Scheduling Interviews in PageUp

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

During this step, scheduling of interviews should be completed by the Search Chair/Assistant.

There are two ways to schedule interviews. You can schedule the interviews **in the PageUp system**, or **you can call/email** the candidates and schedule the interview yourself.

Do not schedule interviews until the approval process has been completed. You will receive an email from Human Resources letting you know that the approval process is complete.

Please verify with your Dean/AO's Office if additional internal interview approvals are necessary prior to reaching out to candidates.

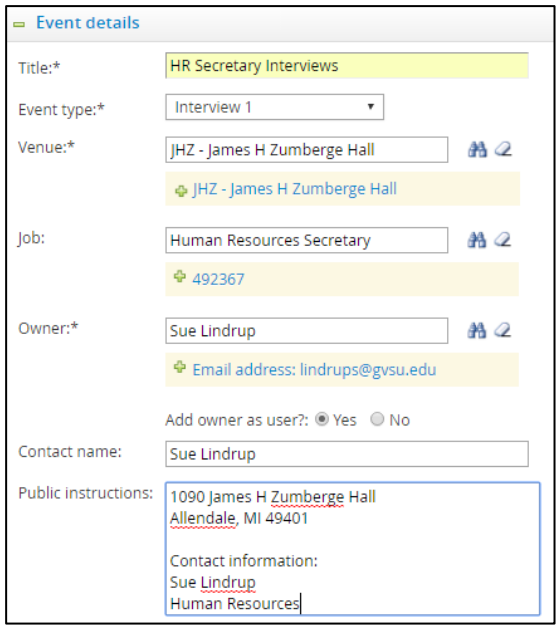
Step 1: Scheduling Interviews in PageUp

The following (optional) process will show you **Part A** and **Part B** that need to be completed if scheduling interviews in PageUp.

Part A: Creating the Interview in PageUp:

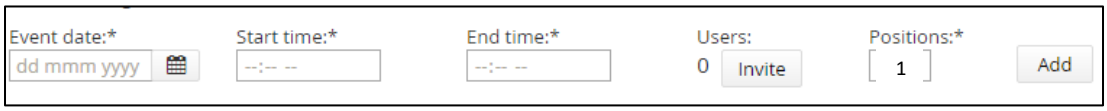
Video/Phone Screening and Interviews can be scheduled through the system by following these steps.

1. Click the menu button in the top left corner of the screen.
2. Click **New event** which is under the **Events** category.
3. Enter the event details – an example is shown below. Enter information into every box.
    - It is important to remember the title you have created as you will need it later in the process.
    - *You want the title to be specific and unique to the position*. (I.e. *Affiliate Faculty – Finance Interviews or Office Coordinator SCB Interviews*)

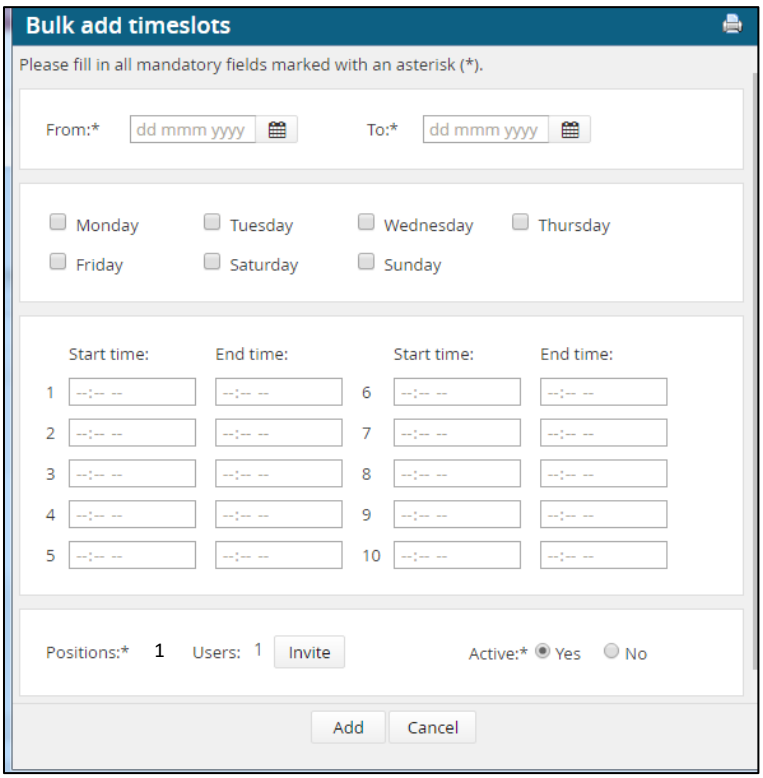


- Click 'Yes' for the question: Add owner as a user? This allows you to receive notifications on your dashboard when an applicant has accepted an interview.

