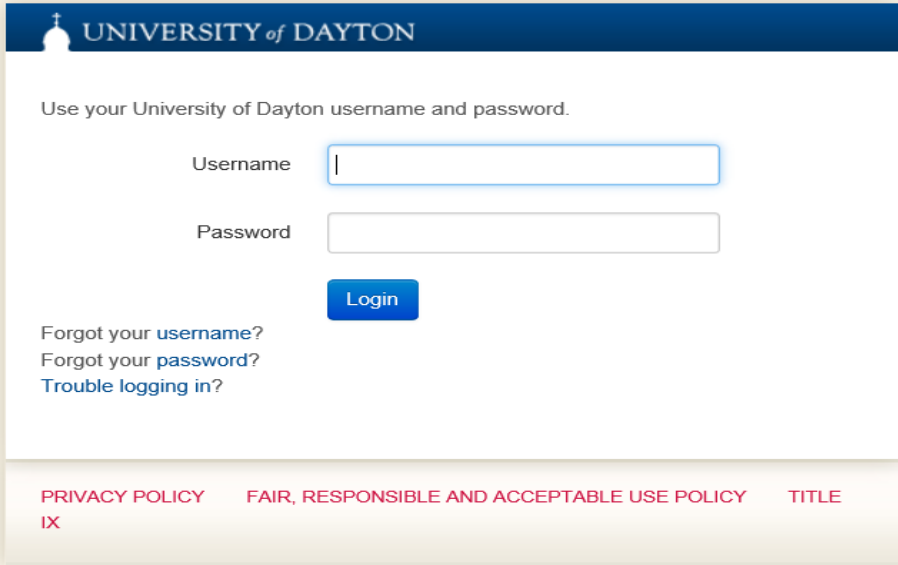


## PageUp Recruitment System – Screening Applicants

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- To login go to: [go.udayton.edu/employment](http://go.udayton.edu/employment) (if redirect doesn't work, use: [udayton.dc4.pageuppeople.com](http://udayton.dc4.pageuppeople.com))
- We recommend using Google Chrome as your browser for access to PageUp.
- You will see the following screen. Login using your UD username and password.



The screenshot shows the login interface for the University of Dayton. At the top, there is a dark blue header with the University of Dayton logo and name. Below the header, the text reads "Use your University of Dayton username and password." There are two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button are three links: "Forgot your username?", "Forgot your password?", and "Trouble logging in?". At the bottom of the page, there are three links in red text: "PRIVACY POLICY", "FAIR, RESPONSIBLE AND ACCEPTABLE USE POLICY", and "TITLE IX".

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## View Applicant Pool

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1. Once logged in, you will be taken to the home screen. For direct access to view your applicant pool, click on **'Requisitions'**.

The screenshot displays the 'My Dashboard' interface. At the top, a navigation bar includes 'Requisitions', 'People', 'Reports', and a user profile for 'Steven'. Below the navigation bar, the dashboard is divided into several sections:

- Position Description:** Includes a 'My Position Descri...' button and a 'Create/Edit/View PD' button.
- My Requisitions:** Shows '1 Jobs Open' and '1 Team Jobs Open'.
- Approvals:** Shows '0 Jobs Awaiting Your Approval' and '0 Approved'.
- Job Postings:** Shows '0 Job Postings'.
- Applications:** Shows '0 Jobs Have Applicants For Review' and '0 Applicants Assigned To You For Review'.
- Search Committee Review:** Shows '0 Jobs Requiring Panel Review'.

On the right side, there is a 'Guidelines / Tips' section with a link to 'Hiring Manager Toolkit - CLICK HERE'. An orange callout box with the text 'Click on Requisitions' and an arrow points to the 'Requisitions' link in the top navigation bar.

2. Find the job and click directly on the number of applications to view applicants.
  - a. If you are unable to find your job just by scrolling, you can always click on the **'Show other search criteria'** and type in the working title, etc.

**Manage Jobs**

Status:

Types:

[+ Show other search criteria](#)

Job No.	Date Created	User	Title	Area	Department	Status	Applications	Site	Opening Date	Closing Date	Hiring Manager	Source
492343	2 Oct 2018	TL	<a href="#">Interim Super Hero</a>	University of Daytor	Fin Admin	Approve	2	Main Campu	2 Oct 2018	9 Oct 2018	Steven Perucca	<span style="color: red;">✘</span>

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Review Application Materials

3. The next screen will show the applicant pool. You can view application materials by 1) selecting on the applicants name 2) selecting the documents icon in the right column, 3) by selecting 'view profile'.

