



PageUP: Viewing Applications (Search Committee)

1. Login to your MyJaxState account.



2. Select the Human Resources card.
 - You may have to search in Discover More for the card.
 - You can bookmark it for later use.

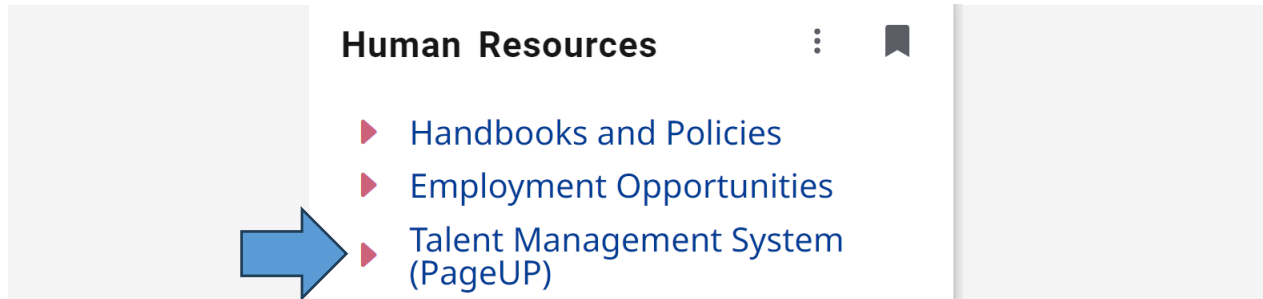
Human Resources



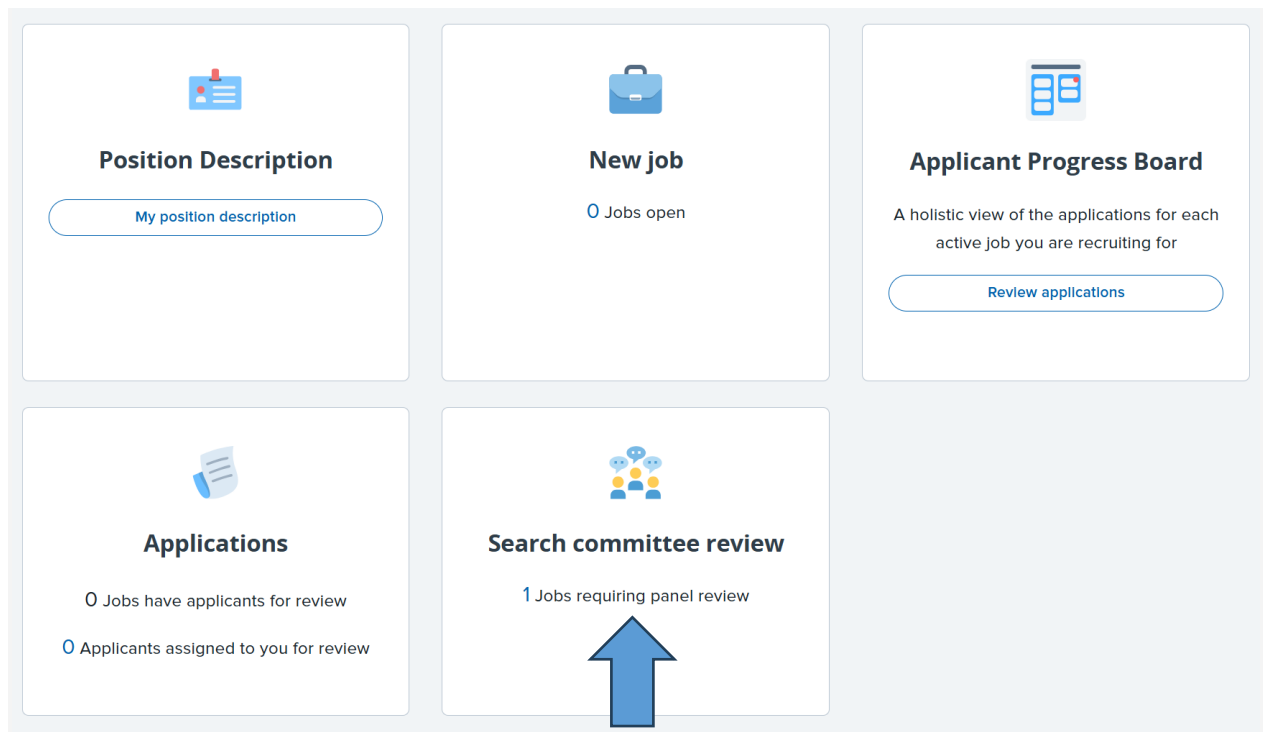
- ▶ [Handbooks and Policies](#)
- ▶ [Employment Opportunities](#)
- ▶ [Talent Management System \(PageUP\)](#)
- ▶ [Performance Management System \(PageUP\)](#)
- ▶ [Employee Navigator](#)
- ▶ [Open Enrollment](#)
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



