

Reviewing Applicant Info and Next Steps in PageUp

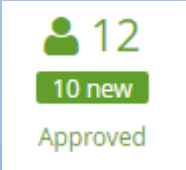
Login to PageUp at www.gvsu.edu/hiring with GVSU Network Account

Step 1: How to Review Applicant Information

Search Chair/Assistants and committee members can view/print the job and applicant details but will have different “views” within PageUp.

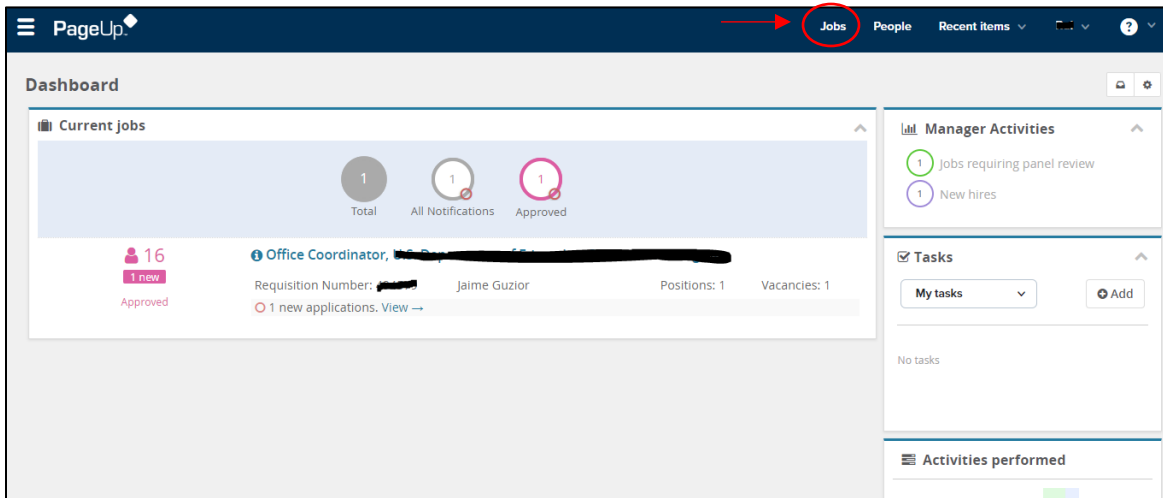
Part A: Dean/Appointing Officer & Assistant, Search Chair and Search Chair Assistants:

The number of applications shown on the dashboard reflect how many applicants have started the application process. When you view applications, you will only see the completed applications so there may be a discrepancy.

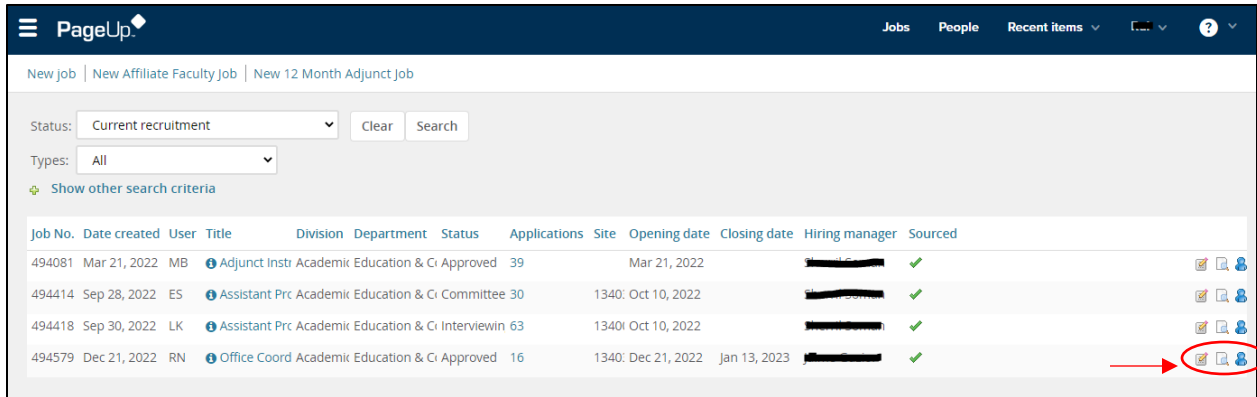


- ← Number of applicants that have begun an application.
- ← Number of completed applications.

