VIEW AND DISPOSITION APPLICANTS  (Last Revised 3-2-2020)

STEP 1:  A link to PageUp may be found on MyUAH, under Human Resources (right-side). Enter the system via the UAH Single Sign On screen. (If you have not gained access to the system, please complete the PageUp Access Request Form.) You will enter the My Dashboard screen in PageUp. Click on the “Applications” box.
My Dashboard
Welcome: Harry, this is your Dashboard where you will see all your tasks organized in various stages.

- **Position Description**
  - My position description - Under review
  - Manage position descriptions on...

- **New Job**
  - 1 jobs open

- **Approvals**
  - 0 Jobs awaiting your approval
  - 1 Approved

- **Applications**
  - 1 jobs have applicants for review
  - 0 Applicants assigned to you for review

- **Search committee review**
  - 0 jobs requiring panel review

- **Interviews**
  - 0 Scheduled interviews

Guidelines / Tips
Click here to access online guidelines and materials.
**STEP 2:** Upon entering the Applications screen, you will note the applicants who have applied for your position and meet minimal requirements provided by your department.
STEP 3: You may click “View” to see additional information on each applicant, including his/her résumé, application, and any other uploaded documents (such as the cover letter).
STEP 4: Once you have reviewed the candidate, return to the Applications screen by clicking the “Close” button. If you do not wish to interview the applicant, you may change the Selection Criteria Outcome drop down box and select “Hiring Manager Résumé Review Unsuccessful”. Please list a reason that the applicant’s résumé is insufficient. For all applicants that you interview and do not choose, change the Selection Criteria Outcome to “Hiring Manager Interviewed-Not Selected” and please provide a reason. For the applicant that you do select, change the Selection Criteria Outcome to “Hiring Manager Interviewed-Selected Candidate”.

Notes:
- *It is required that a reason is provided for all applicants who are not the selected candidate.*
- *Once you submit this page, you will not be able to go back and change the Selection Criteria Outcome of an applicant for whom you have already dispositioned. Therefore, it is recommended that you perform this function at the end of your interviewing process for all applicants. (You may disposition some applicants and return to disposition the remaining applicants at a later date. However, once a disposition is chosen in the Selection Criteria Outcome for a particular applicant, you will not be able to change it for that applicant. If you inadvertently disposition an applicant too soon, you may contact your assigned Talent Management Associate for assistance.)*
### View shortlisted applicants

<table>
<thead>
<tr>
<th>Applicant name</th>
<th>Phone</th>
<th>Date submitted</th>
<th>Current application status</th>
<th>Reviewed</th>
<th>View</th>
<th>Notes</th>
<th>Status history</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Rivers</td>
<td>11111111111</td>
<td>Feb 26, 2020</td>
<td>Hiring Manager Review</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rachael Samples</td>
<td>256-588-5555</td>
<td>Feb 26, 2020</td>
<td>Hiring Manager Review</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AntWana Dryer</td>
<td>256-824-6381</td>
<td>Feb 26, 2020</td>
<td>Hiring Manager Review</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select a reason:
- Applicant Withdraw - Accepted another offer
- Applicant Withdraw - Not aligned with career goals
- Applicant Withdraw - Personal reasons
- Applicant Withdraw - Company benefits unsatisfactory
- Applicant Withdraw - Salary unsatisfactory
- Applicant Withdraw - Work schedule unsatisfactory
- Applicant Withdraw - Travel requirements unsatisfactory
- Applicant Withdraw - Unable to relocate
- Applicant Withdraw - Staying with current employer
- Applicant Withdraw - Returning to school
- Does not meet preferred qualifications (detail in notes)
- Applicant - No Show for Interview
- Other (detail in notes)
STEP 5: After you identify the selected candidate(s), your assigned Talent Management Associate will review your chosen candidate(s) and then begin the background and reference check processes. You may return to this screen, at any time, to check the status of your applicant through the duration of the process. Additional statuses will identify if a background check is in process or complete, and when an offer has been extended, accepted, and when offer paperwork is complete. Throughout the process, your Talent Management Associate will contact you, via email or phone, when additional information is needed, and when confirming the terms of employment offer.

CONGRATULATIONS! YOU HAVE VIEWED AND DISPOSITIONED APPLICANTS!

Should you have any further questions, please contact your assigned Talent Management Associate.

UAH Human Resources, Talent Management, jobs@uah.edu, (256) 824-6545