REVIEWING APPLICANTS – CHANGING STATUS

ACCESSING CS JOBS BY PAGEUP

1. Open a web browser and navigate to my.csudh.edu

2. Enter your Username and Password

3. Select “EMPLOYEES”

4. Select Recruiting | Select CHRS Recruiting
REVIEW APPLICANTS – ACCESSING YOUR APPLICANTS

1. Select the PageUp logo in the upper-left corner to return to your dashboard.

2. Click Jobs in the upper right-hand corner.

3. Click on the title of job you want to view. If you click on the blue person icon you will be taken directly to the applicants.
4. Any applicant that is in a review step you can see will be listed under on this screen.

Change Status will move applicants into specific steps in the process.

View Answers allows you to view applicant material that was submitted.

Applicant Card will allow you to resubmit references, change status, communicate with candidate and many other options.
REVIEW APPLICANTS–CHANGE STATUS

After establishing consensus for applicants who should be advanced to the next stage applicants will need to have their status changed in PageUp.

1. Change Individual Status: This will bring up the steps available to move the applicant through the recruitment process.

Select the applicant you want to move and click on their “Status” next to their name. Make selection of the appropriate step and click “Next”.

A. Verify you are moving the correct applicant.
B. Verify the correct step.
C. You will be asked if you want to email the applicant.
D. You will also have the option to notify any additional users that might need to know that the applicant was moved.
E. Click “Move Now”.

![Image of PageUp interface showing status changes process]
2. **Change Multiple Statuses at one time**: You can choose to move applicants to a different status by checking the green, yellow or red box. Each color will move those applicants to a different status you will chose on the next screen. In most cases you will be using the bulk move or bulk reference check.
3. You will be taken to a new window.
   A. Verify which group you are moving, green, yellow or red.
   B. Verify the number of applicants you are moving
   C. Change applicant status and click next

**NOTE:** You will have the same option to send the applicant or additional users an email. Click the move now button.

REPEAT for the Yellow and Red boxes if you selected those.
REVIEW APPLICANTS – VIEW ANSWERS

This allows you to review the application material submitted by your applicants. You can view individually or bulk compile for a pdf.

1. **View Answers**: This will allow you to review the application materials by applicant. Any attached documents will be visible by scrolling through the application.

   ![Application Review Screen]

   **Frank Buckley**
   
   **Applicant address**: 1000 E Victoria Street  
   Carson, California  
   90747, United States
   
   **Applicant phone**: 310  
   **Applicant cell**: 243  
   **Applicant e-mail**: dhpageупргfรรFrankbuckley@gmail.com
   
   **Application**: Temporary Faculty Pool, English  
   **Source**: Internet - LinkedIn  
   **Description**: This is a position in the temporary faculty pool for the Department of English 20-21 academic year.

   The following forms have been completed:
   - Primary application form - DH Faculty (PT) Application Form
   - Base New Employee Data Form

   **Primary application form - DH Faculty (PT) Application Form**

<table>
<thead>
<tr>
<th>Question &amp; response</th>
<th>Weighted score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>The applicant has no profile information.</td>
<td></td>
</tr>
</tbody>
</table>
   | If degree, discipline, major or second major are not indicated in the drop down(s) above please add that value here  
   | Not answered        |                |
   | All but dissertation (ABD) status?  
   | Not answered        |                |
   | Certifications / Licenses  
   | Do you have any current certifications or additional licenses that support your qualifications for this position? If yes, please choose the number of certifications |
   | 0                   |                |

   ![Application Details]
2. Bulk Compile: Select the applicants you want to review the application material for. Choose Bulk compile and send.

3. The bulk compile window will open. The first time you use this option you will have to go out and click the applicant material you would like to view.

   Application details should include Application form and profile.

   Applicant documents- It is recommended you choose all of the application documents if you want to make sure you see all of their submitted materials.

   Recruiter documents should be blank.

   Click Create PDF

NOTE: This may take a few minutes or longer depending on how many applicants you have selected.
3. Downloading the PDF: Once the PDF is created you will be taken to the download and send screen. DO NOT USE THE SEND OPTION. Only those that have access to the system should see the applicants.

4. For best results go to you downloads and open the bulk compile file from there in Adobe Acrobat.
5. The PDF will give you all of the application material that is bookmarked so you can easily click through and find the information you need.
REVIEW APPLICANTS – APPLICATION CARD

This will allow you to review the applicant and see the history of their application.

1. Click on View application to go to the applicant card.

2. Actions you can perform are shown here. Most common would be change status, communicate and view references.
3. History will show you actions that have been taken and you can also view any communications that may have been sent out by the system.

MANAGING REFERENCES:

1. From the applicant card select View References
2. References can be managed from this screen. Status will show you if the references have been requested and if they are completed, pending or expired.

3. Actions for references

View Answers – allows you to view the reference form and letter submitted

- Edit – Allows you to edit the reference providers information
- Control – Allows you to upload the letter for the reference provider
- Send/Resend – Allows you to send or resend the email requesting the reference
- Archive - This will not be used.