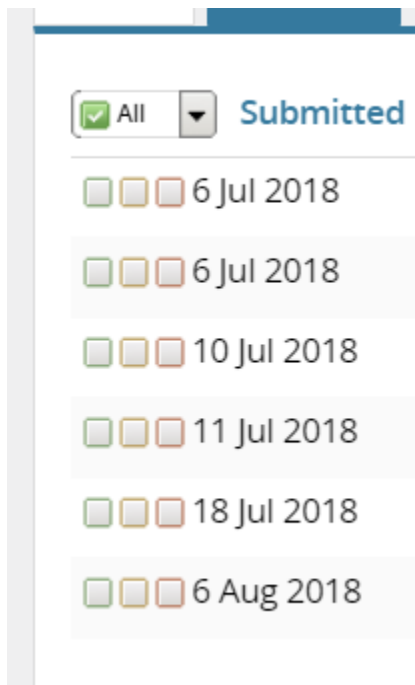
The screenshot shows a table of applicants for 'Faculty PageUp Test (492409)'. The table has columns for 'Submitted', 'Status', 'Pref Name', 'First Name', 'Last Name', 'Rank', 'Phone', 'Mobile', 'Email', 'County', 'State', 'City', 'Referral', 'Score', 'Discovered', 'Undisclosed', 'Employed', 'Source', 'Sub-source', and 'Flags'. There are four rows of applicant data. Callouts point to the 'View Profile' and 'View Application' buttons in the right-hand column of the table.

Submitted	Status	Pref Name	First Name	Last Name	Rank	Phone	Mobile	Email	County	State	City	Referral	Score	Discovered	Undisclosed	Employed	Source	Sub-source	Flags
30 Oct 2018	Under Review by S Vicki	Victoria	Adams			9372-		vadams1@udayton.e	Unitec	Ohio	Dayton			True			Internet Website		View Profile
30 Oct 2018	Under Review by S Lisa	Lisa	Mccaffrey			9376; 9376		lisa.mccaffrey@udri.u	Unitec	Ohio	Ketteri			True			Internet Website		View Application
30 Oct 2018	Recommend for H Ginny	Ginny	Dowse			937-2		vldowse@gmail.com	Unitec	Ohio	Center			True			Internet Website		View Profile
30 Oct 2018	Recommend for H Test	Test	Rando			4199-		jacobw+572@pageup	Unitec	Ohio	test		0	False			Internet Website		View Profile

- a. To view and/or send multiple applicant materials in one PDF, check the first box (green) next to the applicants name and select 'bulk compile and send' from the 'select bulk action' field. Later in this document, there will be further instruction on the check boxes.

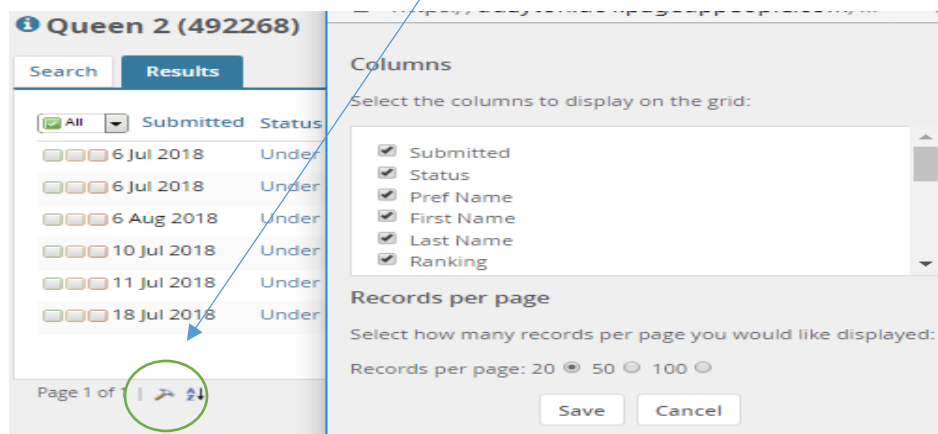
The screenshot shows the 'Queen 2 (492268)' applicant pool. At the top, there is a 'Select A Bulk Action' dropdown menu. Below it, a message states 'You have just moved 4 applicants to the status 'Under Review by Department (New)'. The table below has columns for 'Submitted', 'Status', 'Pref Name', 'First Name', and 'Last Name'. The first checkbox in the 'Submitted' column is checked (green). A callout points to this checkbox and the bulk action dropdown.

Submitted	Status	Pref Name	First Name	Last Name
6 Jul 2018	Under Review by Department (New)	Judy	Judy	Block
6 Jul 2018	Under Review by Department (New)	Jules	Julia	Roberts
10 Jul 2018	Under Review by Department (New)	test	test	booking
11 Jul 2018	Under Review by Department (New)	Cap'n	Steve	Rogers
18 Jul 2018	Under Review by Department (New)	Agency	Agency	Candidate
6 Aug 2018	Under Review by Department (New)	Road	Road	Runner



Later in this document, there will be further instruction on the check boxes and why there are multiple for each applicant.