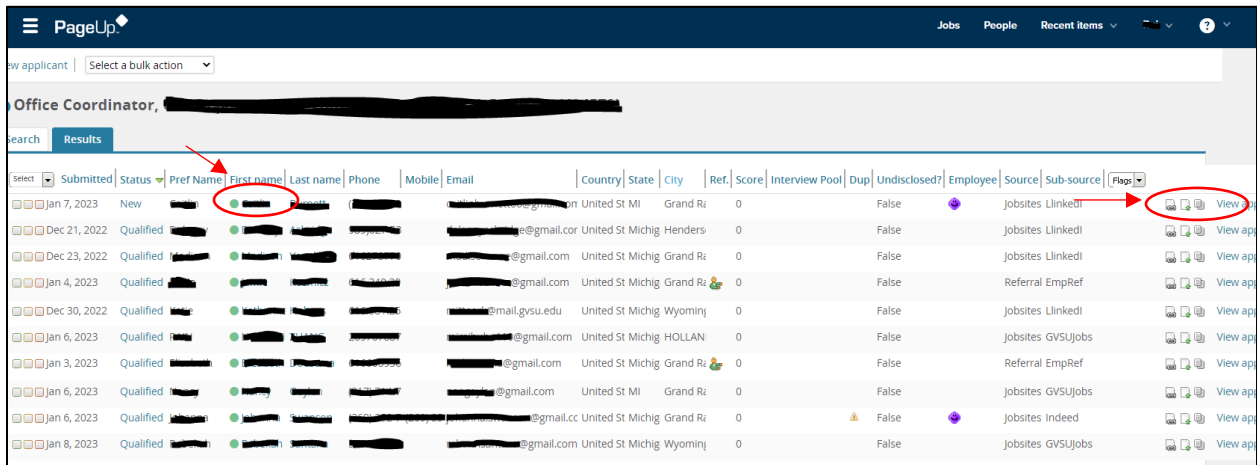
To view applicant details, click on **Jobs**.



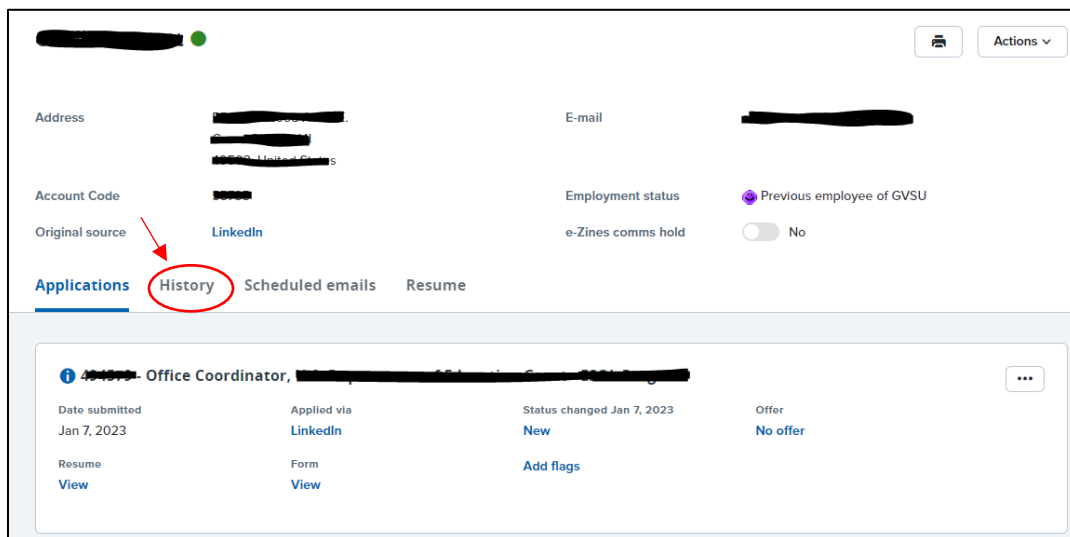
This will bring you to a list of jobs you are assigned to. Click on the **blue person icon** to view applicants for that position.



By clicking the **blue person icon**, you will be brought to list of applicants that applied. From here you can view their application and resume.



