

PageUp People Recruit Essentials

Dashboard Recruiting Competency Contractor Management Integrated Framework SaaS Reporting Performance Succession Global Informal Learning Enterprise Cloud Onboarding Career Planning Assessment Intuitive Development Multilingual Mobile Social Compensation Embedded Analytics



User Essentials

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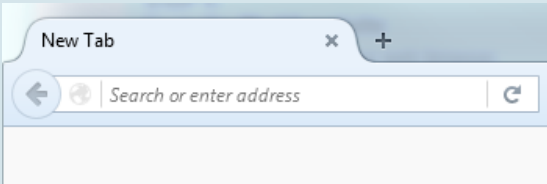

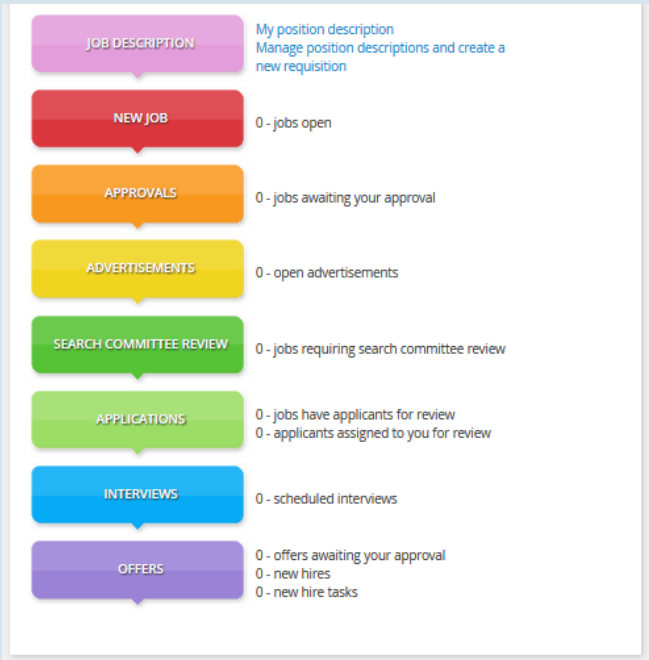
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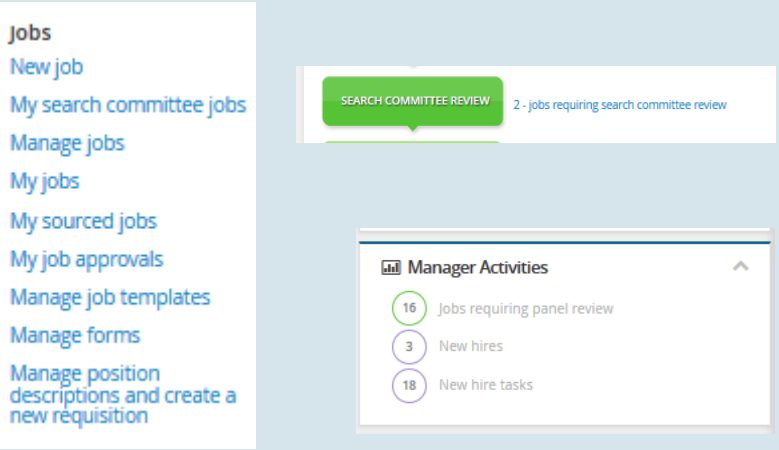

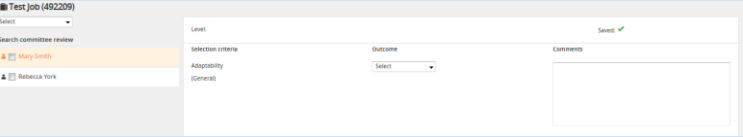
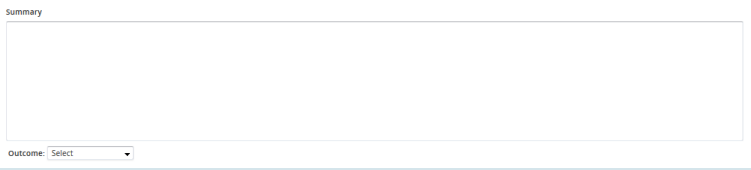
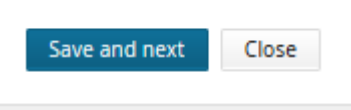
Quick Reference Guide – Accessing MyUA

