



# Reviewing Applicants on a Search Committee

THE UNIVERSITY OF ALABAMA®



# Reviewing Applicants

- You can access a position that you are on the search committee by clicking on **X Jobs Requiring Panel Review**.
- If you do not see this option on your dashboard, please contact your HR Recruiter.

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PageUp Requisitions

### My Dashboard

Welcome Julie, this is your Dashboard where you will see all your tasks organized in various stages.

 <b>Position description</b> My Position Description Manage position descriptions & create re...	 <b>Open Requisitions</b> 57 Open Requisitions 63 Team Jobs open New requisition New student position	 <b>Pending approvals</b> 0 Jobs awaiting your approval 271 Approved
 <b>Posting summary</b> 0 Posting summary	 <b>Applicant Progress Board</b> A holistic view of the applications for each active job you are recruiting for Review applications	 <b>Search committee</b> 2 Jobs requiring panel review

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# Reviewing Applicants

- Click on ***View Applicants.***

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PageUp

Requisitions People Reports Recent Items Julie ?

My committee reviews

Requisition Number	Date added	Status	Classification Title	User	Your role	
518263	Dec 8, 2022	Forwarded to Dept	Test Position	AR	Chairperson	<a href="#">View Applicants (1)</a> <a href="#">View responses</a>   <a href="#">Edit job</a>

# Reviewing Applicants

- The easiest way to view all of your applications is to click **Select all** and then select **Bulk compile and send** to create a PDF document.
  - Please note: More applicants will appear as they apply until the job is closed.

The screenshot shows the 'PageUp' interface for reviewing applicants. At the top, there is a red header with 'THE UNIVERSITY OF A' and a dark blue navigation bar with the 'PageUp' logo. Below this, the page title is 'Test Position (518263)' with a sub-header 'Position Classification: Temporary Assignment'. A 'View responses' link is present. The main action area contains a 'Bulk compile and send' button (highlighted in yellow), a 'Bulk move' button, and a 'Select all' checkbox (also highlighted in yellow). A 'Sort:' dropdown menu is set to 'Outcome'. Below these controls is a list of applicants, with the first one, 'Dwayne Johnson', selected (checked) and dated 'Dec 8, 2022'. To the right of the main content area, there are sections for 'Position Cla:', 'Summary', and 'Outcome: {'. The bottom of the page features a solid red bar.

# Reviewing Applicants

- Once you have selected **Bulk compile and send**, you should see a list of applicant documents to include or exclude from your PDF download.
- Check or uncheck the boxes to the left of each document to select what you want to include.
  - Please note: The most used applicant documents are the resume, application, and cover letter.
- Scroll to the bottom to click **Create PDF**.

Bulk action status: 1 Applicant Complete

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

**Application details**

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

**Applicant documents**

- Applicant document
- Cover letter
- Cover Letter - System
- DELETE
- Offer documents
- Other - Applicant
- Resume
- Supporting Documents
- Transcript of results

**Hiring Manager documents**

- Interview Notes
- Mail matcher document
- Medical
- Other - Recruiter
- Test results

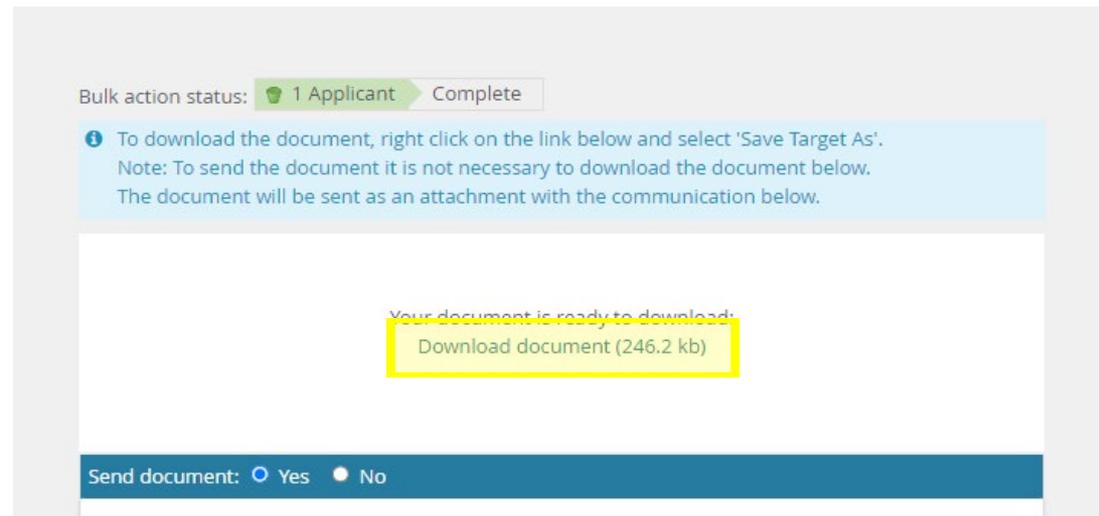
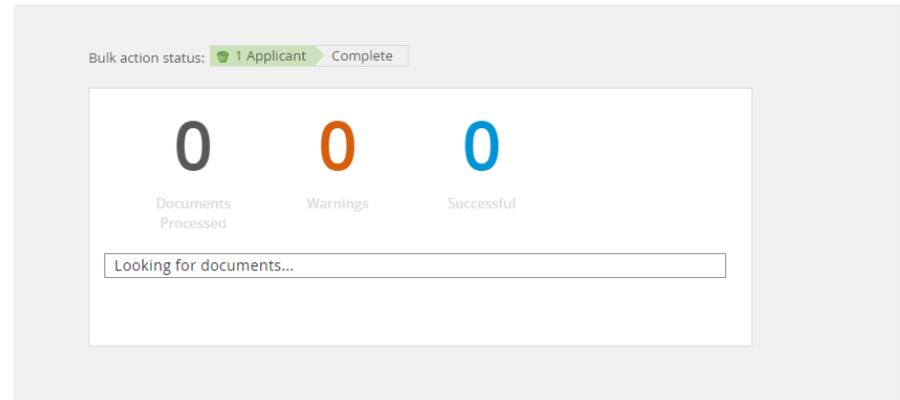
**Print options**

