
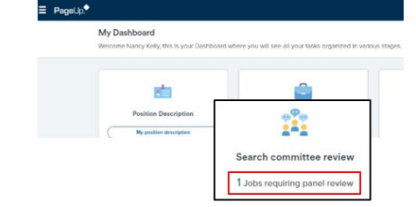
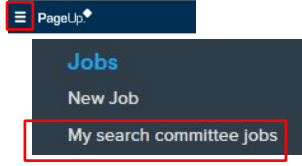

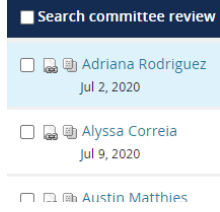



<p>Purpose: Instructions to access applications for individuals identified on job posting requests as search committee members. Applications must be in the <b>Search committee review</b> status to be visible to search committee members. (For information regarding applicant or application status, please refer to the NSU Careers quick guide <i>Dispense Applicants &amp; Job Closure</i>.)</p>	
<p>Access NSU Careers (powered by PageUp) from the Sharklink portal (sharklink.nova.edu, select NSU Careers icon).</p>	
<p>One method to access the list of applicants for search committee review is from <b>My Dashboard</b>. Select the direct link from <b>Search committee review</b> tile labeled # <b>Jobs requiring panel review</b>.</p>	
<p>The second method is to select the three-lined menu icon from the upper left-hand corner to expand the menu.</p> <p>Select <b>My search committee jobs</b>.</p>	
<p><b>My search committee jobs</b> page will display the job(s) to which the search committee member has been assigned.</p> <p>On the far right of the page, click on the <b>View Applicants</b> link.</p>	
<p>The list of applicants that have been selected for search committee review will display.</p>	
<p>To review resumes/CVs and/or the application, there are two icons shown to the left of the applicant's name.</p>	

To download the resume, click on the far-left icon (square and chain link) left of the applicant name.

A separate window will open and display the PDF link. Click on the link to display the resume.

To review the completed application, click on the double-square icon left of the name. A separate window will open and display the application.

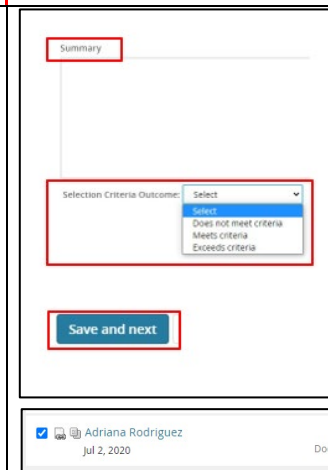
Print options are available within each window.



To the right of the list of applicants there is a **Summary** comment box and drop-down box labeled **Selection Criteria Outcome**. Each search committee will decide whether to use this feature.

When the applicant's name is highlighted in blue, the Summary box accepts comments/notes regarding how well that applicant meets criteria for selection as defined by the search committee to advance in the process. When making entries, use the **Save and next** button at the bottom to save entries.

The applicants that have been evaluated and saved will display the blue **Reviewed** badge.

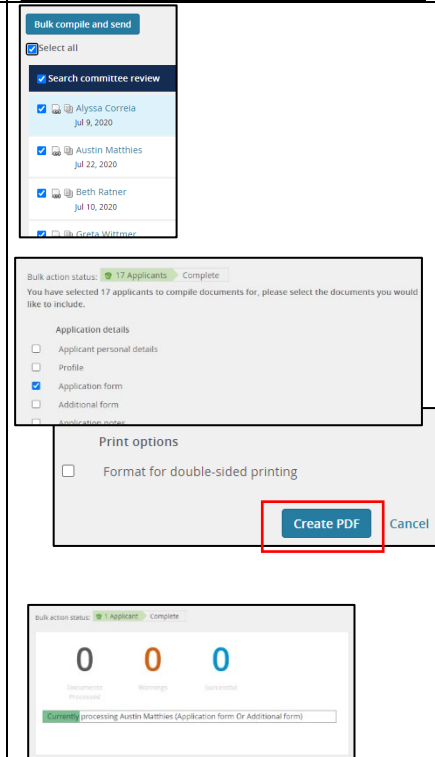


Another method of review is to select all or certain applicants by clicking on the checkbox next to the name and click on the blue **Bulk compile and send** button.

On the next page, select which documents to include (resume, application, etc.) and click the blue **Create PDF** button.

If selecting several, the process could take several minutes to create.

A progress indicator will display.



Upon completion, you may either email the documents (to yourself or other NSU user) or download from the provided link.

