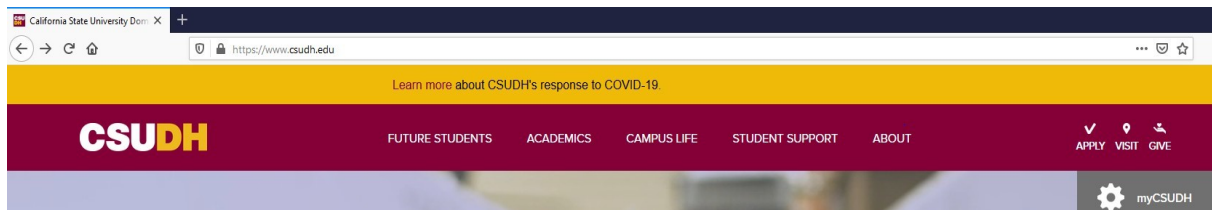


REVIEWING APPLICANTS – CHANGING STATUS

ACCESSING CS JOBS BY PAGEUP

1. Open a web browser and navigate to **my.csudh.edu**



2. Enter your **Username** and **Password**



Signon

Username

Password

[Forgot Password](#) | [Forgot Username](#)

3. Select “EMPLOYEES”



4. Select **Recruiting** | Select **CHRS Recruiting**

The screenshot shows the MyCSUDH website interface. At the top left is the MyCSUDH logo. Below it is a dark red navigation bar with four tabs: STUDENTS, APPLICANTS, FACULTY, and EMPLOYEES. On the left side, there is a vertical menu with icons and text for: My Personal Info, My Payroll / Benefits, Financial Aid, and Recruiting. The Recruiting section is expanded to show CHRS Recruiting and PeopleSoft Recruiting. The main content area features a purple box for the Faculty Development Center, which includes the text: "A one-stop resource for alternative workshops / online teaching discussion forums / advisory". Below this is a grey bar labeled SOFTWARE LAUNCHPAD with three red icons: a stylized 'A', a starburst, and a cube.

REVIEW APPLICANTS – ACCESSING YOUR APPLICANTS

1. Select the **PageUp** logo in the upper-left corner to return to your dashboard



2. Click **Jobs** in the upper right-hand corner.

The screenshot shows the 'My Dashboard' page. At the top right, the 'Jobs' link is circled in red. The dashboard contains several cards for different stages of the hiring process:

- Position Description:** Not applicable to faculty. Button: Manage position descriptions and create ...
- Jobs:** 0 Jobs open, 23 Team jobs open. Button: New job
- Approvals (May not be applicable):** 0 Jobs awaiting your approval, 1 Approved.
- Advertisements:** 0 Advertisements.
- Applications:** 0 Jobs have applicants for review, 0 Applicants assigned to you for review.
- Search committee review:** 0 Jobs requiring panel review.
- Interviews:** 0 Scheduled interviews. Button: Connect calendar New
- Offers:** 0 Offers awaiting your approval, 0 New hires, 0 New hire tasks.

3. Click on the **title of job** you want to view. If you click on the **blue person icon** you will be taken directly to the applicants.

New job | New campaign | Select a bulk action

Status: Current recruitment | Clear | Search

Types: All

Show other search criteria

Job No.	Date create	User	Title	Campus	Department	Status	Appl Site	Opening date	Closing date	Hiring manager	Posted					
456773	May 7, 2020	GT	Temporary Faculty Pool, Digital Media Arts -	Dominguez H	DIGITAL MEDIA ARTS - 26120	Offer	2	CSU Doi May 7, 2020	Feb 22, 2021	George Vinovich	✓					
496780	May 8, 2020	GT	Temporary Faculty Pool, Communication	Dominguez H	COMMUNICATIONS - 26300	Approved	2	CSU Doi May 18, 2020	Feb 22, 2021	Nancy Cheever	✓					
496800	May 13, 2020	GT	Temporary Faculty Pool, History	Dominguez H	HISTORY - 26340	Approved	1	CSU Doi May 18, 2020	Feb 22, 2021	Christopher Monty	✓					
496802	May 13, 2020	GT	Temporary Faculty Pool, Women's Studies	Dominguez H	WOMEN STUDIES - 26460	Approved	0	CSU Doi May 18, 2020	Feb 22, 2021	Jennifer Brandt	✓					
496806	May 13, 2020	GT	Temporary Faculty Pool, English	Dominguez H	ENGLISH - 26310	Approved	6	CSU Doi May 18, 2020	Feb 22, 2021	Cyrl Zoerner	✓					
496817	May 15, 2020	GT	Temporary Faculty Pool, Digital Media Arts -	Dominguez H	DIGITAL MEDIA ARTS - 26120	Approved	0	CSU Doi May 18, 2020	Feb 22, 2021	George Vinovich	✓					
496878	May 29, 2020	GH	Associate Professor, Public Administration	Dominguez H	PUBLIC ADMINISTRATION - 25310	Approved	1	CSU Doi May 28, 2020		Elena Kulkov	✓					
496884	May 29, 2020	GH	Professor, Humanities	Dominguez H	HUMANITIES - 26350	Approved	9	CSU Doi May 28, 2020		Lorraine Fitzsimc	✓					

4. Any applicant that is in a review step you can see will be listed under on this screen.

Temporary Faculty Pool, English (496806)

