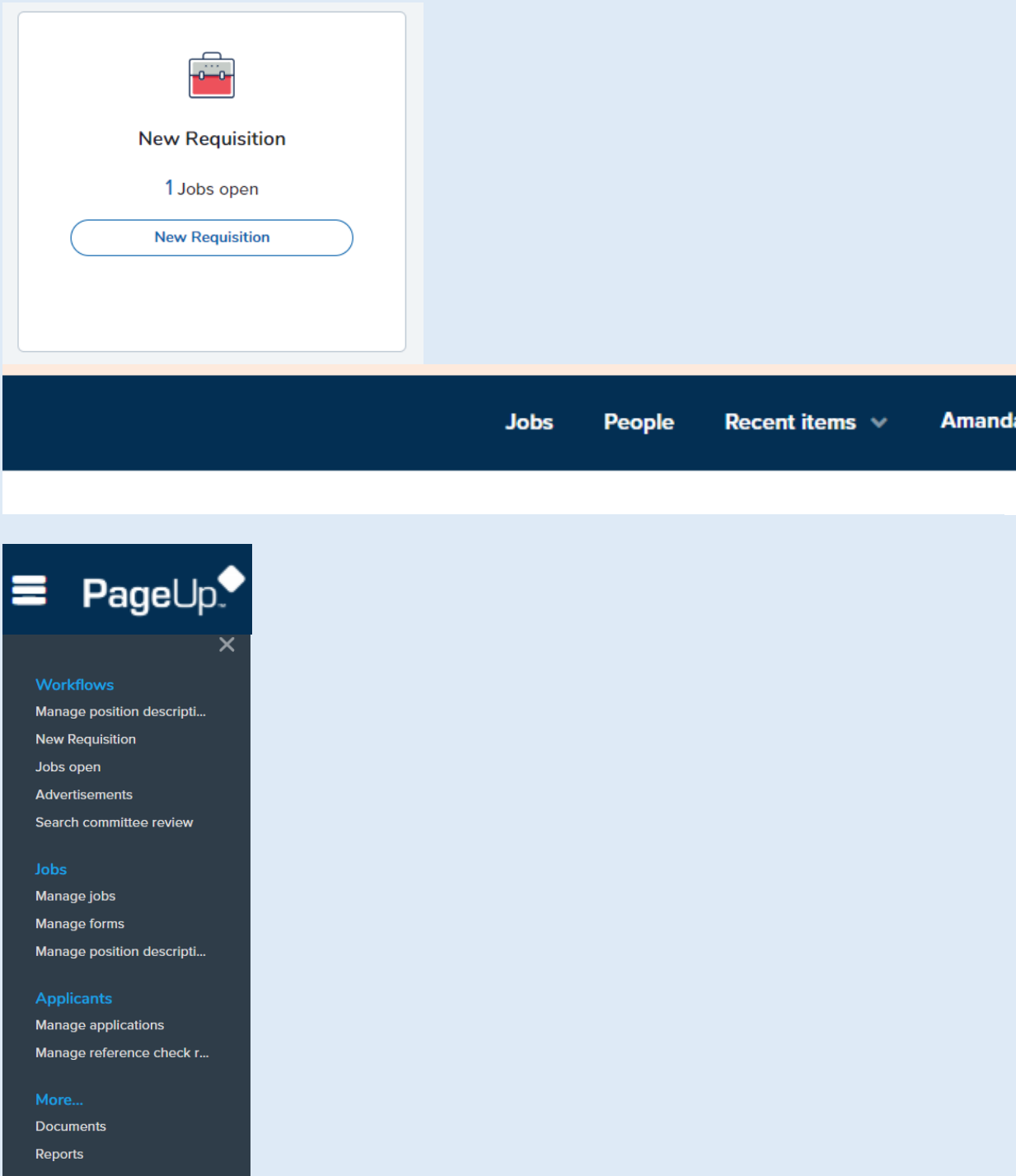


How to Update Applicant Statuses

What you do:	What you see:
<p>To Update Applicant Statuses from the Dashboard</p> <p>Click the # to the left of “jobs open” in the tile labeled “New Requisition” OR click the word “Jobs” from the top blue bar OR click on “Manage Jobs” from the stacked menu on the left-hand side (hamburger menu)</p> <p>***Tip: Be sure to always allow-pop-ups for PageUp.</p>	 <p>The screenshot shows a dashboard interface. At the top, there is a blue navigation bar with the text 'Jobs', 'People', 'Recent items', and 'Amand'. Below this, a white tile titled 'New Requisition' features a briefcase icon, the text 'New Requisition', '1 Jobs open', and a 'New Requisition' button. Below the tile is a dark blue navigation bar with the PageUp logo and a hamburger menu icon. The menu is open, showing categories: Workflows (Manage position descripti..., New Requisition, Jobs open, Advertisements, Search committee review), Jobs (Manage jobs, Manage forms, Manage position descripti...), Applicants (Manage applications, Manage reference check r...), and More... (Documents, Reports).</p>

How to Update Applicant Statuses

Click on the Working Title/Posting Title or “View” to open the requisition

OR

Click on the title hyperlink

Note: For Benefits Eligible positions, a candidate evaluation matrix and/or evaluation forms must be submitted to the search advisor before applicant statuses can be updated in the system

1 search results Settings

Job number	Working Title/ Posting Title	Position Title	Department	Date added	Status	Request Provider	Reporting to Manager	Team
497254	Admissions Specialist, Online & Continuing Education (part-time/non-benefited)			20 Dec 2018	Closed/Removed from Web	Amanda Turner		L720410-CE-Credit Courses View

Status:

Types:

[Show other search criteria](#)

Job No.	Date created	User	Title	Department	Status	Applications	Opening date	Closing date	Hiring manager	Posted
497254	20 Dec 2018	ES	Admissions Specialist, Online & Continuing Education (part-time/non-benefited)	CE-Administratic	Closed/Removed from Web	58	9 Jan 2019	25 Mar 2019	Amanda Turner	✘

View Applications

From the requisition click the “view applications” blue bubble to the right of the Job Title

