

# Getting Started – General Overview and Tips

Login to PageUp at [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) with GVSU Network Account

*The look of your homepage will depend on your role at GVSU.*

## Step 1: Enable pop-ups

You will need to enable pop-ups for this website: [admin.dc4.pageuppeople.com](http://admin.dc4.pageuppeople.com).

[For [Microsoft Edge](#) Users]:

1. Open a web browser then in the top-right hand corner, click on the menu **icon**.
2. Click **Settings**.
3. On the left-hand side of the page, click **Cookies and site permissions**.
4. Click **Pop-ups and redirects** and add website listed above to “allow” section.



[For [Chrome](#) Users]:

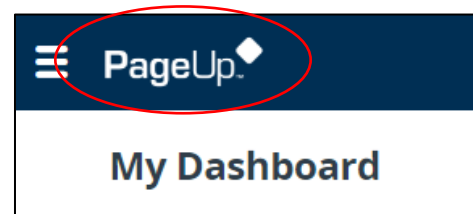
1. Open a web browser then in the top-right hand corner, click on the menu **icon**.
2. Click **Settings**.
3. On the left-hand side of the page, click **Privacy and security**.
4. Click **Site settings** then scroll to the bottom where it says **Pop-ups and redirects**.
5. Add website listed above to **allowed to send pop-ups and use redirects**.



## Step 2: Dashboard

Depending on your role, when you first login to PageUp, your dashboard will look like one of the two screens below.

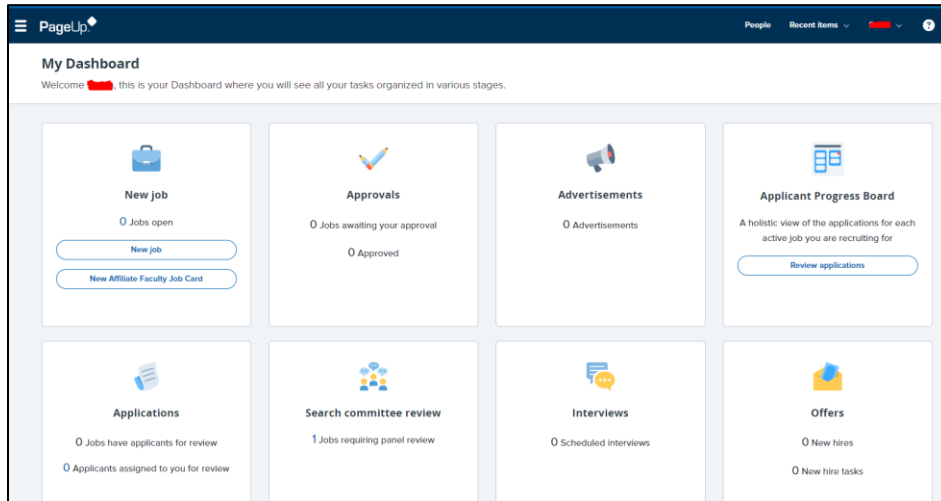
This is called your dashboard, which can be reached at any time by clicking on **PageUp** in the top-left of your screen.



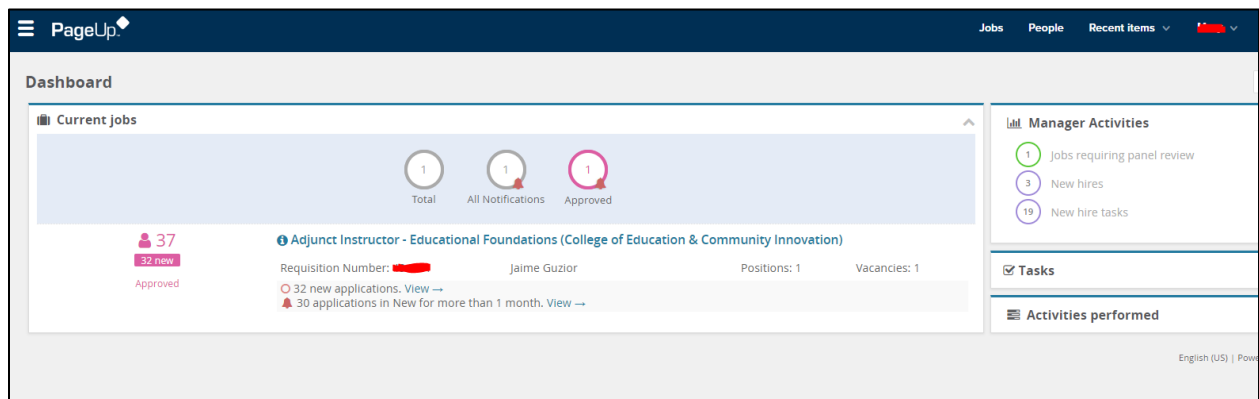
**Do not use the back button in your browser to go back to the previous page, as your session may be interrupted, and you may lose your changes.**

Session will timeout after 90 minutes of inactivity.