4. Click Save.
5. Add time slots for the interview. You can add time slots either one at a time or in bulk. <u>We suggest bulk if it is several slots to add</u>. When it asks for Positions, it is asking for how many candidates can interview during that time slot, which would normally be one.
   a. Add a single time slot: Enter the requested information.
      i. Click Add.



   b. Add bulk time slots: Click **Add** next to Add bulk time slots and enter the requested information.
      - You can invite Users (the Search Committee members) so that they also receive notification on their dashboard when an applicant has accepted an interview. This will add the committee to each time slot all at once.



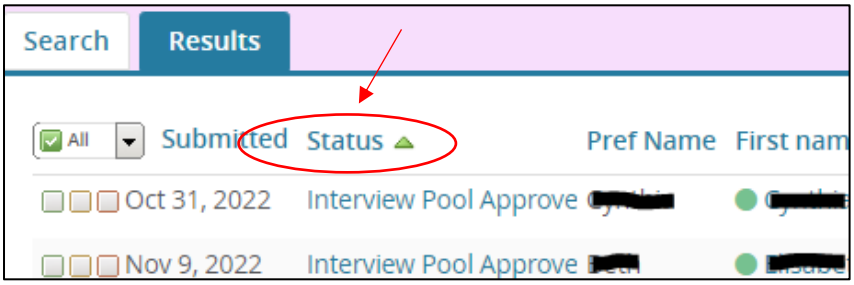
      i. Click Add.

<u>Part B: Inviting the Applicant(s) to the Interview in PageUp:</u>

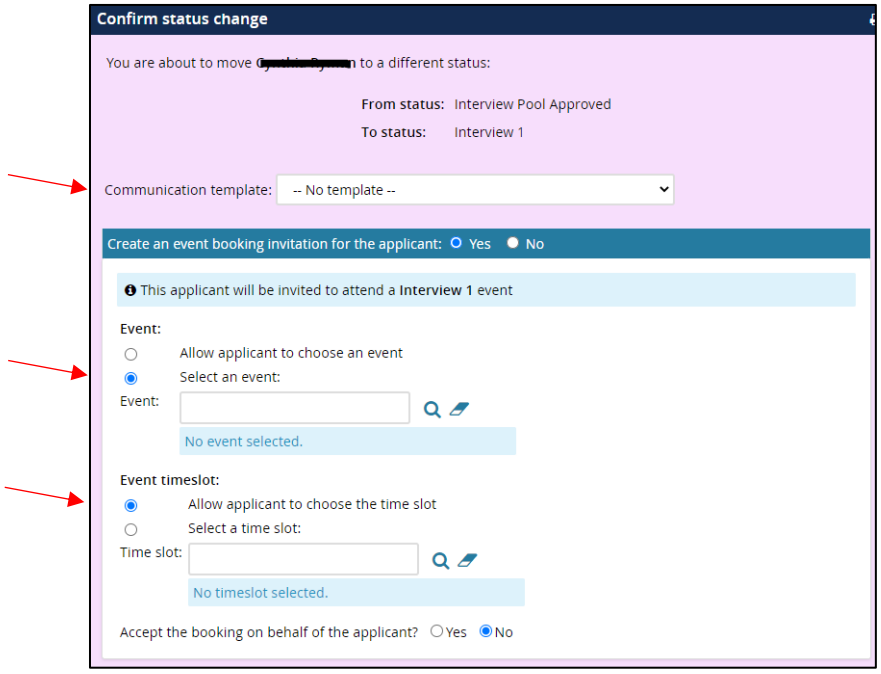
To move several candidate statuses' at once, see training guide, **Bulk Actions** on how to bulk move.

1. Click the menu button in the top left corner of the screen.
2. Click **Manage jobs** which is under the **Jobs** category.
3. Click the applications icon to view the applications which is located to the right of the job title.

