

Applicant Review Guide

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

Applicant Visibility

Applicants become visible for review as soon as they apply to the position and status is set to "Under Review by Search Committee (New)". Originators, Hiring Managers, and Approving Authority users can view applicants from the Dashboard by clicking **Jobs Open**.

Note: If Search Committee Chair or Members have been assigned to the posting, they will also have access to the applicants at this stage of the process.

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

The dashboard is a grid of eight cards, each representing a different task or status. Each card includes an icon, a title, a brief description, and a count of items. The cards are:

- Position Description:** My position description - Under review. Includes a button: "Manage position descriptions and create...".
- Postings:** 17 Jobs open, 28 Team jobs open.
- Approvals:** 1 Jobs awaiting your approval, 14 Approved.
- Advertisements:** 6 Advertisements.
- Applicant Progress Board:** A holistic view of the applications for each active job you are recruiting for. Includes a button: "Review applications".
- Applications:** 0 Jobs have applicants for review, 1 Applicants assigned to you for review.
- Search committee review:** 1 Jobs requiring panel review.
- Offers:** 0 Offers awaiting your approval, 14 New hires.

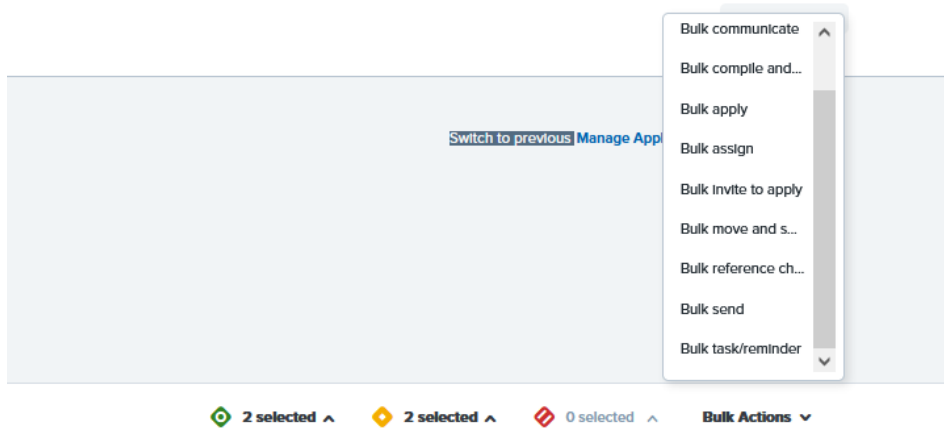
Viewing Applicants On the **My Panel Jobs** page, there is a list of jobs along with the Status of the job posting. To the far right you have the option to **Review applications**.

My jobs

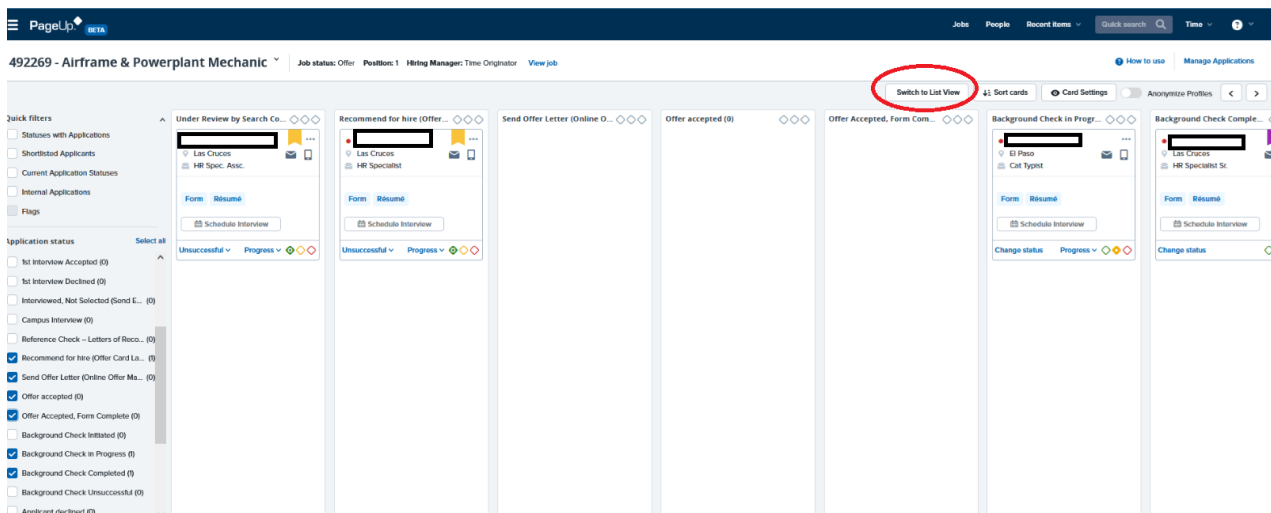
| Visibility | | Status | | | | | | |
|------------------|-----------------------|---------------|----------------|--------------|-----------|-----------------------------|--------------------------------|--|
| All jobs | My jobs | All | Current | Non-current | | | | |
| 3 search results | | | | | | | | |
| Job number | Title | College Title | Sub department | Date added | Status | Request Provider First Name | Reports to Provider First Name | |
| 492284 | HR Rep,Unit Coord | | | Mar 28, 2023 | Cancelled | Harry Hire | | Review applications View job |
| 492285 | Program Specialist,Sr | | | Mar 28, 2023 | Cancelled | Harry Hire | | Review applications View job |
| 492286 | Program Specialist,Sr | | | Mar 28, 2023 | Cancelled | Harry Hire | | Review applications View job |

1. From this page, users have access to view the applicant's resume and application form via the icons beside their name.
 - a. Users have access to bulk move applicants from the list view based on the color coded icons picked next to their name.

