

Hello, PageUp Hiring Managers!

Following are some tips, as well as new information, to help you make the most of your PageUp experience and better assist your department and search committees:

Applicant Status Changes

I would like to bring to your attention the importance of moving candidates through the various statuses in PageUp. In some cases, all applicants are being left in “New” status until an offer is made; that’s not the way the system is designed to work. The reason for status changes is two-fold:

1. Status changes are usually accompanied by an email to the applicant. One of the goals of the Applicant Tracking System (ATS) is to provide a better applicant experience that includes timely communication. When it has been determined, through pass/fail, committee review or phone interview, that a candidate will not be moving forward, the Hiring Manager should quickly move them to an “unsuccessful” status which will trigger an email to them.
2. Status changes are also critical to our required federal record keeping. HR must report on what recruitment stages each applicant advanced to. Therefore, all applicants need to be moved from “new” as follows:
 - Pass/Fail Unsuccessful (*if this step is used*)
 - Committee Review Unsuccessful
 - Telephone Interview Event Booking (followed by accepted, declined, or unsuccessful) (*if this step is used*)
 - Campus Interview Event Booking (followed by accepted ,declined or unsuccessful)

Even if you are not using PageUp to create “events” and even if you wish to send your own emails to candidates, applicants must still be moved through the various recruitment steps. It is permissible to keep a small number of applicants in a status such as “new” or “telephone interview accepted” in case you need to move them forward later, but this should be limited to candidates still under consideration for hire.

At the end of the search process, all candidates should be moved to a final status – either an unsuccessful step, Withdrawn, or Offer. You should never use the status of “Removed; that is for HR use only.

It is also important to change the status of the job appropriately, when prompted in PageUp. For certain status changes (i.e. Phone or Campus Interview Event Booking or Formal Offer Made), at the bottom of the applicant card, as the final step before you click “Move now,” you may be asked to update the job status by clicking yes or no. For example: *Update Job Status from Update Job Status from Approved to Interviewing?* or *Update Job Status from Interviewing to Offer?* This allows HR, Academic Affairs and hiring departments to know what stage the search has reached (another advantage of the ATS!).

Document Uploads

A new document type – Approval Email - has been added to the dropdown list for “Documents” on the Job Requisition. All new requisitions now require Kirsten’s approval and this is the place to attach that approval email.

Also, a reminder that **the scoring/ranking report which the Chairs run must be saved into an Excel spreadsheet outside of PageUp and attached as a document.** Once applicant statuses are changed from “new,” the data changes and this score sheet is critical to our required recordkeeping! Either the Chair or the Hiring Manager has the ability to attach documents; the committee members do not. As a Hiring Manager, you should be working with the Chair to **ensure that interview questions, notes, correspondence to applicants sent outside of Page Up, recommendation memos/emails, etc. are attached to the requisition.**

Flow Chart

Attached to this email is a PageUp Process Flowchart which provides an overview of the search process from Position Description (PD) to Requisition to Offer and Onboarding. We hope you will find this useful in understanding the big picture of hiring.

Checklist for Chairs

Also attached is a Checklist for Search Chairs which outlines the steps they need to complete in order to conduct and complete a search. This has been distributed to all current committee chairs. Please share both of these documents with anyone else who may benefit.

Events

We recently learned that candidates must book their telephone or campus interview time slot no later than 24 hours prior to the event or they will not have access to do so.

Thanks for all your work and your willingness to use this new system. As always, we welcome your feedback, comments, questions, training needs, etc.

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