# 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

Logging In

Visit talent.okstate.edu and log in with OKEY credentials. Your dashboard will populate with PageUp modules. Click the "Administration" button to be taken to the recruitment module.
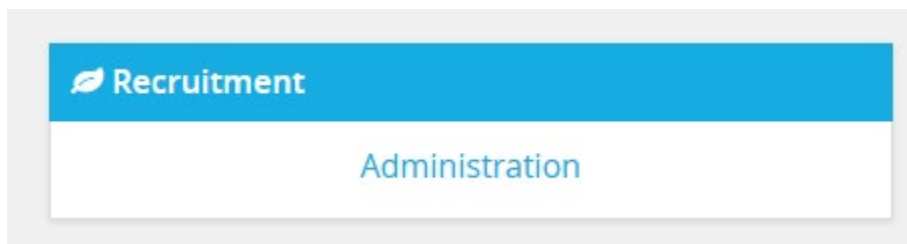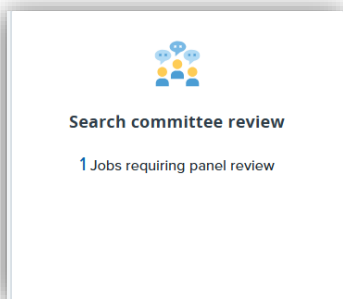

Accessing Search Committee Jobs

Committee members can access jobs in two ways:

1. Recruiting Dashboard

- Use the "Search Committee Review" tile.
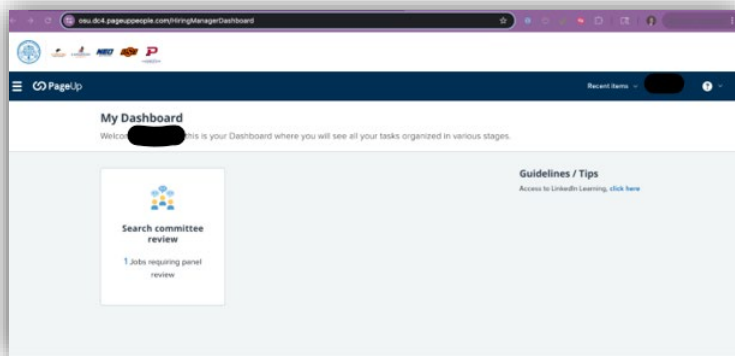
2. Main Menu

- 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 been 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 log ins: Use admin.pageuppeople.com

Participating in a Search Committee and Assessing Applicants

- 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 committee 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.
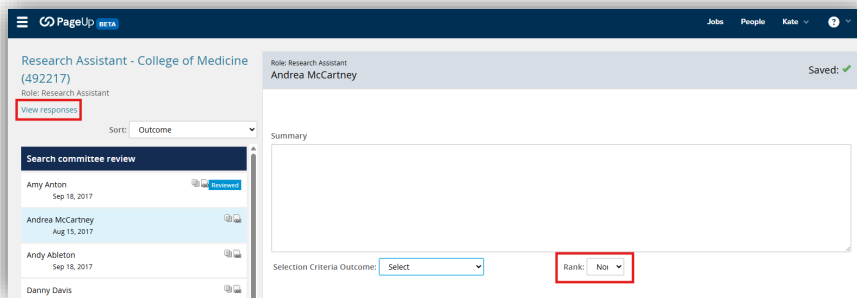
HR Talent Recruitment Use Only

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 settings 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