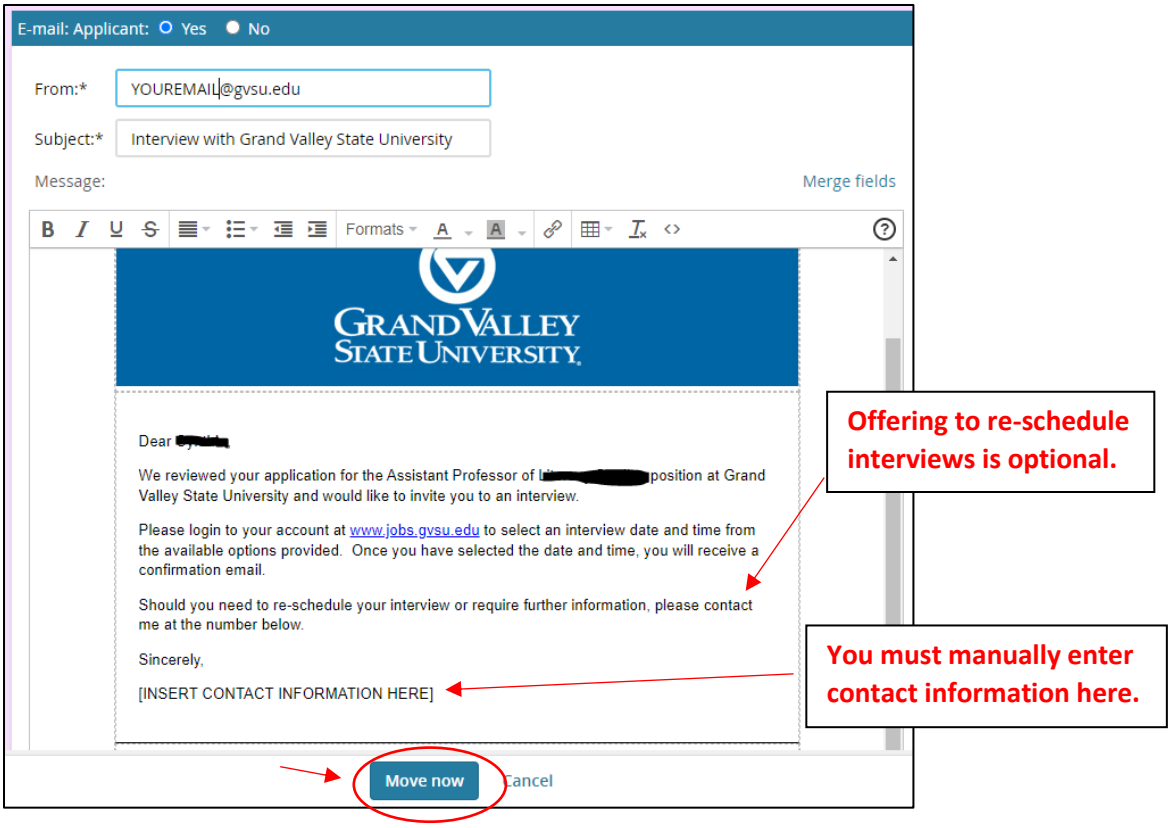
4. Sort the applicants by clicking on **Status** to see all of the applicants who have the status **Interview Pool Approved**.



5. Click on the applicant's **status**.
6. Click **Interview 1**.
7. Click **Next**.
8. Do <u>not</u> choose a communication template – there is already a template ready for you.
9. Under **Event**, choose Select an event.
    a. *You will use the title of the event that you created in Part A.* You can use the magnifying glass to search, if needed. <u>Do not allow applicant to choose an event</u>.
10. Under **Event time slot**, choose Allow applicant to choose the time slot.



11. Complete the email to the applicant.
    a. The **From*** section of the email will pre-populate with your email address.



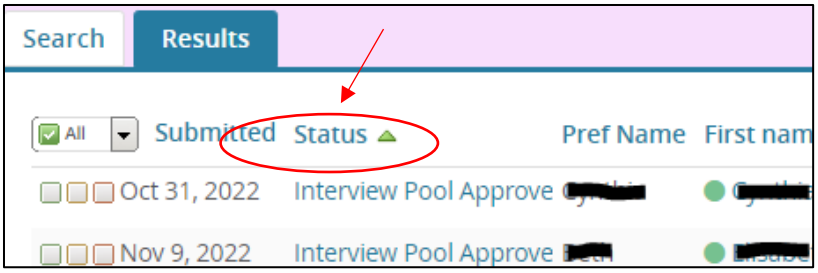
12. Click **Move now**. The applicant will be sent the email with instructions how to accept/decline the interview request.
13. Repeat this process for each applicant you want to invite to an interview.