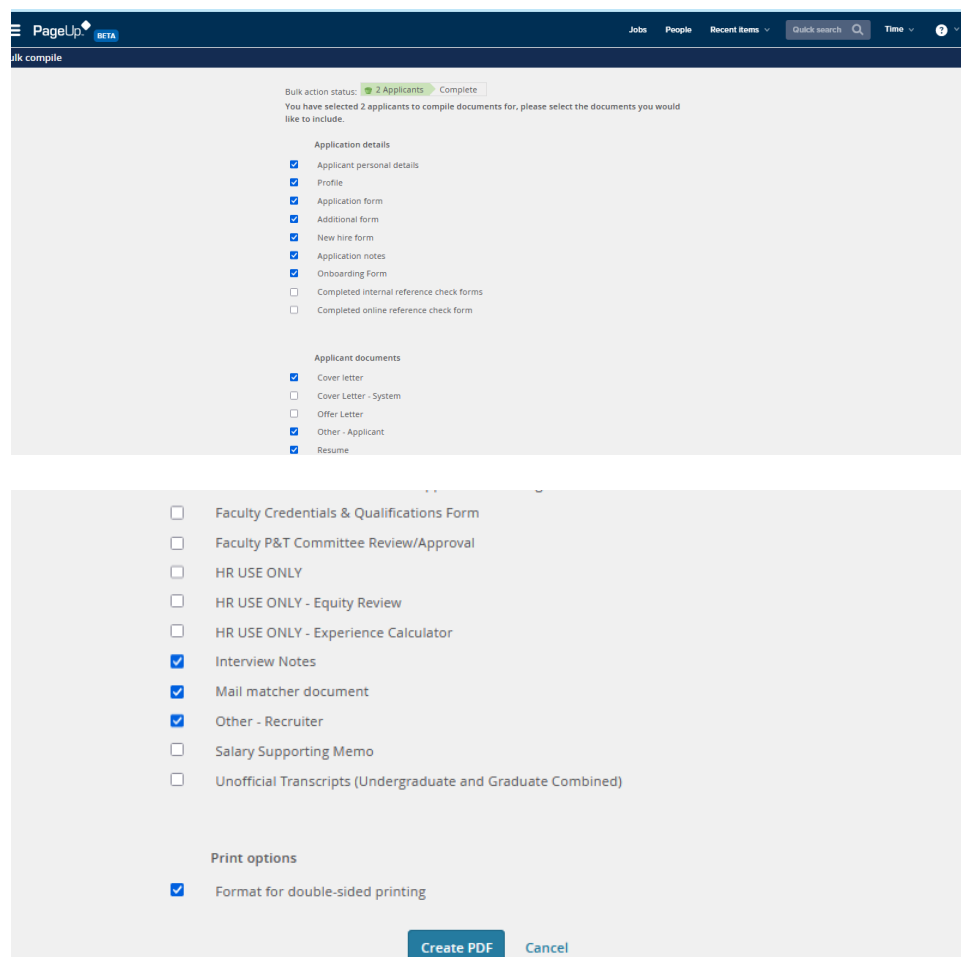
The screenshot shows the 'PageUp' application management interface. At the top, there are navigation tabs for 'Jobs', 'People', and 'Recent Items'. Below this is a search bar and a 'Switch to card view' button. The main content area displays a table of applicants with columns for 'Applicant name', 'Application status', 'Screening activities', 'Score', 'Documents', and 'Actions'. The table contains four rows of applicant data, each with a set of colored icons (yellow, orange, red) next to the name. At the bottom of the page, there is a 'Bulk Actions' bar with a yellow circle highlighting the '2 selected' indicator and the 'Bulk Actions' dropdown menu.



- b. Users can sort applicants based on First Name, Last Name, Submitted Date (ascending and descending) and Outcome. Sorting is completed for each group of applicants within an application status.
2. You can also switch your view to “Card View”
- a. In this view you can drag & drop applicants into any of the Application statuses available.
 - b. You can also do “Bulk Actions” from this view.



Note: To bulk compile a PDF of applicants with application documents, click the “Bulk Action” at the bottom of the page and select “Compile & send” this will give you options of what you want to send to yourself by email.



3. You can view, change status or view offer status of individual applications by clicking on the applicant's name

User Guide

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The screenshot displays the PageUp HR system interface. The main header shows the job title "492269 - Airframe & Powerplant Mechanic" and the hiring manager "Time Originator". The interface is divided into several sections:

- Quick filters:** Includes checkboxes for "Statuses with Applications", "Shortlisted Applicants", "Current Application Stabases", "Internal Applications", and "Flags".
- Application status:** A list of application statuses with checkboxes and counts, such as "1st Interview Accepted (0)", "Interviewed, Not Selected (Send E... (0)", "Recommend for hire (Offer Card La... (0)", and "Background Check Completed (0)".
- Application details:** Three columns showing application progress for different roles: "Under Review by Search Co...", "Recommend for hire (Offer...", and "Send Offer Letter (Online O...". Each column includes a "Form" and "Résumé" link and a "Schedule Interview" button.
- TEST Applicant:** A section for the applicant's profile, including contact information (Address: 0000 south street, Las Cruces, New Mexico 00000, United States; Cell: +1 000-000-0000; E-mail: [redacted]) and application history.
- Applications:** A table showing the application history for "492269 - Airframe & Powerplant Mechanic", with columns for "Date submitted" (Mar 23, 2023) and "Status" (Recommend for hire (Offer...), Offer incomplete, Recourse View).

