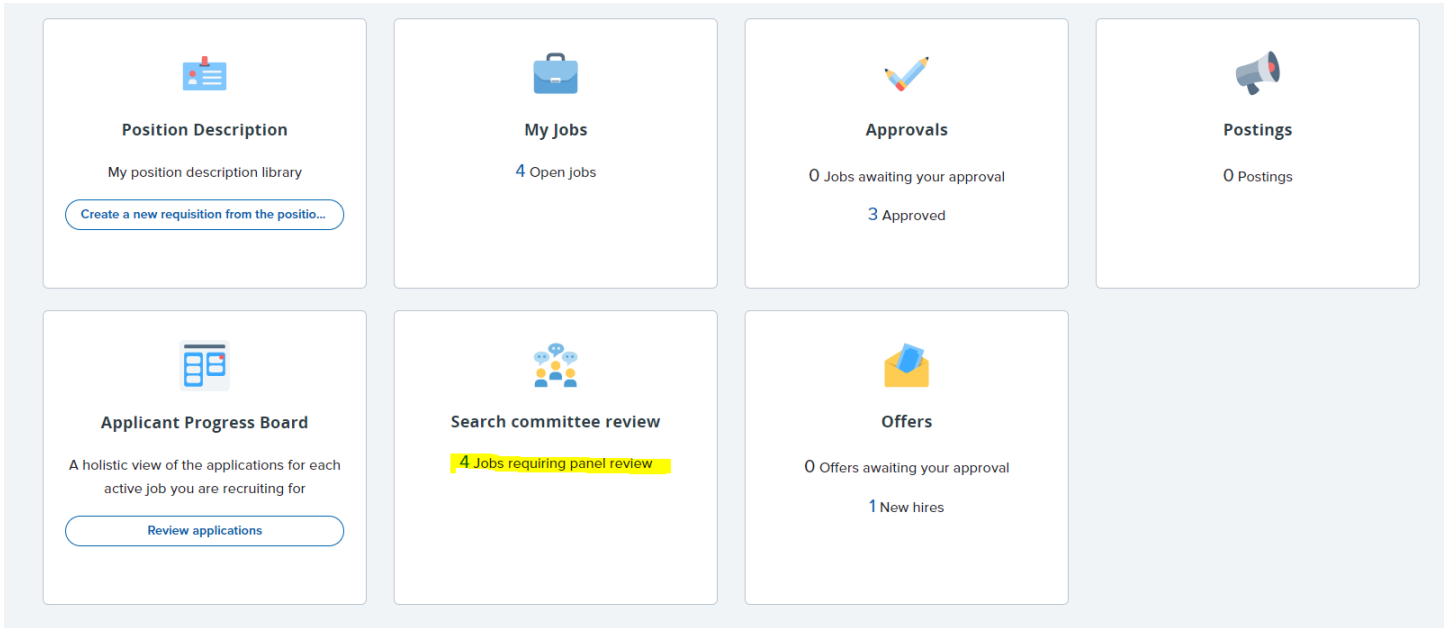


Ranking Applicants How to Guide

When you're ready to review and rank applicants!

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



The dashboard consists of seven tiles arranged in two rows. The top row contains four tiles: 'Position Description' with a 'Create a new requisition from the positio...' button; 'My Jobs' showing '4 Open jobs'; 'Approvals' showing '0 Jobs awaiting your approval' and '3 Approved'; and 'Postings' showing '0 Postings'. The bottom row contains three tiles: 'Applicant Progress Board' with a 'Review applications' button; 'Search committee review' showing '4 Jobs requiring panel review' (highlighted in yellow); and 'Offers' showing '0 Offers awaiting your approval' and '1 New hires'.

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.)

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

Select all	Selection Criteria	Outcome
New Candidate Application/Hiring Committee Review		
<input type="checkbox"/> Brooklynn Porter Sep 29, 2023	At least two years of experience in a professional communications and marketing setting. (Preferred KSA)	Select
<input type="checkbox"/> Colby Rogers Oct 4, 2023	Experience with Adobe Creative Suite. (Preferred KSA)	Select
<input type="checkbox"/> Drew Tasset Oct 2, 2023	Experience working within a collegiate setting. (Preferred KSA)	Select
<input type="checkbox"/> Ethan Samuel Oct 4, 2023	A bachelor's degree in communications, marketing, advertising or a related discipline. (Required KSA)	Select
<input type="checkbox"/> Hannah Messerschmidt Oct 8, 2023	Ability to use the Microsoft Office Suite and Canva or a similar design program. (Required KSA)	Select
<input type="checkbox"/> Jackson Ezzell Oct 5, 2023	Ability to write social media posts, feature stories, and news releases that strongly position the college to meet its goals and support overall marketing efforts. (Required KSA)	Select
<input type="checkbox"/> Jenna Hogan Oct 4, 2023		
<input type="checkbox"/> Joseph Fiore Oct 13, 2023		
<input type="checkbox"/> Kyle Carr Oct 9, 2023		
<input type="checkbox"/> Levi Son Oct 3, 2023		

[Save and next](#) [Close](#)

(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](#)