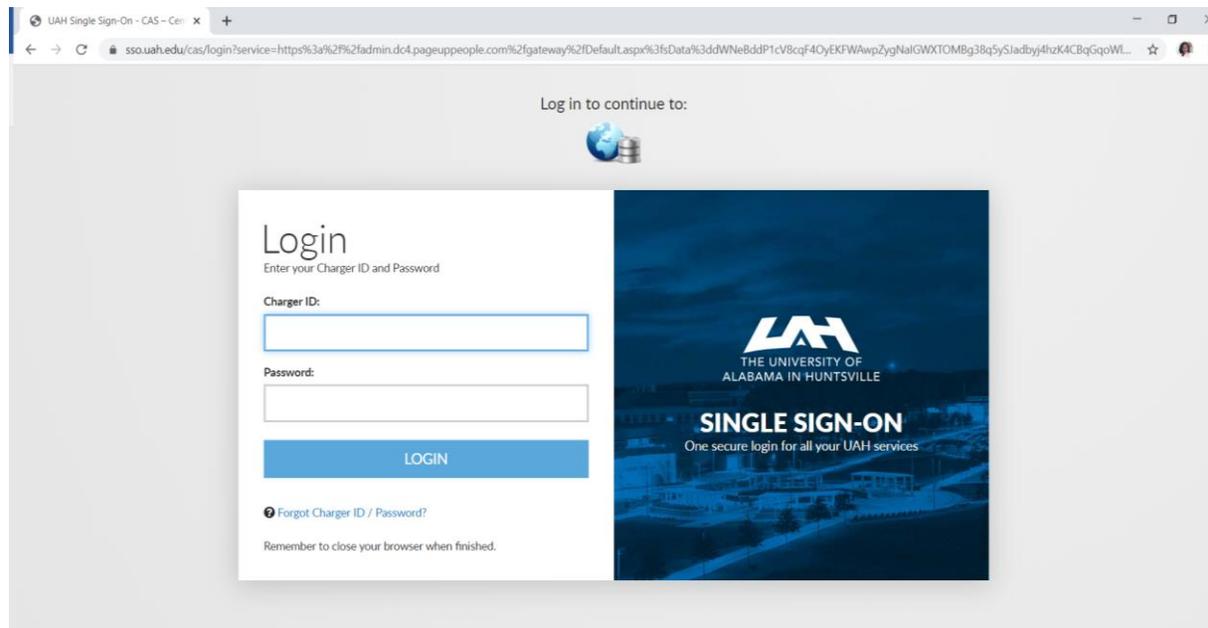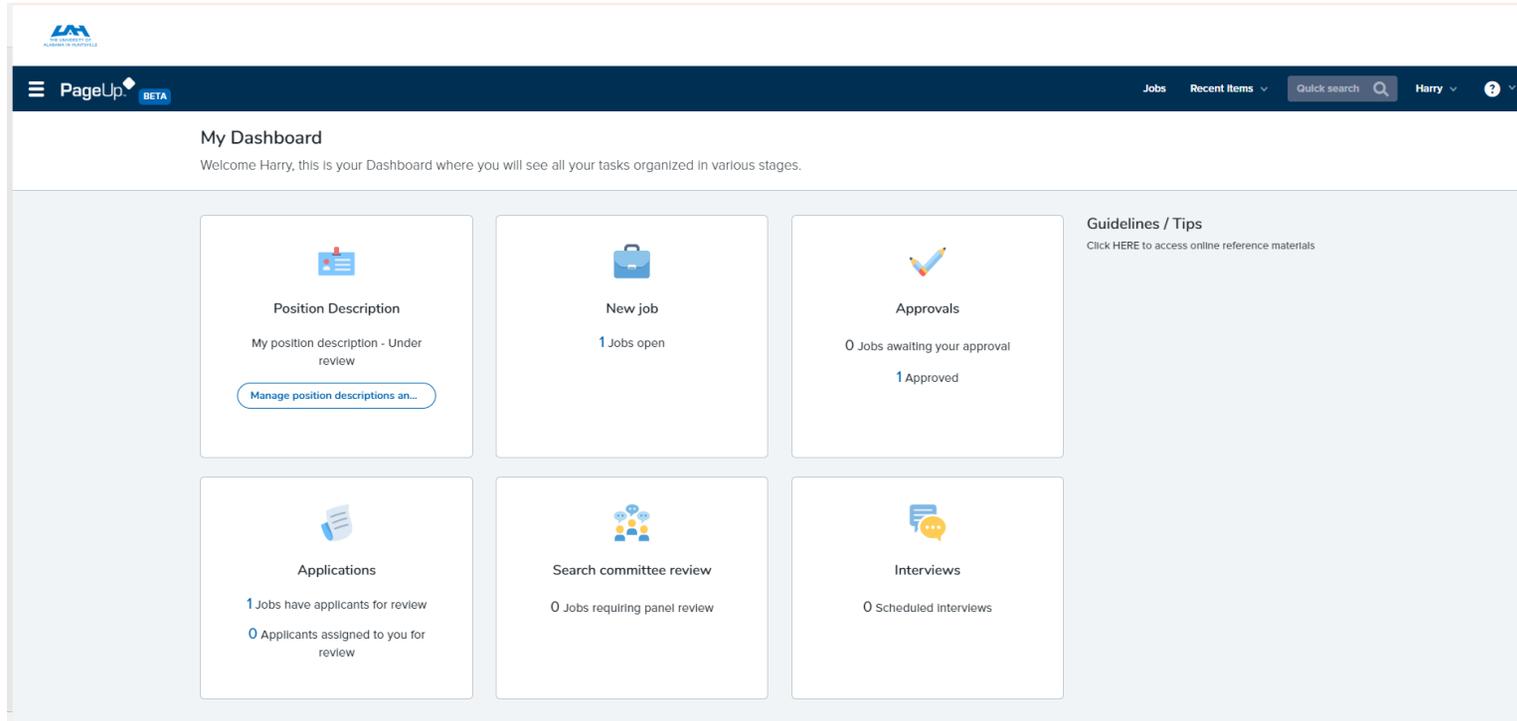## VIEW AND DISPOSITION APPLICANTS (Last Revised 3-2-2020)