What you need to do	What you will see
<p>STEP 1: Go to the MyUA website</p> <p>In the Address bar of your web browser, enter the following web address: myua.pageuppeople.com</p> <p>Tip: adding this address as a favorite will save you time in the future.</p>	
<p>STEP 2: Login Box</p> <p>Enter your UA Username and Password that is managed by ELMO Click the blue Login button.</p>	
<p>Welcome to My UA!</p> <p>The first page that you will see will be the Dashboard page.</p> <p>Your view may be different depending on your level of access.</p> <p>All available functions are within the menu on the right-hand side of the screen.</p>	



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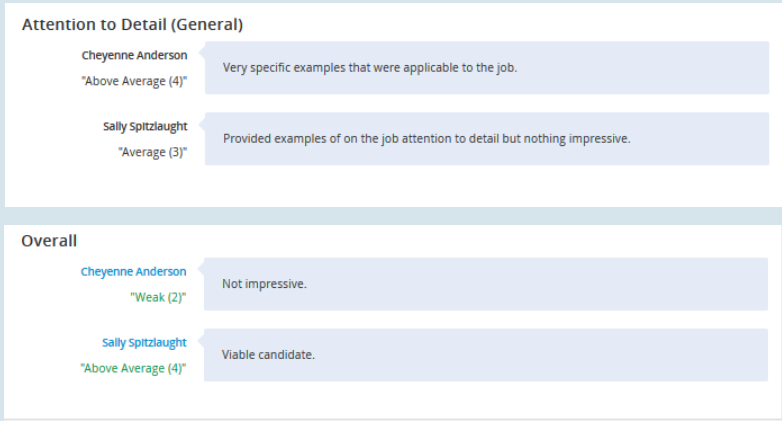
Quick Reference Guide – Completing a Panel Assessment

What you need to do	What you will see
<p>STEP 1:</p> <p>Select My search committee jobs from the side menu. The search committee is also accessible from the dashboard. On the supervisor dashboard, the bubble view, select the green button labeled Search Committee Review. From the HR consultant dashboard selecting Jobs requiring panel review from the Manager Activities menu will lead to applicants requiring your review as either a search committee member or chairperson.</p>	
<p>Step 2:</p> <p>Click on View Applicants to the right of the job that you are reviewing applicants on.</p>	
<p>Step 3:</p> <p>Select the appropriate outcome from the dropdown menu next to the selection criteria. Then leave comments against the applicant in association with the selection criteria.</p> <p>The search committee review page does auto save, this is indicated by the green check in the right corner of the page.</p>	
<p>Step 4:</p> <p>At the bottom of the review leave overall comments, select an overall assessment of the applicant.</p> <p>Then click save and next to begin the assessment of the next applicant, when you have completed assessments on all applicants click close to return to the search committee review view.</p>	
<p>Step 5:</p> <p>Then click save and next to begin the assessment of the next applicant, when you have completed assessments on all</p>	

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applicants click close to return to the search committee review view.

Quick Reference Guide – Viewing responses

What you need to do	What you will see								
<p>Step 1:</p> <p>To view the responses of all the members of the search committee, click on View Responses to the right of the job.</p>									
<p>Step 2:</p> <p>Each member's comments and outcomes will be displayed below the selection criteria.</p> <p>At the bottom of the page the overall outcome and comments will be shown for each search committee member.</p>	 <p>Attention to Detail (General)</p> <table border="1"> <tr> <td>Cheyenne Anderson "Above Average (4)"</td> <td>Very specific examples that were applicable to the job.</td> </tr> <tr> <td>Sally Spitzlaught "Average (3)"</td> <td>Provided examples of on the job attention to detail but nothing impressive.</td> </tr> </table> <p>Overall</p> <table border="1"> <tr> <td>Cheyenne Anderson "Weak (2)"</td> <td>Not impressive.</td> </tr> <tr> <td>Sally Spitzlaught "Above Average (4)"</td> <td>Viable candidate.</td> </tr> </table>	Cheyenne Anderson "Above Average (4)"	Very specific examples that were applicable to the job.	Sally Spitzlaught "Average (3)"	Provided examples of on the job attention to detail but nothing impressive.	Cheyenne Anderson "Weak (2)"	Not impressive.	Sally Spitzlaught "Above Average (4)"	Viable candidate.
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