- b. Please note: The picture of the **hammer tool** will allow the user to select and update the columns in their view.



### Change Status of Applicant/Move in Workflow

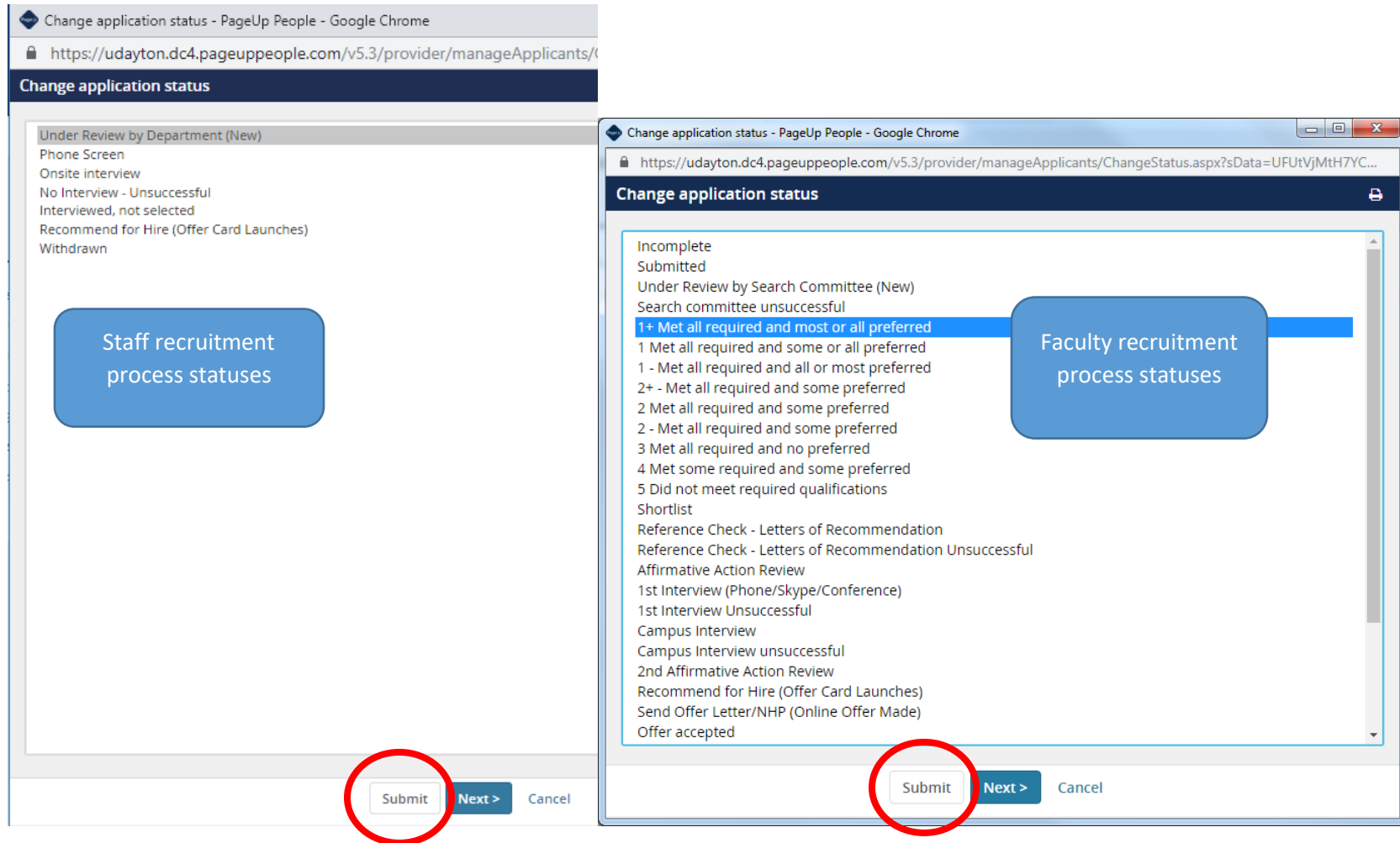
2. Applicant status can be changed individually or in bulk. To move an individual applicant, click on the applicant's individual **status**.

The screenshot displays the 'Queen 2 (492268)' applicant list. A green callout box with the text 'Select the applicant status' points to the 'Status' column of the first row, which is highlighted in yellow. The table below shows the details of the applicants.

