Optional Use: Track committee member notes and candidate feedback. Internal view only but subject to Public Information Requests.

Optional Use: Track committee member feedback and recommendation.
Application statuses can be changed individually or using bulk actions. Be mindful when using this feature. This is a powerful feature that should be used with caution. Incorrect use could lead to many applicants being end incorrect information or being incorrectly dispositioned.

Update workflow statuses for more than one applicant at a time:

- Moving candidates to under view
- Recommending more than one candidate for an on-campus interview
- Recommending more than one Finalist
- Dispositioning more than one candidate at time for the same reason

Update workflow status for a single candidate at a time:

- Recommending one candidate for an on-campus interview at a time
- Recommending a Finalist
- Recommending a single candidate for hire
- Dispositioning a candidate for noted reason
Select desired candidate(s)

Select “bulk move” even if one candidate

Select desired workflow status

No action needed on this page (unless requesting an on-campus interview). DO NOT edit messages you may see depending on the workflow status or make any selections.
Requesting On-Campus Interview

• To request an on-campus interview, the **On-Campus Interview Pending** workflow step should be selected.

• At this time, an email will go to the candidate to inform them to review their provided references, it does not inform them of the on-campus interview request.

• Once the workflow step is selected, you will need to enter the Dean’s name and your email to submit for approval. Once entered, you will select **Move Now**, without updating any other content details.

• Once approved, the approval will appear in the candidate’s history tab. Please also be in communication with your Dean!

• Once approved, you may proceed with scheduling. If the candidate accepts the on-campus interview, update their workflow step to **On-Campus Interview Accepted**.
Disposition candidates

It is recommended that candidates be dispositioned throughout the process, especially those who do not meet qualifications and/or will not move past the initial interview.

All candidates will need to be dispensed once the final candidate is hired.
Disposition candidates

Make sure to scroll down the page to select the reason from the dropdown list if they are *not* moving forward.

There is a new set of disposition reasons within PageUp.