

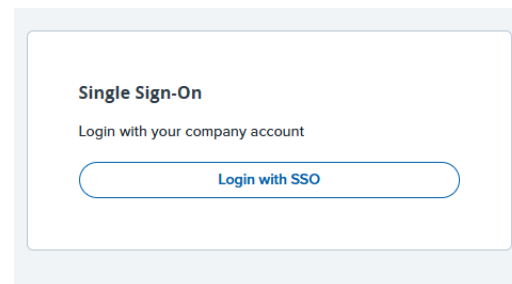


PageUp Guide for Search Committees

Login Instructions

Login: Logging into Page Up will be from Access UH. You will see an icon for Page Up. This is a single sign-on and your email address and password associated with the network will allow you in.

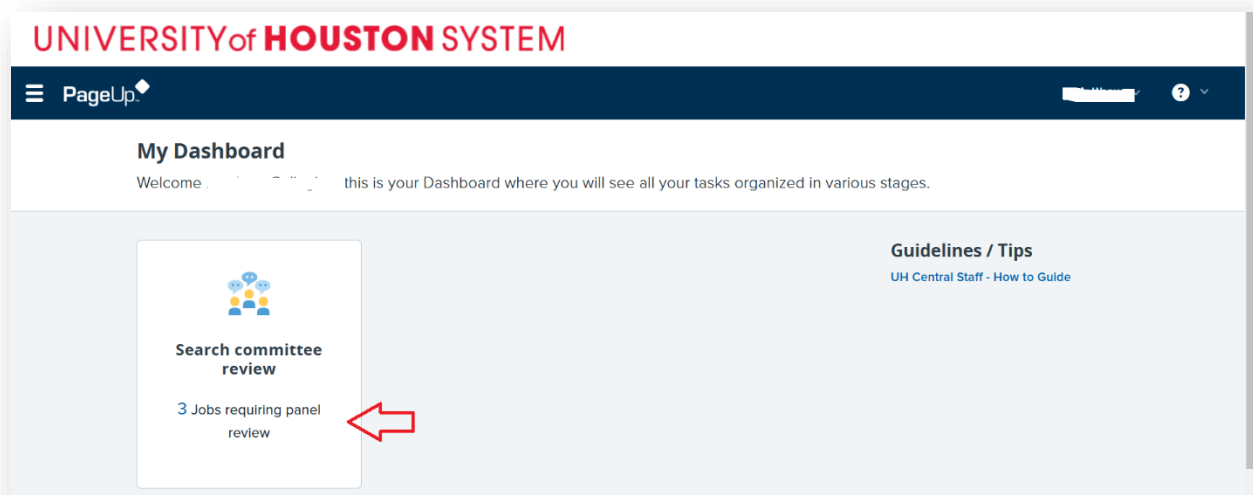
- Click on your SSO login
- Use your UH email
- Use your Network Password



PageUp Dashboard

The dashboard is the first screen when logged into the system. The tiles available will depend on your permissions. All UH Faculty have Search Committee access, but they must be assigned to a requisition.

Click on the link "Jobs requiring panel review" to see the Active Postings



PageUp Guide for Search Committees

Each search will be listed along with the number of applicants and your role in the search.

View Applications to see the list of candidates who have completed their applications.

View Responses to see the committee's rankings. (This is an optional feature. Please see [Add Comments/Rank section](#) for more details.)

UNIVERSITY of HOUSTON SYSTEM

PageUp

Matthew ?

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
FAC003491	Oct 31, 2024	Approv	Assistant or Associate Professor - Clinical Psychology - Adult Psychop	UJC	1	Search Committee Chair	View Applicants (1) View responses
FAC003492	Nov 4, 2024	Approv	Assistant or Associate Professor - Clinical Psychology - Child Psychop	SAS	1	Search Committee Chair	View Applicants (1) View responses
492675	Nov 6, 2024	Offer	Assistant Professor - TEST posting	SCK	2	Search Committee Memb	View Applicants (2) View responses

Page 1 of 1

Records 1 to 3 of 3

Reviewing Applications

The list of applicants is on the left side of the screen. They are sorted by the current application status. The default status is New/Search Committee Review

PageUp

Assistant Professor - TEST posting (492675)