Tip: To download a blank matrix with applicant names, click on the Reports tab and run the Candidate Selection matrix report. A new window will open with applicant names. At the bottom of the window “Select a Format” = Excel (2007+) File and Export.

(497254) Admissions Specialist, Online & Continuing Education (part-time/non-benefited) View applications

[Position info](#) [Notes](#) [Documents](#) [Reports](#)

REQUISITION INFORMATION

Requisition Number:	497254
	Leave blank to automatically create a requisition number

How to Update Applicant Statuses

To update an applicant's status one by one, click on the applicant's status. All applicants come into the system with a status of "New"

A "Change application status" pop up box will appear

Select the appropriate Status from the Drop down box and select "Next" For any disqualifying statuses, an additional disposition reason will need to be entered

****Note: All candidates should receive a notification when the position has been filled. If personally notifying candidates, be sure to select the application statuses that do not send an email so candidates do not receive double notifications.**

Admissions Specialist, Online &

Search Results

All Submitted Status

9 Jan 2019 New

5 Feb 2019 New

Change application status - PageUp People - Google Chrome

https://umass.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMtB89dP...

Change application status

New

- Selected for Phone/Skype Interview
- Selected for Campus Interview
- Checking References
- Recommend for Hire
- Unable to Contact/No Response
- Not selected for interview - Send Email
- Phone Interview - Not selected - Send Email
- On Campus Interview - Not Selected - Send Email
- Not selected for interview - No Email Sent
- Phone Interview - Not selected - No Email Sent
- On Campus Interview - Not Selected - No Email Sent
- Offer approved
- Online offer made
- Background Check Request
- Background Check In Progress
- Does Not Meet Minimum Qualifications
- Offer accepted
- Offer declined
- Offer hired
- Withdrawn

Submit Next > Cancel

How to Update Applicant Statuses

Confirm Status Change

Click on the "Move Now" button for all statuses that are not disqualifying or a recommendation for hire

Confirm status change - Google Chrome
https://umass.dc4.pageuppeople.com/v5.3/provider/manageApplicants/changeStatus.aspx?sData=UFUtVjMtdPclDZvg...