Search Results

Submitted	Status	Applicant No	First name	Last name	Ran	Phone	Mobile	Email	Country	State	City	Ref.	Unc	Employee	Source	Sub-source	Flags	
Jun 8, 2020	New Applicant	39802	Frank	Buckley	310	243		dhpape United St Califorr Cars	Fals						Internet	LinkedIn		View application
Jun 9, 2020	New Applicant	39816	Henry	Decarlo	3102433360	3102433360		dhpape United St Califorr Cars	Fals						Internet	Alumni		View application
Jun 8, 2020	New Applicant	39804	Jessica	Holmes	3102433360			dhpape United St Califorr Cars	Fals						Internet	Website		View application
Jun 9, 2020	New Applicant	39814	Mark	Kriskey	3102433360	3102433360		dhpape United St Califorr Cars	Fals						Internet	Alumni		View application
Jun 8, 2020	New Applicant	39803	Megan	Tellas	310	243		dhpape United St Califorr Cars	Fals						Internet	GJ		View application
Jun 9, 2020	New Applicant	39815	Sam	Ruben	3102433360	3102433360		dhpape United St Califorr Cars	Fals						Internet	Alumni		View application

Change Status will move applicants into specific steps in the process.

View Answers allows you to view applicant material that was submitted.

Applicant Card will allow you to resubmit references, change status, communicate with candidate and many other options.

PageUp Jobs People Reports Settings Recent items Gwendolynne

New applicant Search by answers to questions Merge applicants Select a bulk action

You have just moved 6 applicants to the status 'New Applicant'.

Temporary Faculty Pool, English (496806)

Search Results

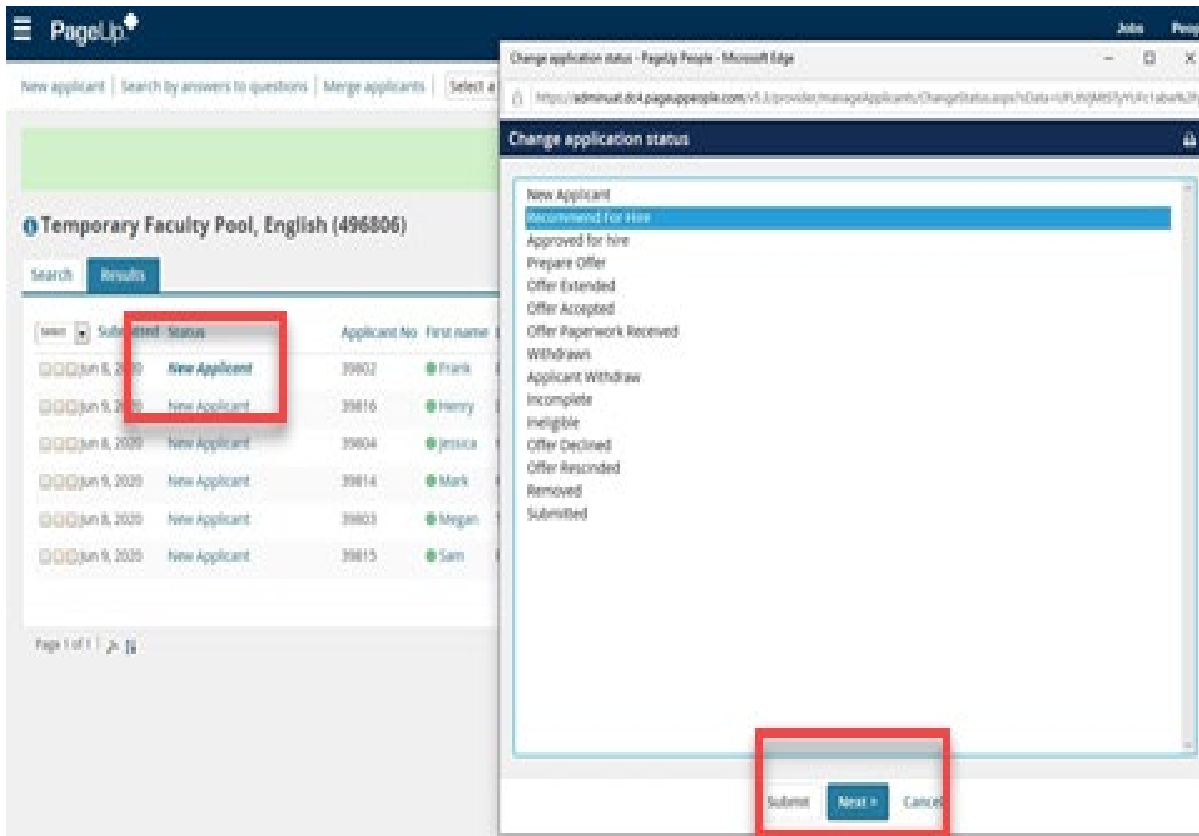
Submitted	Status	Applicant No	First name	Last name	Ran	Phone	Mobile	Email	Country	State	City	Ref.	Unc	Employee	Source	Sub-source	Flags	
Jun 8, 2020	New Applicant	39802	Frank	Buckley	310	243		dhpape United St Califorr Cars	Fals						Internet	LinkedIn		View application
Jun 9, 2020	New Applicant	39816	Henry	Decarlo	3102433360	3102433360		dhpape United St Califorr Cars	Fals						Internet	Alumni		View application
Jun 8, 2020	New Applicant	39804	Jessica	Holmes	3102433360			dhpape United St Califorr Cars	Fals						Internet	Website		View application
Jun 9, 2020	New Applicant	39814	Mark	Kriskey	3102433360	3102433360		dhpape United St Califorr Cars	Fals						Internet	Alumni		View application
Jun 8, 2020	New Applicant	39803	Megan	Tellas	310	243		dhpape United St Califorr Cars	Fals						Internet	GJ		View application
Jun 9, 2020	New Applicant	39815	Sam	Ruben	3102433360	3102433360		dhpape United St Califorr Cars	Fals						Internet	Alumni		View application

