcome and notes that each member has left for each applicant. To accomplish this the Chair will need to click “View Responses” as indicated in the below screenshot.

**My search committee jobs**

Job number	Date added	Status	Working Title/ Posting Title	User	Total applications	Your role	
494801	3 Aug 2018	Approved	Assoc News Ed Digital Content	EB	55	Chairperson	View Applicants <a href="#">View responses</a>
494802	3 Aug 2018	Approved	Associate News Editor	EB	55	Search committee member	View Applicants

9. The Chair can click on the Applicant’s name to view each member’s outcome and any notes they left in the Summary text field. See screenshot below for reference.

Assoc News Ed Digital Content (494801)

Feedback from search committee members

All

Select all Print

- ^ New
- Applicant Name
- Applicant Name
- Applicant Name

Application status: New

**Overall**

**Search Committe Member's Name** "Do not recommend" No response

**Search Committe Member's Name** "Meets criteria / Yes" Minimally qualified.