3. Select Talent Management System (PageUP).



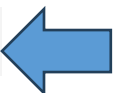
4. From your PageUp dashboard, locate the tile for Search Committee Review.



5. Click on “1 Jobs requiring panel review.”

6. Under “My search committee jobs,” locate your job (if more than one).

My search committee jobs							
Posting Number	Date added	Status	Job title	Hiring Authority	Total applications	Your role	Human Resources
498277	Jul 16, 2026	Approved	Instructor, Finance, Economics & Accounting	John Bauer Graham	7	Search committee member	Jameson Houston



7. Under “Actions,” click on “View Applicants.”

- a. Your applicant list will appear on the left of the page with several options.



View applicants

Instructor, Finance, Economics & Accounting (498277)

Role: Faculty

Bulk compile and send

Sort: Outcome

☐ Select all

☐ Under Department Review

☐ Farhana Rahman

Jul 18, 2026



☐ Franklin Olivieri

Jul 23, 2026



☐ Gazanfar Karimli

Jul 18, 2026



☐ Godfred Adomako

Jul 20, 2026



☐ Hung Nguyen

Jul 17, 2026



☐ Karen Slupe

Jul 22, 2026



☐ Robert Amoah

Jul 19, 2026



8. Click on the candidate's name to bring up their Applicant Details page.
 - a. This shows their contact information; positions they've applied to and links to their application (Form) and resume.



HUMAN RESOURCES JACKSONVILLE STATE UNIVERSITY

Ms Helen Hire ●

[View profile](#) [View references](#)



Actions ▾

Address	122 pelham road Jacksonville, Alabama 36265, United States	Phone	+1 222-555-6789
Email	shaivey@yahoo.com	Original source	JSU Careers Website
e-Zines comms hold	☐ No		

Applications

[History](#)

[Scheduled emails](#)

[Resume](#)

496814 - (TEST) Human Resources Generalist



Date submitted
Feb 6, 2024

Status changed Feb 6, 2024
Under Department Review

Offer
No offer



[Resume
View](#)

Form
[View](#)



9. The candidate's application and resume can also both be accessed quickly through the icons on the right side of the applicant list.

☐ Under Department Review

☐ [Farhana Rahman](#)
Jul 18, 2026



☐ [Franklin Olivieri](#)
Jul 23, 2026



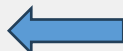
10. You can also compile the applicants into a PDF if you need to download or print them for review through the "Bulk compile and send" button.

View applicants

Instructor, Finance, Economics & Accounting (498277)

Role: Faculty

[Bulk compile and send](#)



Sort: Outcome



☐ Select all

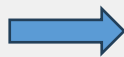


View applicants

Instructor, Finance, Economics & Accounting (498277)

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Outcome



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Jul 23, 2026

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Jul 18, 2026

☐ Godfred Adomako

Jul 20, 2026

Outcome

First name (A-Z)

First name (Z-A)

Last name (A-Z)

Last name (Z-A)

Date submitted (First to Last)

Date submitted (Last to First)

11. Use the "Outcome" dropdown to sort the applicants for review.

12. Use the Summary section to make notes about the applicant and organize them by categorizing them with the additional "Outcome" dropdown.

Farhana Rahman

Role: Faculty

Summary

Outcome:

Select



Select

Does not meet criteria

Meets criteria

Exceeds criteria