REVIEW APPLICANTS–CHANGE STATUS

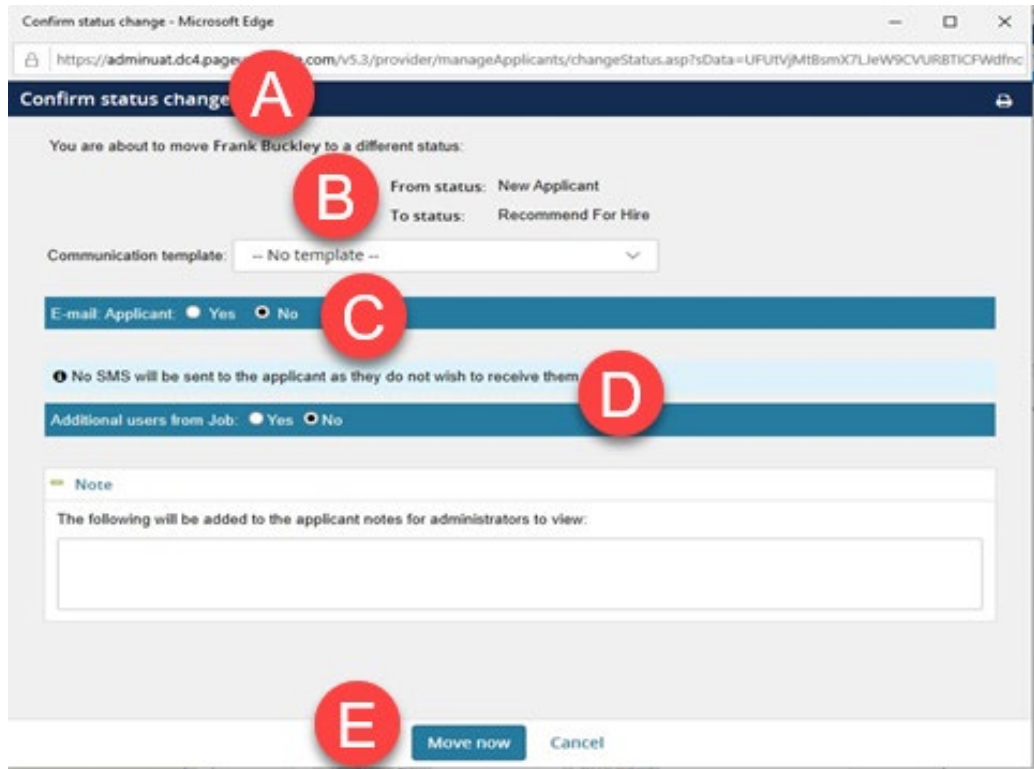
After establishing consensus for applicants who should be advanced to the next stage applicants will need to have their status changed in PageUp.

1. Change Individual Status: This will bring up the steps available to move the applicant through the recruitment process.

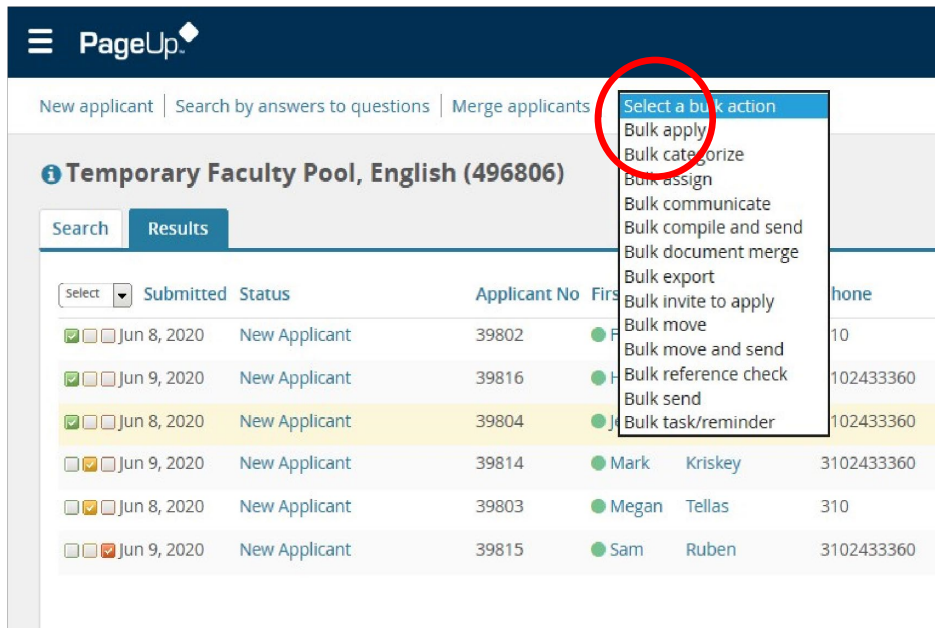
Select the applicant you want to move and click on their **“Status”** next to their name. Make selection of the appropriate step and click **“Next”**.



- A. Verify you are moving the correct applicant.
- B. Verify the correct step.
- C. You will be asked if you want to email the applicant.
- D. You will also have the option to notify any additional users that might need to know that the applicant was moved.
- E. Click “Move Now”.



