



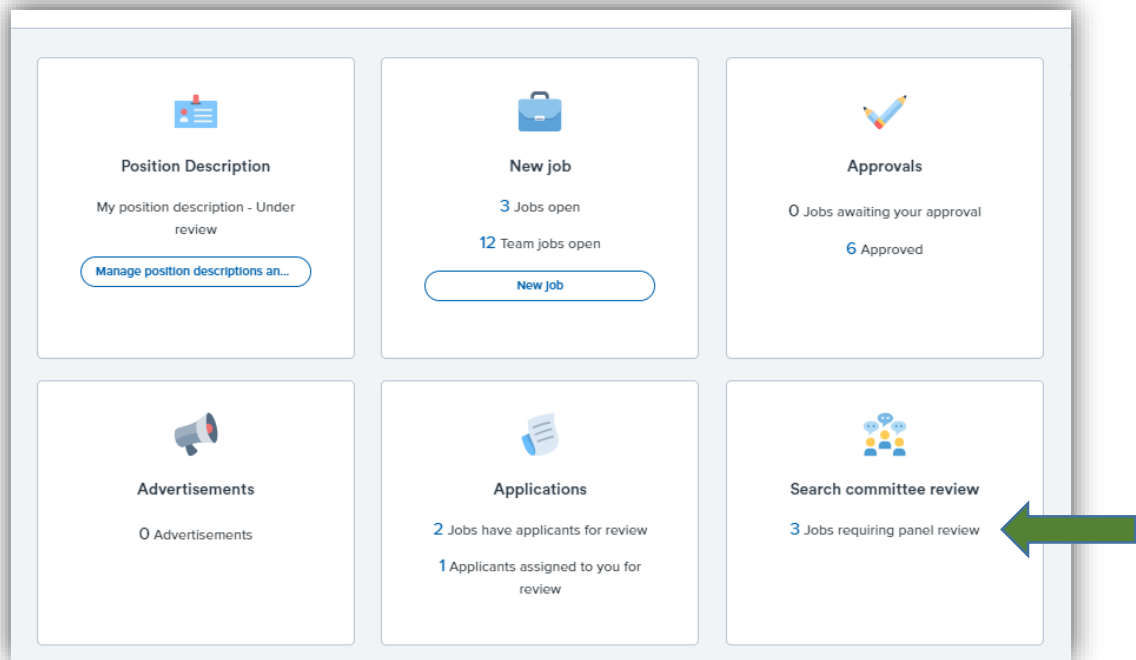
# TALENT MANAGEMENT SYSTEM

## Recruitment: Accessing, Reviewing and Rating Applicants (Committee Member)

This guide is intended to demonstrate the Search Committee **MEMBER** process for accessing and reviewing applicant information, and rating applicants.

### Accessing Applicant Information

1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. In the **Search Committee Review Tile**, select **Jobs requiring panel review**.



3. This takes you to the **My Search Committee Jobs** page. Find the row for the position for which you want to review applicants and select **View Applicants**.

My search committee jobs



Job number	Date added	Status	Title	User	Total applications	Your role	View Applicants	View job
492237	Nov 8, 2019	Under Committee Review	Graphic Designer - Comms Test	A	3	Search Committee Member	View Applicants	View job
492294	Nov 25, 2019	Offer	Instructor-TAS/Electrical Line Technician Program/Continuing Earning	RD	9	Search Committee Member	View Applicants	View job
492299	Nov 25, 2019	Offer	Police Officer II	JC	8	Search Committee Member	View Applicants	View job
492300	Nov 25, 2019	Offer	Academic Department Head	A	8	Search Committee Member	View Applicants	View job
492304	Dec 3, 2019	Offer	Executive Secretary-TAS	A	9	Search Committee Member	View Applicants	View job
492378	Feb 18, 2020	Offer	Assistant Professor/Chemistry/Tenure Track	BL	7	Search Committee Member	View Applicants	View job

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- The next page will display a split screen with a list of applicants on the left and the selection criteria on the right.

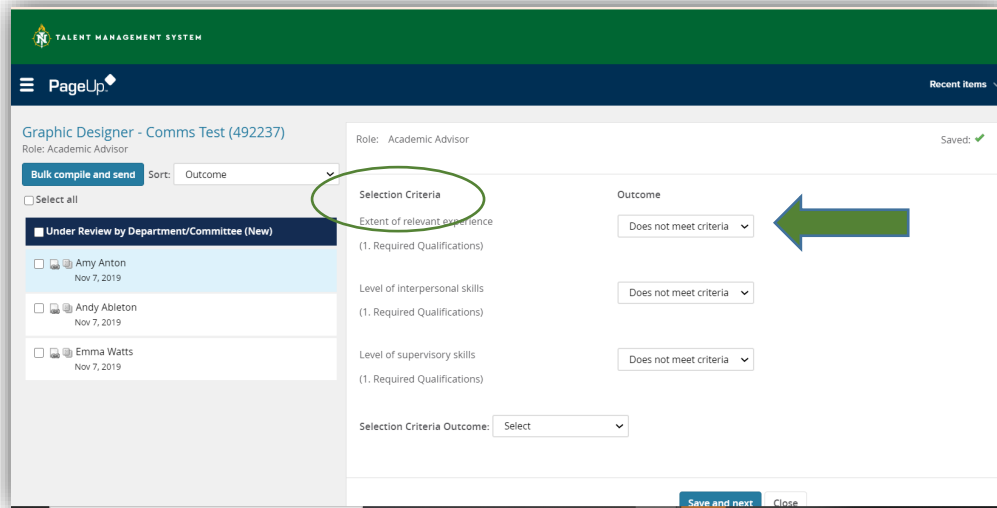
## Review Applicant Materials

All applicants have two icons next to their name which allow you to review their application materials

