Search Committee Roles, Responsibilities & Process in PageUp
SEARCH COMMITTEE MEMBER RESPONSIBILITIES

Being selected as a member of a Search Committee is a great honor and responsibility. It is a time sensitive role that impacts our University. Before accepting an invitation to participate in a Search Committee, please ensure you have read through the responsibilities and expectations:

Search Committee Members will:

• Attend all meetings and interviews - *If you cannot commit to attend each meeting and interview, do not volunteer for the committee.*

• Thoroughly review each candidate’s application and supporting documents. Compare candidate qualifications to the qualifications on the position rubric

• Make certain there is an equal review among all candidates

• Work collaboratively with other Search Committee members to determine which candidates should be recommended for hire
Log into PageUp by selecting the orange box on the Talent Management Resources webpage.

https://www.uwplatt.edu/node/17791
From the main menu in PageUp, select the link next the green box labeled “Search Committee Review.”
Your active search committee job(s) will be listed.

Select “View Applicants” on the appropriate position.
A list of candidates who have submitted complete applications will show on the left side of the screen.
Select the candidate’s name to open the applicant card.

Under the Applications section, select “Form” which will open the candidate’s resume/CV, cover letter, application, etc.
SEARCH COMMITTEE REVIEW — VIEWING THE RUBRIC

• Your responsibility as a committee member will be to compare the qualifications of the candidate against the qualifications listed on the rubric for this position.

• Your committee chair may have sent you the rubric or you may access the rubric from the job requisition page.
SEARCH COMMITTEE REVIEW – VIEWING THE RUBRIC

To access the rubric from the job requisition page: Select “Home” from the right side menu, select the link next the green box “Search Committee Review.” Select “View Job” on appropriate position. The rubric is located under the Documents tab at the top of the page.
SEARCH COMMITTEE REVIEW — VIEWING THE RUBRIC

• Review the qualifications listed on the rubric and compare to each candidate.
• Bring completed rubric to Search Committee meetings.
• Make certain that there is an equal review of each candidate.
SEARCH COMMITTEE REVIEW

This completes the process for the Search Committee Review Roles, Responsibilities and process in PageUp.