If you are a committee member your dashboard will look like this:

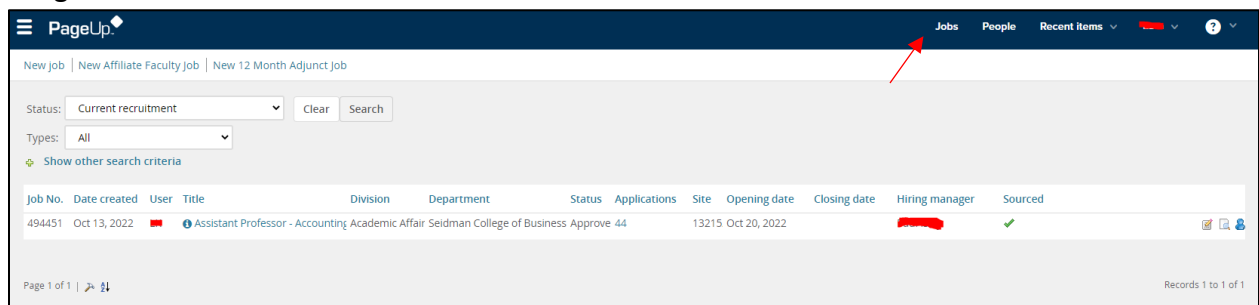


If you are a committee search chair/assistant or dean/AO's office member, your dashboard will look like this:



\*If you are a dean/AO's office member, search chair/assistant and do not see this view, reach out to your HR Generalist/Business Partner to review your access settings.

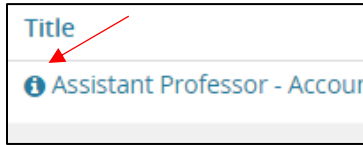
From your dashboard, you will be able to see all jobs within your respective college by selecting **Jobs** in the top right-hand corner. Search committee members will only see the jobs they are assigned to.



### Step 3: Navigation Icons/Links



Menu button on the main login page – you will always see this in the top right corner



The blue “i” next to a job will provide you with the requisition number and details pertaining to the job.

Edit Job Card

Preview Job Advertisement



Notes

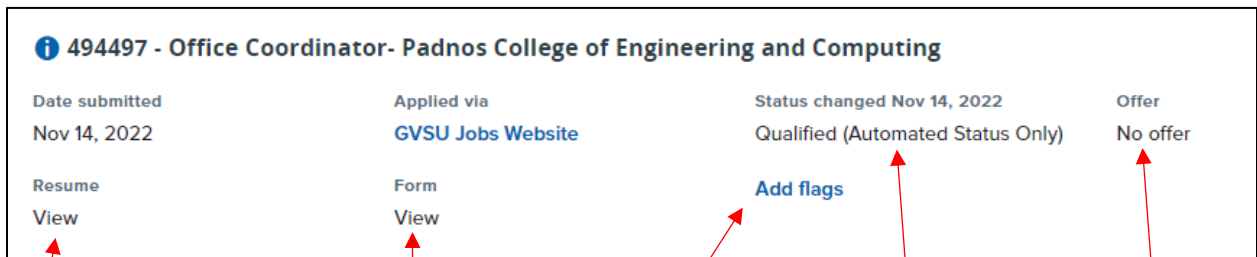
Job Costs (You should not have job costs to view)

View Applicants



You will see these under the **Jobs** tab on the far-right of screen.

You will see this area when you select an applicant’s name.



