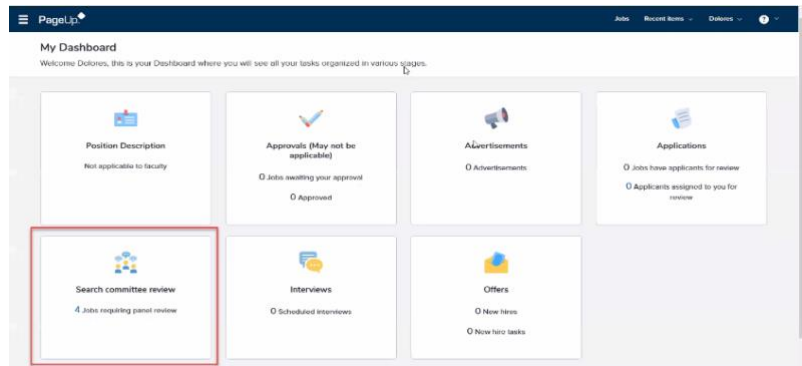


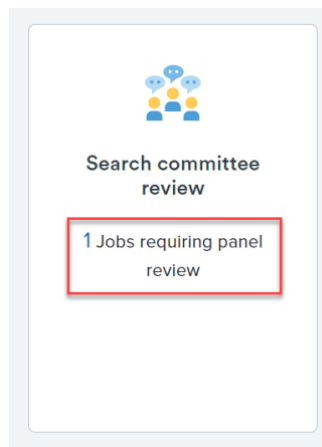
SEARCH COMMITTEE MEMBER SCREENING

SEARCH COMMITTEE MEMBER 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 participating will be displayed.

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
496782	May 8, 2020	Offer	Executive Director, Enterprise Risk Management and Internal Controls	DW	6	Search Committee Member	View Applicants (1) View job
497338	Jul 21, 2020	Approv	Recruitment Analyst	JA	1	Search Committee Member	View job
497412	Aug 18, 2020	Approv	Human Resources Support Assistant	JP	3	Search Committee Member	View Applicants (2) View job

- 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.

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
496782	May 8, 2020	Offer	Executive Director, Enterprise Risk Management and Internal Controls	DW	6	Search Committee Member	View Applicants (1) View job
497338	Jul 21, 2020	Approv	Recruitment Analyst	JA	1	Search Committee Member	View job
497412	Aug 18, 2020	Approv	Human Resources Support Assistant	JP	3	Search Committee Member	View Applicants (2) View job

Human Resources Support Assistant (497412)
Job Code/Employee Classification: Admin Support Assistant 12 Mo

Selection criteria

HR Support (DH Screening Criteria)

Outcome: 1 - Meets some requirements

Comments

Buttons: Bulk compile and send, Select all, Sort: Outcome, Search Committee Review, Hollywood Boulevard Sep 3, 2020, 1 - Meets some requirements

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

497381 - Director of Development			
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	
493449 - Confidential Administrative Support -12 Month-PSL II			
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

Selection criteria	Outcome	Comments
HR Support (DH-Screening Criteria)	1 - Meets some requirements	

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

Repeat steps 1 – 4 until all candidates have been screened

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

Summary

Overall Rating: 2 - Meets all requirements

Close

Please Note: Do not enter unprofessional language

POSTION DESCRIPTION VIEW

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

PageUp

Jobs Recent Items

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role
497412	Aug 18, 2020	Approver	Human Resources Support Assistant	JP	3	Search Committee Chair

View Applicants (1) | View responses | Edit job

Page 1 of 1 | Records 1 to 1 of 1