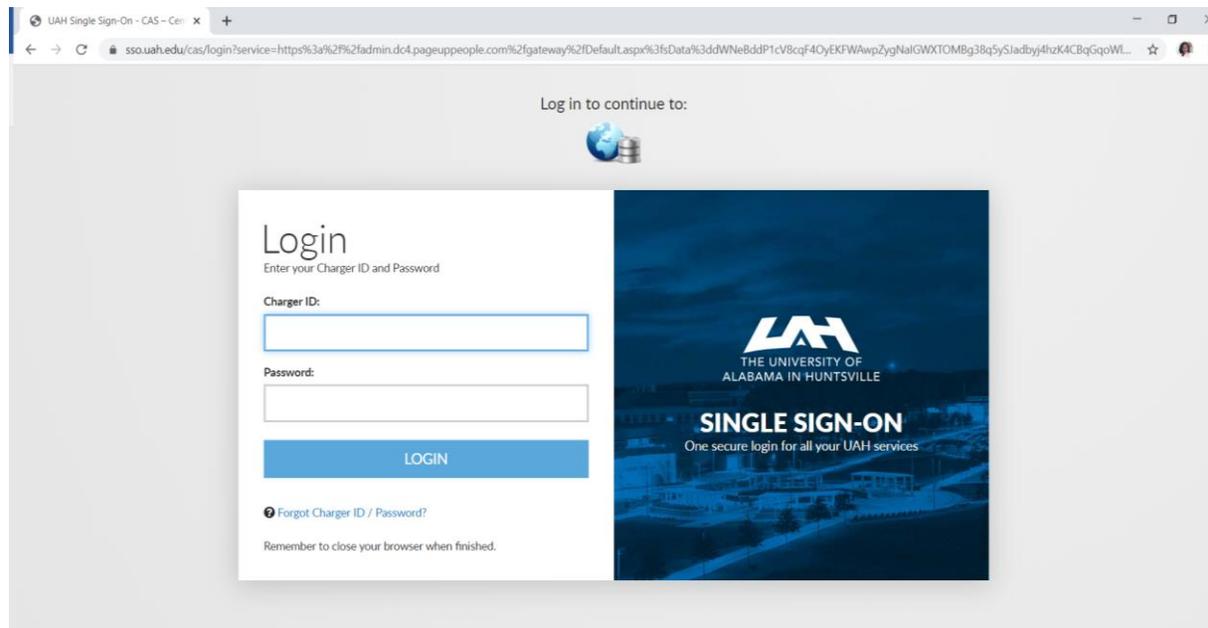
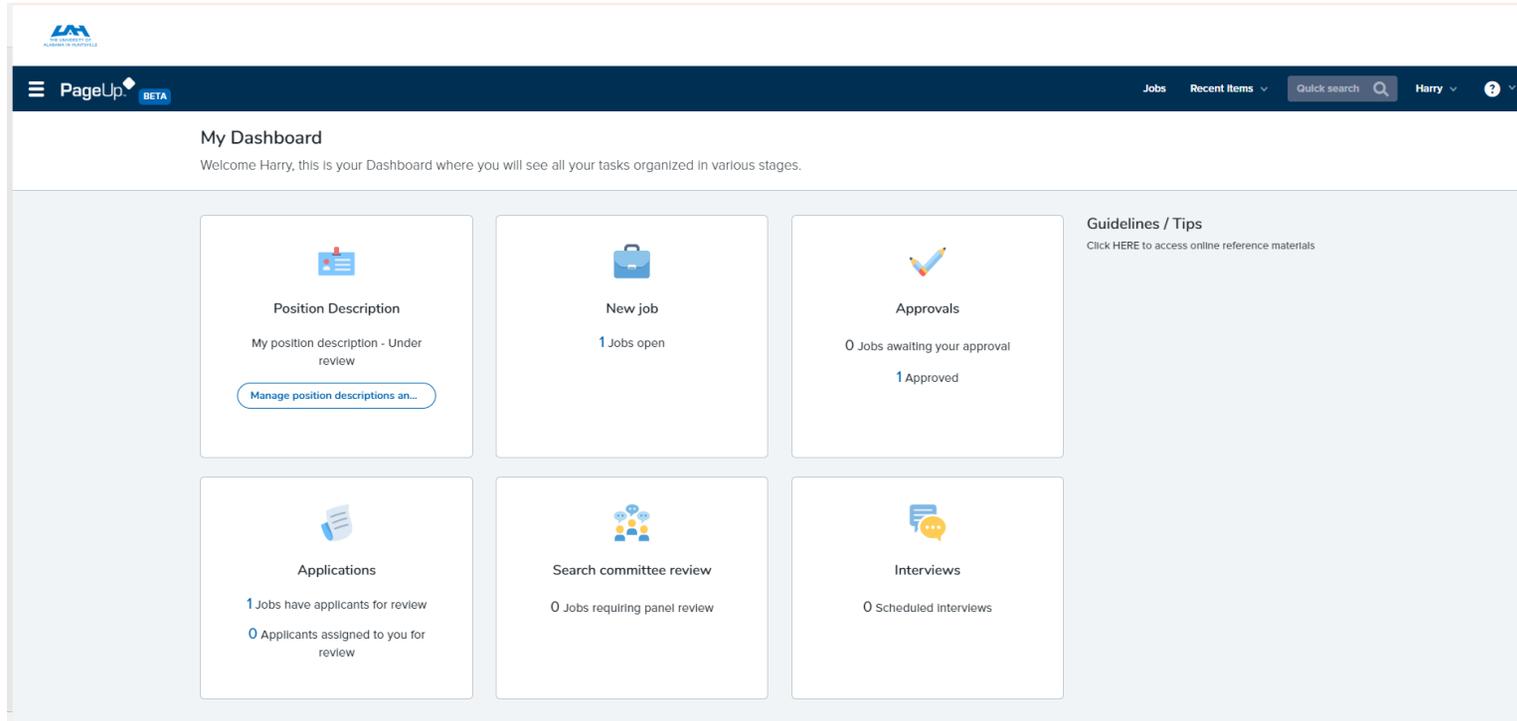


