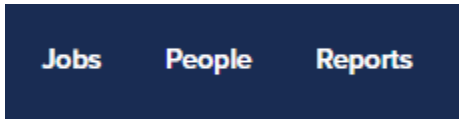


Western PageUp

Applicant Disposition Quick Reference Guide



This user guide is intended for the search chair or search coordinator. Use this guide to add dispositions. For additional information see the comprehensive user guide.

Logging into Western PageUp

1. Go to <https://western.pageuppeople.com> or find the [Western PageUp – Admin](#) link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
 - a. Sign In: [userID@wwu.edu](#) (ex: [doej@wwu.edu](#))
 - b. Password: Your universal password

To Review Applicant Materials and Add Disposition

Applicant materials are reviewed in the PageUp system. A disposition (a specific reason for non-selection) must be provided for each applicant not selected for an interview. For additional information see Manage Applicants and Request to Interview Quick Reference Guide.

1. From the PageUp home page, Click 'Jobs' in the top menu bar
2. Locate the job in the list, you can sort the list alphabetically by clicking on the column heading
3. Click the job 'Title' to open the job
4. Click 'View applications'
5. Click the applicant's name
6. Scroll down and click 'View' to open resume and click 'View' to open cover letter

	Information Technology Specialist 2	
📎 Wednesday, 16 Aug 2017, 2:57pm System	Resume: SweeneyResume2016_dr_v2.docx Size: 27kb Information Technology Specialist 2	View
📎 Wednesday, 16 Aug 2017, 2:57pm System	Cover letter: SweeneyResume2016_dr_v2.docx Size: 27kb Information Technology Specialist 2	View
📎 Wednesday, 16 Aug 2017, 2:58pm	Applied via: Webeita Source: Internet Careers website Score: 0.00	View Edit

7. When finished reviewing materials close applicant window
8. Click on the current status next to the applicants name
9. Select the appropriate status (disposition) such as:
 - a. Before Interviews: select the 'Considered - Not selected for position' status and click 'Next'
 - b. After Interviews: select the 'Finalist – Not Selected' status and click 'Next'

- c. 'Application Incomplete' – for incomplete applications and to send an email to the candidate
 - d. 'Search committee review' – to send the applicant to the search committee
 - e. 'Request to Interview' – to send to HR/EOO for approval to interview
 - f. 'Request to Offer' – to send for approvals to make an offer
10. Click 'Next'
11. Communication template:
- a. No Template – for candidates not considered – not selected
 - b. Application incomplete – this is sent to the candidate
 - c. Request to Interview – for status request to interview
12. If not selected, select a reason the applicant has been not selected for the position from the 'Considered- Not selected for position' drop down disposition reasons list
13. Provide specific qualification in which the applicant had less or lacked in the 'Note' section
14. Click 'Move now' to submit the disposition and update the applicant status

To Edit Dispositions

Only the user that entered the disposition can make edits to their note.

1. If you are the Search Chair, Search Coordinator, or Director/Chair of the job click "Jobs" in the upper right of the header bar
 - a. Supervisors will use the "Open Jobs" link on the home page
2. Click "View Applications"
3. Click the applicant's name
4. Locate the disposition in the "History" section of the applicant
 - a. Example:
 Status changed to 'Considered- Not selected for position' by [User's Name]
 Lacks Required Qualifications
 No supervision experience
5. Click "Edit" on the right side of the note
6. Make any edits to the note, the third line of the note is the specifics of the disposition
7. Click "Submit"

Additional Resources

1. [PageUp Login](http://western.pageuppeople.com) – western.pageuppeople.com
2. [PageUp User Guides](http://wp.wvu.edu/dataresources/wtm) – wp.wvu.edu/dataresources/wtm
3. [Approval Routing](https://wp.wvu.edu/dataresources/approval-routings/) - https://wp.wvu.edu/dataresources/approval-routings/

4. Need more help? Contact Human Resources, Stephanie Norsby:
Stephanie.Norsby@wwu.edu or 360-650-3306