01/10/2019

Search Committee Review

**PAGEUP APPLICANT TRACKING SYSTEM**

**Reminder: You must allow pop-ups for this system to work properly.**

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
	1. Your home screen will look like the image below.
2. Click on **Jobs requiring panel review**
3. On the next screen, the job will appear. On the far right, click the option **View Applicants**.



1. On the next screen, the list of applicants will appear where search committee members can:
	1. Sort the applicants.
	2. Choose an outcome for each individual applicant after being reviewed.
		1. These outcomes cannot be seen by anyone else on the committee.

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**Sorting the applicants and/or selecting an outcome will help committee members keep track of those who have been reviewed and who are new applicants.**

* 1. Review the applicants.
		1. Individually by clicking on their first or last name.
		2. Multiple applicants using the **Bulk Compile and Send** feature.

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Reviewing **multiple** applicants at once (Bulk Compile and Send)

* + - 1. Choose the applicants you want by clicking on the box to the left of their name.
				1. A check mark will appear next to each applicant selected.



* + - 1. Once all of the applicants are selected, click **Bulk Compile and Send.**



* + - 1. On the screen that appears, check the following boxes.
* Application Form
* Appointment letters
* Cover Letter
* Faculty Qualification
* Leadership Philosophy
* Other – Applicant
* Reference Letters
* Research Interest
* Resume
* Supporting Applicant Documents
* Teaching Evaluations
* Teaching Statement
* Transcript of Results
* Transcripts
* Writing Samples
	+ - 1. Scroll to the bottom and click **Create PDF**.



* + - 1. Wait until all of the documents have been compiled.
				1. The more applicants you selected, the longer this will take.
				2. Do **not** exit out of this screen or it will cancel the bulk compile.



* + - 1. A screen will appear where you can either:
				1. Open the compiled document as a PDF by clicking on the link to download.
				2. Send the PDF file via email, if less than 5mb.





* + - 1. Scroll to the bottom and click **Okay** to send the email, if needed, or press **Close**.

Reviewing applicants **individually**

Once you click on the applicant’s first or last name, the **Applicant Card** will appear. Here you can review all documents submitted by the applicant. (example: cover letter, resume, transcripts)

Click on **Form** to the right of your position listed under the Applications section.

Once you click on the **Form**,the completed application will appear. Please review

 application and the documents attached.

You can access all of the documents an applicant submitted by scrolling almost to the bottom of the application until you see:

**\*\*If you have any questions, please reach out to Human Resources at 616-331-2215 or at** **hremploy@gvsu.edu** **and one of the employment team members will be happy to assist you.\*\***