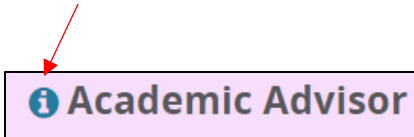# Bulk Actions in PageUp

Login to PageUp at www.gvsu.edu/hiring with GVSU Network Account

Bulk actions will apply the same action to all candidates selected; this can speed up the process when updating candidate statuses.

Step 1: Bulk Actions

1. Type the **job title** you are looking for in the search bar.
2. Click the **Blue I** and click **View all applications**.

Academic Advisor

Academic Advisor - Seidman Student Academic Services

Requisition Number:	494508
Type:	Job
Pos.:	1
Division:	Academic Affairs
Site:	13202A
Status:	Approved
Search Chair:	
Dean / Appointing Officer / VP:	
Recruitment process:	AP & Faculty

Applications
Incomplete (9)

New (10)

View all applications

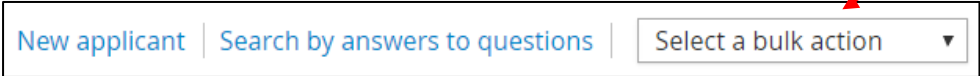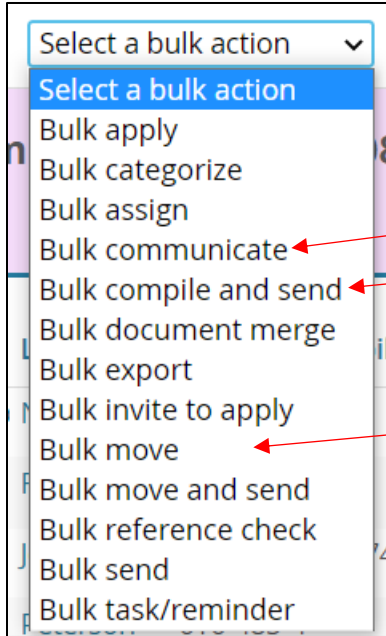3. Click the green box to the left of all the applicants that you want to select.

Before:

After:

4. Go to **Select bulk action** and choose a bulk action.

New applicant | Search by answers to questions | Select a bulk action ▼

1

The Bulk actions commonly used are:
- Bulk communicate
- Bulk compile and send
- Bulk move

Step 2: Bulk Communicate to Applicants

Bulk communicate is used to send emails to a group of applicants at one time.

At the end of your search, please notify your HR Generalist/Business Partner of any candidate that has not been communicated to regarding not being selected for the position, HR will assist in sending these candidates a communication letting them know they are no longer being considered for the position.

1. Select the template you would like to use such as **Not Selected for An Interview- After Interview Approvals** or **Not Hired**.
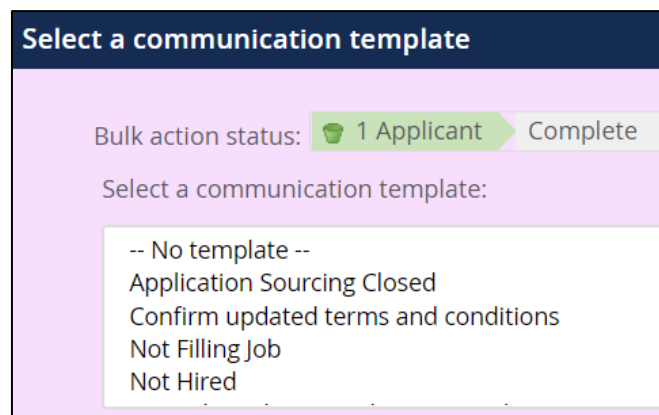
Note: When you select a template it will show a **preview**, you will be able to edit the template in the next section.

2. Click **Next**.

3. Within the email, you can update the text in the base template as well as update the **From:*** email address to your own, if looking to communicate with the candidate. You can also edit the subject and template in the message section.
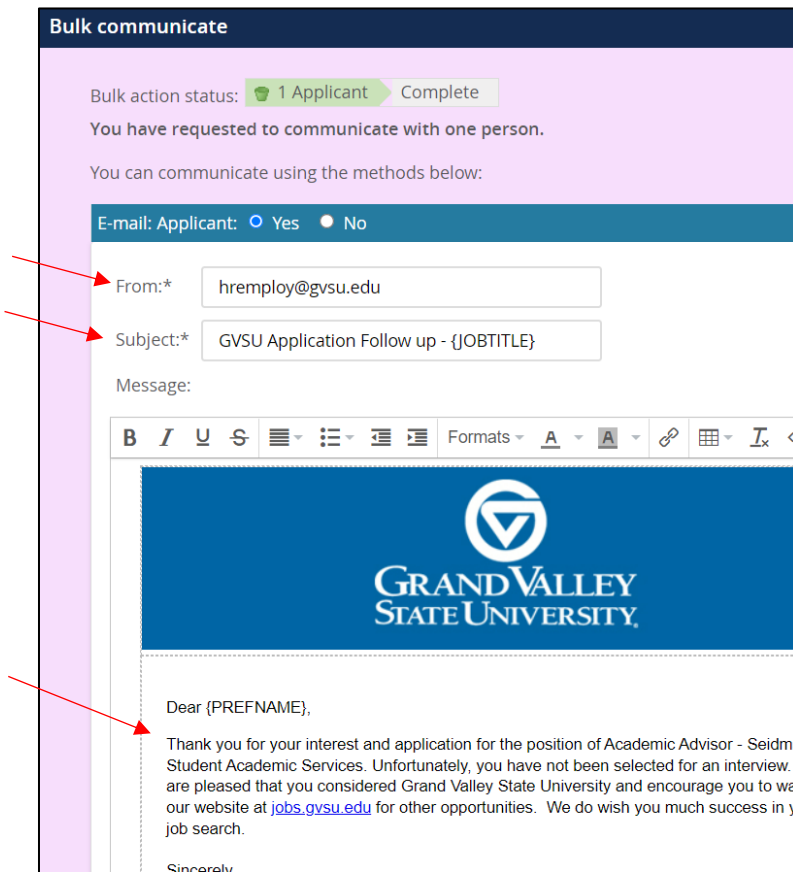
4. When the message is how you would like it, click **Send**.