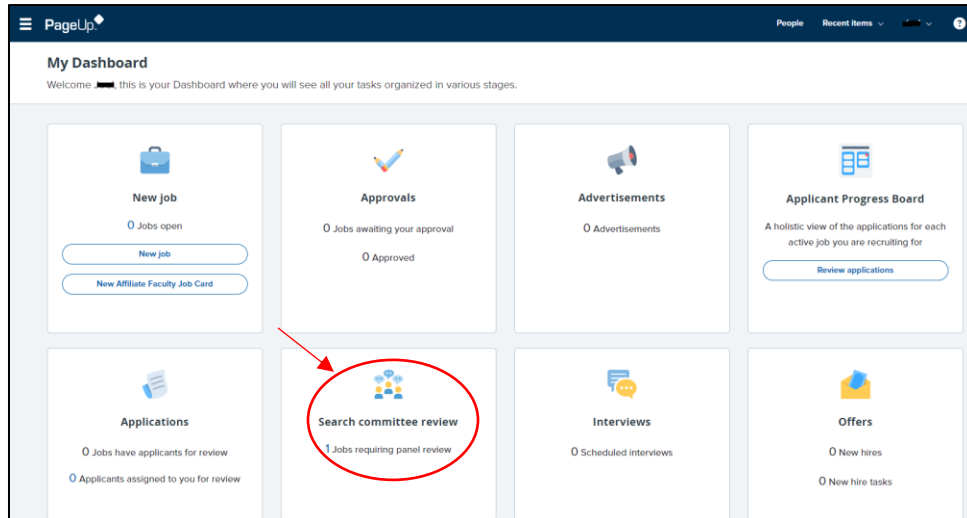
To view their other application documents, click on their **name** in the screen above, then **History** once their applicant card pops up. Here you will see a list of actions done regarding this applicant as well as any documents they have uploaded.



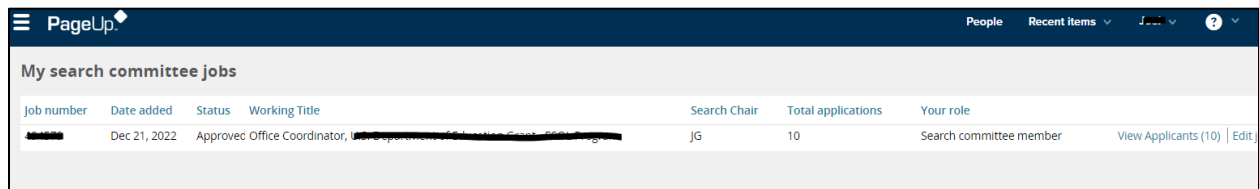
***You can also view training guide, **Bulk Actions**, to download all applicant material at once**

Part B: Search Committee Members:

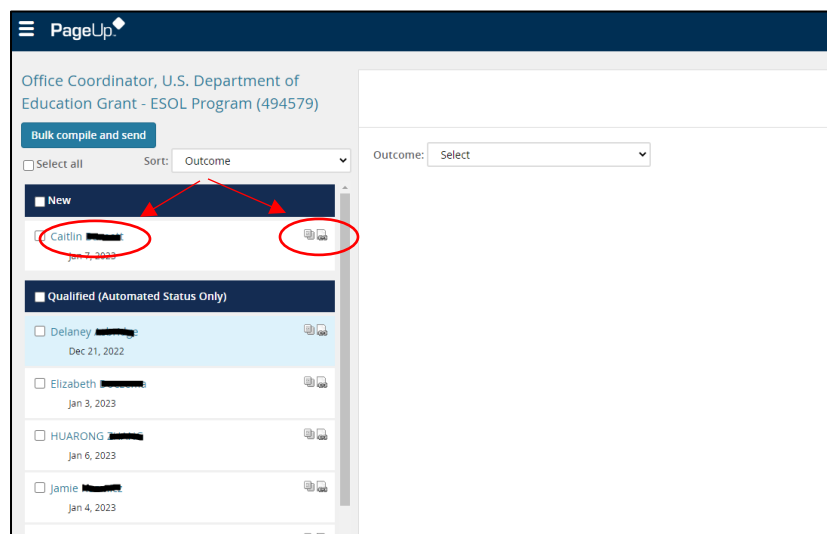
From your dashboard, click on **Jobs requiring panel review** under Search committee review.



