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General Guidelines for using PageUp People

1. Your session will timeout after 90 minutes of inactivity.

2. Do not share your login details with any other person. Log out completely from your web browser upon completion in the system.

3. Your computer must meet the following system requirements in order for PageUp People to function correctly:
   - A screen resolution of 800 x 600 pixels or higher
   - At least a 56k modem Internet connection

Interview Guides

Research has shown that 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. The applicant tracking system makes it easy to build and share an interview guide to be used during the search process.

To begin click on the **hamburger** in the right-hand corner of the screen.

Next, select **Manage jobs**.

From the list of open jobs, select a job title for which you would like to build a behavioral interview guide.
Instruction Guide

Once you have selected a job, this will take you to the Requisition Information page. Select Documents tab.

Next, select the drop down menu and click on Interview Guide.
The following popup window will appear.

- Create a new interview guide for this job.
- OR
- Select existing interview guides from the library:
  - Faculty
  - Hourly Students
  - Unclassified
  - University Support Staff

Depending on your search you can select guides that have been pre-built, or create your own.

Select the **Create a new guide for this job** and click **Next** at the bottom of the pop up window.

**Creating Interview Guides**

You will now begin to create your interview guide.
Naming the Interview Guides

Name the guide (typically similar to the job title for the current search).

Select the Interview Type: Phone screen, 1st Interview, 2nd Interview, or 3rd Interview.

Select the Interview Questions Guide Template.
Instruction Guide

Selecting Competencies

Now you can select the competencies from the competency library that are critical to have for the position.

You can click on the to review the available questions relevant to the competency. Next, click on the Add link and it will transfer the question to the Selected competencies on the right-hand side. Once you have added all of the questions you would like to use in the interview guide, click Save.
You will have the ability to Edit, View, or Remove the Interview Guide in the Documents tab.

By selecting Download the interview guide will create a PDF document in the lower left-hand side of the screen.
Interview Guide Document

The interview guide is available for use by search committee members. *REMEMBER: any documents used in the search process must be uploaded to the Documents tab in order to maintain all the materials that relate to the search.