



Cal Poly Pomona

Talent Acquisition

How to Change an Applicant's Status

Revised: November 1, 2023

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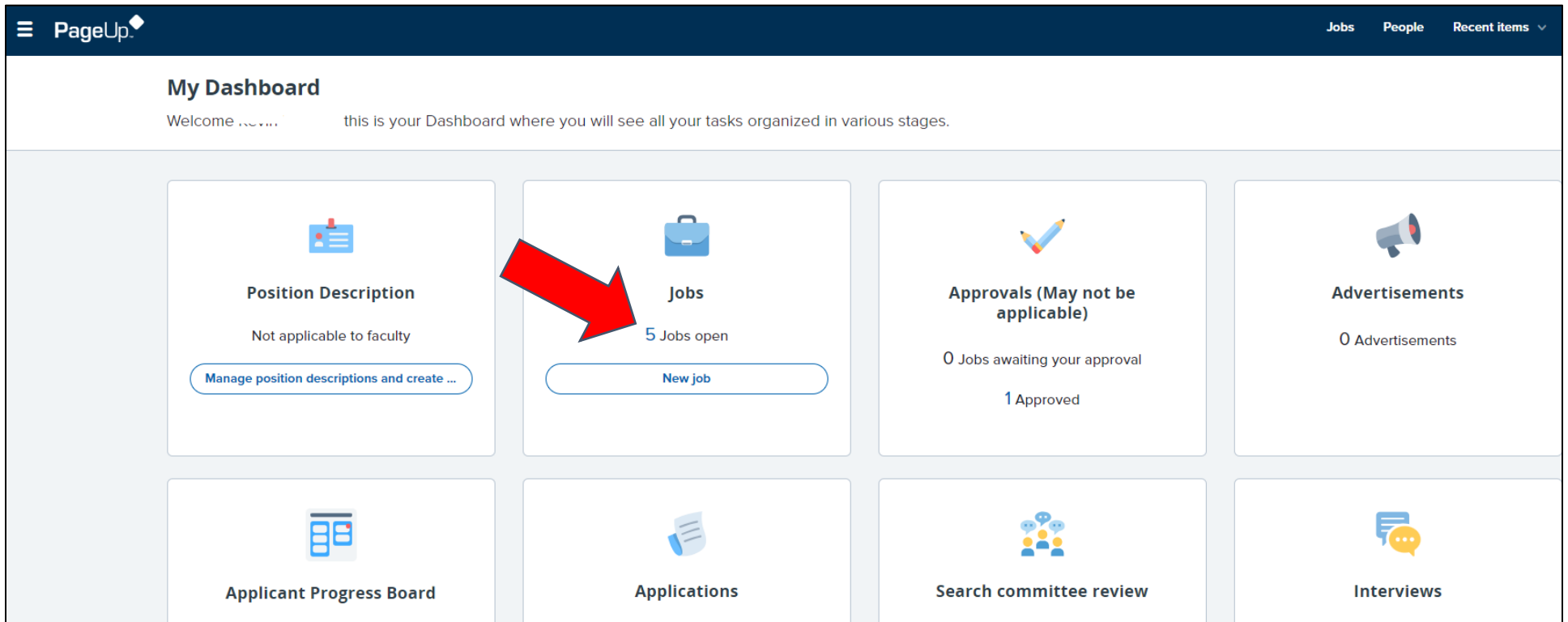
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Where should I be at this point in the process? At this point, the committee has decided who to interview. As the recruitment progresses, it is important to change the application statuses to help keep candidates engaged and aware of their status in the recruitment process.

Note: Login through [MyCPP](#), then go to PageUp. Once you are logged in, you will see your dashboard.

