



Western's PageUp Recruitment and Applicant Tracking: Recruitment Request Name Fields and Functionality

Search Committee Chair and Search Committee Members:

SEARCH COMMITTEE

Search Committee Chair:

No user selected.

If additional Search Committee Members need to be added after the Recruitment Request is submitted, please email Recruit.HR@wwu.edu

Search Committee Members:

Add Search Committee Member

Search Committee Chair: They will have the ability to utilize the search committee panel view. They can review applications and view search committee outcomes from the panel review.

If the Search Committee Chair needs the ability to change an applicant's status, see "Users" below.

Search Committee Members: They can view applications through search committee panel view.

If any of the Search Committee members need the ability to change an applicant's status, see "Users" below.



Users and Approvers:



PageUp distinctly defines “Users” and “Approvers:”




User (when listed)	Approvers (when listed)
<ul style="list-style-type: none">• The ability to see the position description or recruitment request when they sign in.• Hiring Manager and Search Coordinator/Originator will receive email communication when a form has been fully approved or the form has been declined.	Approvers will receive an email communication when a form is pending their approval. Their approval serves as an electronic signature.



Users:

USERS AND APPROVERS

Supervisor:  
No user selected.

Director/Department Chair:*  
No user selected.

Hiring Manager:*  
Position Number: 996523 

Search Coordinator/Originator:*  
No user selected.

Supervisor: They can view the job from “bubble view.” They have the ability to:

- Check on the status of a recruitment request
- Update application statuses/dispositions
- To view applications through the recruitment request on the upper left side under “View Applications.”

Director/Department Chair: They can view the job from “Jobs” in the header. They have the ability to:

- Check on the status of a recruitment request
- Update application statuses/dispositions
- To view applications through the “Jobs” header. Applications are located within the recruitment request on the upper left side under “View Applications.”

Hiring Manger: They can view the job from “Jobs” in the header. They have the ability to:

- Check on the status of a recruitment request
- Update application statuses/dispositions
- To view applications through the “Jobs” header. Applications are located within the recruitment request on the upper left side under “View Applications.”

NOTE: This user will receive email communication when a form has been fully approved or the form has been declined.



Search Coordinator/Originator: They can view the job from “Jobs” in the header. They have the ability to:



- Check on the status of a recruitment request
- Update application statuses/dispositions
- To view applications through the “Jobs” header. Applications are located within the recruitment request on the upper left side under “View Applications.”



NOTE: This user will receive email communication when a form has been fully approved or the form has been declined.

Approvers:

Approval process:* Classified Staff (5 Approvers) ▾

1. Supervisor:  
No user selected.

2. Director/Chair:  
No user selected.

3. Budget Authority:  
No user selected.

Approvers: They can view the job when it is their turn to review and approve. Jobs can be approved from the “Bubble” view, “Approvals.” They also have the ability to view open jobs that have been approved from this screen.

Note: All Vice Presidents and Deans have the ability to view jobs within their division from “Jobs” in the header.