

## PAGEUP FOR SEARCH COMMITTEE CHAIRS AND MEMBERS

Northeastern University uses the Talent Management System – PageUp People to recruit new employees.

This user guide was created to help Search Committee Chairs and Members review candidates assigned to them through a Search Committee.

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## ROLE OF THE SEARCH COMMITTEE – MEMBERS AND CHAIRS

A Search Committee assists the department in evaluating and comparing candidates for a specific position. Search Committees are the most common interview structure for Faculty positions but may also be used for Staff positions. The department contact will work with the Key Contact to assign the Search Committee and designate a Chair on the Job Card. The Search Committee Chair will coordinate with the Key Contact to determine the selection criteria and questions to be asked. The Key Contact will assign these to the committee on the Job Card. If there will be Co-Chairs, the Key Contact will need to assign the Co-Chair as a Search Committee Member and a Service Request must be entered to assign the Search Committee Chair permission group.

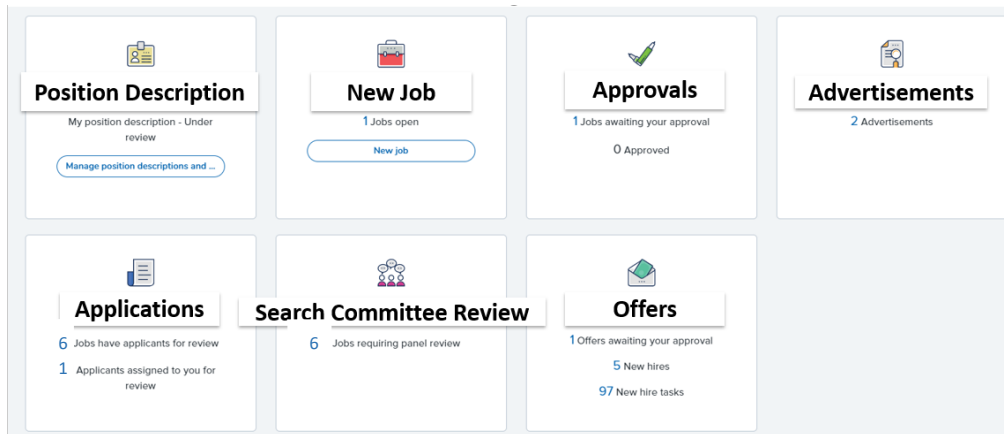
## GETTING STARTED

### Logging In

To access PageUp, log on to [myNortheastern](http://myNortheastern) ([my.northeastern.edu](http://my.northeastern.edu)) and click the **Services & Links** tab. Under HRM Benefits & Services, click **Talent Acquisition System – PageUp**. If you need to request additional access, click **Service Request**.

## ACCESSING SEARCH COMMITTEES

A number will show on the dashboard under **Search Committee Review** when a user has been assigned the designation of Search Committee Member. Clicking on the highlighted blue number will bring you to the assigned requisitions.



From there, the Search Committee Member will also be able to view all the candidates and their profiles. Further, they can view applicant statuses up to Interview 3.

## REVIEWING APPLICANTS

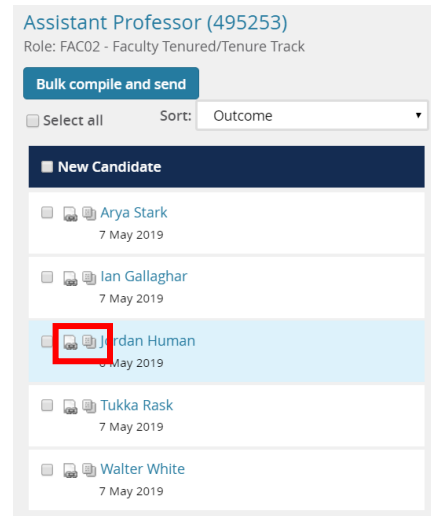
Click **View Applicants** to review the applicants for the desired role. A list of applicants will appear on the right. The applicant under review will be highlighted in blue.

### Review Resumes and Answers to Questions

Click on the two icons to the left of the applicant's name to open the applicant's resume and view answers to the application questions.

### Panel Interviews

Once the committee has decided who to interview, participate in the panel interviews. If you are on a Faculty search committee, work with the STRIDE (Strategies and Tactics for Recruiting to Improve Diversity and Excellence) committee if this is your first time on a search committee. Staff panel interviews are usually coordinated by the Search Chair.



### Making Comments

After the review and interview process, the Search Committee Member will be able to provide feedback to the Search Committee Chair about candidates using the space to the right of the applicant list to make comments.

The feedback can be specific to the requested competencies or skills requested, and there is also a note section provided for any additional free text comments.

When assessing the assigned competencies, a drop down menu titled "Selection Criteria Outcome" is provided. From this drop down, the user is able to select three choices.

Selection Criteria Outcome
Exceeds Criteria
Meets Criteria
Does not meet Criteria

**TIP: The Search Committee Chair is the only person who can view your comments as a Search Committee Member.**

### Reviewing Comments (Chair Only)

The Search Committee Chair can view both applicants and committee member responses. Click "View Responses" to review the committees feedback on your applicants. Click through the applicant list to view the comments by applicant.

Chair of Aerospace Department (494862)

Feedback from search committee members

All

Select all Print

Interview 1

Jane Applicant Two

Interview 3

Linda Sullivan

Verbal Offer

Application status: New Candidate

Excel (Ability)

Fluent (Ability)

Matlab (Skills)

Overall

Newton NU User  
"No response" No response

Application status: Interview 3

Excel (Ability)

Betty NEU Budget  
"Does not meet criteria" No response

### Ranking the Candidates (Chair Only)

The primary Search Committee Chair can also rank applicants. The rank option will appear under each candidate where Search Committee Members can add comments. If the committee is co-chaired, the co-chair would need to provide feedback to the primary chair regarding rank.

Lecturer (495279)

Role: FAC04 - Faculty - CPS PT

Bulk compile and send

Select all Sort: Outcome

New Candidate

James Madison  
10 May 2019

Role: FAC04 - Faculty - CPS PT

Summary

Selection Criteria Outcome: Select

Rank: Sel

## GLOSSARY

**Job Card (requisition, posting)** is the section of the system where a requisition, a request to hire one or more candidates into an approved PD can be created. Once the requisition is approved, then a posting, a description of the position, job duties and required Northeastern specific information, can be developed and placed on one or more of the career sites.

**Search Committee** is the committee selected to review candidates for a particular role in a college or department.

**Search Committee Chair** is the individual selected to lead the search committee.

**Search Committee Members** are the individuals selected to sit on the search committee with the chair.

**Selection Criteria** are the criteria the search committee uses to evaluate candidates.