Confirm status change

You are about to move [redacted] to a different status:

From status: New
To status: Selected for Phone/Skype Interview

Communication template: -- No template --


E-mail: Applicant: Yes No

Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

[Empty text box]



Notifying Candidates that have not been selected

Select the appropriate Non-selection Status, click

Change application status - PageUp People - Google Chrome
https://umass.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMtdB89dP...

Change application status

- New
- Selected for Phone/Skype Interview
- Selected for Campus Interview
- Checking References
- Recommend for Hire
- Unable to Contact/No Response
- Not selected for interview - Send Email
- Phone Interview - Not selected - Send Email**
- On Campus Interview - Not Selected - Send Email
- Not selected for interview - No Email Sent
- Phone Interview - Not selected - No Email Sent
- On Campus Interview - Not Selected - No Email Sent
- Offer approved
- Online offer made
- Background Check Request
- Background Check In Progress
- Does Not Meet Minimum Qualifications
- Offer accepted
- Offer declined
- Offer hired
- Withdrawn

How to Update Applicant Statuses

Confirm Status Change

The appropriate email communication template will default based on the Non-Selection status selected

Scroll past the email template and down to the Selection reason disposition reason drop down box

Select the appropriate non-selection reason from the drop down box

**If the appropriate reason does not exist, contact Employment Services*

Confirm status change

From status: New
To status: Not selected for interview - Send Email
Communication template: -- No template --

E-mail: Applicant: Yes No

From:*
Subject:*
Merge fields

Message:

Dear Raeda Alkhateeb,

We would like to thank you for taking the time to apply to the position of **Admissions Specialist, Online & Continuing Education (part-time/non-benefited)** at the University of Massachusetts Lowell. We have decided to pursue other candidates whose qualifications and experience more closely meet our needs.

We wish you the best in your job search and we welcome you to check for new job openings posted on our site at explorejobs.uml.edu.

Regards,
Employment Services Team
Human Resources and Equal Opportunity & Outreach

Additional users from job: Yes No

Not selected for interview - Send Email reason
Please indicate the reason for selecting the not selected for interview - send email status:*

Select

Note
The following will be added to the applicant notes for administrators to view:

Move now Cancel

Not selected for interview - Send Email reason
Please indicate the reason for selecting the not selected for interview - send email status:*

Select

- Position filled
- Position Cancelled
- Position On Hold
- Does not meet qualifications
- Does not meet strategic qualifications
- Does not meet job requirements
- Does not meet Background / Reference check requirements
- Does not meet Police Officer candidate background check
- Does not meet Physically Agility Fitness requirements
- Visa requirements not met
- Ineligible
- Other candidates more suitable
- Staying with current employer
- Unable to relocate
- Accepted another offer
- Not aligned with career goals
- Personal reasons
- Company benefits unsatisfactory
- Remuneration unsatisfactory

d St Massachuse	Charlton	0
d St Massachuse	Dracut	0
d St Massachuse	North Che	0
d St Massachuse	Somerville	0

