# Office of the Provost
UNIVERSITY OF **HOUSTON**

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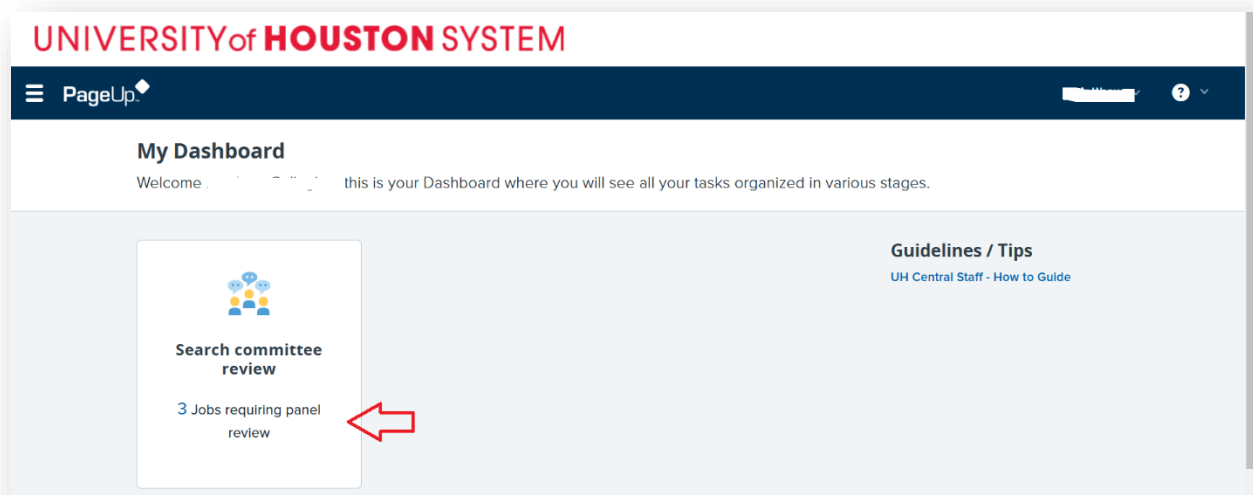
- Click on your SSO login
- Use your UH email
- Use your Network Password

Single Sign-On

Login with your company account

Login with SSO
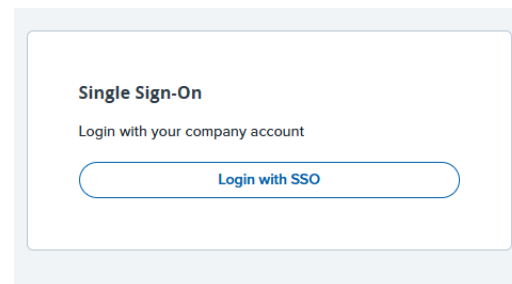
PageUp Dashboard

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

UNIVERSITY of HOUSTON SYSTEM

PageUp

My Dashboard

Welcome _____ this is your Dashboard where you will see all your tasks organized in various stages.

Guidelines / Tips
UH Central Staff - How to Guide

Search committee review

3 Jobs requiring panel review

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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.)

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
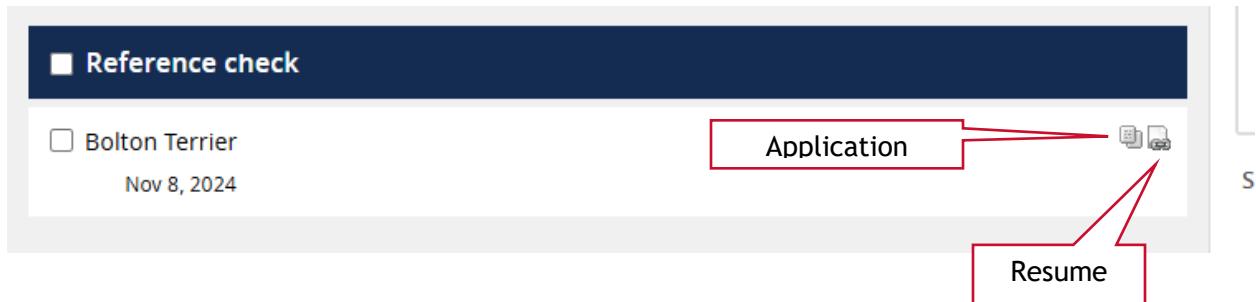

