

Job Aid: Managing Applicants in PageUp

- **Who can view applicants in PageUp?**

Users with the Department or School/Division Permission group, users assigned as the Department Point of Contact or Additional Hiring Point of Contact, and Search Committee members.

- **What can the Department Point of Contact and the Additional Hiring point of contact do?**

They can view applicants, set application flags, move applicants through the statuses, disposition non-selected candidates, and initiate offer requests. They can send emails through PageUp to applicants, and to the hiring team.

- **What can the Search Committee do?**

Search Committee members can view applications and resumes for the jobs they have been assigned to. Being on a search committee does **not** grant access to change applicant status.

- **What are flags?**

Applicant flags are a system for communicating information about an applicant. These flags are visible across all applications and cannot be edited. These include:

- Current/Previous Employee/Contractor (based on how a person completes their application)
- Contact HR (If you have a candidate with this flag, please contact HRM)
- Duplicate Applicant (this flag means that the applicant may have two profiles in PageUp. You should contact HRM for assistance to merge the account.)

Application flags are a system for organizing specific applications. These include:

- Qualifications require additional review
- Secondary candidate
- Consider for other open positions
- Top candidate

- **What are the *Application Statuses*?**

Application statuses describe what step each applicant is in. Newly submitted applications will default to the 'New' status, and the applicant will receive an email confirmation.

Application Status in your Applicant Progress Board	What the Applicant Sees
New, Under Review, Phone Screening, Interviewing, Proceed to Offer	Under Review
No longer Under Consideration	No longer Under Consideration
Send Electronic Offer to Candidate	Offer
Offer Accepted	Offer Accepted
Offer Accepted, Preliminary forms complete	Offer Accepted, Preliminary forms complete
Offer Declined	Offer Declined
Applicant Has Withdrawn from Consideration	Withdrawn

You are not required to move applicants through each step, but you **must** move your selected applicant to 'Proceed to Offer' before starting an Offer Card. You **must** disposition non-selected applicants. Once an offer card request is fully approved and a verbal offer has been accepted, progress to 'Send Electronic Offer'. This will email your candidate a link to review the offer documents and accept electronically.

- **What is an *Applicant Card*?**

Each applicant has an *applicant card*. This provides a summary of the applicant's contact information, their application documents, and a summary of actions/communications within the PageUp.

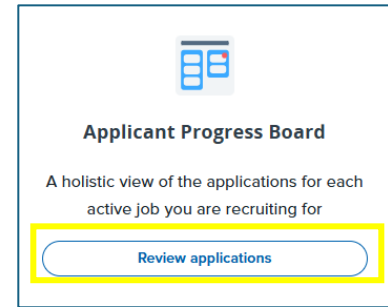
Job Aid: Navigating the Applicant Progress Board

Access Your Applicants Three Simple Ways:

From your dashboard, locate the tile labeled “Applicant Progress Board.” Select “Review Applications.”

From the main menu, you can select ‘Manage Applicants.’

From the top left of your home screen, select ‘People.’



HUMAN RESOURCE ANALYST A

Requisition Number: 496315

Created: Jan 23, 2026

Status: Offer

Owner: Department Permiss...

View job details

Filters

I'm looking for...

All

Switch to card view

<div><div></div><div></div><div></div></div> Applicant details	Flags	Submitted	Application status	Documents	Select next step
<div><div><div></div><div></div><div></div></div><div><div>Sara Schexnayder</div><div>NEW ORLEANS</div></div></div>	<div><div></div></div>	<div>JAN 23 2026</div>	<div>New</div>	<div><div>Resume</div><div>Application form +1</div></div>	<div><div>Decline</div><div>Progress</div><div></div></div>
<div><div><div></div><div></div><div></div></div><div><div>Shauna Caputo</div><div>New Orleans</div></div></div>	<div><div></div></div>	<div>JAN 23 2026</div>	<div>New</div>	<div><div>Resume</div><div>Application form +1</div></div>	<div><div>Decline</div><div>Progress</div><div></div></div>
<div><div><div></div><div></div><div></div></div><div><div>Samantha Choi</div><div>New Orleans</div></div></div>	<div><div></div></div>	<div>JAN 23 2026</div>	<div>Offer Accepted, Preliminary Employment Forms Complete</div>	<div><div>Resume</div><div>Application form +1</div></div>	<div><div></div></div>

Showing 1-3 results of 3

< Previous

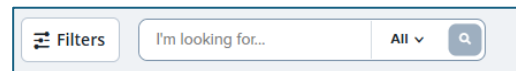
Next >

Navigating the Applicant Progress Board

You can jump to each of your open jobs using the drop-down list next to the job title. You can see the unique PageUp Requisition number, when the job was created, the status, and who is the Department Point of Contact (Owner).

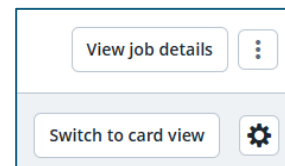


You can search and filter within the job for different statuses.

