



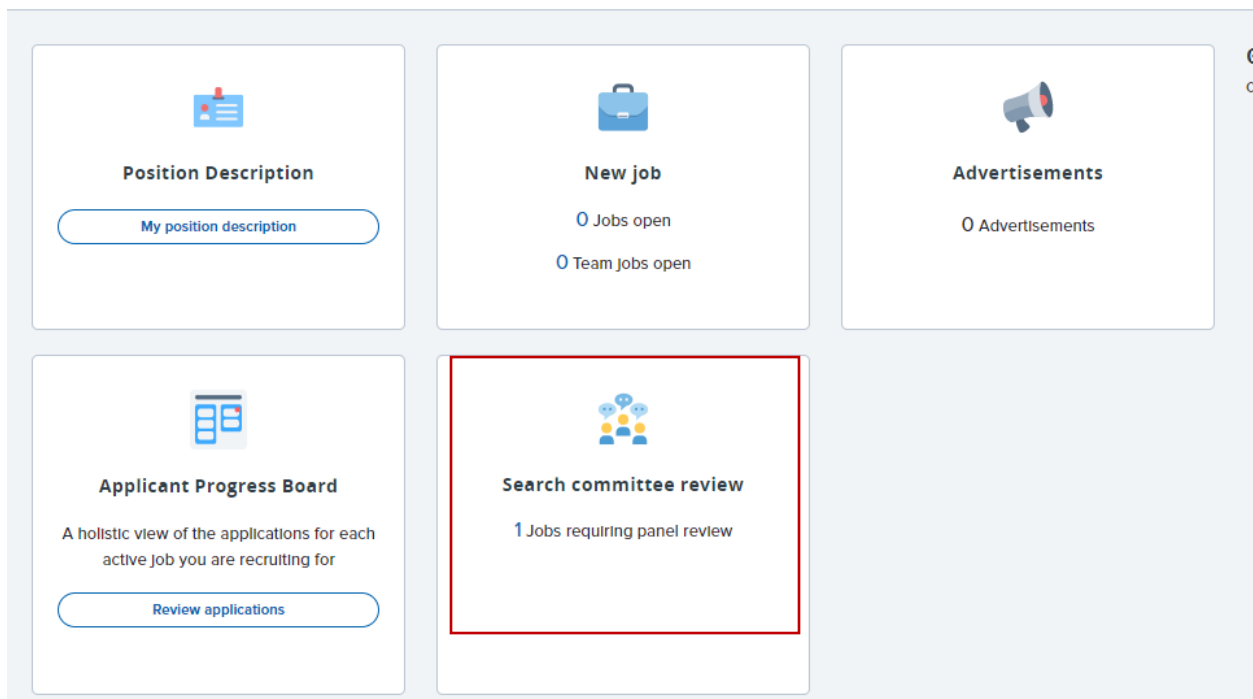
PageUp Training Materials

How to Access as Search Committee Member

Log into PageUp

On your dashboard locate the Search committee Review tile

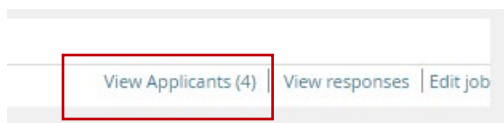
Select the job requiring panel



Once that load you will see a list of the job(s) you are serving as a committee member for

My search committee jobs		
Job number	Date added	Status
494197	Nov 11, 2022	Approved

On the far right you can click view applicants





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Then your list of applicants will appear, and you can choose view answers or resume.

A screenshot of a web application interface for managing applicants. At the top left, there is a blue button labeled "Bulk compile and send". To its right, a "Sort:" dropdown menu is set to "Outcome". Below these, there is a "Select all" checkbox. A dark blue header bar contains the text "New/Hiring Official Review/Search Committee". The main area displays a list of four applicants, each with a checkbox on the left and two document icons on the right. The first applicant's row is highlighted in light blue, and its two document icons are enclosed in a red rectangular box. The applicant names are redacted with black boxes, and their dates are: Nov 15, 2022; Nov 23, 2022; Nov 28, 2022; and Nov 16, 2022.