

PageUp User Guide Viewing Applications using the Applicant Progress Board

- 1. Login to **MyJSU**
- 2. Select the Employee Tab
- 3. Select Talent Management System (PageUp) under Human Resources



4. From your PageUp Dashboard, select Team Jobs Open

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Position Description My position description Manage position description	Vou Will see all your tasks organized in various stag New job 4 Jobs open 7 Team jobs open	Approvals O Jobs awaiting your approval O Approved	Guidelines / Tips Questions regarding Recruitment, please email: talentacquisition#jsu.edu Questions regarding Position Descriptions, please email: classandcomp#jsu.edu
Advertisements 1 Advertisements	Applicant Progress Board New A holistic view of the applications for each active job you are recruiting for Review applications	Applications 1 Jobs have applicants for review O Applicants assigned to you for review	



5. From the **My Jobs** page, find your job and then select **Review Applications** to view all of the students that have applied.

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494965	Digital Media Support Assistant	Production Assistant	Digital Media Support	Nov 16, 2020	Pending approval	Carl Garner	John Thomas	Digital Medla	Review applications
								Support	View job
494960	Digital Media Support Assistant	Production Assistant	Digital Media Support	Nov 13, 2020	Draft	Carl Garner	John Thomas	Digital Media	Review applications
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6. This opens the Applicant Progress Board

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a. You also have the option to view the applicants in **List View (**which I will outline next)

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7. From the **Applicant Progress Board** you can view the applicant's Resume, Cover Letter and change their status.



8. As you change the applicant's status, the applicants progress to the right. .





9. When you view their resume or cover letter, a separate window will open for your to view the document.



10. To change the applicant's status, click **Change Status** and the **Change application status** window appears.





11. Choose **the Application status** then click **Next**. The **Confirm status change** window will open. In the **Confirm status change** window, you <u>do not</u> have to change anything – just select **Move Now** and the applicant's status will be changed.

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- 12. If you choose to view the applicants in List View, instead of the Applicant Progress Board, click on **List View** in the top right corner. You can switch between the two views with this option.
- 13. From this view, you can select the applicants by clicking on their names.

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14. This opens their applicant profile. From there, you can select **Resume** to view their resume. To change their status to **Selected for Phone/Online/On-Campus Interview**, click on **the Application Status** which opens the **Change application status** like in step 10 above.

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15. Once you are ready to hire the employee, please change their status to **Selected For Hire**. You will then create an **Offer Card** to initiate their pre-employment. Please refer to the Creating An Offer Card user guide.

For further assistance, please contact us at talentacquisition@jsu.edu.