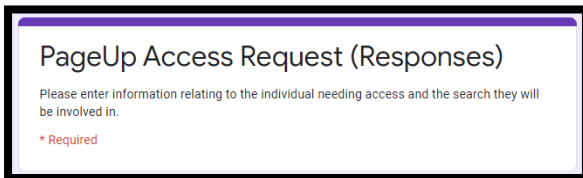## External Search Committee Members

Search Committees can be composed of a variety of members within our K-State community, but did you know they do *not* have to be an employee at K-State? If a Hiring Manager, Search Chair, or Search Committee is interested is adding another member, please follow the steps below to request access to PageUp for the identified participant.

1. Ensure the requisition is approved <u>first</u>.
2. Go to HCS Tools → Hiring Toolkit → PageUp Applicant Tracking System and click on the <u>PageUp Access Request</u> button.

3. Next, complete all the fields required on the form and click submit.

4. These requests get processed by Talent Acquisition and once approved, the new participant (and appropriate HCS Liaison) will be sent the following information in an email:
   a. Username
   b. Website for logging in to PageUp: https://admin.dc4.pageuppeople.com
   c. Instructions to Access PageUp for External Users
   d. Search Committee Quick Instructions for External Users
   e. Link to complete the online training: **Search Committee Roles and Responsibilities**
5. The user will be directed to setup a password (one is not provided to them).

REMEMBER:
- The security word for external users when logging in is <u>kstate</u>.
- External committee members will use a different login website than K-State Employees.
- <u>All</u> Search Committee members should be utilizing PageUp to review and upload any candidate notes.

If you have questions, please contact your Talent Acquisition Strategic Partner.

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