

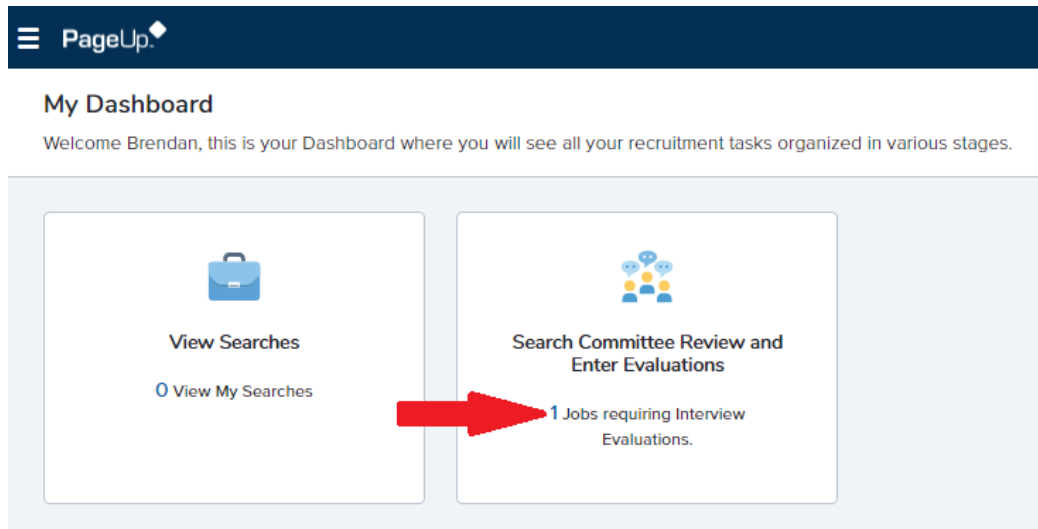
## SEARCH CHAIR/COMMITTEE MEMBER OVERVIEW


1. There are two internal roles for each search: **Department Feedback User** and Search Committee Members.
  - a. **Department Feedback User** must enter the final evaluations and has the option to:
    - i. View applicants
    - ii. View responses
    - iii. View job
  - b. **Search Committee Members** have the option to:
    - i. View applicants
    - ii. View job

The **Department Feedback User** may be a member of the search committee or another UConn employee who is not serving on the search committee. The **Department Feedback User** must submit final search committee dispositions/evaluations. By contacting Human Resources (860-486-1753 / [workforce@uconn.edu](mailto:workforce@uconn.edu)), search committees may change the **Department Feedback User**. Search committees may review assigned roles (see graphic below) via the **Search Committee Review and Enter Evaluations** tile.

Interview Evaluations						
Search #	Date added	Status	Posting Title	User	Total applications	Your role
493400	Oct 31, 2019	Compliance Review	UCP 5/Administrator Coordinator	SP	36	Search Committee Member
493401	Nov 1, 2019	Offer	UCP 5/Administrator Coordinator	SP	4	Dept Feedback User

2. To access the **Search Committee Review and Enter Evaluations** tile, login to PageUp People at [uconn.pageuppeople.com](http://uconn.pageuppeople.com), using your netid and password.
3. From **My Dashboard**, find the **Search Committee Review and Enter Evaluations** tile.
4. Select **X Jobs requiring Search Committee Review and Enter Evaluations** (see graphic below).



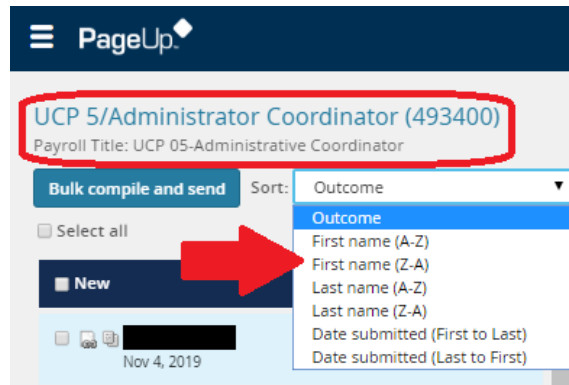
 Search committee members who are not the **Department Feedback User** and enter any evaluation dispositions/comments, create individual notes rather than formal dispositions. It is recommended that individual notes are kept in an excel spreadsheet as it is easier for the Department Feedback User to combine responses.