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 an...

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 reference 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.

View shortlisted applicants

Research Aide I - Step 1

Select	Applicant name	Phone	Date submitted	Current application status ▲	Selection Criteria Outcome	Reviewed			
☐	Lisa Rivers	1111111111	Feb 26, 2020	Hiring Manager Review	Select an outcome ▼	✔	View	Notes	Status history
☐	Rachael Samples	256-588-5555	Feb 26, 2020	Hiring Manager Review	Select an outcome ▼	✔	View	Notes	Status history
☐	AntWana Dryer	256-824-6381	Feb 26, 2020	Hiring Manager Review	Select an outcome ▼	✔	View	Notes	Status history

Page 1 of 1 | 🔧   Records 1 to 3 of 3

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.)*
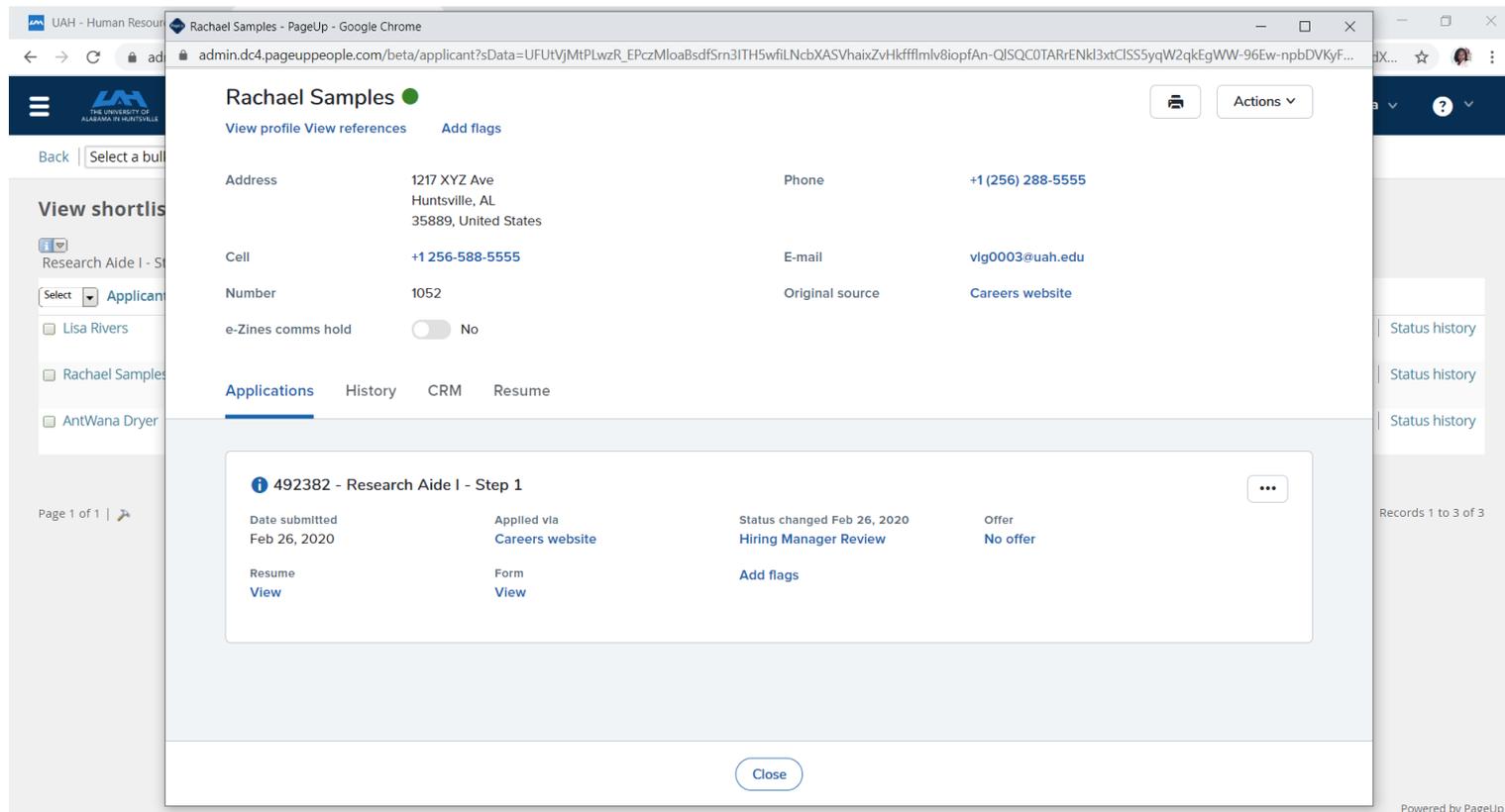

Research Aide I - Step 1

Select	Applicant name	Phone	Date submitted	Current application status ▲	Selection Criteria Outcome		Reviewed			
☐	Lisa Rivers	1111111111	Feb 26, 2020	Hiring Manager Review	Hiring Manager Resume Review Unsuccessful ▼		✔	View	Notes	Status history
					Select a reason ▼					
☐	Rachael Samples	256-588-5555	Feb 26, 2020	Hiring Manager Review	Hiring Manager Interviewed - Not Selected ▼		✔	View	Notes	Status history
					Select a reason ▼					