Role: Assistant Professor

Taleo Applications

Saved: ✓

View responses

Bulk compile and send

Select all Sort: Outcome

New / Search committee review

Taleo Applications

Reference check

Bolton Terrier

Nov 8, 2024

Summary

Add Comments if needed

Selection Criteria Outcome: Select

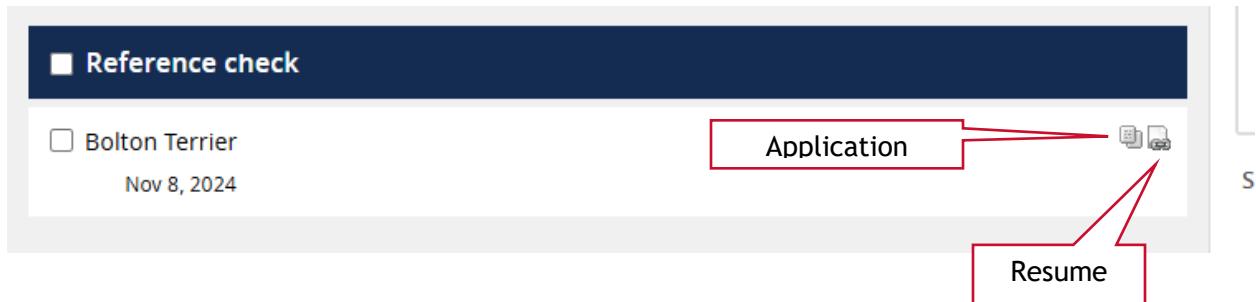
If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at FacultyAffairs@uh.edu or 713-743-9168.

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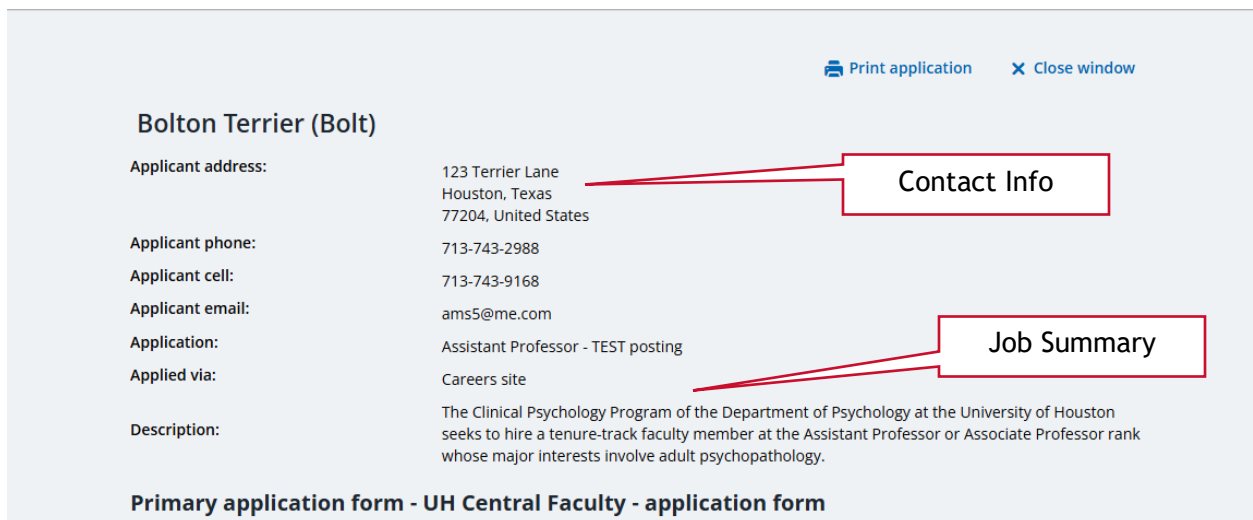
Each Applicant has two icons next to their name.

Review Answers – this is the application form and all the related documents. The resume is also viewable from this link

Resume – this is only the resume.



Click on Review Answers to review individual applications. A new window will open to show the documents. Make sure any popup blockers are turned off for PageUP.



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Primary application form - UH Central Faculty - application form

Question & response	Weighted score
Highest Degree Level Doctorate	0
Discipline Canine Studies	
Degree Granting Institution Good Boy U	
Degree Status Completed	0
Employment Status No Previous Employer	0
Additional Employment Not answered	0
Please provide contact information for a minimum of three references.	
Reference Reference 0 Organization UH First name Reference - BOLT Last name One Reference position test Phone Number Not answered	

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After the list of references, the list of candidate documents are available. Only the resume is required. Each will open in a separate download.

