

## **Schedule and Register at:**

[www.umbc.edu/training](http://www.umbc.edu/training)

Multiple Dates Available

9:30 am - 11:30 am

# PageUp

## **Managing the Search Process**

*Reviewing and Managing Applications*

**Session Description:** Learn how to review and manage applications and run the search process in the PageUp applicant tracking system! This session is designed for individuals that will manage the search process by reviewing applications, serving as search chair and coordinating the interview/selection process.

### **Session Objectives:**

- Navigate through the applicant tracking system dashboard
- Navigate the applicant card and review applicant materials
- Send applications to the search committee members for review
- Review and Evaluate outcomes from search committee members
- Create and invite applicants to an interview event and move them through the recruitment process
- Send communication to applicants and other users
- View search related reports
- Understand the offer approval process

### **Audience:**

Hiring Managers

Search Committee Chairs (those individuals heading a Search Committee)