VIEW AND DISPOSITION APPLICANTS (Last Revised 3-2-2020)

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.



The screenshot shows a web browser window with the URL `https://sso.uah.edu/cas/login?service=https%3a%2f%2fadmin.cd4.pageuppeople.com%2fgateway%2fDefault.aspx%3fData%3ddWNebddP1cV8cqf4OyEKFWAwpZygNalGWXTOMBg38q5ySjadby4hzK4CbqGqoWL...`. The page title is "UAH Single Sign-On - CAS - Ceri". The main content area has a heading "Log in to continue to:" with a globe icon. Below this is a "Login" form with the instruction "Enter your Charger ID and Password". The form includes two input fields: "Charger ID:" and "Password:". A blue "LOGIN" button is positioned below the password field. A link for "Forgot Charger ID / Password?" is located below the button. A footer note reads "Remember to close your browser when finished." To the right of the form is a blue banner with the UAH logo and the text "SINGLE SIGN-ON One secure login for all your UAH services".



The screenshot shows the PageUp dashboard for a user named Harry. The dashboard is titled "My Dashboard" and includes a welcome message: "Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages." The main content area is divided into six task cards and a "Guidelines / Tips" section. The task cards are: "Position Description" (1 Under review, 1 Approved), "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), and "Interviews" (0 Scheduled Interviews). The "Guidelines / Tips" section includes a link to "Click HERE to access online reference materials".

PageUp BETA

Jobs Recent Items Quick search Harry ?

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

1 Approved

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.