Step 3: Bulk compile and send

Bulk compile will allow you to compile applicant information/documents into one downloadable packet.

Bulk compile

Bulk action status: 🌱 1 Applicant ⟩ Complete

You have selected one applicant to compile documents for, please selec[t]
like to include.

Application details

☐ Applicant personal details

☐ Profile

☐ Application form

☐ Additional form

☐ New Hire Form

☐ Application notes

☐ Onboarding Form

☐ Completed internal reference check forms

☐ Completed online reference check form

Applicant documents

☐ Appointment Letters

☐ Cover letter

☑ Faculty Qualification

☑ Leadership Philosophy

1. Select the application details or applicant documents you are looking to compile. These documents will be pulled from all applicants selected if they provided that information within their application submission. If you select a document the applicant hasn't uploaded, it won't appear in your packet.
2. Once all have been selected, click **Create PDF**.

3. Click **Download document** to download and save this information to your files.

Note: If you are looking to send this information to multiple members of your committee, downloading and sending via your work email is the easiest option.

Notes: Once downloaded, you can exit this screen unless you are looking to send via email (steps 4 & 5).

4. If you are looking to send these documents directly to someone on the committee, enter their email here and edit the text in the body below.

5. When you are ready to send, press **Okay**.
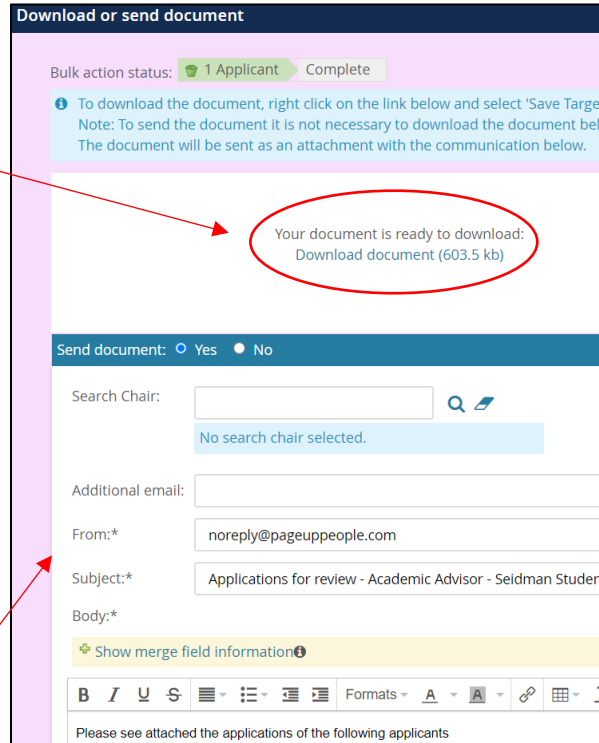
Step 4: Bulk Move Applicants

Bulk move multiple applicants at a time into a new status.

1. Select the new application status from the dropdown, then click **Next**.
- The number of applicants shown in the green bar will reflect the number of applicants that you are moving.
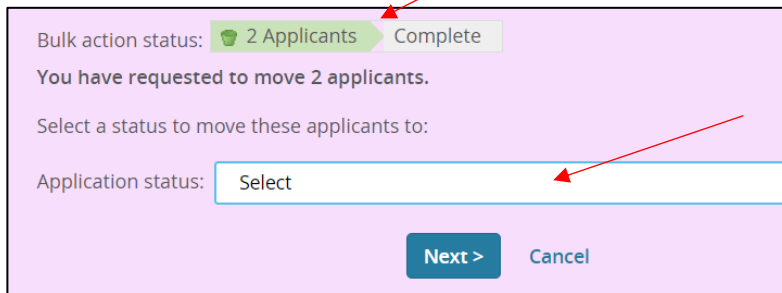
2. If moving an applicant into a not selected status, enter a non-selection reason.
- If you bulk move candidates to not selected, they will be assigned the same non-selection reason you select.
- If you are moving a status and choosing to email the applicant, reach out to your HR Generalist/Business Partner.

Bulk action status: 🏆 2 Applicants   Complete
You have requested to move 2 applicants to the status "New".
You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants: ○ Yes ● No

From:*   hremploy@gvsu.edu

Subject:*   Application Received

Message:

B I U S ☰▾ ☰▾ ☲ ☲ Formats ▾ A ▾ A ▾ 🔗 ⊞▾ I_x <>

GRAND VALLEY
STATE UNIVERSITY.

Dear {PREFNAME} ,

3. When everything is entered to your preference, click **Move now**.

Updated January 2023