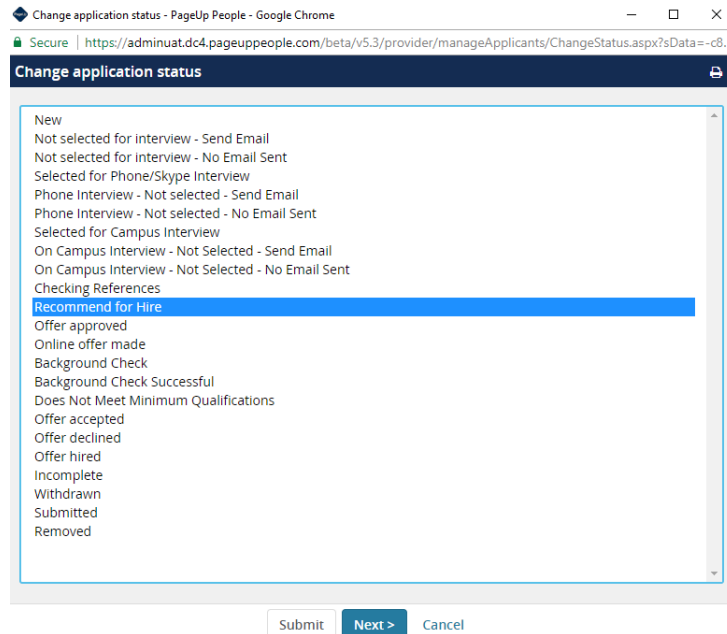
How to Update Applicant Statuses

Recommend for Hire & Completion of Offer Details Card

Click on the final candidate's status

A "Change application status" pop up box will appear. Select "Recommend for Hire" from the Drop down box and select "Next". The Offer Details card will open up as a separate window

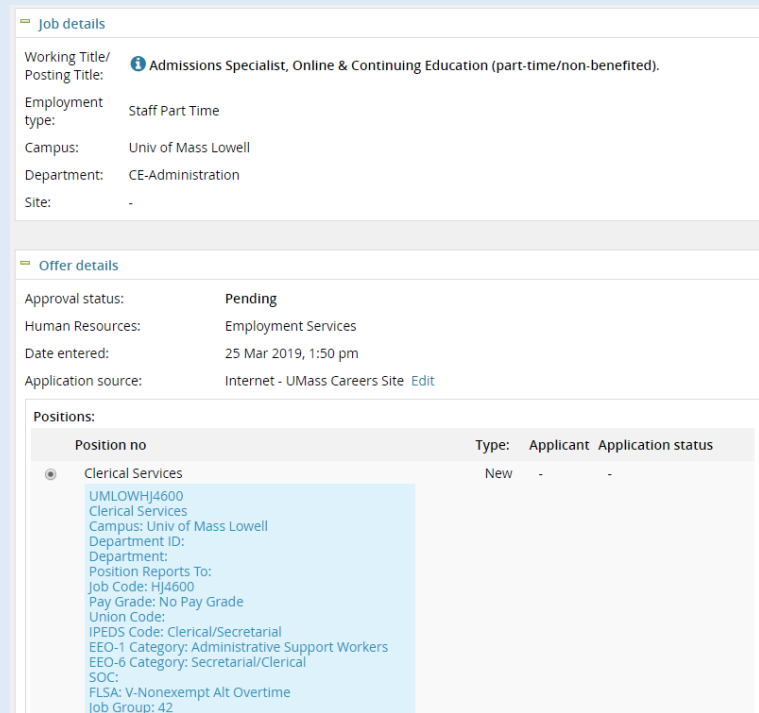
Recommendations for Hire should be discussed with the Search Advisor prior to moving them on in the system



Entering Offer Details

The Offer Card will show the final candidate's name and personal information and Job Details

The Offer Details section will show pertinent position information





How to Update Applicant Statuses

Scroll down to the Position details section and enter the Start Date, End date if applicable, annual salary or hourly rate of pay (if applicable), Pay Step (if applicable), Standard hours (if applicable) and any other fields that may apply

Scroll down to the Offer Contingencies/Pre-employment Checks section

POSITION DETAILS

Start date:* 

End date if applicable: 

Annual Salary:

Bi-Weekly Salary:

Hourly Pay rate (if applicable):

HR Speedtype/Combo Code:

Grade:

Pay Step:

Standard Hours:

Shift and Daily Work Schedule (ie 8am - 4pm):

Is this position Exempt or Non-Exempt?:

Relocation/Moving Expenses:

Additional Pay:

Stipend:

Offer Contingencies/Pre-employment Checks

Select the appropriate pre-employment checks by selecting the "Yes" radio button

****All FT & PT employees must have a Standard Background Verification prior to their official start date. Some positions require additional checks. If you have questions about this, please contact Employment Services**