Section 1: Accessing the Job Card

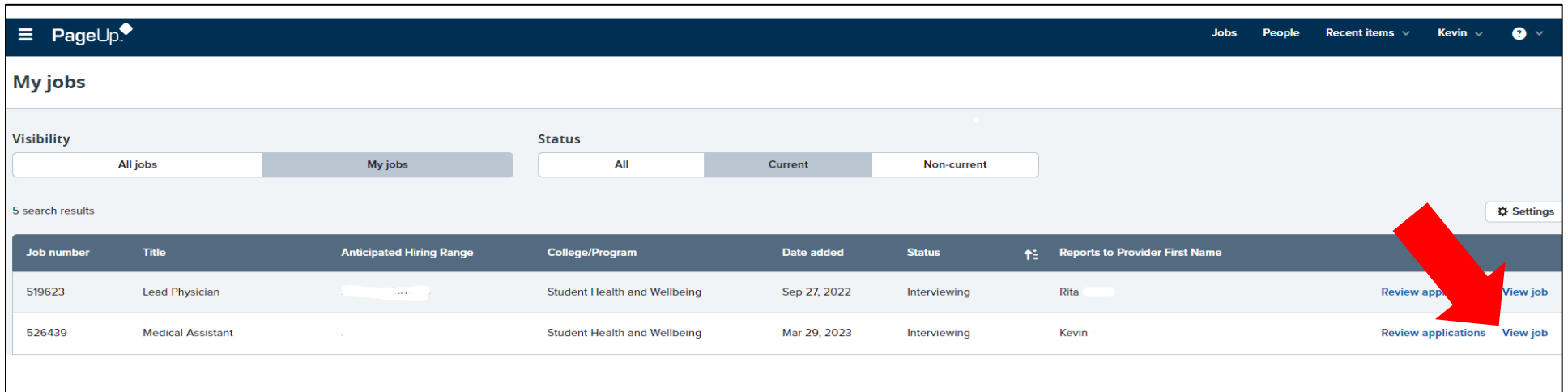
1. Navigate to the second tile labeled “Jobs” and click on the number of jobs open



The screenshot displays the PageUp dashboard interface. At the top, there is a dark blue navigation bar with the PageUp logo on the left and 'Jobs', 'People', and 'Recent items' on the right. Below the navigation bar is a white header section titled 'My Dashboard' with a welcome message and a brief description of the dashboard's purpose. The main content area consists of eight white tiles arranged in a 2x4 grid. The 'Jobs' tile, located in the top row, second column, is highlighted with a large red arrow. This tile features a briefcase icon, the title 'Jobs', the text '5 Jobs open', and a 'New job' button. Other tiles include 'Position Description' (with a 'Manage position descriptions and create ...' button), 'Approvals (May not be applicable)' (with '0 Jobs awaiting your approval' and '1 Approved'), 'Advertisements' (with '0 Advertisements'), 'Applicant Progress Board', 'Applications', 'Search committee review', and 'Interviews'.