- Format for double-sided printing

[Create PDF](#) [Cancel](#)

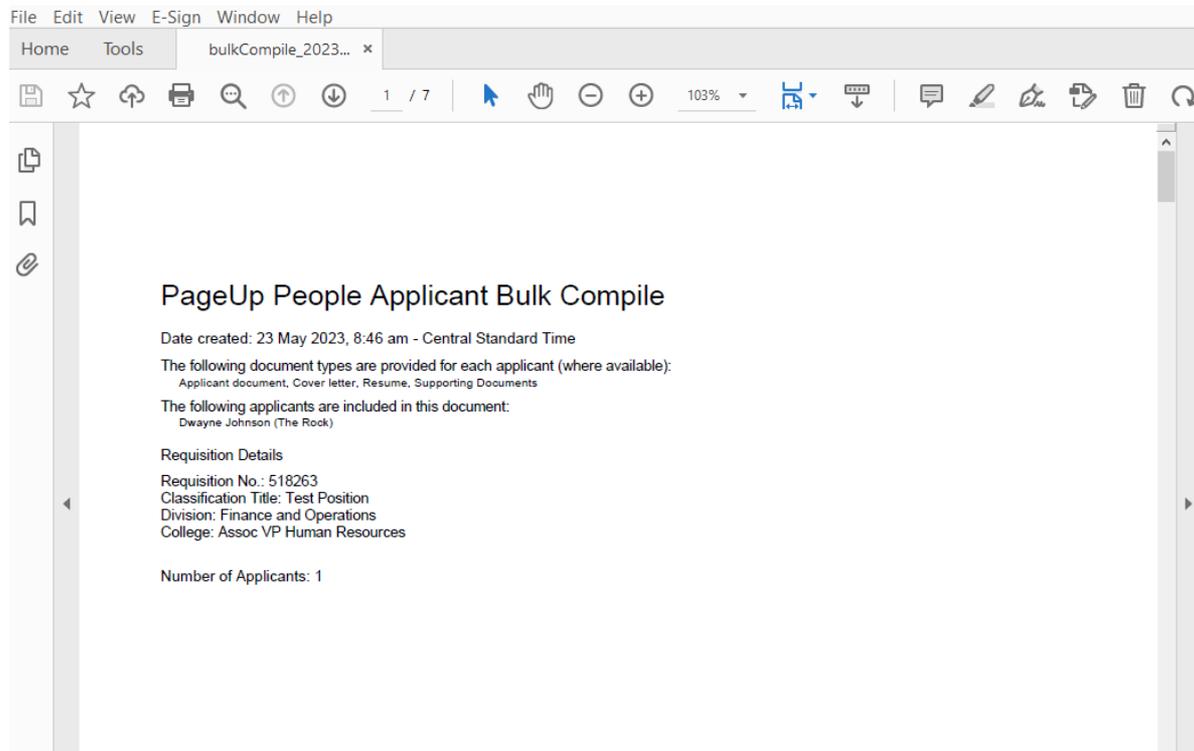
# Reviewing Applicants

- The next screen will show you the total number of applications that are being processed.
- Once the documents are created, click on **Download document**.



# Reviewing Applicants

- Once you have downloaded your documents, you should be able to pull up the file to view all your applicants and their information.





**For more information, please contact  
your Talent Acquisition Specialist or  
HR Business Partner!**