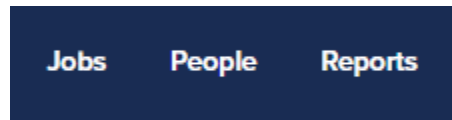


# Western PageUp

## Applicant Management and Request to Interview Quick Reference Guide




This user guide is intended for the search chair or search coordinator. Use this guide to manage applicants, add dispositions and request candidates to interview. 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 Job Applicant Materials

Applicant materials are reviewed in the PageUp system. For additional information see Search Committee Review Quick Reference Guide.

1. Search by Jobs, 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' at the top left, just under the header bar
5. Click  to view the application and resume and cover letter

### To Change / Update Applicant Status

To change and update the following statuses: application incomplete, search committee review, phone screen, or reference check.

1. Click on the application status (left of the applicants name)
2. Select an application status from the list, click 'Next'
3. Depending on the status change, an email template is provided to send to the applicant for the following statuses
  - a. Application incomplete
  - b. Phone screen
4. Click 'Move now' and the applicant status will be changed/updated

## To Add Disposition

A disposition (a specific reason for non-selection) must be provided for each applicant not selected for an interview.

1. Click on the current status next to the applicants name and select one of the following:
  - 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'
2. Select a reason the applicant has been not selected for the position from the 'Considered-Not selected for position' drop down disposition reasons list
3. Provide specific qualification in which the applicant had less or lacked in the 'Note' section
4. 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. As a Search Chair or Search Coordinator Click "Jobs" then "View" to the right of the Job
  - a. As a Supervisor Click "Jobs Open" in the top menu bar, then the Title of the Job
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"

## To Request to Interview

This is the first step in the request to interview process. Follow the steps below for each applicant to interview.

1. Select the applicants to interview by clicking the first checkbox (green) next to each applicant's name
2. Click the drop down arrow at the top of the screen 'Select a bulk action', click 'Bulk move and send' from the drop down list
3. The communication template opens in a new window
4. Choose the communication template, select 'Request to Interview (TO EOO/HR)' in the first drop down

5. An email is populated with information needed for the Interview Request
  - a. In the User field, enter one of the following emails dependant on the position type:
    - i. [EOO@wwu.edu](mailto:EOO@wwu.edu) (professional and faculty staff searches)
    - ii. [Recruit.HR@wwu.edu](mailto:Recruit.HR@wwu.edu) (classified staff searches)
  - b. No other fields need to be completed
6. Click 'Next'
7. Select in the 'Applicants status' drop down list 'Request to Interview'
8. Click 'Next'
9. Click 'Move Now' no additional information is necessary

If there are applicants being selected for interview alternates, follow the steps below for each applicant.

10. Select the applicants to interview by clicking the first checkbox (green) next to each applicant's name
11. Click the drop down arrow at the top of the screen 'Select a bulk action', click 'Bulk move' from the drop down list
12. Select in the 'Applicants status' drop down list 'Request to Interview Alternates'
13. Click 'Next'
14. Click 'Move Now' no additional information is necessary
  - a. Note: When alternates are interviewed, they must be moved to the 'Alternate Moved to Interview List'

EOO and HR will review applicants. Once approved an email is sent back to the sender with a list of approved applicants. Applicants ready for interview will have 'Request to Interview Approved' status.

## Additional Resources

1. [PageUp Login](http://western.pageuppeople.com) – western.pageuppeople.com
2. [PageUp User Guides](http://wp.wwu.edu/dataresources/wtm) – wp.wwu.edu/dataresources/wtm
3. [Approval Routing](https://wp.wwu.edu/dataresources/approval-routings/) - https://wp.wwu.edu/dataresources/approval-routings/
4. Need more help? Contact Human Resources, Stephanie Norsby: [Stephanie.Norsby@wwu.edu](mailto:Stephanie.Norsby@wwu.edu) or 360-650-3306