

Search Committee Reference Guide

You will utilize this guide if you are on a Search Committee. If you are a Search Chair or Coordinator, please utilize the Search Chair and Coordinator Guide as your views/options are different.

[Reviewing Applications](#)

[Outcomes](#)

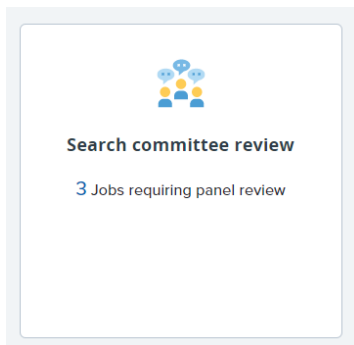
If you have any questions, please reach out to HR: HR@wwu.edu

Log Into PageUp

Go to <https://western.pageuppeople.com> to log into the system.

To Review Job Applicant Materials

Once you are signed into the PageUp system, click on Jobs requiring panel review' in the 'search committee review' box.



You will see the position in which you are a search committee member. Click "View Applicants" to the right of the title.

[View Applicants \(59\)](#) | [View job](#)

To the right of the candidate's name, click the icon that is two pieces of paper - 

From this view, you will be able to see if your candidates uploaded their materials or hand-typed in the information. You can click the link to open the respective document(s).

Outcome

For each candidate you can enter an Outcome. Your options are “Does not meet required qualifications”, “Meets required qualifications”, “Meets required quals/some preferred”, or “Meets required quals/all preferred”. You are not required to utilize this feature.

Outcome: ▼

Please note: The Outcome dropdown is only for your review and will not change the status of the candidate. This helps you keep track of the applicants you have reviewed. Your Search Chair will be able to pull your chosen outcomes if needed to help with selection of candidates.