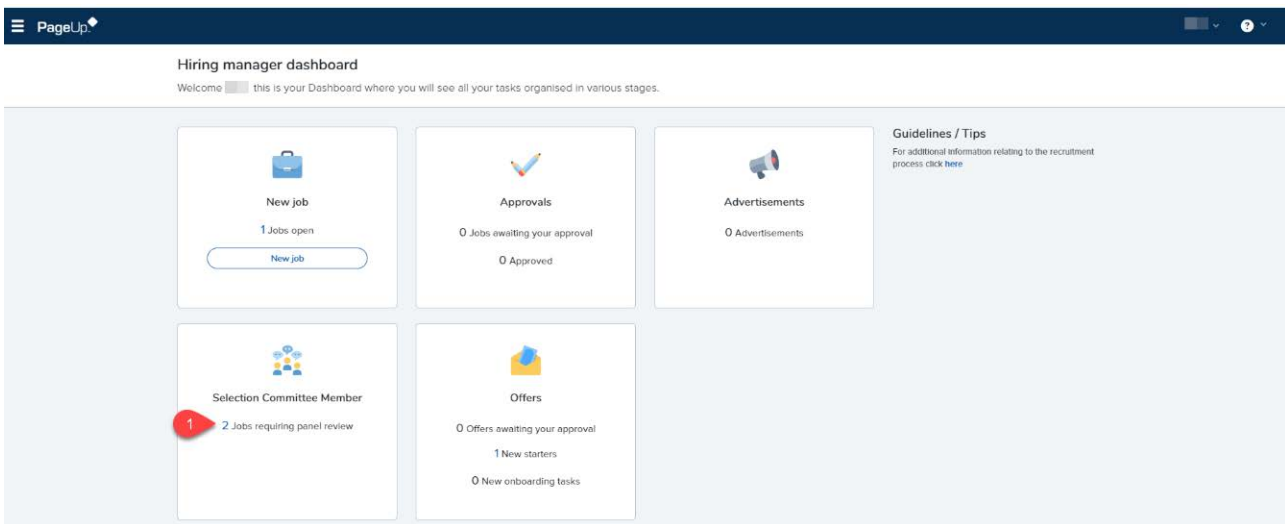


Each selection committee member is required to access PageUp and shortlist **each** of the selection criteria for **each** applicant by the above mentioned due date.
Please contact your recruitment officer if you expect any delays in completing your shortlisting. Additional resources and information for selection committees can be found [here](#).

- 1 • Access [PageUp](#) then from your dashboard. Click on 'jobs requiring panel review'
- 2 • Locate the position and click on 'View Applicants'
- 3 • To view the application submitted, click on the 'View Answers' icon to the left of the applicant's hyperlinked name.
- 4 • Indicate your rating for **each** of the selection criteria for **each** applicant via the dropdown options.
• You may also enter comments next to the individual criteria or in the 'Summary/Overall Comments' section which may assist in committee discussions and providing feedback if requested.
• Repeat for the next application. The application will be marked as reviewed once saved.



Hiring manager dashboard
Welcome [user] this is your Dashboard where you will see all your tasks organised in various stages.

New job
1 Jobs open
New job

Approvals
0 Jobs awaiting your approval
0 Approved

Advertisements
0 Advertisements

Guidelines / Tips
For additional information relating to the recruitment process click [here](#)

Selection Committee Member
2 Jobs requiring panel review

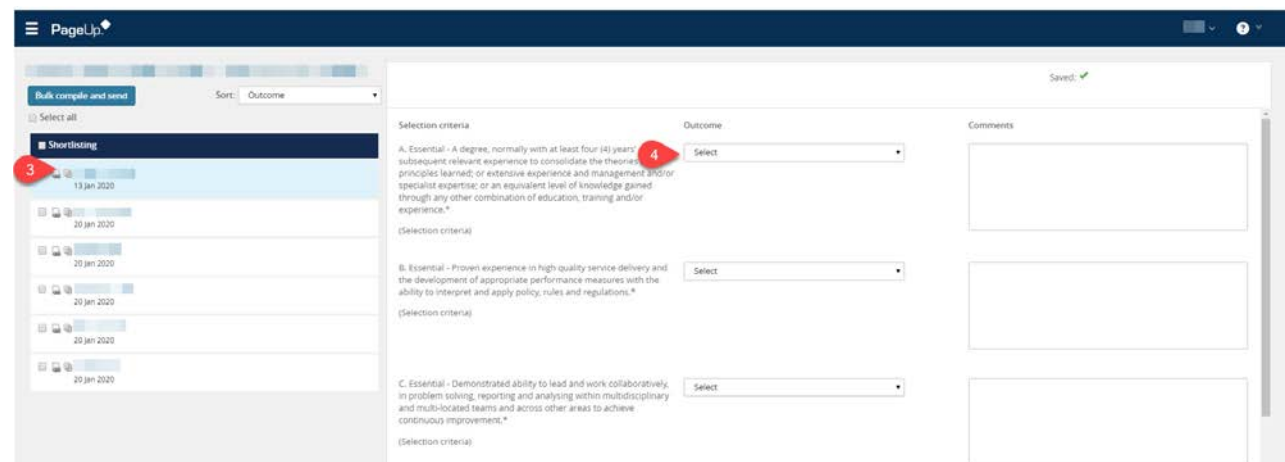
Offers
0 Offers awaiting your approval
1 New starters
0 New onboarding tasks



My panel jobs

Job number	Date added	Status	Job title	User	Your role
493204	20 Dec 2019	Review	[blurred]	JM	Panel member
493213	13 Jan 2020	Pending approval	[blurred]	MS	Panel member

View Applicants | View job



Shortlisting

Sort: Outcome

Selection criteria

A. Essential - A degree, normally with at least four (4) years' subsequent relevant experience to consolidate the theoretical principles learned; or extensive experience and management skill/specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.*
(Selection criteria)

Outcome: Select

Comments

B. Essential - Proven experience in high quality service delivery and the development of appropriate performance measures with the ability to interpret and apply policy, rules and regulations.*
(Selection criteria)

Outcome: Select

Comments

C. Essential - Demonstrated ability to lead and work collaboratively in problem solving, reporting and analysing within multidisciplinary and multi-located teams and across other areas to achieve continuous improvement.*
(Selection criteria)

Outcome: Select

Comments

Saved ✓