Search Committee (Non-WWU Employee) Reference Guide

You will utilize this guide if you are on a Search Committee and are not employed by Western Washington University.

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

Set Up a PageUp Login

As a non-Western employee, you must create a password for your PageUp User account. Once the Search Coordinator/Search Chair confirms that the position has ben approved and posted, you can set up your password by following the instructions:

1. Go to the PageUp login at https://admin.dc4.pageuppeople.com

2. Click 'Don't know your password?' below the login button

3. Enter your email address and the security keyword "western"

4. An email will be sent to create a password for PageUp

   a. Passwords must have one letter, one number, and be at least 8 characters in length

5. When a password is created, a login prompt will be displayed if the password is accepted

Log Into PageUp

Go to https://admin.dc4.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.

Search committee review

3 Jobs requiring panel review
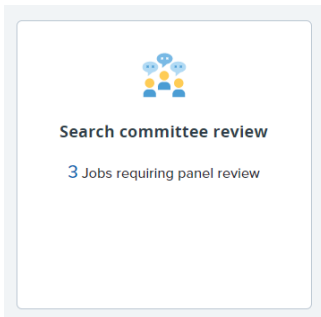
You will see the positions in which you are a search committee member. Click "Review Applications" to the right of the title.

Review applications   View job
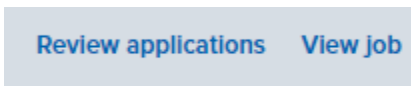
If you are brought to the applicant Progress Board, and you see List View and Board View on the top right of the screen

List View   Board view

Click List View and the click 'Manage Applications'

❓ How to use   Manage Applications

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: Select ⌄

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.