Quick Reference Guide
Shortlisting in PageUp

Charles Sturt University

Step 1.	Step 2	Notes	
Navigation and Viewing the Selection Criteria	**Rating the Selection Criteria**	**Presiding Officers**	**Group Shortlisting**
1. **Log in** to PageUp. 2. Next to the green Selection Committee Review bubble, **select jobs requiring panel review**. 3. Select **View applicants** on the position that you wish to review. 4. Next to the applicant's name on the left, **click the pages icon** to view the person's application form and resume. This will open a new window where you can rate the applicant against the selection criteria. 5. **Scroll down** to see the applicant's responses to the selection criteria. 6. **If you have two screens**, put the response to the criteria on one screen, and the rating window on the other. 7. **If you have one screen**, resize the window with the applicant's response to the criteria, so you can view it alongside the rating window.	1. **Review the applicant's response** against the selection criteria for the position as listed in the rating window. 2. **Record the outcome** you consider appropriate for each criterion by selecting from the drop down menu. 3. You may also wish to **add a comment**. The presiding officer will be able to see any text you add to the comments section. 4. In the summary section at the bottom, you may wish to make notes such as the level at which you consider the applicant suitable if the position has been advertised across multiple levels. 5. Click on **save and next**. This will note that you have reviewed the applicant and will open the rating window for the next applicant. You will be able to double-check which applicant you are entering ratings for by the name that is shaded blue on the left hand side of the screen. **Please note there is no Submit button**. Your results will be recorded as you work through each application. The Recruitment Team will run a report to generate the results and email the panel the next steps.	When you select jobs requiring panel review, you will see a number under total applications, which may not match what you see when you start reviewing individual applications. The total number includes applicants who were screened out because they weren't eligible and applicants who commenced but did not complete an application, as well as those who have submitted. This is a feature of PageUp that can't be reconfigured. Presiding officers can also view the ratings and comments that other committee members have made by hitting the back button and selecting **View responses** in the My panel jobs view.	Group shortlisting must include all selection committee members. The presiding officer (or nominee) should record the outcome against each criterion for each applicant based on the selection committee's discussion. In the overall comments/summary section at the bottom, the presiding officer should note that group shortlisting was conducted. The other panel members are not required to enter their ratings in PageUp if a group shortlisting has occurred, but they should have read and made notes on each applicant ahead of your shortlisting meeting. If the other panel members do enter ratings in the system, the the Presiding Officer or nominee will need to update their submissions in PageUp to reflect the results of the group. They should also indicate in the 'summary/overall comments' for each applicant that a group shortlisting has been undertaken and whose results are reflective of the groups discussion. This is for audit and compliance purposes and will show a fair and equitable merit-based process has occurred.