View Applications

Individual Applications

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click each applicant's name and click **Resume**

Bulk Compile into PDF and Send

Step 1: Select **Jobs requiring interview Evaluations (***Enter Evaluations* dashboard tile**)**
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Check **Select all** box at top (selects all applicants in search list)
Step 4: Click **Bulk Compile and Send**
Step 5: Select the application documents to include in bulk PDF file (e.g. Cover Letter, Resume)
Step 6: Click **Create PDF** (bottom of page)
Step 7: Wait until the process is complete (it may take a few minutes depending on the number of applicants)
Step 8: Click the **Download document** link (top) or **Send the PDF via email**

Update Applicant Status – Pre-Interview

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click **Select an outcome** for each applicant and select the status identified by Search Committee
(Pre-Interview: Interview, Qualified, Unqualified, Withdraw)
Step 4: Click **Submit** button (top of grid)

Enter/Edit Pre-Interview Evaluations

Pre-Interview Note: Must Update Applicant Status prior to this step. **Do not select** option for **Overall Rating**.

Step 1: Select **Jobs requiring interview Evaluations** (*Enter Evaluations* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable search #

Step 3: Beginning with the first applicant listed (highlighted in blue), select **Does not meet qualification** if applicable and/or enter pre-interview comments in *the Summary* field - leave blank for qualifications met
Note: Once **Does not meet qualification** is selected, the field cannot be cleared. To change from **Does not meet qualification**, select the second option - **Revised to meets qualification**

Step 4: Do not select an option for **Overall Rating**

Step 5: Click **Save and Next** to mark as **Reviewed**
***Note:* Save and next** marks the applicant as reviewed and moves to the next applicant (blue highlight)

Step 6: Complete for all applicants reviewed to date.
Note: When you have completed the last applicant click Save and previous to mark as reviewed

*Step 7***:** Click the posting title in top left to create notification for OIE interview approval

*Step 8***:** Click **Notes/Documents**

Step 9: Add **Notes/Documents** (*Add* drop down menu)

Step 10: Create and send notification: Enter simple note (1), check box to email note (2), type OIE in user field and click tab (3), and Save/Submit (4)

*Step 11***:** Note is saved to search with details including date, time, note, and emailed to

Step 12: OIE reviews Pre-Interview statuses and evaluations, and notifies initiator of any changes (if needed)

Step 13: OIE notifies of approval using the Notes/Documents section of Job, and sends note via email

Note: OIE approval is required before moving forward with interviews.

Update Applicant Status – Post-Interview

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Click **Select an outcome** for each applicant and select the status identified by Search Committee
Post-Interview: Preliminary Offer Decided, Reject, Withdrawn
Step 4: Click **Submit** button (top of grid)

Enter/Edit Post-Interview Evaluations

Step 1: Select **Jobs requiring interview Evaluations** (*Enter Evaluations* dashboard tile)
Step 2: Click **View Applicants** (far right) for the applicable search #
Step 3: Enter post-interview comments in **Summary** field beginning with first interviewed applicant listed (highlighted in blue)
Step 4: Click **Save and Next** to mark as **Reviewed**
***Note:* Save and next** marks the applicant as reviewed and moves to the next applicant (blue highlight)
Step 5: Complete comments for all interviewed applicants.
Note: When you have completed the last applicant click Save and previous to mark as reviewed
Step 6: Continue to next section to *Create Hire Request*

Create Hire Request

Step 1: Navigate to applicant list *(Steps 1 and 2 above)* and click selected candidate's name
Step 2: Click **Create Hire Request**
Step 3: Click **No** for *Special Payroll Employment Type*
Step 4: Update *Payroll Title* as needed
Step 5: Enter *Position Details*, using the calendar icon for dates
Step 6: Enter *Conditions of Employment*, using the calendar icon for date
Step 7: For Faculty hires, complete the *Faculty and Academic Management Hires* section (skip for all other hires)
Step 8: Complete **Affiliated Department** section if details apply (skip for all other hires)
Step 9: For Classified hires, complete the *Classified Hires* section (skip for all other hires)
Step 10: Select the applicable *Onboarding form*
Step 11: Select the applicable *Onboarding workflow*
Step 12: Type *Immediate Supervisor*'s name in the field, and click tab for field to fill in name and email address
Step 13: Enter up to 3 additional names for granting access to onboarding tasks: *Search Initiator/Onboarding Access, Onboarding Coordinator, and Onboarding delegate* (type name and click tab to fill in name and email)
Step 14: Skip *Offer Progress* section, the fields will be automatically updated by the system
Step 15: Enter *Comments*, if applicable
Step 16: Create Offer Letter:

a. Click **Merge** button and **OK** to save offer details (disable pop-up blocker for this site, as needed)
b. **Check box** to the left of applicable letter
c. Click **Merge,** view draft offer letter and update as needed
d. Click **Add document** to attach revised offer letter (from location outside PageUp; e.g. Q drive, desktop)

Step 17: Select *Approval Process*
Step 18: Click **Save/Submit** for OIE approval

STOP ***Note:* Offer approval is required before moving forward with make online offer**

Make Online Offer

STOP ***Note:* Offer approval is required before moving forward with making an online offer.**

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)
Step 2: Click **View Applicants** for applicable Search #
Step 3: Select the Overall Rating outcome – *Make Online Offer*, and click **Submit**
Step 4: Applicant will **Accept**/**Decline** offer online and initiator is notified
Step 5: Update onboarding tasks as needed

Note: Data automatically creates SmartHR and no SmartHR entry by department is needed