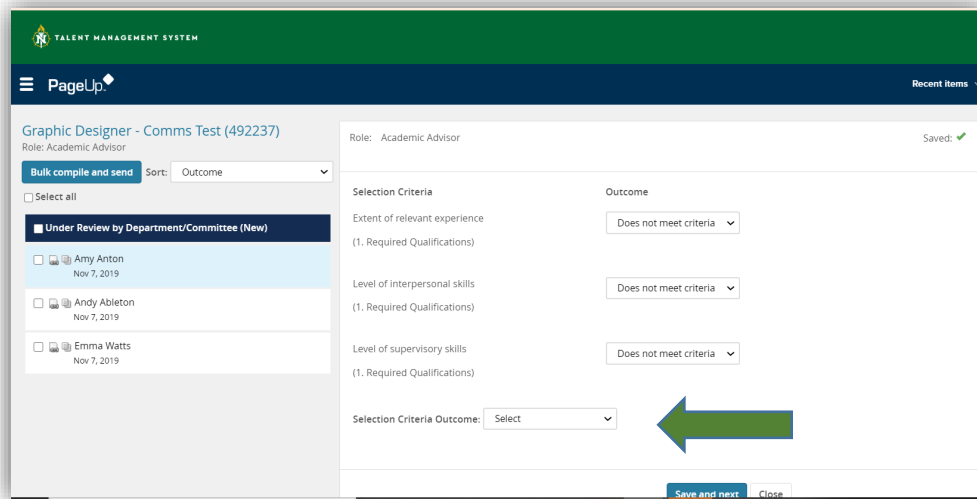
- Select the View Resume icon  to display the uploaded resume or curriculum vita.
- Select the View Answers icon  to display the applicant's profile, responses entered on the application, and any documentation that may be attached to the application (e.g. cover letter, resume, letter of recommendation).
- Review all materials for all applicants
- Anything in view resume or view answers that contains a link (e.g. cover letter, resume, letter of recommendation) can be downloaded and opened.

## Rate Applicants According to Selection Criteria

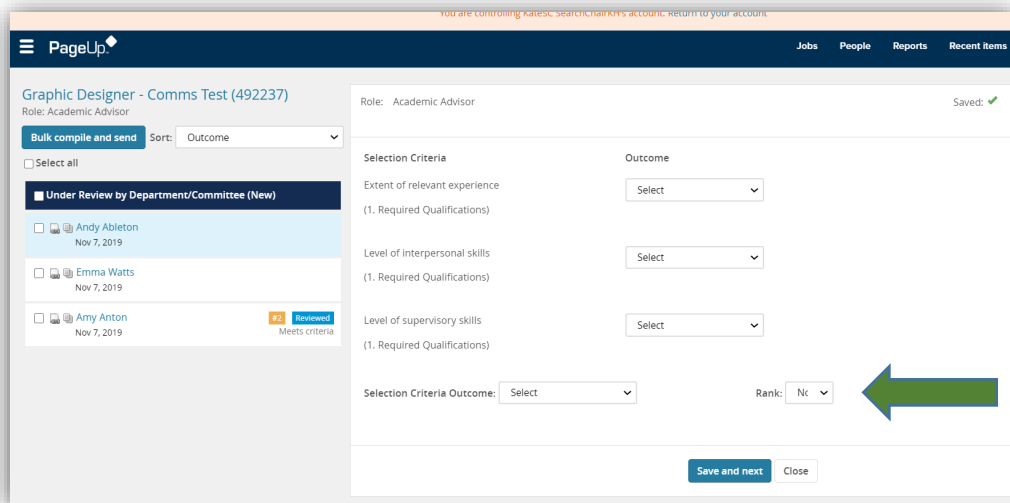
- After completing the review of each applicant and all of their application materials submitted, review each **Selection Criteria** and select the appropriate **outcome** from the drop down menu.



2. Select an overall selection criteria outcome for each applicant



3. Search Chair Only- Select a numerical ranking for each applicant (in comparison to other applicants)



4. Click **save and next** and the screen will automatically advance to the next applicant

5. After completing the review of all applicants, sign out of PageUp by selecting your name in the blue banner at the top of the screen and choosing the logout option **OR** return to your dashboard by clicking on the PageUp logo in the left hand corner

The screenshot displays the PageUp application interface. At the top left, the PageUp logo is highlighted with a green arrow. The top navigation bar includes links for Jobs, People, Reports, Recent items, and a user profile dropdown for 'KateSC'. The user profile dropdown is open, showing the user's name 'KateSC SearchChairKH', email 'khavel60@nmu.edu', and two options: 'View profile' and 'Logout'. A second green arrow points to the 'Logout' option. Below the navigation bar is the 'Position Description' form, which includes fields for PD No., Position Title, Classification title, Position Number, Employee Classification, Employee No., Supervisor Name, Position Type, Division, Department, Sub det, Approval status, and Status. Below the form is a table listing various positions with columns for PD No., Position Title, Classification title, Position Number, Employee Classification, Employee Name, Supervisor Name, Date modified, and Approval status.

PD No.	Position Title	Classification title	Position Number	Employee Classification	Employee Name	Supervisor Name	Date modified	Approval status
PD-38	Instructor-TAS/Electrical Line Technician Program/Continuing Earning						Nov 25, 2019	Approved
PD-40	Dean of Graduate Education and Research Salary Range						Nov 25, 2019	Approved
PD-42	Assistant Professor Tenure Track						Nov 25, 2019	Approved
PD-47	Executive Secretary-TAS						Jan 17, 2020	Approved
PD-53	Secretary	Secretary					Jan 17, 2020	Approved
PD-58	Director						Jan 17, 2020	Approved
PD-61	Assistant Professor-TAS						Jan 20, 2020	Approved