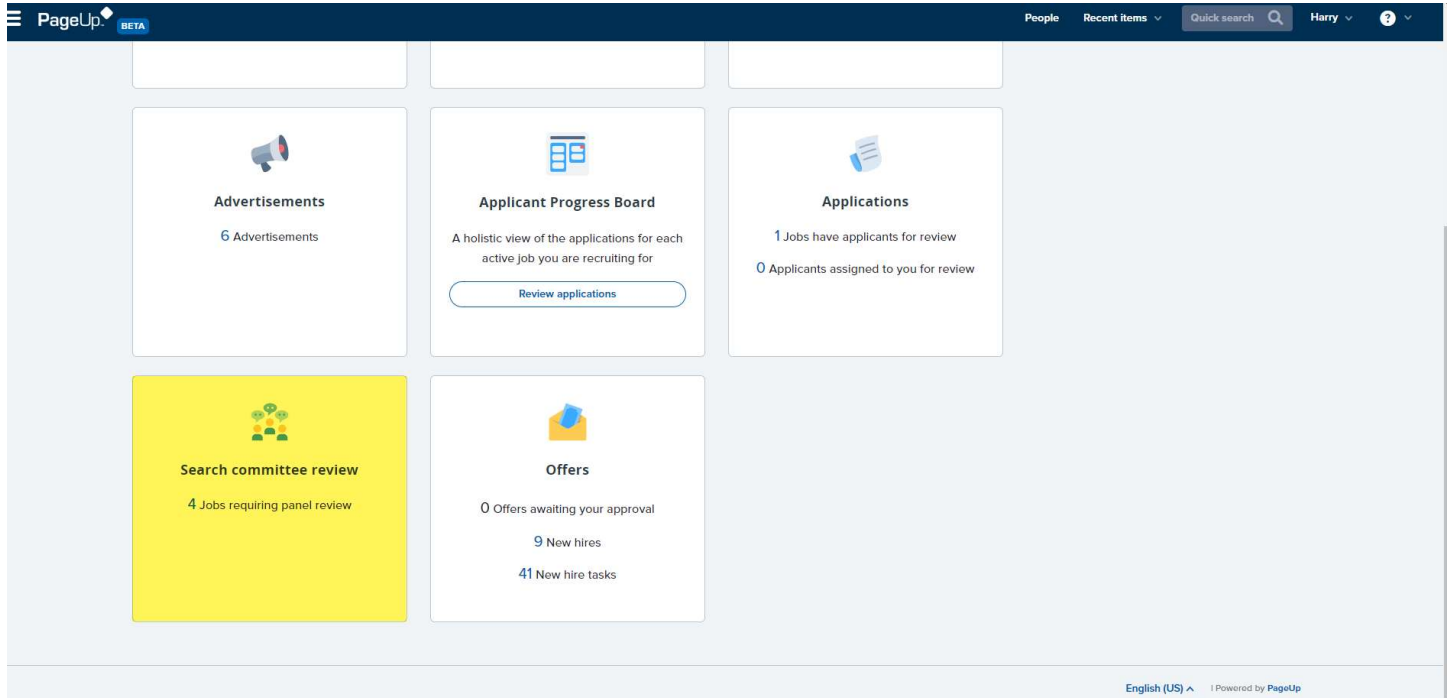


Panel Committee (Chair & Panel) Guide

Applicant Visibility

Applicants become visible for review when they are moved into **“Panel / Search Committee Review.”** Panel members can access the applicants requiring review by clicking **Jobs requiring panel review**.



Assessing Applicants

On the **My Panel Jobs** page, a list of jobs along with the panel’s role type will be visible. Dependent on the panel’s role, members may have more actions to take.

The screenshot shows the 'My search committee jobs' table. The 'Your role' column is circled in red. The table has columns for Job number, Date added, Status, Title, User, Total applications, Your role, and actions (View responses, Edit job).

