

Search Committees/Panels User Guide

Knowledge Portal: [Panel/Search Committee](#)

Overview

The Search Committee functionality allows multiple committee members to review and rate applicants during specific steps of the recruitment process.

Committee members are added via the Job Card in the fields:

- Search Committee Chair
- Search Committee Members

Accessing Search Committee Jobs

Committee members can access jobs in two ways:

1. Hiring Manager Dashboard

- Use the Search Committee Review tile.

2. Main Menu

- Click My Search Committee Jobs from the main menu (hamburger menu).

Access for Non-OSU Employees

Departmental requests for non-OSU Employees to be added to the search committee should be included in the *notes to HR* on the job card and include the first/last name and email address for the non-OSU employee. Requests made after the job has posted should be included in the *Note* portion of the job card.

If you're a committee member not currently employed by OSU, follow these steps:

- Check your email for a message from PageUp.
- Click the link to set your password.
- If prompted for a keyword, enter: OSU
- After logging in, you'll see a page where you can access applicants.
- Future logins: Use admin.pageuppeople.com

Participating in a Search Committee (Assessing Applicants)

Step-by-Step Instructions:

- Open *My Search Committee Jobs* via the dashboard tile or main menu link.
- Click *View Applicants* to open the applicant list for the job.
- Use the small icons to view application answers and resume.
- Optionally leave comments in the large comment box.
- Select a Selection Criteria Outcome for each applicant.
- Click *Save and Next* to progress through applicants one at a time.

Additional Features for Search Committee Chairs

Chairs have two extra options:

- View Responses from Other Members by clicking the link at the top left of the page.
- Assign a Rank to Each Applicant using the Rank dropdown. The number of ranking options equals the number of applicants under consideration.