If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at FacultyAffairs@uh.edu or 713-743-9168.
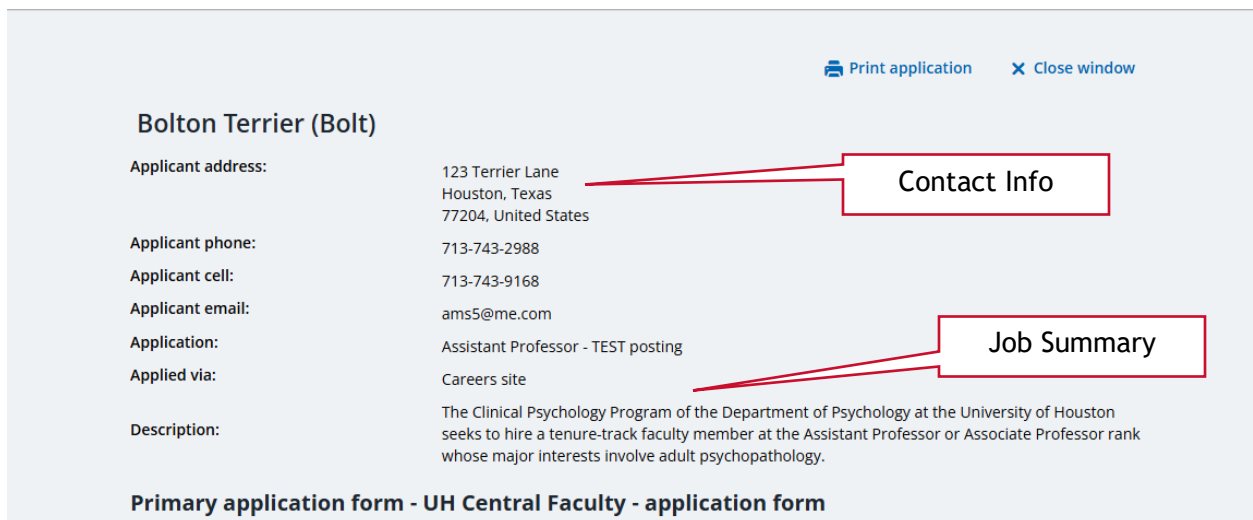
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Each Applicant has two icons next to their name.

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.

To upload a file:

1. Click 'Browse...' and select the file from your computer.
2. Click 'Upload' to send the resume to us, this may take a few minutes depending on the speed of your internet connection.

To delete a file that you have uploaded, click 'Delete'.

Please note, not all document types are required for all positions. To receive full consideration, please upload all attachments listed in the job posting.

Resume/CV

CV.docx (19kb)

Cover letter

Cover letter.docx (58kb) ——————— Click on each document type to view the file

Research Statement

Bolton research statement.docx (58kb)

Teaching Philosophy or Statement

No file uploaded

Unofficial Transcripts

No file uploaded

Portfolio

No file uploaded

Sample Publications

No file uploaded

Evidence of Effective Teaching

Teaching Sample.docx (58kb)

Other Supporting Documents

Bolton Terrier - Associate Pro (53kb)

In order for you application to receive full consideration, please ensure the required documents listed in the job posting are attached.

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

Internal reference check form

Question & response	Score
Online reference check form	
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. Thank you for your time. Office of Faculty Affairs, Office of the Provost University of Houston | 206 E. Cullen | 713-743-9168 http://www.uh.edu/provost/ Please Upload a Letter of Recommendation documentation Letter of Recommendation.docx (55kb)	

> 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.

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

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

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Click to download compiled document

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.

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