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First Name	Last Name
<input type="checkbox"/>	6 Jul 2018	Under Review by Department (New)	Judy	Judy	Block
<input type="checkbox"/>	6 Jul 2018	Under Review by Department (New)	Jules	Julia	Roberts
<input type="checkbox"/>	10 Jul 2018	Under Review by Department (New)		test	booking
<input type="checkbox"/>	11 Jul 2018	Under Review by Department (New)	Cap'n	Steve	Rogers
<input type="checkbox"/>	18 Jul 2018	Under Review by Department (New)		Agency	Candidate
<input type="checkbox"/>	6 Aug 2018	Under Review by Department (New)	Road	Road	Runner

Page 1 of 1 |

A [new window](#) will open with a list of statuses. Select the next status and click 'Submit'. There are different lists of status for the staff and faculty recruitment processes.



3. To move applicants in bulk, use the check boxes next to each applicant name. There is a green, yellow and red box for each applicant. You can group the applicants using the boxes. For example, some might use the green box for the most qualified, yellow for qualified and red for not qualified. Once the boxes are checked, select “bulk move” from the drop down. You can also move one group at a time (i.e. select the green boxes and bulk move, then the yellow and move, etc....). **Bulk move is recommended.**

New Applicant | Search By Answers To Questions | Merge Applicants | Select A Bulk Action ▼

First, use the check boxes to group the applicants

**Queen 2 (492268)**

Search

Results

Then, select 'bulk move'

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First Name	Last Name	Ranking
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6 Jul 2018	Under Review by Department (New)	Judy	Judy	Block	1
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6 Jul 2018	Under Review by Department (New)	Jules	Julia	Roberts	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	6 Aug 2018	Under Review by Department (New)	Road	Road	Runner	
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	10 Jul 2018	Under Review by Department (New)		test	booking	
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	11 Jul 2018	Under Review by Department (New)	Cap'n	Steve	Rogers	2
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	18 Jul 2018	<i>Under Review by Department (New)</i>		Agency	Candidate	



- a. After 'bulk move' has been selected, the status change box below will appear. Select the applicant status for the green applicants, then yellow, then red by clicking "next".

The screenshot shows a user interface for bulk moving applicants. At the top, a progress bar indicates the status of the bulk action: 'Bulk action status: 2 Applicants' (green), '2 Applicants' (yellow), '2 Applicants' (red), and 'Complete'. Below this, the text reads 'You have requested to move 2 applicants.' and 'Select a status to move these applicants to:'. The 'Application status:' is currently set to 'Select' in a dropdown menu. A blue callout box with an arrow pointing to the dropdown menu contains the text: 'Use the drop down to select your applicant status'. At the bottom, there are two buttons: 'Next >' and 'Cancel'.

4. Next, the 'confirm status change' box will appear and you will have the opportunity to email the applicant or other internal users in the PageUp system regarding the status or action being taken. For example, you can notify an applicant that the position is on hold or that their application is incomplete or you could notify a hiring manager that you are ready to interview applicants in the pool.

Select yes to send an email to the applicant. You can use a communication template from the drop down

Move booking to a different status:

From status: Phone Screen  
To status: Onsite interview

Communication template: -- No template --

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

Select yes to send an email to an internal PageUp user.

- a. In the 'confirm status change box, you will be asked to indicate a reason for not interviewing an applicant.

No Interview - Unsuccessful reason

Please indicate the reason for selecting the no interview - unsuccessful status:\*

Select

- b. Then, select 'move now' to complete the bulk status change.

**Queen 2 (492268)**

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status ▲	Pref Name	First Name	Last Name
<input type="checkbox"/>	6 Jul 2018	Phone Screen	Judy	Judy	Block
<input type="checkbox"/>	6 Jul 2018	Phone Screen	Jules	Julia	Roberts
<input type="checkbox"/>	10 Jul 2018	Phone Screen		test	booking
<input type="checkbox"/>	6 Aug 2018	Phone Screen	Road	Road	Runner
<input type="checkbox"/>	11 Jul 2018	No Interview - Unsuccessful	Cap'n	Steve	Rogers
<input type="checkbox"/>	18 Jul 2018	No Interview - Unsuccessful		Agency	Candidate

5. Once confirmed, the applicants will be moved to the designated status.
  - a. **For STAFF**, continue to move the applicants through the workflow and conduct interviews until you are ready to initiate a hiring proposal. **You will not have to rate or seek approval to interview. The next approval will be when submitting the hiring proposal.**
  - b. **For FACULTY**, continue to move applicants through the workflow according to the current process. This will include, rating the applicants, changing status to interview disposition (shortlist, first interview, no interview) in the case of an interview disposition, the next step is to change the status to Affirmative Action. Affirmative Action will review the pool and reset the disposition to the interview status. This step is repeated with the campus interview status. Please view the Creating a hiring proposal training document to learn more about this process.

**This concludes the training document for “Screening Applicants”. If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!**