



Search Committees/Panels User Guide

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:

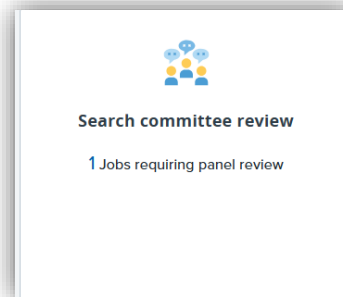
- Search Committee Chair
- Search Committee Members

Accessing Search Committee Jobs

Committee members can access jobs in two ways:

1. Hiring Manager Dashboard

- Use the Search Committee Review tile.



RE: Chief Information Security Officer Search Committee

2. Main Menu

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

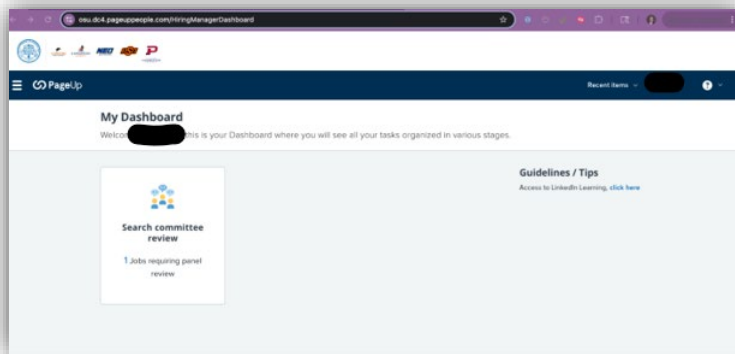
Access for Non-OSU Employees

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



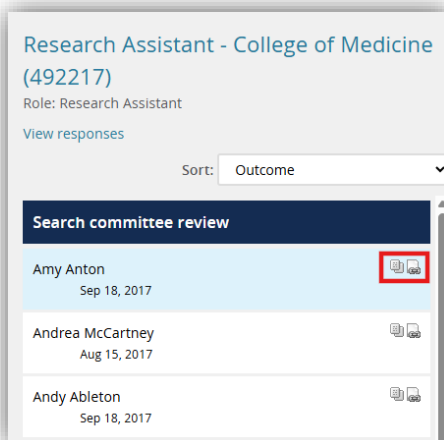
Participating in a Search Committee (Assessing Applicants)

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.

Job number	Date added	Status	Title	Hiring Manager	Total applications	Your role	Recruiter			
492216	Jun 25, 2016	Compliance Re	Assistant Professor of Health	Harry Hire	4	Compliance panel facilitator	Ronald Recruit	Manage compliance panel	Review process	Edit job
492216	Jun 25, 2016	Compliance Re	Assistant Professor of Health	Harry Hire	4	Compliance panel additional rev	Ronald Recruit		Review process	Edit job
492216	Jun 25, 2016	Compliance Re	Assistant Professor of Health	Harry Hire	4	Search Committee Member	Ronald Recruit			Edit job
492217	Aug 16, 2017	Offer	Research Assistant - College of Me	Harry Hire	14	Search Committee Chair	Ronald Recruit	View applicants (10)	View responses	Edit job
492225	Apr 20, 2022	Pending appro	Director of Arts/Communications	Harry Hire	0	Search Committee Member	Ronald Recruit			View 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.

The screenshot shows the PageUp BETA interface for a 'Research Assistant - College of Medicine' position (ID: 492217). The role is 'Research Assistant' and the applicant is 'Danny Davis'. The page is marked as 'Saved'. A sidebar on the left lists several applicants: Amy Anton, Andrea McCartney, Andy Ableton, Danny Davis, and Ekia Assoa-mulumbu. The main area shows a 'Summary' box with the comment 'Danny is fantastic!'. Below this, a 'Selection Criteria Outcome' dropdown menu is open, showing options: 'Select', 'Does not meet criteria', 'Meets criteria', and 'Exceeds criteria'.

- 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.

The screenshot shows the PageUp BETA interface for the same 'Research Assistant - College of Medicine' position, but for applicant 'Andrea McCartney'. The role is 'Research Assistant' and the applicant is 'Andrea McCartney'. The page is marked as 'Saved'. The sidebar on the left lists the same applicants as the previous screenshot. The main area shows a 'Summary' box which is currently empty. Below this, there are two dropdown menus: 'Selection Criteria Outcome' (set to 'Select') and 'Rank' (set to 'Not').

HR Talent Recruitment Use Only


To provide search committee access and add non-OSU employee users into PageUp, a comment will be included on the job card in the *notes to HR* field or in the *notes from the department* requesting search committee access for a specific posting number

- select *Users* from the pancake menu
Select *New User* from the top of screen
- Add email domain to settings here. You will need to search for “Permitted user email domains” in the Setting search box. (save twice)

Permitted user email domains

Restricts the **manual creation** and **manual editing** of user accounts to only those within this approved domain list.
Please note that automatic creation of users via imports or APIs are not impacted by this setting.

This list should be formatted without spaces with each domain separated by a comma.

 okstate.edu, langston.edu,
connorsstate.edu, neo.edu,
opsu.edu, interworks.com,
chickasaw.net, osugi

- Add individual to Search Committee
- Add Search Committee Member
- Add new search committee member
- Type in First name, Last name, Initials, and Email address
- Click Save
- Go to Users and find individual you just added
- Click Reset Password so they will receive an email