

PageUp People Recruit Essentials

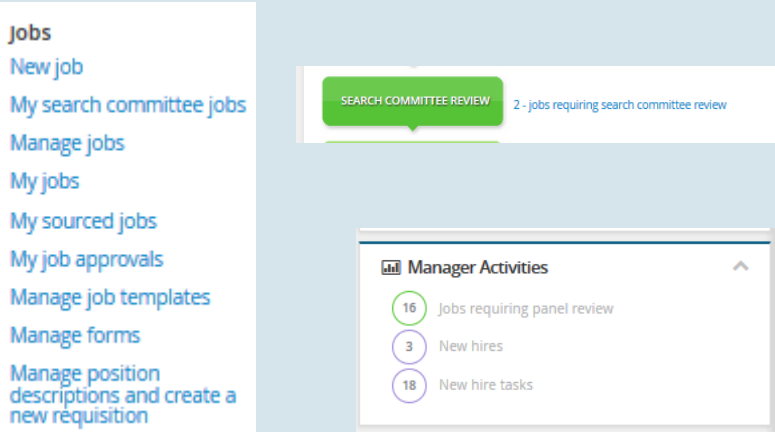

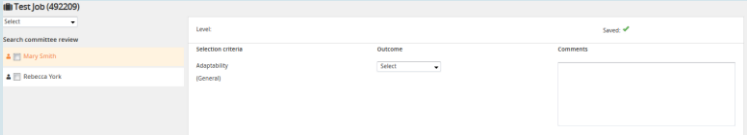
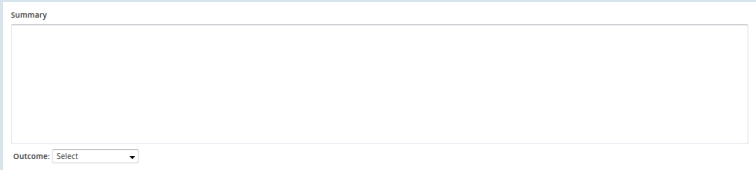
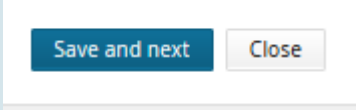
Dashboard Recruiting Competency Framework
Contractor Management Integrated SaaS Reporting Performance
Succession Global Informal Learning Enterprise Cloud
Onboarding Career Planning Assessment
Intuitive Development Multilingual
Mobile Social Compensation Embedded Analytics

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Quick Reference Guide – Completing a Panel Assessment

What you need to do	What you will see
<p>STEP 1:</p> <p>Select My search committee jobs from the side menu. The search committee is also accessible from the dashboard. On the supervisor dashboard, the bubble view, select the green button labeled Search Committee Review. From the HR consultant dashboard selecting Jobs requiring panel review from the Manager Activities menu will lead to applicants requiring your review as either a search committee member or chairperson.</p>	
<p>Step 2:</p> <p>Click on View Applicants to the right of the job that you are reviewing applicants on.</p>	
<p>Step 3:</p> <p>Select the appropriate outcome from the dropdown menu next to the selection criteria. Then leave comments against the applicant in association with the selection criteria.</p> <p>The search committee review page does auto save, this is indicated by the green check in the right corner of the page.</p>	
<p>Step 4:</p> <p>At the bottom of the review leave overall comments, select an overall assessment of the applicant.</p> <p>Then click save and next to begin the assessment of the next applicant, when you have completed assessments on all applicants click close to return to the search committee review view.</p>	
<p>Step 5:</p> <p>Then click save and next to begin the assessment of the next applicant, when you have completed assessments on all</p>	

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