

Job Aid: Search Committees in PageUp

- **What is a search committee?**

Search Committee is an optional recruiting feature in PageUp. It allows a group of users to easily access applicants to a specific job, review application documents like a resume, and provide feedback. Any active user can be invited to be part of a search committee. This is ideal for hiring teams who prefer a more independent approach, and would like to review applicants in the PageUp system.

- **What is a Search Committee Chair, and what is a Search Committee Member?**

Multiple users can be assigned to be a search committee member. Search committee members can access applicants to a specific job, review application documents, and provide feedback. One user can be assigned to the search committee chair, this person can access applicants to a specific job, review application documents, provide their own feedback, and view other committee member feedback.

- **Can Search Committee Members or Chair move applicant statuses?**

No, being a member of a search committee does not grant access to move applicant statuses. Only users with the department or school/division permission group, and who are listed on the job card as department point of contact or additional hiring point of contact can move applicant statuses.

Job Aid: Search Committee Member

Access Search Committee Jobs

Once a user has been assigned to a search committee, they will access those jobs through the search committee tile on the dashboard. Select 'Jobs requiring panel review' to navigate to a list of the jobs. The user will see each job they are serving on a search committee in a list.



Search committee review

1 Jobs requiring panel review

My search committee jobs

Job number	Date added	Status	Title	Department Point of Contact	Total applications	Your role	Recruiter	View applicants
496316	Jan 30, 2026	Offer	Training Human Resource Analyst A	Madison Hopkins	8	Search Committee Member	Recruit Talent	View applicants (7)

'View applicants' allows the search committee chair to view each applicant and select an 'outcome'.

[View applicants \(7\)](#)

The two icons to the right of the applicant name will open the application and resume.

Training Human Resource Analyst A (496316)
Role: HUMAN RESOURCE ANALYST A (170800)

Sort: Outcome

New
Nick Jones Jan 30, 2026
Samantha Choi Jan 30, 2026
Sonja Washington Jan 30, 2026

Training Human Resource Analyst A (496316)
Role: HUMAN RESOURCE ANALYST A (170800)
Samantha Choi

Sort: Outcome

New
Samantha Choi Jan 30, 2026
Sonja Washington Jan 30, 2026
Nick Jones Jan 30, 2026

Selection Criteria Outcome:

Job Aid: Search Committee Chair

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[View applicants \(7\)](#) [View responses](#)

Select the icons to the left of the applicant name to view the application or resume.

Training Human Resource Analyst A

(496316)

Role: HUMAN RESOURCE ANALYST A (170800)

[View responses](#)

Sort: Outcome

New

Samantha Choi

Jan 30, 2026



Sonja Washington

Jan 30, 2026



Nick Jones

Jan 30, 2026



[View applicants \(7\)](#)

[View responses](#)

The 'outcome' is a drop down menu. They can indicate if they feel the applicant should move forward with interviews, or not. As each candidate is reviewed, they will update with the word 'reviewed' to help you organize your progress

Role: HUMAN RESOURCE ANALYST A (170800)

Sonja Washington

Selection Criteria Outcome:

Select
Select
Interview
Do not interview

View Other Search Committee Responses

The search committee chair can view the the responses of other search committee members. To view those responses, they should select 'View responses.' They can see the applicants that have responses, and by selecting the name, they can view each response from the committee member.

Training Human Resource Analyst A

(496316)

[View applicants](#)

Feedback from search committee members

All

Select all

[Send Electronic Offer Letter to Candidate](#)

Jane' Behlen

[Proceed to Offer Card](#)

Jordan Mitchell

Overall

Carol Washington-Veal

"Interview"

Madriana Montes

"Interview"

Janet Magee

"Interview"



Office of Human Resource Management