2. **Change Multiple Statuses at one time:** You can choose to move applicants to a different status by checking the green, yellow or red box. Each color will move those applicants to a different status you will chose on the next screen. In most cases you will be using the bulk move or bulk reference check.



3. You will be taken to a new window.
 - A. Verify which group you are moving, green, yellow or red.
 - B. Verify the number of applicants you are moving
 - C. Change applicant status and click next

NOTE: You will have the same option to send the applicant or additional users an email. Click the move now button.

REPEAT for the Yellow and Red boxes if you selected those.

The screenshot shows a web application interface for managing applicants. At the top, there is a progress bar for bulk action status with four segments: a green segment labeled '4 Applicants', a yellow segment labeled '2 Applicants', a red segment labeled '1 Applicant', and a grey segment labeled 'Complete'. Below this, a message states 'You have requested to move 4 applicants.' followed by the instruction 'Select a status to move these applicants to:'. A dropdown menu is open, showing a list of application statuses. The 'New Application' option is highlighted in blue. The list includes various stages such as 'Reference Letters Requested', 'Search Committee Review', 'Interview Invites', and 'Reference Checks'.

REVIEW APPLICANTS – VIEW ANSWERS

This allows you to review the application material submitted by your applicants. You can view individually or bulk compile for a pdf.

1. **View Answers:** This will allow you to review the application materials by applicant. Any attached documents will be visible by scrolling through the application.

Submitted	Status	Applicant No	First name	Last name	Ran	Phone	Mobile	Email	Country	State	City	Ref. Unc	Employee	Source	Sub-source	Flags	
Jun 8, 2020	New Applicant	39802	Frank	Buckley		310	243	dhpape United St Califorr Cars	United States	California	Carson	Fals		Internet	LinkedIn		View application
Jun 9, 2020	New Applicant	39816	Henry	Decarlo		3102433360	3102433360	dhpape United St Califorr Cars	United States	California	Carson	Fals		Internet	Alumni		View application
Jun 8, 2020	New Applicant	39804	Jessica	Holmes		3102433360		dhpape United St Califorr Cars	United States	California	Carson	Fals		Internet	Website		View application
Jun 9, 2020	New Applicant	39814	Mark	Kriskey		3102433360	3102433360	dhpape United St Califorr Cars	United States	California	Carson	Fals		Internet	Alumni		View application
Jun 8, 2020	New Applicant	39803	Megan	Tellas		310	243	dhpape United St Califorr Cars	United States	California	Carson	Fals		Internet	Gj		View application
Jun 9, 2020	New Applicant	39815	Sam	Ruben		3102433360	3102433360	dhpape United St Califorr Cars	United States	California	Carson	Fals		Internet	Alumni		View application

Print application Close window

Frank Buckley

Applicant address: 1000 E Victoria Street
Carson, California
90747, United States

Applicant phone: 310
Applicant cell: 243
Applicant e-mail: dhpapeuppt+frankbuckley@gmail.com

Application: Temporary Faculty Pool, English
Source: Internet - LinkedIn
Description: This is a position in the temporary faculty pool for the Department of English 20-21 academic year.

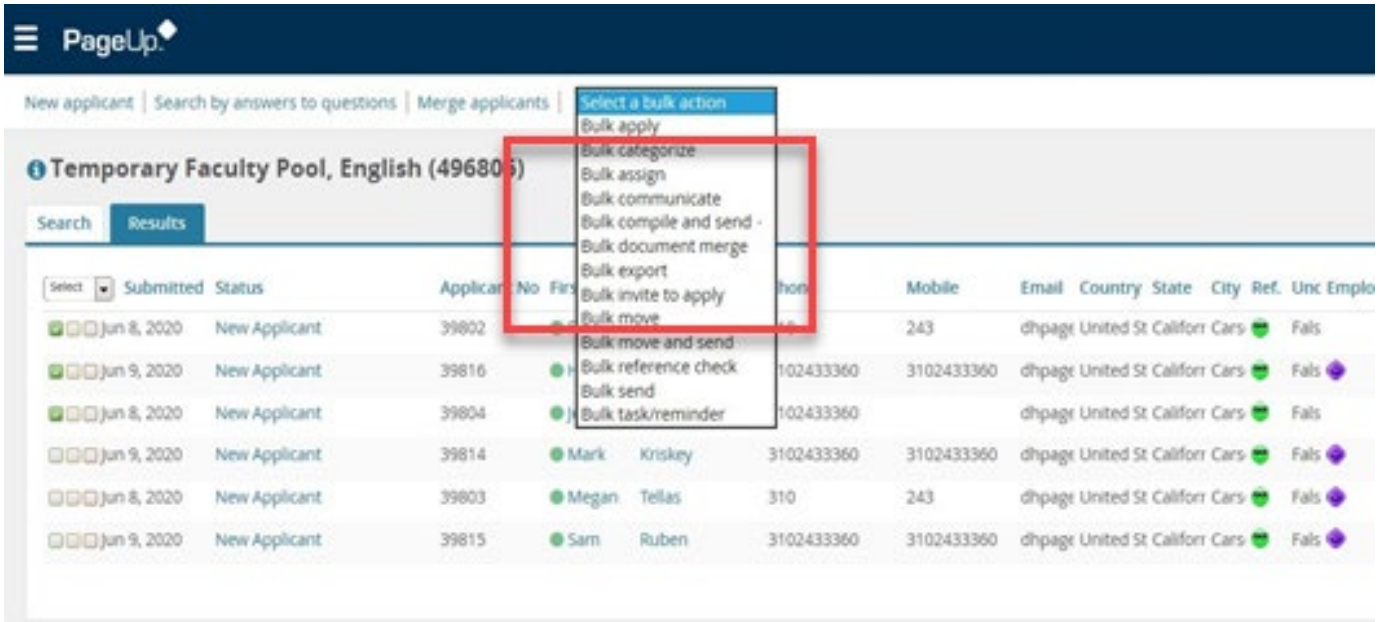
The following forms have been completed:

