

Western PageUp



Search committee
review

Logging into Western PageUp

1. Go to <https://western.pageuppeople.com> or find the [Western PageUp – Admin](#) link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
 - a. Sign In: [userID@wwu.edu](#) (ex: [doej@wwu.edu](#))
 - b. Password: Your universal password


To Review Evaluation Matrix (Optional for Classified Staff searches)

To download and print the evaluation matrix prior to starting application review:

1. Click 'jobs requiring search committee review' in the "Search Committee Review" box
2. Find the job for which you are going to be reviewing applications (if you are on several search committees, you will see all of those jobs listed) – Click "View job" on the right hand side of the menu (next to Division/College)
3. Click the tab at the top labeled "Documents"
4. Click the title of the Evaluation Matrix and save to your computer; print if needed per application

To Review Applicant Materials

Applicant materials are reviewed in the PageUp system.

1. Click 'jobs requiring search committee review' in the 'search committee review' box
2. Locate the job in the list
3. Click 'View Applicants' to open the panel view
4. Click icons to view applicant details
5. Click  to view the application and resume and cover letter

To Add Outcome to Applicant (initial screen)

This process is for each search committee member to add notes to an application regarding the applicant's skills/qualifications. The search committee chair or search coordinator may decide to add 'outcomes' for all applicants.

1. In the panel view, select a candidate, click on the applicant name
2. Select an outcome from the 'Outcome' dropdown list
3. Click 'Save and next' to move to the next applicant, or 'Save and previous' to go back to a previously selected applicant
4. Applicants are marked as 'Reviewed' once saved at the bottom

To Review Recruitment Reports

1. Click 'jobs requiring search committee review' in the "Search Committee Review" box
2. Find the job for which you are going to be reviewing applications (if you are on several search committees, you will see all of those jobs listed) – Click "View job" on the right hand side of the menu (next to Division/College)
3. Click the tab at the top labeled "Reports" – Click the title of the report to open

Applicant Contact Information: This report will show the email address and phone numbers for all your candidates

Dispositions Check: This report will show all of your candidates with the disposition that has been entered into the system by the search coordinator/chair

Search Committee Comments: This report will show the initial screening determination by the members of the search committee. This report will only be populated if the search committee is utilizing this functionality of the system.

Additional Resources

1. [PageUp Login](#)
2. [PageUp User Guides](#)
3. [Approval Routing](#)
4. Need more help? Contact Human Resources, Stephanie Norsby: Stephanie.Norsby@wwu.edu or 360-650-3306