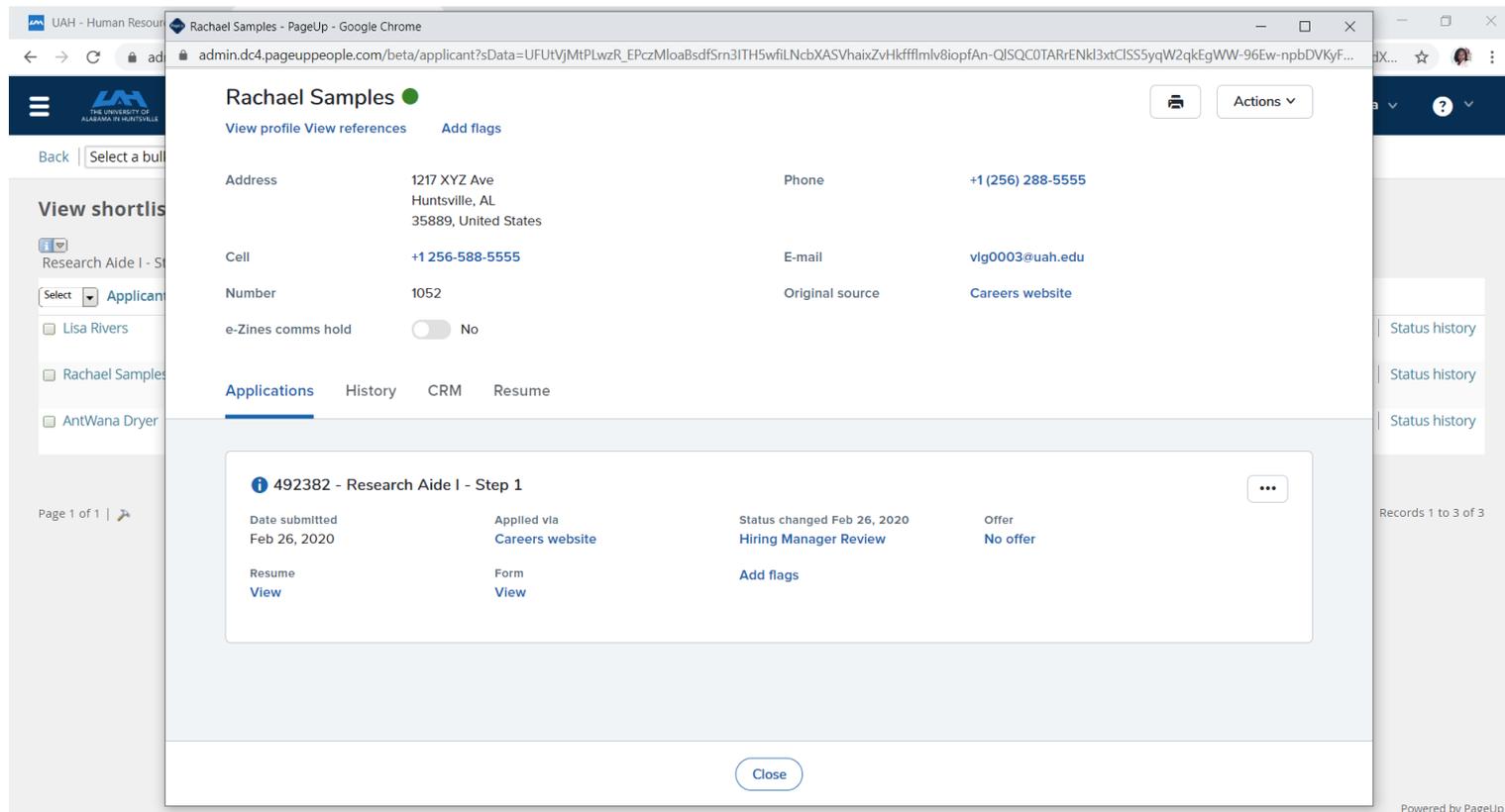
View shortlisted applicants



Research Aide I - Step 1

Select	Applicant name	Phone	Date submitted	Current application status ▲	Selection Criteria Outcome	Reviewed			
<input type="checkbox"/>	Lisa Rivers	1111111111	Feb 26, 2020	Hiring Manager Review	Select an outcome ▼	✓	View	Notes	Status history
<input type="checkbox"/>	Rachael Samples	256-588-5555	Feb 26, 2020	Hiring Manager Review	Select an outcome ▼	✓	View	Notes	Status history
<input type="checkbox"/>	AntWana Dryer	256-824-6381	Feb 26, 2020	Hiring Manager Review	Select an outcome ▼	✓	View	Notes	Status history

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).



The screenshot shows a web browser window displaying the profile of an applicant named Rachael Samples. The browser address bar shows the URL: admin.dc4.pageuppeople.com/beta/applicant?sData=UFUjVjMtPLwzR_EPczMloaBsdFsn3ITH5wfiLNcbXASVhaixZvHkffmlv8iopfAn-QISQC0TARrENk3xtClSS5yqW2qkEgWW-96Ew-npbDVkyF... The page title is "Rachael Samples - PageUp - Google Chrome".

The applicant's profile information is as follows:

Address	1217 XYZ Ave Huntsville, AL 35889, United States	Phone	+1 (256) 288-5555
Cell	+1 256-588-5555	E-mail	vlg0003@uah.edu
Number	1052	Original source	Careers website
e-Zines comms hold	<input type="checkbox"/> No		

Below the contact information, there are tabs for "Applications", "History", "CRM", and "Resume". The "Applications" tab is active, showing a list of applications:

492382 - Research Aide I - Step 1			
Date submitted Feb 26, 2020	Applied via Careers website	Status changed Feb 26, 2020 Hiring Manager Review	Offer No offer
Resume View	Form View	Add flags	

At the bottom of the modal window, there is a "Close" button. The background shows a sidebar with "View shortcuts" and a list of applicants including Lisa Rivers, Rachael Samples, and AntWana Dryer. The footer of the page says "Powered by PageUp".

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	
<input type="checkbox"/>	Lisa Rivers	1111111111	Feb 26, 2020	Hiring Manager Review	Hiring Manager Resume Review Unsuccessful Select a reason	✓	View Notes Status history
<input type="checkbox"/>	Rachael Samples	256-588-5555	Feb 26, 2020	Hiring Manager Review	Hiring Manager Interviewed - Not Selected Select a reason	✓	View Notes Status history
<input type="checkbox"/>	AntWana Dryer	256-824-6381	Feb 26, 2020	Hiring Manager Review	Hiring Manager Interviewed - Selected Candidate	✓	View Notes Status history

View shortlisted applicants

 You have pending changes. Click Submit to save changes.

 Research Aide I - Step 1

Select	Applicant name	Phone	Date submitted	Current application status
<input type="checkbox"/>	Lisa Rivers	1111111111	Feb 26, 2020	Hiring Manager Review
<input type="checkbox"/>	Rachael Samples	256-588-5555	Feb 26, 2020	Hiring Manager Review
<input type="checkbox"/>	AntWana Dryer	256-824-6381	Feb 26, 2020	Hiring Manager Review

- 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)

Select a reason

Hiring Manager Interviewed - Selected Candidate

Reviewed			
✓	View	Notes	Status history
✓	View	Notes	Status history
✓	View	Notes	Status history

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