- Primary application form - DH Faculty (PT) Application Form
- Base New Employee Data Form

Primary application form - DH Faculty (PT) Application Form

Question & response	Weighted score
Education The applicant has no profile information.	
If degree, discipline, major or second major are not indicated in the drop down(s) above please add that value here <i>Not answered</i>	
All but dissertation (ABD) status? <i>Not answered</i>	0
Certifications / Licenses	
Do you have any current certifications or additional licenses that support your qualifications for this position? If yes, please choose the number of certifications	0

2. Bulk Compile: Select the applicants you want to review the application material for. Choose Bulk compile and send.



3. The bulk compile window will open. The first time you use this option you will have to go out and click the applicant material you would like to view.

Application details should include Application form and profile.

Applicant documents- It is recommended you choose all of the application documents if you want to make sure you see all of their submitted materials.

Recruiter documents should be blank.

Click Create PDF

NOTE: This may take a few minutes or longer depending on how many applicants you have selected.

Bulk compile

Bulk action status: 5 Applicants Complete

You have selected 5 applicants to compile documents for, please select the documents you would like to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed interview forms
- Completed online reference check form

Applicant documents

- Award
- Bibliography
- C.V.
- Certification
- Contact Reference
- Cover letter
- Dissertation Abstract
- Diversity Statement
- Essay
- International Financial Statements
- Job Market Paper
- Letter of Recommendation

Recruiter documents

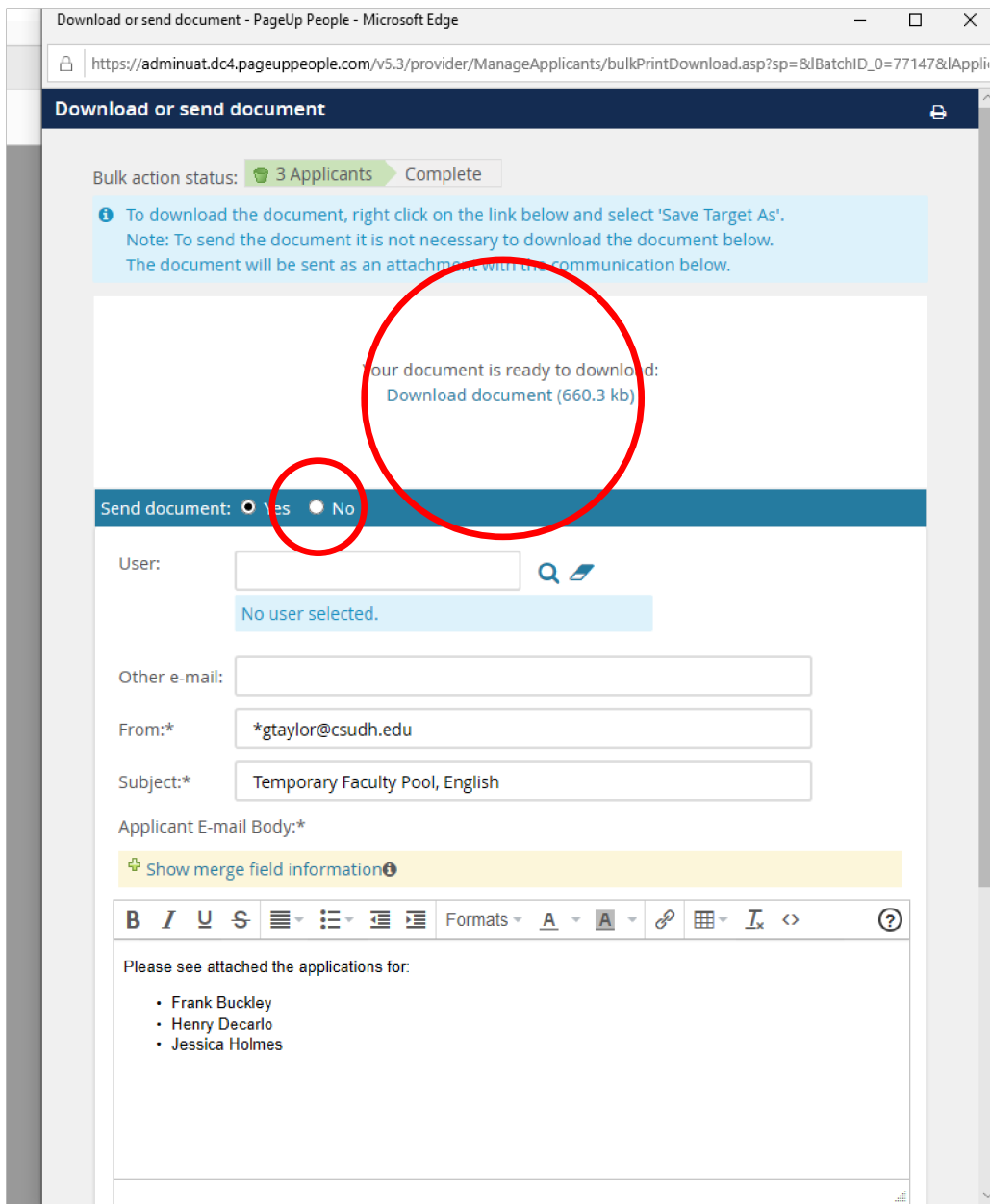
- Mail matcher document
- Medical
- Other - Recruiter
- Test results

