

Applicant Status Changes in PageUp

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

Status changes are used to document what step in the hiring process for each individual application.

Step 1: Application Status

The following are all statuses available to document what step in the hiring process a particular candidate is in.

| |
|---|
| Incomplete |
| Submitted |
| New |
| Qualified (Automated Status Only) |
| Not Qualified (Automated Status Only) |
| HR Not Selected for Interview |
| Interview Pool Pending Affirmative Action |
| Interview Pool Approved |
| Committee Not Selected for Interview |
| Phone/Video Interview |
| Phone/Video Screen Accepted |
| Phone/Video Screen Declined |
| Interview 1 |
| Interview 1 Accepted |
| Interview 1 Declined |
| Interview 2 |
| Interview 2 Accepted |
| Interview 2 Declined |
| Interviewed - Not Hired (Department call applicant) |
| Preparing Offer Details |
| Verbal Offer by Dean/Appointing Officer |
| Verbal Offer Accepted - Letter Sent to Candidate |
| Offer Accepted |
| Offer Declined |
| Background Check(s) in Progress |
| Hired |

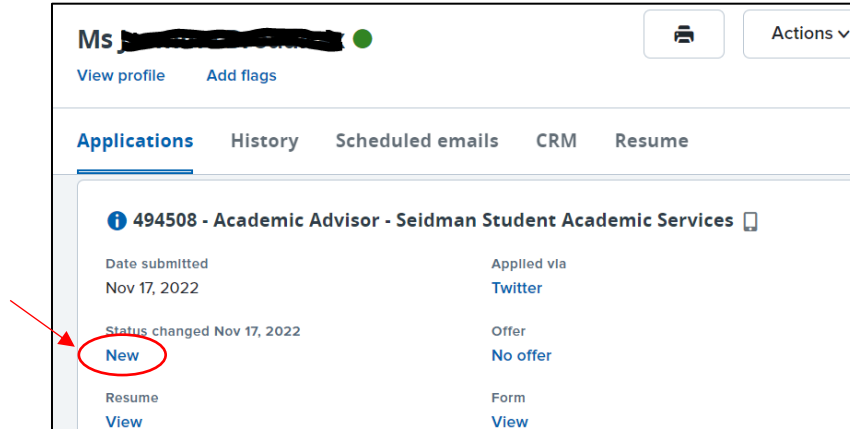
Not every applicant will move through each one of these statuses.

- Example: if you do not want to interview an applicant, their status will end on either **HR not Selected for Interview** or **Committee Not Selected for Interview**.
- Example: if the committee would like to start interviews in person instead of with a **Phone/Video Interview**, the status will move from **Interview Pool Approved** to **Interview 1**.

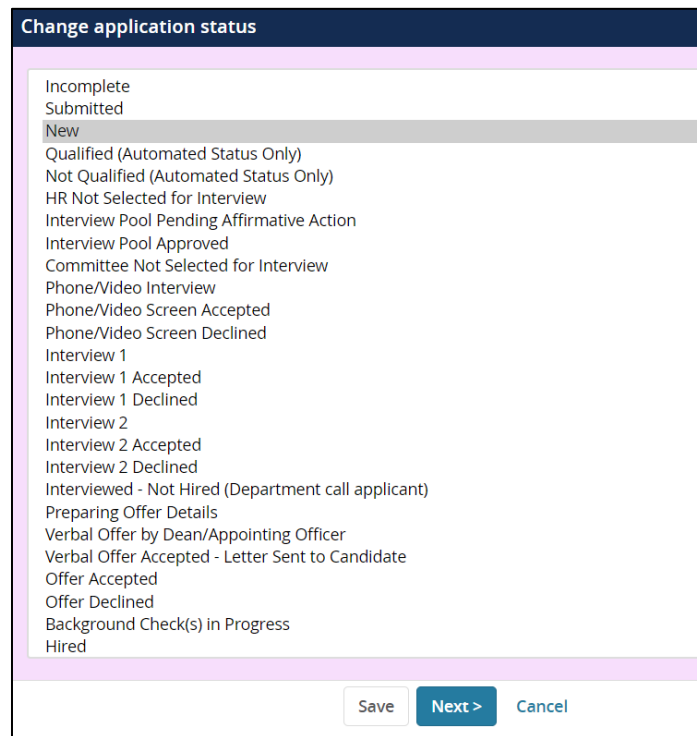
Note: If an applicant's status shows as **withdrawn**, the applicant has personally taken themselves out of consideration for the position through their job page portal.