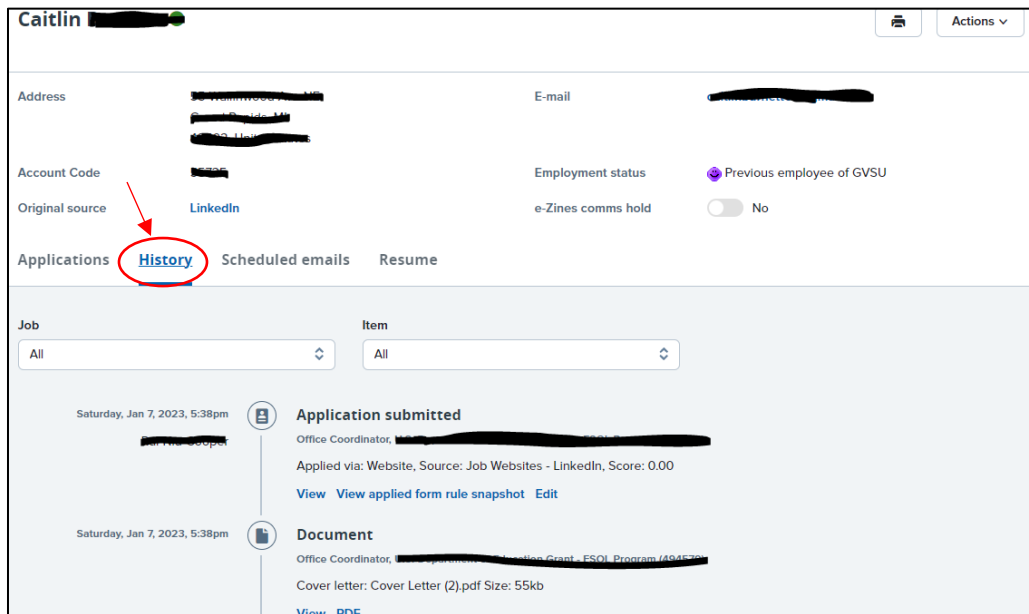
You will have the search committee jobs you are assigned to pop-up, click on **View Applicants**.



Here you can view the applicants resume and application. You can also click on their name to pop-up their applicant card.



From the applicant card, click on **History** to show their application documents available to you for review.



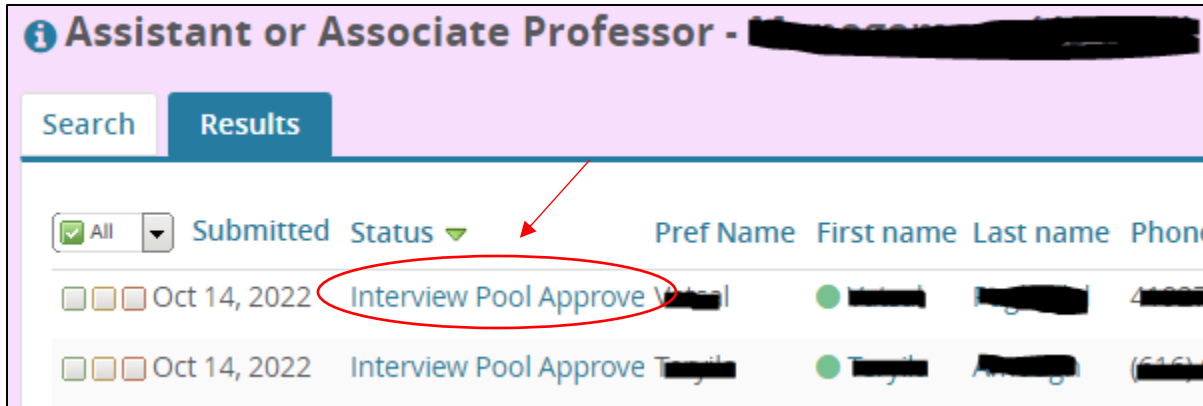
The Human Resources Office will no longer attach any documents for the applicants if the job posting is still open for submissions. If an applicant needs to upload new documents, we ask they withdraw their application and re-apply.