☐	AntWana Dryer	256-824-6381	Feb 26, 2020	Hiring Manager Review	Hiring Manager Interviewed - Selected Candidate ▼		✔	View	Notes	Status history

View shortlisted applicants

ℹ You have pending changes. Click Submit to save changes.

ℹ▾
Research Aide I - Step 1

Select ▾ Applicant name	Phone	Date submitted	Current application status ▲		Reviewed			
☐ Lisa Rivers	1111111111	Feb 26, 2020	Hiring Manager Review		✔	View	Notes	Status history
☐ Rachael Samples	256-588-5555	Feb 26, 2020	Hiring Manager Review	Select a reason ▾	✔	View	Notes	Status history
☐ AntWana Dryer	256-824-6381	Feb 26, 2020	Hiring Manager Review	Hiring Manager Interviewed - Selected Candidate ▾	✔	View	Notes	Status history

Dropdown list:
- Select a reason
- Applicant Withdrew - Accepted another offer
- Applicant Withdrew - Not aligned with career goals
- Applicant Withdrew - Personal reasons
- Applicant Withdrew - Company benefits unsatisfactory
- Applicant Withdrew - Salary unsatisfactory
- Applicant Withdrew - Work schedule unsatisfactory
- Applicant Withdrew - Travel requirements unsatisfactory
- Applicant Withdrew - Unable to relocate
- Applicant Withdrew - Staying with current employer
- Applicant Withdrew - Returning to school
- Does not meet preferred qualifications (detail in notes)
- Applicant - No Show for Interview
- Other (detail in notes)

Page 1 of 1 | 🔧

Records 1 to 3 of 3

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