Section 2: My Jobs

1. Select the recruitment you are ready to make an offer for
 - a. Click "View Job"

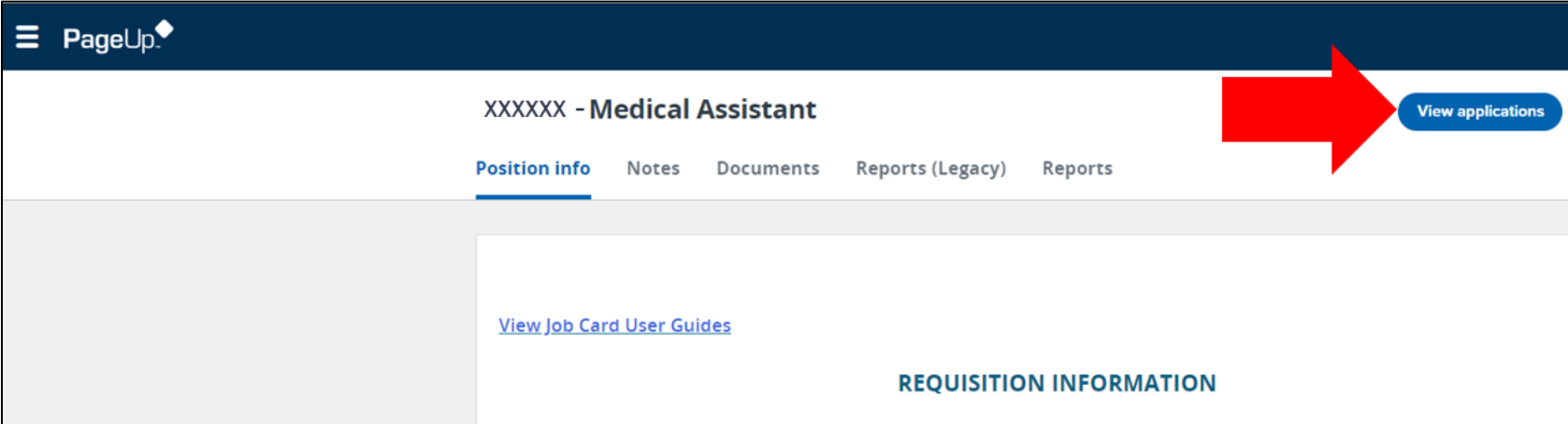


The screenshot shows the 'My jobs' section of the PageUp application. At the top, there is a navigation bar with 'PageUp' and user information. Below the navigation bar, the 'My jobs' title is displayed. There are two filter sections: 'Visibility' with 'All jobs' and 'My jobs' buttons, and 'Status' with 'All', 'Current', and 'Non-current' buttons. Below the filters, it indicates '5 search results' and a 'Settings' gear icon. The main content is a table with the following columns: Job number, Title, Anticipated Hiring Range, College/Program, Date added, Status, Reports to Provider First Name, and two action links: 'Review applications' and 'View job'.

Job number	Title	Anticipated Hiring Range	College/Program	Date added	Status	Reports to Provider First Name	Review applications	View job
519623	Lead Physician		Student Health and Wellbeing	Sep 27, 2022	Interviewing	Rita	Review applications	View job
526439	Medical Assistant		Student Health and Wellbeing	Mar 29, 2023	Interviewing	Kevin	Review applications	View job

Section 3: Job Card

1. Click on “View Applications”



The screenshot shows a web interface for a job card. At the top left is the PageUp logo. The main heading is "XXXXXX - Medical Assistant". Below this are navigation tabs: "Position info" (underlined), "Notes", "Documents", "Reports (Legacy)", and "Reports". On the right side, there is a blue button labeled "View applications" with a red arrow pointing to it. Below the tabs, there is a link "View Job Card User Guides" and a section titled "REQUISITION INFORMATION".

Section 4: Application View

*As you review applications, move each application to the appropriate status

1. To change a status, find the candidate's name and click on their current status
 - a. Example: Belen is currently under "TA-Screened" status
2. Once clicked, this will prompt a new window to open
 - a. Select the appropriate status – This will be highlighted in gray
 - b. Click "Next"

Search		Results			
<input checked="" type="checkbox"/> All	Submitted	Status	Applicant No	Pref Name	First name
<input type="checkbox"/>	Feb 21, 2023	TA Screened	4790	Belen	● Belen
<input type="checkbox"/>	Mar 5, 2023	TA Screened	440457	Cymie	● Ching Man
<input type="checkbox"/>	Mar 6, 2023	TA Screened	441012	Agnes	● Rongyu

Change application status

- TA Screened
- Internal Represented Employee
- Hiring Manager Reviewed - Not Selected
- Interview - Prescreening
- Prescreened- Declined
- Invite for Interview 1**
- Interview 1 - Accepted
- Interview 1 - Declined
- Interview 1- Interviewed, Not Selected
- Invite for Final Interview
- Interview Final - Accepted
- Interview Final - Declined
- Interview Final - Interviewed, Not Selected
- Hiring Manager - Finalist(s) Review
- Hiring Manager Review - Unsuccessful

Section 5: Status Email Template

1. Status Change
 - a. This section shows the different status changes
2. Communication Template
 - a. Select “No Template”
3. Email Applicant
 - a. You will have the option to send the candidate an email through the PageUp system by clicking “Yes”
 - b. If you would like to opt out of communicating with the candidate, click “No”
4. Please review the email template and edit as you see fit
5. Once completed click “Move Now.” This will send the email notification to the candidate (if you selected yes) and will close out this pop-up window.

The screenshot shows a web interface for moving a candidate's status. At the top, it says "You are about to move Belen Vazquez to a different status:". Below this, it shows "From status: TA Screened" and "To status: Invite for Interview 1". A dropdown menu for "Communication template:" is set to "-- No template --". A blue bar contains "E-mail: Applicant:" with radio buttons for "Yes" (selected) and "No". Below are input fields for "From:*" and "Subject:* Invited for Interview". A "Message:" section contains a rich text editor with the Cal Poly Pomona logo and a draft email body. The email body includes a greeting, a thank you for applying, an invitation to interview, and three placeholder lines for interview times. It ends with "Thanks again for your interest in joining the A [redacted] s team! We're looking forward to speaking with you." and "Kind Regards," followed by a signature block. At the bottom right, there are "Move now" and "Cancel" buttons. Red numbered callouts 1 through 5 are placed on the interface to correspond with the instructions in the adjacent list.

1

2

3

4

5