Step 2: Initiating Interview Approval

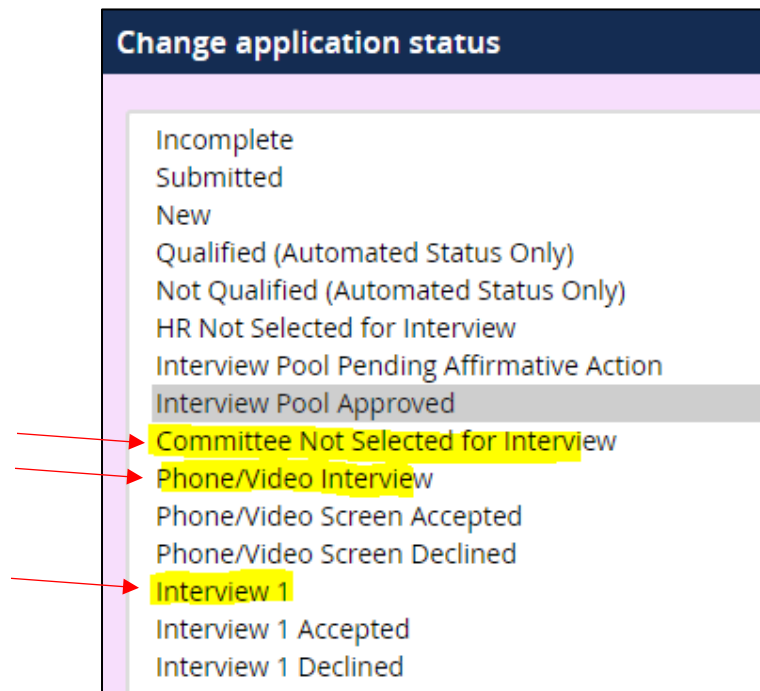
Once the applicants have been chosen for an interview approval by the search committee, the search chair/assistant will move the applicant's status to begin the approval process.

Note: If your HR Generalist/Business Partner has not moved qualified candidates to **Interview Pool Approved**, stop here and contact them to complete. All positions must have applications reviewed by HR prior to interview approvals beginning (additional approval by Affirmative Action is required for Faculty and EAP- indicated by your HRG/BP).

1. From your dashboard, click on **Jobs** in the top-right of your screen, then click on the **blue person icon** for the job you are reviewing.
2. Click the **status** of the applicant you have chosen for an interview.



This will pop-up with a list of available status changes. Depending on how the committee wants to move forward with a particular candidate, the status could either be **Committee Not Selected for Interview**, **Phone/Video Interview**, or **Interview 1** (in person). Click Next.



3. Depending on the status you have selected, you will be prompted to **Confirm status change**:

Committee Not Selected for Interview: You will be asked to select a non-selection reason for this candidate from a drop-down list of options. Click **Move now** to confirm status change.

Note: Once all candidates that are not being selected for an interview have been assigned, let your HR Generalist/Business Partner know so they can send the candidate an email regarding not being moved forward in the process.

Confirm status change

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

From status: Interview Pool Approved
To status: Committee 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

Status	Date	Time	Search Chair
<input checked="" type="checkbox"/> New application	Jan 3, 2023	1:39 pm	[redacted]

Move now Cancel

Not Selected for an Interview reason

Please indicate the reason for selecting the not selected for an interview status:*

Select

Phone/Video Interview and **Interview 1** will ask if you want to create an event, email the candidate or additional users from the job, select **No**. Click **Move now**. Once this is assigned in PageUp, you can reach out to the candidate via your work email or by phone to schedule interviews. Please do not use the systems email function during this process.

Note: If you would like to create an event for candidates to sign up for interviews through, see training guide, **Scheduling Interviews** for instructions or reach out to your HR Generalist/Business Partner for assistance.

Confirm status change

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

From status: Interview Pool Approved
To status: Interview 1

Communication template: -- No template --

Create an event booking invitation for the applicant: Yes No

E-mail: Applicant: Yes No

i 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	Jan 3, 2023	1:39 pm	[REDACTED]
<input checked="" type="checkbox"/> Review 2	Jan 9, 2023	8:42 am	[REDACTED]
<input checked="" type="checkbox"/> Talent pool 1	Jan 11, 2023	9:57 am	[REDACTED]

***To move several candidate statuses' at once, see training guide, **Bulk Actions** on how to bulk move**