Step 2: Scheduling Interviews Outside of PageUp

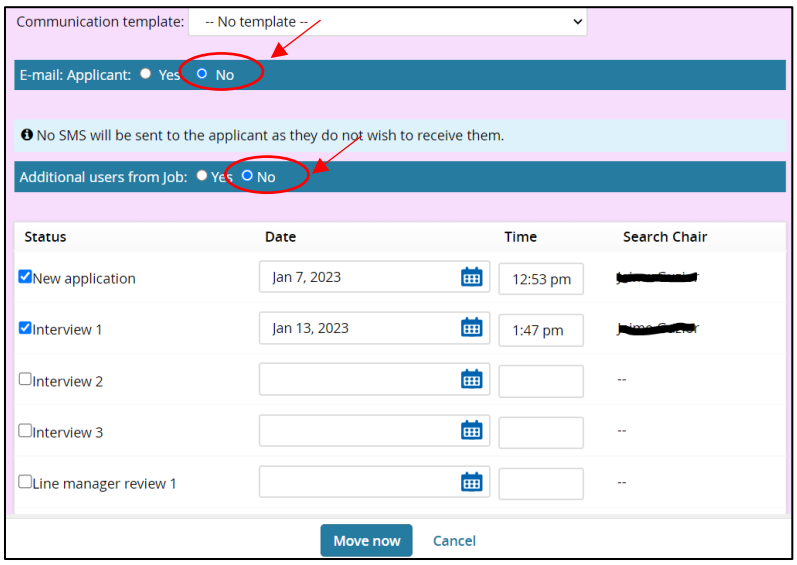
Once the candidate has been approved to interview, and you have scheduled the interview via call/email (not using PageUp), their status must be changed in the system so that the interview status is documented.

1. Click the menu button in the top left corner of the screen.
2. Click **Manage jobs** which is under the **Jobs** category.
3. Click the applications icon to view the applications which is located to the right of the job title.

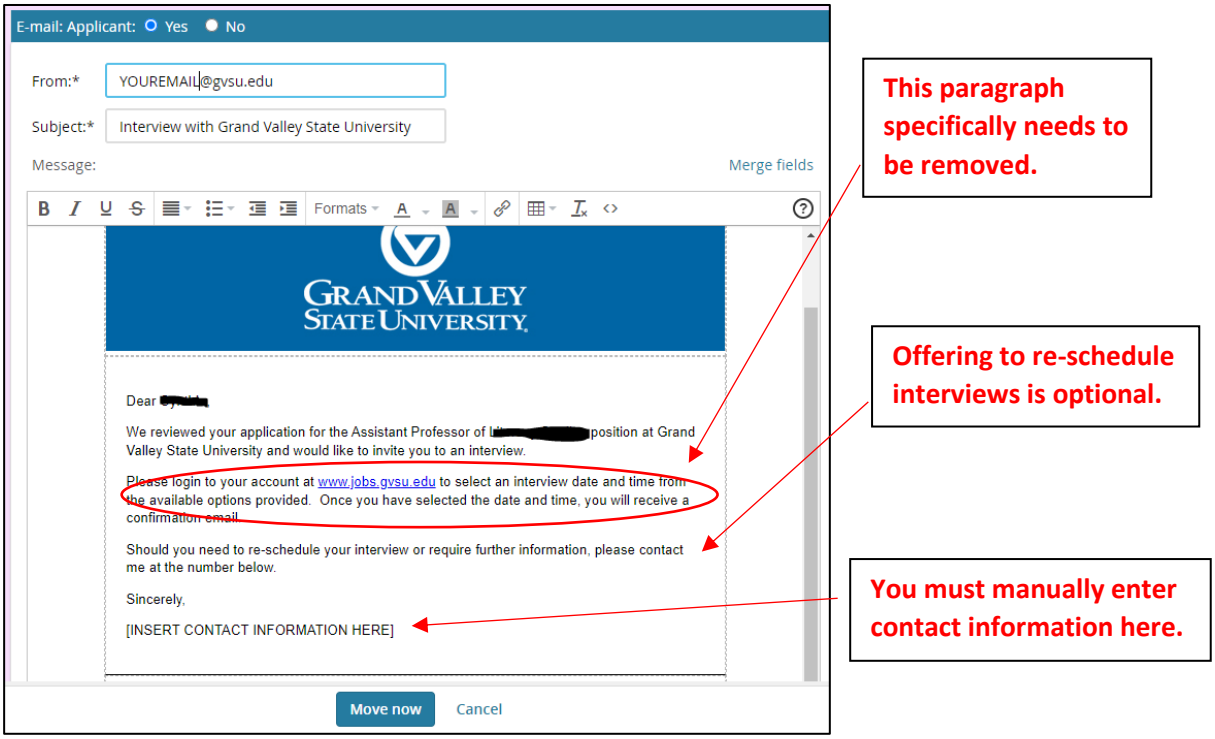
4. Sort the applicants by clicking on **Status** to see all of the applicants who have the status **Interview Pool Approved**.



5. Click on the applicant's **status**.
6. Click **Interview 1 Accepted**.
    - If they decline interview, move to **Interview 1 Declined**.
7. Click **Next**.
8. Click the radio button next to **No** for **Email Applicant** and **Additional users from job**.



Note: If you would like to send an email to the applicant confirming their interview in PageUp, you have the option to do that here by selecting **Yes** for **Email Applicant**. You will have to edit the body of the email.



9. Click **Move now.** Repeat this process for each applicant that has been scheduled for an interview.