Print options

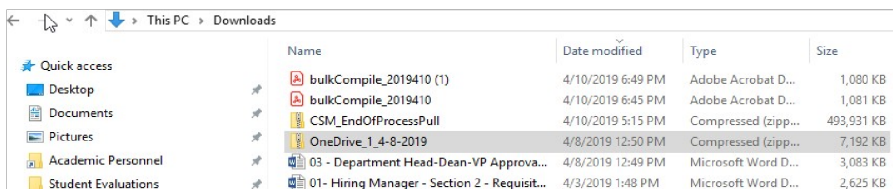
- Format for double-sided printing

Create PDF Cancel

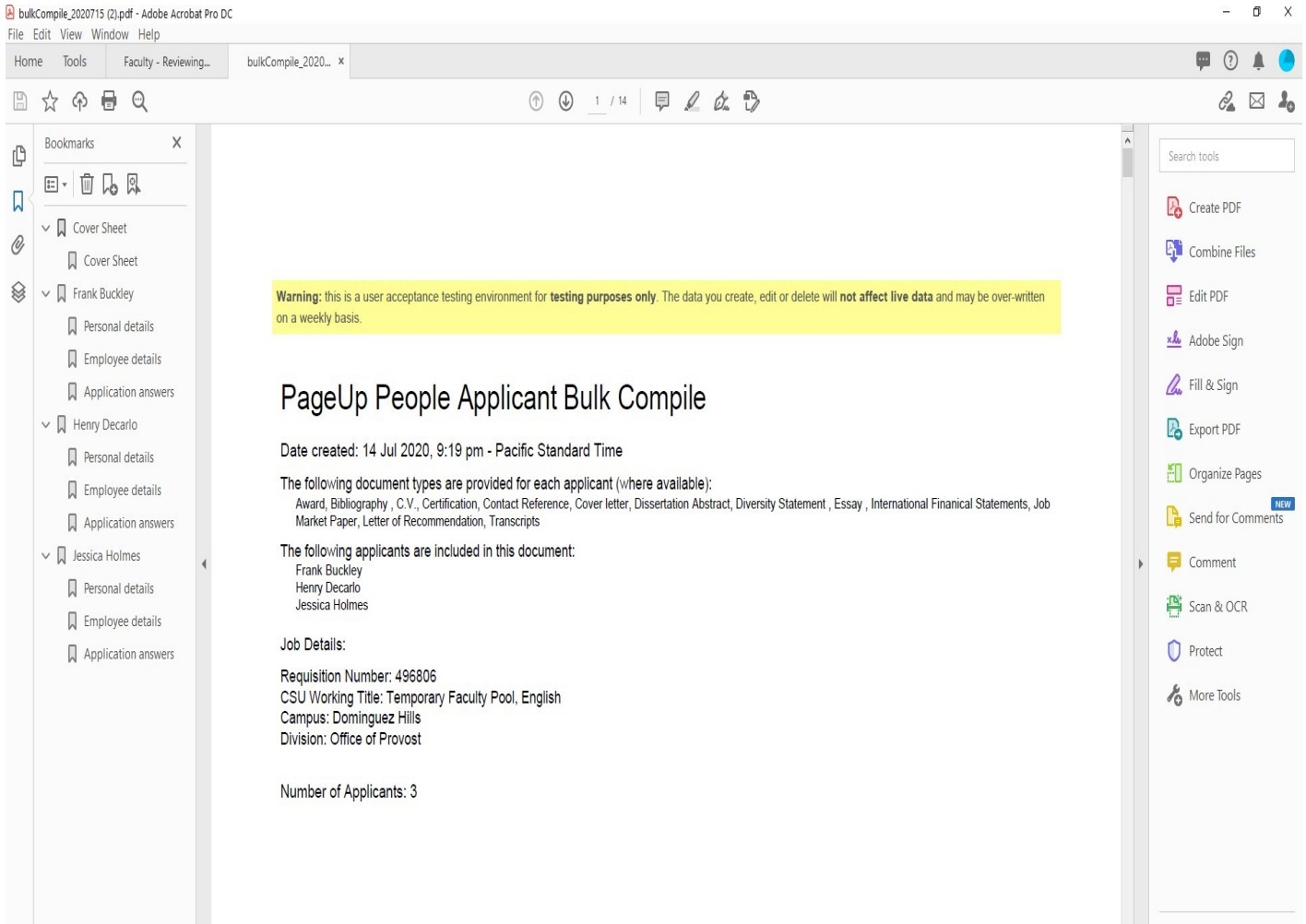
3. Downloading the PDF: Once the PDF is created you will be taken to the download and send screen. DO NOT USE THE SEND OPTION. Only those that have access to the system should see the applicants.



4. For best results go to you downloads and open the bulk compile file from there in Adobe Acrobat.



- 5. The PDF will give you all of the application material that is bookmarked so you can easily click through and find the information you need.