Step 2: Application Status Changes and Emails

1. Open applicant card for the candidate (found by selecting their name under **applications**). Within the applicant card you will see **status changed**; click on the current status and that will prompt a pop-up window to open with options to choose.



2. Choose the status you would like to move the applicant to and click **Next**.



Note: These statuses may be moved automatically through the system when the applicant accepts/declines an invitation through the careers webpage.

3. A **confirm status change** window appears each time you change an applicant's status.

When you move an applicant to a new status (depending on the status), there will be 2 types of emails that may be sent out to applicants and users. You can turn on and off the emails for the applicant and the user if desired.

You do not have to choose a communication template.

Confirm status change

You are about to move [redacted] to a different status:

From status: New
To status: Qualified (Automated Status Only)

Communication template: -- No template --

E-mail: Applicant: Yes No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

| Status | Date | Time | Search Chair |
|---|--------------|---------|--------------|
| <input checked="" type="checkbox"/> New application | Nov 17, 2022 | 1:48 pm | Jaime Guzior |
| <input checked="" type="checkbox"/> Review 1 | Nov 26, 2022 | 8:20 pm | Jaime Guzior |
| <input type="checkbox"/> Interview 1 | | | -- |
| <input type="checkbox"/> Interview 2 | | | -- |
| <input type="checkbox"/> Interview 3 | | | -- |
| <input type="checkbox"/> Line manager review 1 | | | -- |

Move now Cancel

Email types:

Confirm status change

You are about to move [redacted] to a different status:

From status: New
To status: HR Not Selected for Interview

Communication template: -- No template --

E-mail: Applicant: Yes No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

Additional users from Job

| | |
|--|---|
| <input type="checkbox"/> Assistant to Dean/Appointing Officer/VP | <input type="checkbox"/> Dean/Appointing Officer/VP |
| <input type="checkbox"/> Search Chair | <input type="checkbox"/> HR Generalist/Business Partner |
| <input type="checkbox"/> Assistant to Search Chair | <input type="checkbox"/> Search committee member |

Additional users from Offer

| | |
|---|--|
| <input type="checkbox"/> Onboarding HR Admin | <input type="checkbox"/> Originated by |
| <input type="checkbox"/> Supervisor / Unit Head | |

Other additional users

Move now Cancel

- Applicant email – an example of an Applicant email:

Confirm status change

You are about to move [redacted] to a different status:

From status: New
To status: New

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* hremploy@gvsu.edu

Subject:* Application Received

Message: Merge fields

GRAND VALLEY STATE UNIVERSITY

Dear Jasmine ,

Thank you for your recent application for the position of Academic Advisor - Seidman Student Academic Services with Grand Valley State University.

The screening and selection process is currently underway. You will be contacted if you are selected for an interview. Searches do vary in the time it takes to fill the position. To view the application status for this job, please visit the [Grand Valley State University careers website](#) and search for this job.

Move now Cancel

Note: 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 set up interviews with the candidate.

- User email – an example of a User email:

Options for users may vary depending on the status; they will at times populate with pre-selected users, this can be edited by unselecting their box.

Other additional users can be added by using the binoculars to search for anyone in the GVSU network, finding their name, and clicking **Select** to add them.

Note: These templates were designed so that **no** edits should need to be made. You do have this capability should something need to change.