Job number	Date added	Status	Title	User	Total applications	Your role	
492258	Aug 29, 2022	Approved	Talent Coordinator	HH	0	Chairperson	View responses Edit job
492260	Aug 29, 2022	Draft	Accts Payable Coord	HH	0	Chairperson	View responses Edit job
492262	Aug 29, 2022	Offer	Academic Advisor	HH	1	Chairperson	View responses Edit job
492267	Aug 31, 2022	Pending approval	Enterprise Support Tech I	BIL	0	Search Committee Member	View job

Search Committee Member Actions

- Provide feedback specific to selection criteria
- Provide feedback at a specific stage of the process, allowing complete history of the review process
- Auto-saved data for the user
- Track who has / has not been reviewed
- Ranking applicants

Hiring Manager/Chairperson Actions (In Addition to Member Actions)

- Visibility of feedback provided by panel members regarding each applicant’s merit against specific selection criteria and overall feedback
- Ability see feedback against a single applicant or all applicants

- Ability to filter feedback specific to a feedback stage
- Visibility of application statuses that have applicants within them.

Viewing Applicants

1. Click “View Applicants.”

The screenshot shows the 'My search committee jobs' section of the PageUp application. The table lists three jobs with columns for Job number, Date added, Status, Title, User, Total applications, and Your role. The first job (492216) is in 'Draft' status, the second (492227) is in 'Offer' status, and the third (492264) is in 'Shortlisting' status. A yellow button labeled 'View Applicants (6)' is visible next to the second job, and a 'View responses' link is next to the third job. The page footer indicates 'Page 1 of 1' and 'Records 1 to 3 of 3'.

Job number	Date added	Status	Title	User	Total applications	Your role
492216	Jun 25, 2016	Draft	Assistant Professor of Health	HH	4	Search Committee Member
492227	Jun 14, 2022	Offer	Recruitment Administrator	HH	9	Chairperson
492264	Aug 31, 2022	Shortlisting	Academic Advisor	HH	9	Search Committee Member

2. The view applicants page allows users to comment and score applicants against individual selection criteria as well as provide an overall summary and score.
 - a. From this page, users have access to view the applicant's resume and application form via the icons beside their name.
 - b. Users also have access to bulk compile and send information about the applicants against a job - users can pick and choose the documents they wish to include in the generated PDF.
 - c. Users can sort applicants based on First Name, Last Name, Submitted Date (ascending and descending) and Outcome. Sorting is completed for each group of applicants within an application status.

The screenshot shows the 'View Applicants' page for the 'Recruitment Administrator (492227)' role. The page is divided into a left sidebar and a main content area. The sidebar contains a 'Committee Review' section with a list of applicants: Amy Anton, Andy Ableton, Danny Davis, Felicity France, Kelsey Carter, and Mary Maples, each with a checkbox and a date of Jul 11, 2022. The main content area has a 'Saved: ✓' indicator at the top right. It features a 'Selection Criteria (from library only)' section with a table of criteria, including 'Ability to communicate clearly with others' (Test) with an 'Outcome' dropdown set to 'Select'. Below this is an 'Advertising Summary' section with a large text area. At the bottom, there are 'Selection Criteria Outcome:' and 'Rank:' dropdowns, both set to 'Select' and 'No' respectively. A 'Save and next' button and a 'Close' button are at the bottom right.

3. Provide Selection Criteria Outcome and Rank (if the Hiring Manager), then click “Save and next.” Work through list of pool applicants.
 - a. The Hiring Manager is able to provide a ranking of applications at each stage of the review process.
 - i. **Note:** Options will appear in the ranking drop down based on the number of applicants in the selection process: e.g. if there are five applicants then options will appear for 1-5.
 - ii. It is possible to assign the same rank to multiple applicants (e.g. two applicants being designated as the second preference). This allows users the flexibility to shift and change their preferences easily as the situation requires.

PageUp

Recruitment Administrator (492227)

Bulk compile and send Bulk move

Select all Sort: Outcome

Committee Review

- Amy Anton Jul 11, 2022
- Andy Ableton Jul 11, 2022
- Danny Davis Jul 11, 2022
- Felicity France Jul 11, 2022
- Kelsey Carter Jul 11, 2022
- Mary Maples Jul 11, 2022

Selection Criteria (from library only)

Ability to communicate clearly with others (Test)

Outcome: Select

Comments

Advertising Summary

1 Selection Criteria Outcome: Select

2 Rank: No

3 Save and next Close

Saved: ✓