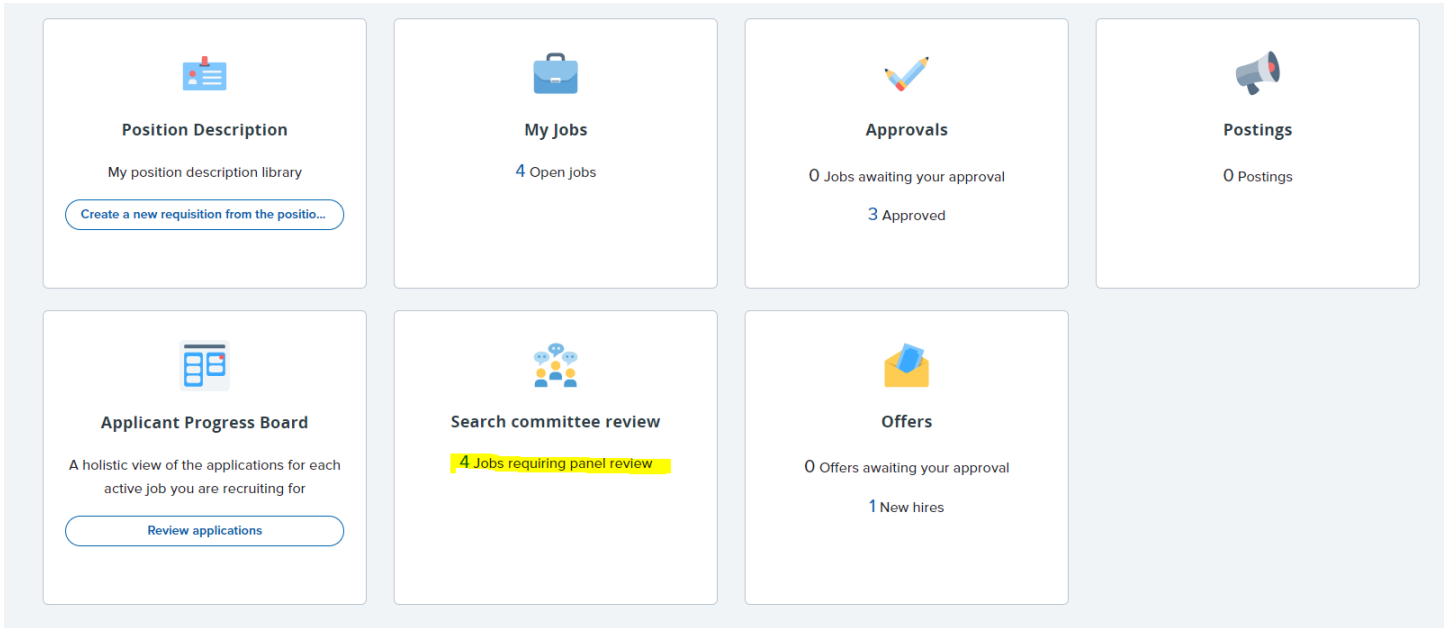## Ranking Applicants How to Guide

When you're ready to review and rank applicants!

Step 1 From your PageUp Dashboard, click on the **Search Committee Review** tile.

Step 2 On the next screen, you should see the job listed. Click on "view applicants" on the far right side.

Total applications	Your role	
6	Search Committee Member	View Applicants (4)

(Note: the total application number may be more than the number of applicants to view. This means you had some applicants who started the application process but did not complete it.)

Contact Marissa Stewart-Cain at stewarma@otc.edu or 447-2635 if you have any questions.

Step 3 If the selection criteria has been filled out on the requisition, you should see a list of the required and preferred KSAs along with your applicant list.

Click the drop down arrow to select the outcome option that best reflects the criteria on the applicant's application/resume:

- Does not meet criteria
- Meets criteria
- Exceeds criteria

(Tip: click the icons across from the applicant's name to view their application and resume.)

Step 4 Scroll down to the bottom of the page. There is a **Summary box** where you can include comments about each applicant. Click the drop down arrow to select the overall criteria for the applicant. Click "save and next" to move on to the next applicant.

The hiring manager will be able to see comments and overall ratings for each applicant that the committee members review.

Summary

Selection Criteria Overall Rating: Select

Save and next   Close