REVIEW APPLICANTS – APPLICATION CARD

This will allow you to review the applicant and see the history of their application.

1. Click on View application to go to the applicant card.

Temporary Faculty Pool, English (496806)																		
Search		Results																
Select	Submitted	Status	Applicant No	First name	Last name	Ran	Phone	Mobile	Email	Country	State	City	Ref.	Unc Employee	Source	Sub-source	Flags	
<input type="checkbox"/>	Jun 8, 2020	New Applicant	39802	Frank	Buckley		310 243	243	dhpape	United St	Califorr	Cars		Fals	Internet	Linkedln		View application
<input type="checkbox"/>	Jun 9, 2020	New Applicant	39816	Henry	Decarlo		3102433360	3102433360	dhpape	United St	Califorr	Cars		Fals	Internet	Alumni		View application
<input type="checkbox"/>	Jun 8, 2020	New Applicant	39804	Jessica	Holmes		3102433360		dhpape	United St	Califorr	Cars		Fals	Internet	Website		View application
<input type="checkbox"/>	Jun 9, 2020	New Applicant	39814	Mark	Kriskey		3102433360	3102433360	dhpape	United St	Califorr	Cars		Fals	Internet	Alumni		View application
<input type="checkbox"/>	Jun 8, 2020	New Applicant	39803	Megan	Tellas		310 243	243	dhpape	United St	Califorr	Cars		Fals	Internet	GJ		View application
<input type="checkbox"/>	Jun 9, 2020	New Applicant	39815	Sam	Ruben		3102433360	3102433360	dhpape	United St	Califorr	Cars		Fals	Internet	Alumni		View application

2. Actions you can perform are shown here. Most common would be change status, communicate and view references.

Frank Buckley ●

[View profile](#) [Add flags](#)

Actions ▾

Address 1000 E Victoria Street
Carson, California
90747, United States

Cell +1 243

E-mail dhpapeupt+frankbuckley@gmail.com

Employment status Never Employed at CSU

e-Zines comms hold Yes

Phone +1 310

Work +1 3360

Applicant No 39802

Original source [LinkedIn](#)

[Applications](#)

[History](#)

[Scheduled emails](#)

[CRM](#)

[Resume / CV](#)

496806 - Temporary Faculty Pool, English

Date submitted Jun 8, 2020

Resume / CV [View](#)

Applied via [LinkedIn](#)

Form [View](#)

Status changed Jul 14, 2020

New Applicant

[Add flags](#)

Offer [Offer](#)

...

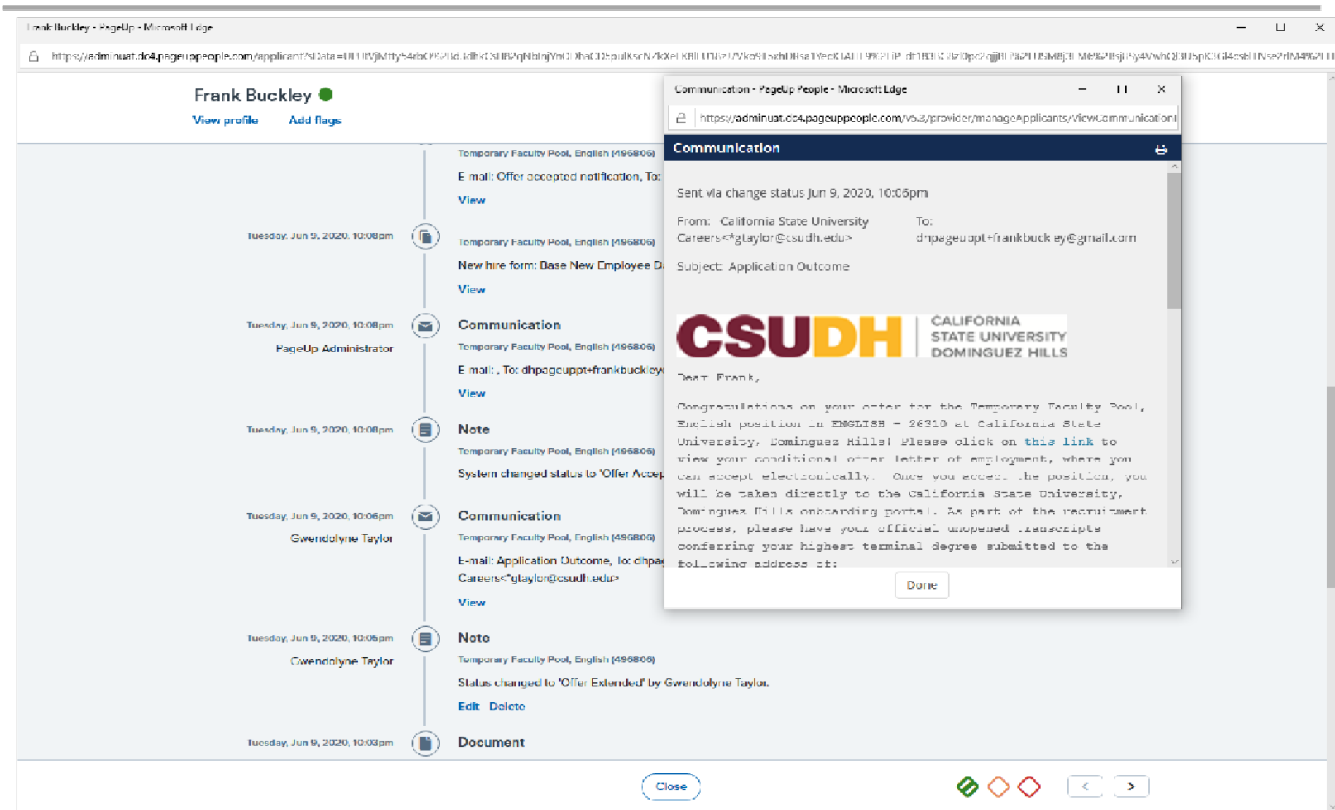
- Add note
- Assign application
- Change Ranking
- Communicate
- Compile and send
- New booking to an existing event
- New booking to a new event
- New task/reminder
- New form
- New referral
- Send application
- Send application and change status