View Resume

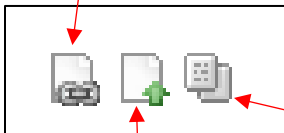
View Candidate Application

Updated by HR  
If Not Selected

Change Candidate Status

Candidate Offer Card  
(Only used if hiring)

View Resume



Download Resume

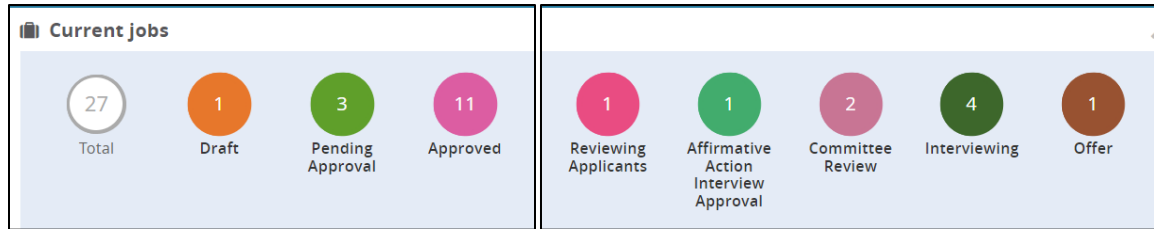
View Candidate Application



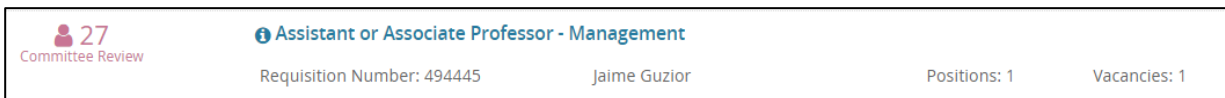
You will see these under the **People** tab on the far-right of screen.

## Step 4: Job Status Icons

Depending on your role, you may see current jobs in the format below with an **overview** of how many jobs are within each step. If you have no jobs within a particular step, it will not show on the dashboard.



The jobs listed by title/requisition number will be listed below the overview.



A job in this stage means the job card (aka HAF) is being created by the Dean/AO (or their Assistant) and is in the draft stage



A job in this stage means the job card (aka HAF) has been completed and in the process of being approved by the appropriate people/departments



Total number of applicants that started filling out an application

Number of completed applications

A job in this stage means all approvals are complete for the job and may be posted to the GVSU website (if requested)



A job in this stage means HR has submitted qualified candidates for approval to Affirmative Action. This must be completed prior to scheduling interviews with candidates (AP & Faculty)



A job in this stage means qualified candidates have been moved by HR to interview pool approved (PSS, Adjunct, & Temp) and are being reviewed/sorted by search committee

 20  
Committee Review

A job in this stage means the qualified candidates have been approved; committee is sorting through applications to select who to interview

 15  
Interviewing

A job in this stage means the qualified candidates have been reached out to for scheduling of interviews

 44  
Candidate Selection

A job in this stage means the candidate has been selected by the committee for hire and is in preparing offer details

 39  
Offer

A job in this stage means the Dean/AO is extending a verbal offer to the chosen candidate; the appointment letter will be created and sent to the candidate for acceptance

## Step 5: Search Fields

1. **Quick search** allows you to perform a search for an applicant or job. Your search results will be displayed in a pop-up window. If there are no results, the pop-up window gives you the ability to run a new search.



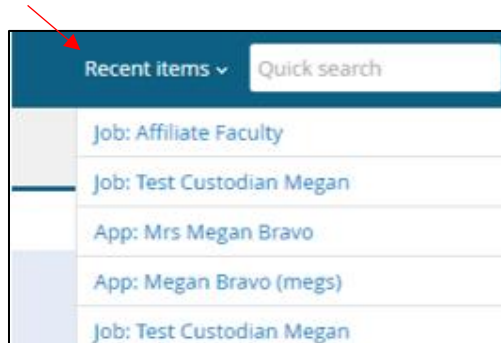
Search by:

- Full first & last name
- Part of the first or last name
- Part of the job title
- Job/Requisition number

Examples:

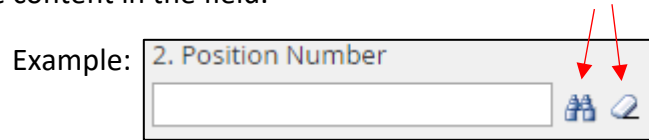
Megan Bravo  
M Bravo, Megan B, Megan, Bravo  
Office Coordinator, Office, Coordinator  
492415 (Not the same as the position number)

2. The **Recent Items** history drop down displays the last 10 applicants and/or jobs viewed. This gives you the ability to quickly jump directly to a previously viewed item.



3. **Binocular fields** is a search function used to select from a large set of data when creating a job card (aka HAF).

Click on the **binocular icon** to view a pop-up window which will allow you to search. The **eraser** will delete the content in the field.



Note: If you are missing any required fields, the system will mark them with a **red** asterisk.

4. Job Requisition Information: There are four tabs at the top of the position requisition: **Position info**, **Notes**, **Documents** and **Reports**. You should not need to use the Notes tab.

