

Western PageUp

Search Chair Quick Reference Guide

Jobs People Reports


This user guide is intended for the search chair and search coordinator. Use this guide to manage applicants, add dispositions, request candidates to interview, communicate search committees, and communicate to applicants. 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.

1. Click 'jobs requiring search committee review' in the 'search committee review' box
2. Locate the job in the list
3. Click 'View Applicants' to open the panel view
4. Click icons to view applicant details
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. 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 on the application status (left of the applicants name)
4. Select an application status from the list, click 'Next'
5. 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
6. Click 'Move now' and the applicant status will be changed/updated

To Send Confidential Reference Letter Requests

To send requests for Confidential Reference Letters, applicants must be moved into the "Confidential Letter Request" application status. Applicants can be moved individually or in bulk:

1. To move applicants individually:
 - a. As a Search Chair or Search Coordinator Click "Jobs" then "View" to the right of the Job
 - i. As a Supervisor Click "Jobs Open" in the top menu bar, then the Title of the Job
 - b. Click "View Applications"
 - c. Click on the application status (left of the applicants name)
 - d. Select the "Confidential Letter Request" application status from the list, click "Next"
 - e. Make sure for communication template "No Template" is selected
 - f. Click "Move now"
2. To bulk move multiple applicants:
 - a. As a Search Chair or Search Coordinator Click "Jobs" then "View" to the right of the Job
 - i. As a Supervisor Click "Jobs Open" in the top menu bar, then the Title of the Job
 - b. Click "View Applications"
 - c. Select the applicants to interview by clicking the first checkbox (green) next to each applicant's name
 - d. Click the drop down arrow at the top of the screen "Select a bulk action", click "Bulk move" from the drop down list
 - e. Select in the "Applicants status" drop down list "Confidential Letter Request"
 - f. Click "Next"
 - g. Make sure for communication template "No Template" is selected
 - h. Click "Move Now"

The applicant status(es) will be changed/updated and a request(s) will be sent directly to the references the applicant put on their application.

To Add Disposition

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

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 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'
4. Select a reason the applicant has been not selected for the position from the 'Considered-Not selected for position' drop down disposition reasons list
5. Provide specific qualification in which the applicant had less or lacked in the 'Note' section
6. 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. 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. Select the applicants to interview by clicking the first checkbox (green) next to each applicant's name
4. 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
5. The communication template opens in a new window

6. Choose the communication template, select 'Request to Interview (TO EOO/HR)' in the first drop down
7. 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 (for professional staff and faculty searches)
 - ii. Recruit.HR@wwu.edu (classified staff searches)
 - b. No other fields need to be completed
8. Click 'Next'
9. Select in the 'Applicants status' drop down list 'Request to Interview'
10. Click 'Next'
11. Click 'Move Now' no additional information is necessary

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

12. Select the applicants to interview by clicking the first checkbox (green) next to each applicant's name
13. Click the drop down arrow at the top of the screen 'Select a bulk action', click 'Bulk move' from the drop down list
14. Select in the 'Applicants status' drop down list 'Request to Interview Alternates'
15. Click 'Next'
16. 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.

To Review Recruitment Reports

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 the tab at the top labeled "Reports" – Click the title of the report to open


Applicant Contact Information: This report will show the email address and phone numbers for all your candidates

Dispositions Check: This report will show all of your candidates with the disposition that has been entered into the system by the search coordinator/chair

Search Committee Comments: This report will show the initial screening determination by the members of the search committee. This report will only be populated if the search committee is utilizing this functionality of the system.

To Communicate with Search Committee

There are multiple ways to communicate with Search Committee Members through the PageUp System. There can be communications sent listing applicants to be reviewed when applicants are changing status or manually at other times.

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. Sending communication with status move
 - a. Start the bulk move action
 - b. Select an Application Status
 - c. Click "Next"
 - d. When prompted to send an email to "Additional users from Job" select "Yes"
 - e. Select "Search Committee member"
 - f. Input an E-mail from, E-mail Subject, and E-mail Body
 - g. Click "Move now"
4. Sending communication without changing applicants' statuses
 - a. Select applicants using the first checkbox (green) next to each applicant's name

 - b. Click the drop down arrow at the top of the screen 'Select a bulk action', click 'Bulk send' from the drop down list
 - c. Click "Add More Users"
 - i. Search for a committee member
 - ii. Click "Add"
 - iii. Search for next committee member
 - iv. Click "Done" when all members have been added
 - d. Change the "From" E-mail
 - e. Change the E-mail "Subject"
 - f. Modify the E-mail "Body"
 - g. Click "Send Application" at the bottom

To Communicate with Applicants

PageUp has the ability to send out the same communication out to multiple applicants all at once.

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. Select the applicants that are to receive the communication using the check boxes to the left of their name
4. In the "Select a bulk action" drop down menu select "Bulk Communicate"
5. Select a communication template if one is available, if none are applicable select "—No Template —"
6. Update the "From" field if needed
 - a. Any replies to this email will send to the email specified in this field, and not go through the PageUp system
7. Update the e-mail "Subject" if needed
8. Make any desired changes to the e-mail "message"
 - a. There is an opportunity to add a file as an attachment to this communication
9. Assign any e-mail delay
10. Click "Send"

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 or 360-650-3306