5. To review applications: from **Interview Evaluations**, find the search # or posting title of the appropriate search. Then, select **View Applicants**.

Interview Evaluations							
Search #	Date added	Status	Posting Title	User	Total applications	Your role	
493400	Oct 31, 2019	Compliance Review	UCP 5/Administrator Coordinator	SP	36	Search Committee Member	<a href="#">View Applicants</a>   <a href="#">View job</a>
493401	Nov 1, 2019	Offer	UCP 5/Administrator Coordinator	SP	4	Dept Feedback User	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>

## VIEW APPLICANTS

On the top-left of the **View Applicants** page, users will find the posting title, search #, and payroll title. Search committee members can sort by first name, last name, and date submitted. PageUp groups applicants by application status (e.g. New, Interview, Qualified, Unqualified, etc.). (See the [Applicant Pre-Interview Evaluation](#) section for a description of the Qualifications section on the **View Applicants** page.)



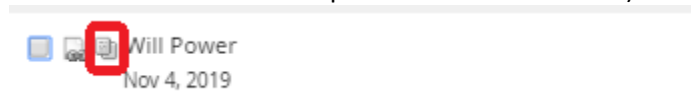
To **Review Applications**, search committee members can either (1) review application materials individually by applicant or (2) review application materials in a single PDF.

### Option 1: Review Application Materials **Individually by Applicant**:

- a. Access an applicant’s resume by clicking on the **View Resume** icon. (Using your mouse to hover over the icon provides the icon’s label.)




- b. Access an applicant’s application and application materials by clicking on the **Application & Forms** icon. (Using your mouse to hover over the icon provides the icon’s label.)



The **Applications & Forms icon** allows you to see all attachments the applicant provided.

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Resume Upload

 Resume.docx (18kb)

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Do you have additional documents you would like to upload to complete your application?

Yes

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How many additional documents would you like to upload?

1

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Additional Document for Application

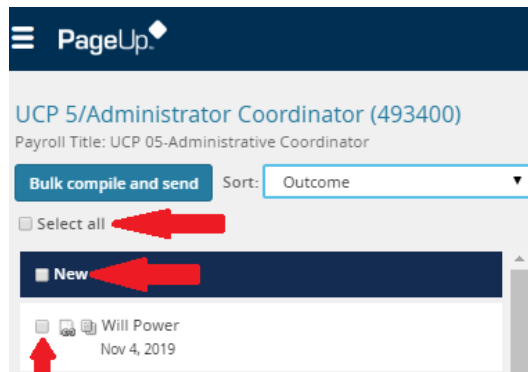
UConn Cover.docx (12kb)

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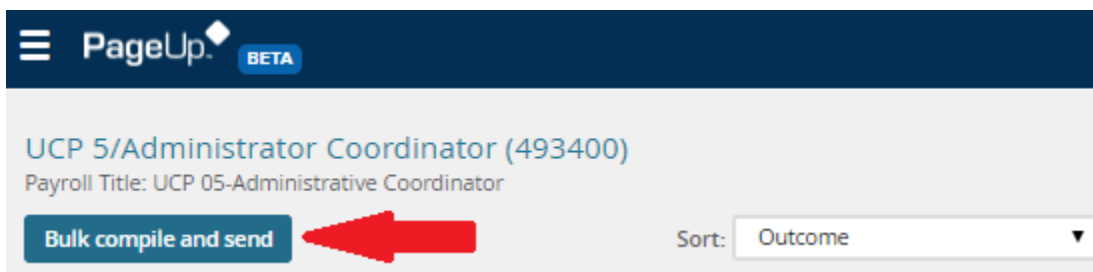
*Note: If you select either the View Resume or the Application & Forms icons, the documents will open in another window, allowing search committee members to review multiple resumes and/or application and forms simultaneously.*

**Option 2: Review Application Materials in a Single PDF.**

1. Check the box next to the name of all applicants to include in the PDF. You can **Select All**, select by **Outcome**, (i.e. New, Interview, Qualified, Unqualified, etc.), or Select **By Name**.



2. Select **Bulk Compile and Send**.



3. Select documents to include and click Create PDF. For staff searches, Human Resources recommends including applicant resumes, cover letters, professional references, and supporting applicant documents. For faculty searches posted to AJO, Human Resources recommends including applicant resumes.