<p>To upload a file:</p> <p>1. Click 'Browse...' and select the file from your computer.</p> <p>2. Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet connection.</p> <p>To delete a file that you have uploaded, click 'Delete'.</p>	
<p>Please note, not all document types are required for all positions. To receive full consideration, please upload all attachments listed in the job posting.</p>	
Resume/CV	
CV.docx (19kb)	
Cover letter	<div>Click on each document type to view the file</div>
Cover letter.docx (58kb)	
Research Statement	
Bolton research statement.docx (58kb)	
Teaching Philosophy or Statement	
<i>No file uploaded</i>	
Unofficial Transcripts	
<i>No file uploaded</i>	
Portfolio	
<i>No file uploaded</i>	
Sample Publications	
<i>No file uploaded</i>	
Evidence of Effective Teaching	
Teaching Sample.docx (58kb)	
Other Supporting Documents	
Bolton Terrier - Associate Pro (53kb)	
<p>In order for you application to receive full consideration, please ensure the required documents listed in the job posting are attached.</p>	

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If Reference Letters were requested through PageUP and have been received, they are listed next.

Internal reference check form

Question & response	Score
<p>Online reference check form</p> <p>We have received an application for a faculty position at the University Of Houston System in which you were listed as a reference contact. Please kindly attach a letter of recommendation for this applicant. We would appreciate your response within two weeks. Should you have questions regarding this request, please don't hesitate to contact us.</p> <p>Thank you for your time.</p> <p>Office of Faculty Affairs, Office of the Provost University of Houston 206 E. Cullen 713-743-9168 http://www.uh.edu/provost/</p> <p>Please Upload a Letter of Recommendation documentation Letter of Recommendation.docx (55kb)</p>	

Click the name to view the letters. Each one is listed separately

Done

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Additional Viewing Options - Bulk Compiling

Applications can also be bulk compiled for review.

On the application list, click on the Bulk compile and send button. Click either Select All or the individual candidates.

The screenshot shows the PageUp application list interface. The header includes the PageUp logo and a user profile. The main content area displays the role 'Assistant Professor - TEST posting (492675)' and a list of applications. A red box highlights the 'Bulk compile and send' button. Below this button, there are checkboxes for 'Select all', 'New / Search committee review', 'Taleo Applications', and 'Reference check'. The right sidebar shows a 'Summary' section with a text area for 'Add Comments if needed' and a 'Selection Criteria Outcome' dropdown menu.

A list of documents will open which can be selected for the bulk complete.

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Bulk action status: 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

Application details

- ☒ Applicant personal details
- ☒ Profile
- ☒ Application form
- ☒ Additional form
- ☐ New hire form
- ☐ Application notes
- ☐ Onboarding Form

Applicant documents

- ☒ Cover letter
- ☐ Cover Letter - System
- ☐ Hiring Manager Agreement
- ☐ Hiring Matrix
- ☒ Other - Applicant
- ☒ Resume
- ☒ Supporting Applicant documents
- ☐ Transcript of results

Recruiter documents

- ☐ Interview Notes
- ☐ Mail matcher document
- ☐ Other - Recruiter

Print options

- ☐ Format for double-sided printing

Create PDF Cancel

Once the Document is created, there is an option to view the document or email it.

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Download or send document

Bulk action status: 2 Applicants Complete

To download the document, right click on the link below and select 'Save Target As'.
 Note: To send the document it is not necessary to download the document below.
 The document will be sent as an attachment with the communication below.

Your document is ready to download:
[Download document \(2.2 mb\)](#)

Send document: ☒ Yes ☐ No

User:
 No user selected.

Other email:

From:*

Subject:*

Add Comments/Rank

PageUp has the ability to rank and score the applications. Additionally, comments can be tied to each applicant. The comments will become part of the candidate file & should be related to the knowledge, skills and abilities of the candidate and their fit to the position.

Assistant Professor - TEST posting (492675)
 Role: Assistant Professor
[View responses](#)

Sort:

New / Search committee review

Taleo Applications

Reference check

Bolton Terrier
 Nov 6, 2024

Role: Assistant Professor
 Taleo Applications Saved:

Summary
 Add Comments if needed

Selection Criteria Outcome:
 Select
 Does not meet criteria
 Meets criteria
 Exceeds criteria

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