OFFER CONTINGENCIES/PRE-EMPLOYMENT CHECKS

Standard Background Verification: Yes No

Physical Exam: Yes No

Psychological Exam: Yes No

Additional Checks:

How to Update Applicant Statuses

FOR FACULTY OFFERS ONLY

Enter the information in the appropriate fields for all Tenure Track and Non-Tenure positions

*****For all other hires, skip to the Onboarding section**

FACULTY OFFER DETAILS

College/School:

Secondary College/School for Joint Appointments:

Dean Name:

Rank:

Tenure Status:

Tenure on Entry:

 Yes No

Year of Tenure Consideration:

Lateral Entry Credit:

Pro-rated Salary for Off-Cycle Start Date:

Start-Up Funds:

Discretionary Funds:

Retreat Salary:

Capital Equipment/Materials/Supplies:

***Onboarding is currently not live

Enter the Supervisor's name in the Reports to Manager field by entering their email address or by searching for them by name

ONBOARDING

Onboarding form:

Onboarding workflow:

Reports to manager:

No user selected.

How to Update Applicant Statuses

Selecting the Appropriate Approval Process

****Most approval processes will default the names of all approvers. In some cases, the Hiring Manager/Department Admin may be required to enter the email address/name of the approver. It will default the next time an offer is entered selecting the same approval process**

The offer will not be submitted until the approval process is selected and submitted

Approval process

Originator:*
Email address: Amanda.Turner@uml.edu

Approval process:

- None
- Lowell FT Faculty
- Lowell FT Research Faculty
- Lowell FT Staff - Academic Affairs
- Lowell FT Staff - Administrative Services
- Lowell FT Staff - Grant Funded
- Lowell FT Staff - Online & Continuing Education
- Lowell PT Staff - Temp**
- Lowell PT/Adjunct Faculty

Approval process

Originator:*
Email address: Ruby_Carnevale@uml.edu

Approval process:

1. Search Advisor:
Email address: Ruby_Carnevale@uml.edu

2. Compensation:
Email address: Kimberley_Casey@uml.edu

3. Dean/Director:
No user selected.

4. Provost:
Email address: Karen_Morin@uml.edu

5. Sr VC:
Email address: Susan_Spellissy@uml.edu

6. Employment:
Email address: employment@uml.edu

How to Update Applicant Statuses

Multiple Applicant Status Changes – Bulk Move

Click on the check boxes to the left of the applicant name

The green, yellow and red boxes act as “buckets”. You determine what each “bucket” /color relates to in terms of statuses

Once applicants have been checked off in the appropriate bucket, you can select “Bulk Move” from the “Select a bulk action” drop down menu at the top of the page

Select the “Application status” that pertains to the first “bucket” and click “Next”. The appropriate communication template (if applicable) will show up. Once you confirm, you will have to do the same for the next bucket

Example: Check green for all candidates who are going to be

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

Bus Driver (Day Shift) - Parking & Transportation (Multiple Positions) Part-ti

Search Results

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email
<input checked="" type="checkbox"/>	19 Jul 2017	Not select	Amy	Amy	Robach	5555555555	5555555555	ats_test1@uml.edu
<input checked="" type="checkbox"/>	19 Jul 2017	New	Andrew	Andrew	Benintendi	978-555-987		ats_test15@uml.edu
<input checked="" type="checkbox"/>	20 Jul 2017	On Campu	Brock	Brock	Holt	978-555-678		ats_test12@uml.edu

Select a bulk action

- Select a bulk action
- Bulk apply
- Bulk categorize
- Bulk assign
- Bulk communicate
- Bulk compile and send
- Bulk document merge
- Bulk export
- Bulk invite to apply
- Bulk move**

Bulk action status: 3 Applicants 3 Applicants 3 Applicants > Complete

You have requested to move 3 applicants.

Select a status to move these applicants to:

Application status:

How to Update Applicant Statuses

<p>selected for Phone/Skype Interview. Yellow or red can be checked for candidates who are not being selected for interview.</p>	
--	--