Close

< >

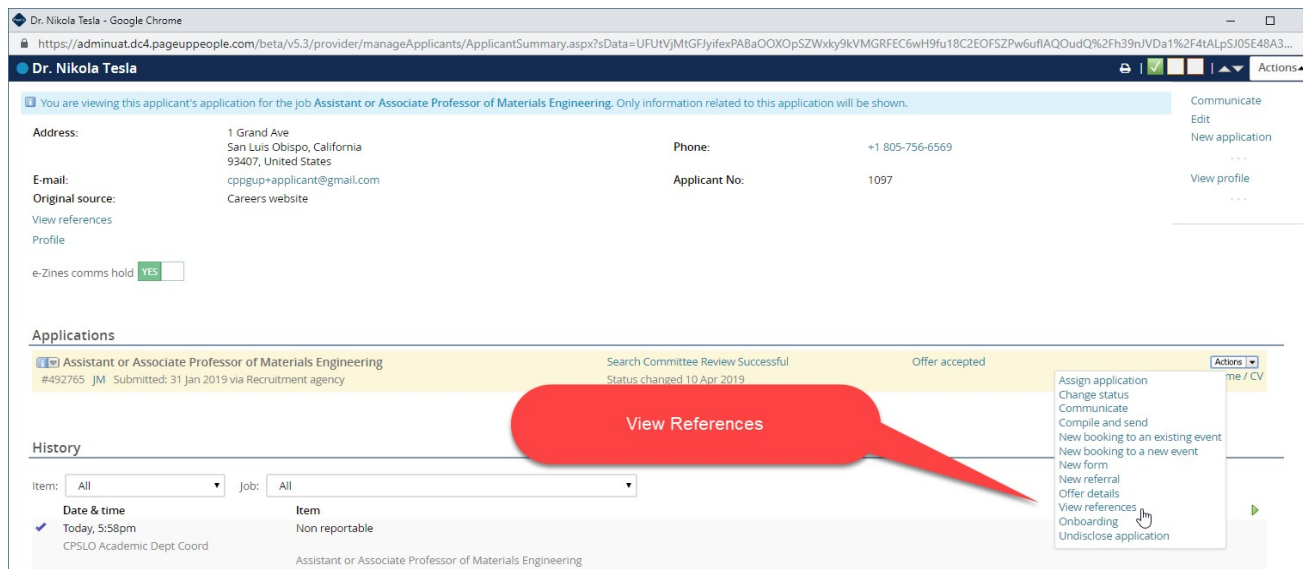
uppeople.com/applicant?sData=UFU+VjMty54rbO%2Bd3dHkCsH82qNblnjYnODhaCD5pulKscNZkXeFK8LU18z7Vtk59

- History will show you actions that have been taken and you can also view any communications that may have been sent out by the system.



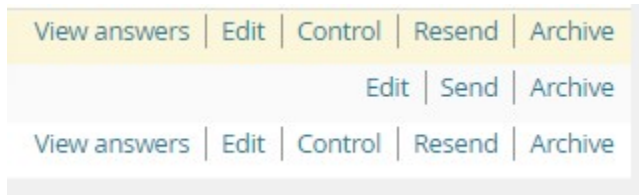
MANAGING REFERENCES:

- From the applicant card select View References



2. References can be managed from this screen.

Status will show you if the references have been requested and if they are completed, pending or expired



3. Actions for references

View Answers – allows you to view the reference form and letter submitted

- Edit – Allows you to edit the reference providers information
- Control – Allows you to upload the letter for the reference provider
- Send/Resend – Allows you to send or resend the email requesting the reference
- Archive- This will not be used.

Manage references

New | Send invitations

Job: Assistant or Associate Professor of Materials Engineering (492765)

Status: Active

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure
Lenora	Rodgers	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	546-546545-54648	lenora@csusb.edu	
Tammy	Dietzel	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	5558-555-*55525	Tammy.Dietzel@csusb.edu	
Stacey	Barnier	Professional	Completed	19 Feb 2019		California State University, San Bernardino	Tester	546-5464-5464668	SBarnier@csusb.edu	

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Records 1 to 3 of 3

Manage references

New | Send invitations

Job: Assistant or Associate Professor of Materials Engineering (492765)

Status: Active

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure
Reference	One	Professional	Invitation Expired	1 Mar 2019		cpslo	sjksdj	askjdasj dkaskj;	jmyers@calpoly.edu	
Reference	Two	Professional	-			lkasdjfsdfjk	laskdjfsdalkfj	!;akdjsfslakfj	justjen805@gmail.com	
Reference	Three	Professional	Invitation Expired	6 Feb 2019		slkadjfasdfjl	jkaslfkjgsdoffjk;	asklyfdlaskdjf	cpvgup@gmail.com	

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Records 1 to 3 of 3