

Did you know?

Research has shown behavioral based interviewing is one of the most effective interviewing styles to determine if a candidate possesses the skills necessary to fulfill the job duties. PageUp offers an interview guide builder tool to aid in effective behavioral based interviews.

How to build an Interview Guide as a Search Chair:

1. On your dashboard, click on **Search Committee review** (Jobs requiring panel review).



Search committee review

1 Jobs requiring panel review

2. Click on **Edit job** from the list of *My search committee jobs*

3. When the job opens, click the **Documents** tab at the top.

View Applicants | View responses | **Edit job**

4. Click on **Select** drop down and select **Interview Guide**

Position info | Notes | **Documents** | Reports

5. On the pop-up window click on **Create a new interview guide for this job**. Then click **Next**

Create a new interview guide for this job.

6. **Name** your guide then select Interview type and template.

7. Once you have added all of your desired questions from the competency library, click **save**.

8. You will have the ability to **Edit, View, or Remove** the Interview Guide in the Documents tab.

Hiring Highlight –Blind Ads Need Position Announcements!

All requisitions submitted for approval, including Blind Ads need position announcements. If it is a blind requisition in the "Where will the department post this position..." section type **Blind Requisition** with first and last name of the applicant to streamline hiring.

Where will the department post this position to attract qualified candidates including women, underrepresented race/ethnicity, individuals with disabilities and veterans?:

Blind requisition -- FirstName LastName

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