Bulk action status: 3 Applicants Complete

You have selected 3 applicants to compile documents for, please select the documents you would like to include.

Application details


- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form

Applicant documents

- Conflict of Interest
- Flexible Schedule
- Resume
- Supporting Applicant documents


4. Choose the following options:
  - a. **Download the PDF:** Click the Download Document link to open the PDF.

Your document is ready to download:  
[Download document \(56.4 kb\)](#)
  - b. **Send PDF to others for review:** Select the name of the recipient user to send documents for review; enter information in the email form and edit as needed. Click **Okay** to send the email and return to the **View Applicant** screen.


 *You will receive a warning message (not an error message) if your file size is greater than 50MB. UConn email addresses can receive up to 150 MB including message size. You can continue past this warning message or choose to send fewer applicant materials.*

## APPLICANT PRE-INTERVIEW EVALUATION

Human Resources is working with PageUp to create the pre-interview matrix that many search committees have used in the past. This matrix is typically an Excel document with the qualifications listed across the top row and the applicants listed down the first column. Human Resources will provide more information on how to access the pre-interview matrix once it is available in January 2020. In the meantime, Human Resources is available to help search committee members and/or Department Feedback Users with creating the report in Excel.

 If you are not the **Department Feedback User** (as shown in the [role description](#) above) and enter any evaluation dispositions/comments as described below, **you would be doing this solely to enter your own notes**. These notes

are only viewable by the **Department Feedback User**; however, training on PageUp does not instruct **Department Feedback Users** to view such notes. The **Department Feedback User** must submit final search committee dispositions/evaluations. By contacting Human Resources (860-486-1753 / [workforce@uconn.edu](mailto:workforce@uconn.edu)), search committees may change the **Department Feedback User**.

 If you are the **Department Feedback User**, you must update applicant statuses before entering evaluations (see [quick steps](#) to Update Applicant Status – Pre-Interview and to Enter/Edit Pre-Interview Evaluations.)

The right-side of the View Applicants screen allows the **Department Feedback User** to mark whether an applicant does not meet a qualification and/or to enter summary comments. The page starts with each qualification listed in alphabetical or numerical order. Under each qualification, it notes whether each qualification is a minimum requirement or a preferred requirement.

Search committees may rate applicants in one of the following ways:  
Option 1: Based solely on identification of unmet qualifications  
Option 2: Based solely on written comments  
Option 3: Combination of Options 1 and 2.

**OPTION 1**

If the **Department Feedback User** uses the qualifications to identify how applicants were grouped into Interview, Qualified, or Unqualified, the Department Feedback User would use the dropdown next to each qualification to identify the applicant **“Does not meet qualification.”**

**Note:** Only use the **“Revised to meets qualification”** when you have made a mistake and **“Does not meet qualification”** was selected and saved erroneously.

**Note:** For unqualified applicants, you only have to note one (1) unmet minimum qualification.

If you are the **Department Feedback User**, after marking a candidate with a disposition, click “Save and Next.” Every applicant must have the word “Reviewed” next to their name, including interview candidates where no additional remarks are included. This will ensure that OIE receives a correct report.

Qualifications	Outcome
1-3 years administrative experience (Minimum Qualifications)	<div style="border: 1px solid black; padding: 2px;"><div style="background-color: #e0e0e0; padding: 2px;">Select ▼</div><div style="background-color: #0070c0; color: white; padding: 2px;">Select</div><div style="padding: 2px;">Does not meet qualification</div><div style="padding: 2px;">Revised to meets qualification</div></div>

**OPTION 2:**

If the **Department Feedback User** uses written comments to identify how applicants were grouped into Interview, Qualified, or Unqualified, the Department Feedback User would enter those written comments in the Summary field (bottom-right side of screen).

If you are the **Department Feedback User**, after marking a candidate with a disposition, click “Save and Next.” Every applicant must have the word “Reviewed” next to their name, including interview candidates where no additional remarks are included. This will ensure that OIE receives a correct report.

## Search Committee Member Reference Guide

Summary

Overall Rating:

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**Note:** UConn does not use the Overall Rating field. Please ignore this field.

**OPTION 3:**

See instructions listed in Option 1 and Option 2 above.