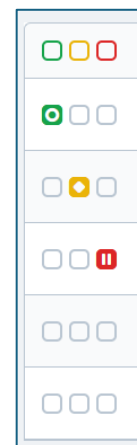
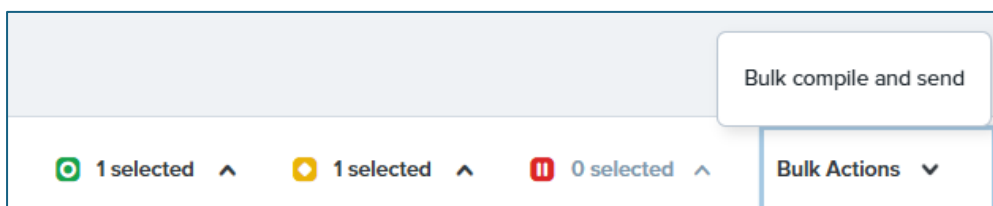


You can jump back to the original job requisition by selecting ‘View job details’.

‘Switch to card view’ will change the applicant view to tiles organized by application status.



You can bulk download applications and resumes and email them directly to other users through PageUp. Group applications using the red, yellow, and red options on the left, then at the bottom of the screen you can initiate up to three different bulk actions.



Job Aid: Managing Applications in PageUp

Managing your Applicants

As candidates apply for your job, they will be visible to you on the Applicant Progress Board. There are flags and application statuses that the *Department Point of Contact* and the *Additional Hiring Point of Contact* can use to keep track of their progress. Applicants to classified jobs will be visible once HRM reviews their minimum qualifications.

Applicant details ▾	Flags	Submitted ▾	Application status ↑↓
Sara Schexnayder NEW ORLEANS		JAN 23 2026	New
Shauna Caputo New Orleans		JAN 23 2026	New
Samantha Choi New Orleans		JAN 23 2026	Offer Accepted, Preliminary Employment Forms Complete

Application flags

Application flags are optional and intended to help you organize applicants as you review. You can add or remove an application flag by selecting 'Add a flag' in the applicant menu on the far right. Flags do not change a candidate status or cause any action. The candidate cannot see them, but search committee members and other reviewers can.

Applicant details ▾

Flags

Sara Schexnayder
NEW ORLEANS

Shauna Caputo
New Orleans

Samantha Choi
New Orleans

Flags

Top candidate

Select next step ▾

Decline

Progress

⋮

Add application note

Decli

Add flag

Add document

Flags

Application flags

☐ Qualifications require additional review

☐ Secondary candidate

☒ Consider for other open positions

☐ Top candidate

☐ Background checks completed

Viewing Applications and Resumes

You can view applicant info, applications, and application documents multiple ways. Access the applicant card by clicking on the applicant's name.

Applicant details ▾

Sara Schexnayder
NEW ORLEANS

Sara Schexnayder
NEW ORLEANS

View applicant card

You can view the application and/or resume by selecting each item under *Documents*. You can view it on screen or download it based on your preference.

Documents

Resume

Application form +1

Progressing or Declining your Applicants

As you review candidates, you can use the application statuses to keep track of what step each person is at in the selection process. Candidates that you are considering can move through the 'Progress' options, and candidates that you are not considering should be 'Declined'.

As you progress an applicant through the active statuses, you will be able to review any pre-configured applicant communications. You cannot edit the communication message, but you can turn it off by switching the button to 'No.'

Email: Applicant: ☐ Yes ☒ No

Email: Applicant: ☒ Yes ☐ No

You will be able to communicate with the hiring team through PageUp. This feature is 'Additional users from job'. You'll check the 'Yes' button, and the communication template will open up.

Email: Applicant: ☒ Yes ☐ No

Additional users from Job: ☒ Yes ☐ No

You can select which roles from the job card or offer card you want to email, or add others not on the job or offer card by searching for them in 'Other additional users'.

Enter your email in the 'from', and your email subject and message body.

This is an easy way to quickly update hiring teams and others regarding the recruiting or hiring process.

Dispositioning your non-selected applicants

For candidates that you are no longer considering, you should remove them from consideration. This option is under 'Decline,' and will send the candidate an email informing them they are no longer under consideration. You will still see these applicants in your applicant progress board. If you wish to hide them from your view, you can use the Filters option to select which statuses you want to focus on.

When you update an application to the status 'Removed from consideration,' you will be prompted to select from a list of reasons. It is best to move applications to this status when you determine you won't be considering them, so they can be notified timely.

Moving Forward with your Selected Candidate

Once you have made your final selection you will initiate an Offer Card. An Offer Card is a request including salary, start date and onboarding details.

Select the Progress button for the selected candidate, and select 'Select other'

A page will slide open to display the application statuses. Select 'Proceed to Offer Card', and 'Next' at the bottom of the page.

You will be able to (optionally) customize an email to members of the hiring team that will send through PageUp. Select 'Move now'.

The offer card will open immediately and you may begin working on the offer.