

***GUIDE FOR
SEARCH COMMITTEES***

PageUp 



**MISSISSIPPI STATE
UNIVERSITY**

HUMAN RESOURCES MANAGEMENT

Revised 9/17/2019

GUIDE FOR SEARCH COMMITTEE MEMBERS

HOW TO GET STARTED

Step 1. To access the PageUp System, log into the system using your MSU NetID and Net Password: <https://msstate.pageuppeople.com>

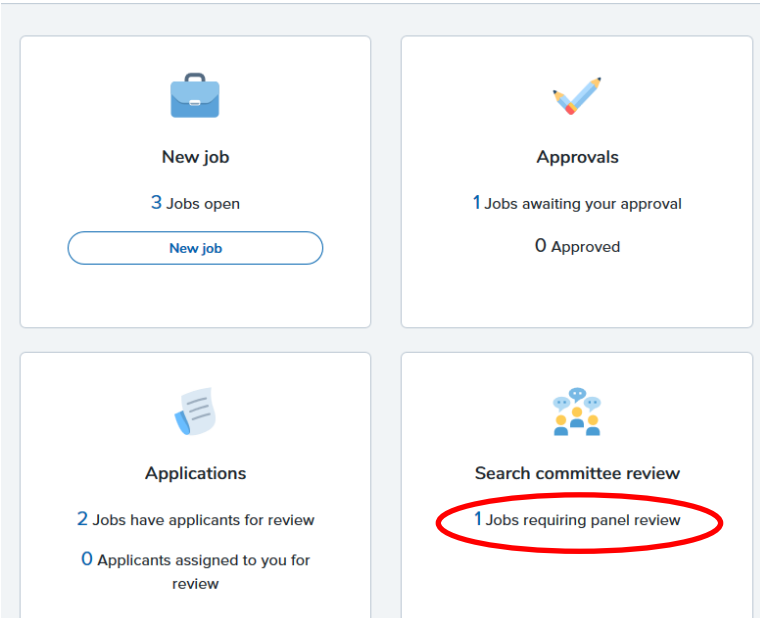


The screenshot shows the login interface for the Mississippi State University Central Authentication Service. At the top, there is a red header with the MSU logo and the text "MISSISSIPPI STATE UNIVERSITY - Central Authentication Service". Below the header, the main content area is white and contains the following elements: a heading "Enter your NetID and NetPassword", two input fields for "NetID:" and "NetPassword:" (both highlighted in yellow), a checkbox labeled "Warn me before logging me into other sites.", a "LOGIN" button and a "clear" link, and a link for "NetID/NetPassword problems?" at the bottom.

Step 2. You will be presented with a dashboard in the PageUp System. Depending on the permissions of the user, the dashboard will vary, with a different number of bubbles..

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various sta



The dashboard is a grid of four task bubbles. Each bubble contains an icon, a title, a count of items, and a button. The bubbles are: "New job" (3 Jobs open, New job button), "Approvals" (1 Jobs awaiting your approval, 0 Approved), "Applications" (2 Jobs have applicants for review, 0 Applicants assigned to you for review), and "Search committee review" (1 Jobs requiring panel review, circled in red).

Task Category	Count	Action
New job	3 Jobs open	New job
Approvals	1 Jobs awaiting your approval 0 Approved	
Applications	2 Jobs have applicants for review 0 Applicants assigned to you for review	
Search committee review	1 Jobs requiring panel review	

To access applicants for a Position Approval Request Forms (PARF) you have been assigned to, select the link **Jobs requiring search committee review.**

Step 3. You will be shown a list of search committee jobs you have been assigned to.

My search committee jobs						
Job number	Requested Posting	Status	Classification title	User	Total applications	Your role
492211	17 Apr 2013	Approved	Test_Job for Search Committees	HH	5	Chairpersc

View Applicants
to view applicants.

Edit Job
to view the PARF details.



View responses allows the Search Committee Chair to view comments for other members. **Only the Chair can view comments.**

Step 4. You may review applicants individually or as a group. Applicants may be under a specific section relating to their applicant status. (i.e., New, Under Review by Manager, etc.)

The boxes to the left of each applicant represents the following.

- Check Box
- View Resume
- View answers (includes application and resume)



If reviewing multiple applicant materials, click the check boxes to the left for the applicant names you want to review. If you would like to review all applicants, click the check box next to **Select all**.

Then, click on **Bulk compile and send**.

Test_Job for Search Committees (492211)

Bulk compile and send

Select all Sort: Outcome

New

- Darrell Easley Reviewed
2 May 2016
- Fakey McFake
19 Apr 2013
- Fredrick Sanford
9 Aug 2017
- Jenny Ruler
6 Jun 2016
- Billy Bulldog Reviewed
Acceptable
6 Jun 2016

The box below will appear with the default selected documents for your applicant review. The default includes application form, cover letter, and resume.

Bulk action status: 3 Applicants Complete

You have selected 3 applicants to compile documents to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed online reference check form

Click on **Create PDF** at the bottom of the page.

Create PDF Cancel

The box below will appear while the applications are processing.

Bulk action status: 3 Applicants Complete

0 **0** **0**

Documents Warnings Successful

Processed



Currently processing Miss Fakey McFake (Application form Or Additional form)

Once the process is complete, you can choose to download the file or email the applications/resumes to the appropriate individuals.

- If you want to print the document, click on **Download document**.
- If you want to send to a user (MSU employee), you can type the name in the **user** field OR search using the search function.
- If you want to email to another person, you can type the email in the field **Other e-mail**.

Your document is ready to download:
[Download document \(405 kb\)](#)

Send document: Yes No


User:  
No user selected.











Other e-mail:

From:*

Subject:*

Body:*

[+ Show merge field information](#) 

B *I* U ~~S~~     Formats      

Step 5. After you have reviewed the applicants, you can select the outcome for each applicant by clicking in the box area of the applicant you want to review (the one you are viewing is highlighted in blue.) Applicants that you have already reviewed will be indicated to the right as **Reviewed**.

Selection criteria	Outcome	Comments
Ability to use Excel (Competency)	Acceptable	Mr. Bulldog has shown his exemplary skill in the use of spreadsheets through the use of macros, pivot tables, and reports.
Adaptability (Competency)	Unacceptable	Mr. Bulldog doesn't seem to have the ability to adapt to change well as his job functions had changed a little bit and resulted in him looking for further employment even though those changes were still within the scope of his job.

Applicants list:

- Darrell Easley (2 May 2016) - Reviewed
- Fakey McFake (19 Apr 2013)
- Fredrick Sanford (9 Aug 2017)
- Jenny Ruler (6 Jun 2016)
- Billy Bulldog (6 Jun 2016) - Reviewed (Outcome: Acceptable)

Depending on whether the department has selected any selection criteria, search committees may provide outcomes for applicants for the criteria. **Hiring Coordinators may add the selection criteria when creating the PARF.** The selection criteria is based on minimum qualifications or competency areas.

If no selection criteria is selected, the search committee may provide overall outcomes for applicants, whether they are **acceptable** or **unacceptable** and provide any notes. See below for an example.

Summary

Outcome: **Acceptable** Rank: No

Below is an example of selection criteria. **All notes and outcomes should be saved before going to the next**

Selection criteria	Outcome	Comments
Ability to use Excel (Competency)	Acceptable	He can create macros.