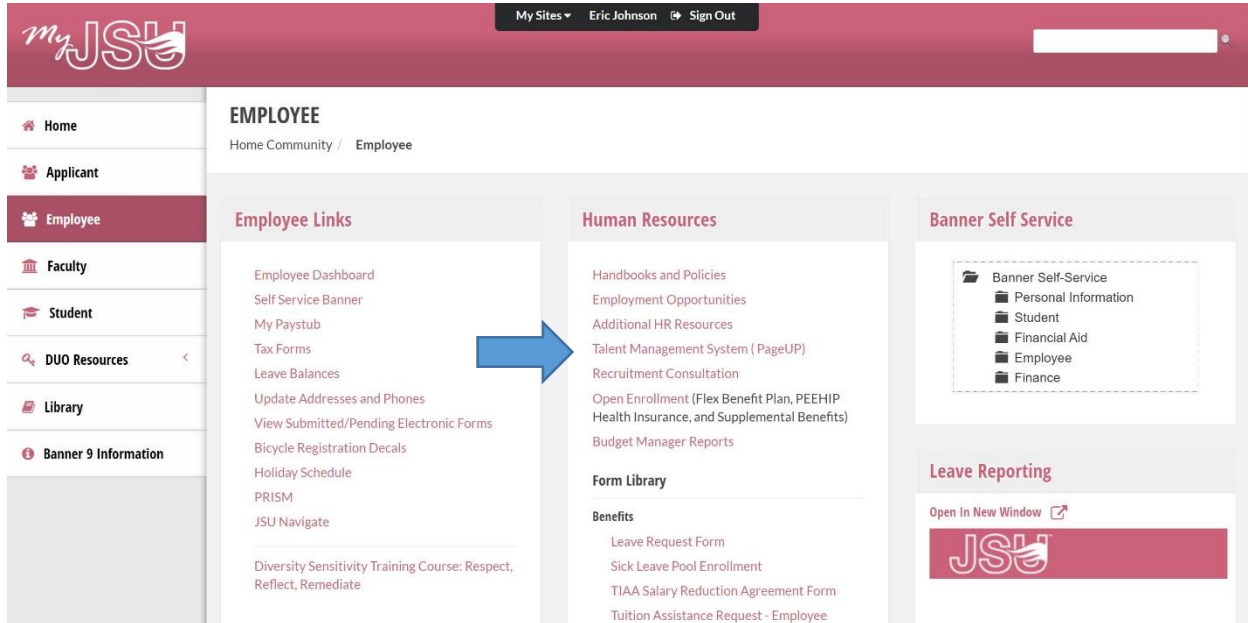


PageUp User Guide

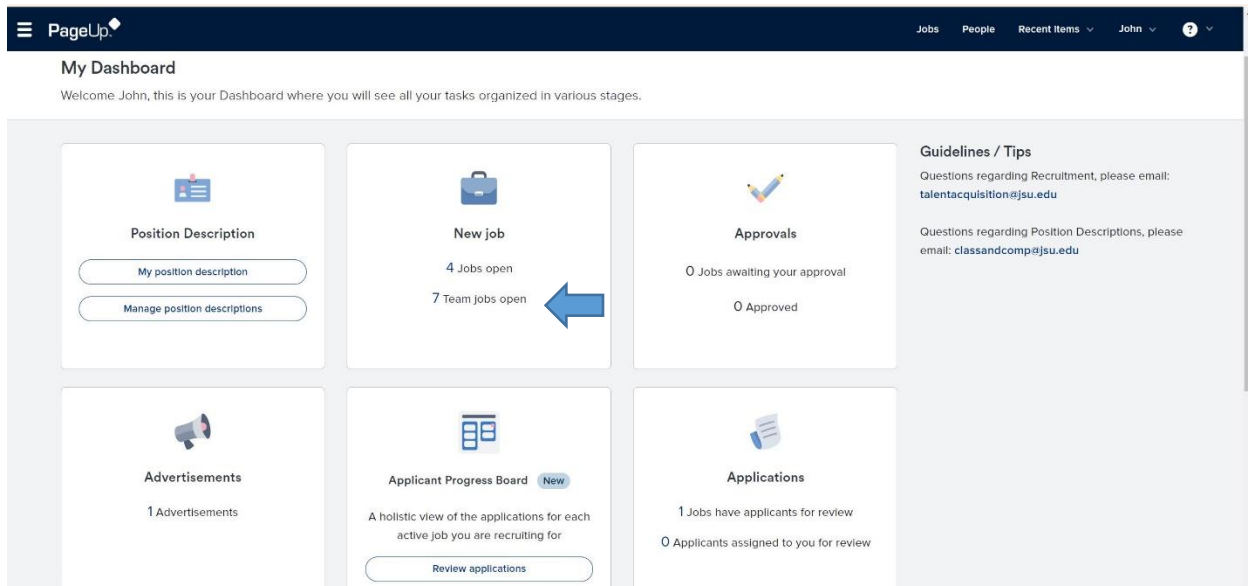
Viewing Applications using the Applicant Progress Board

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



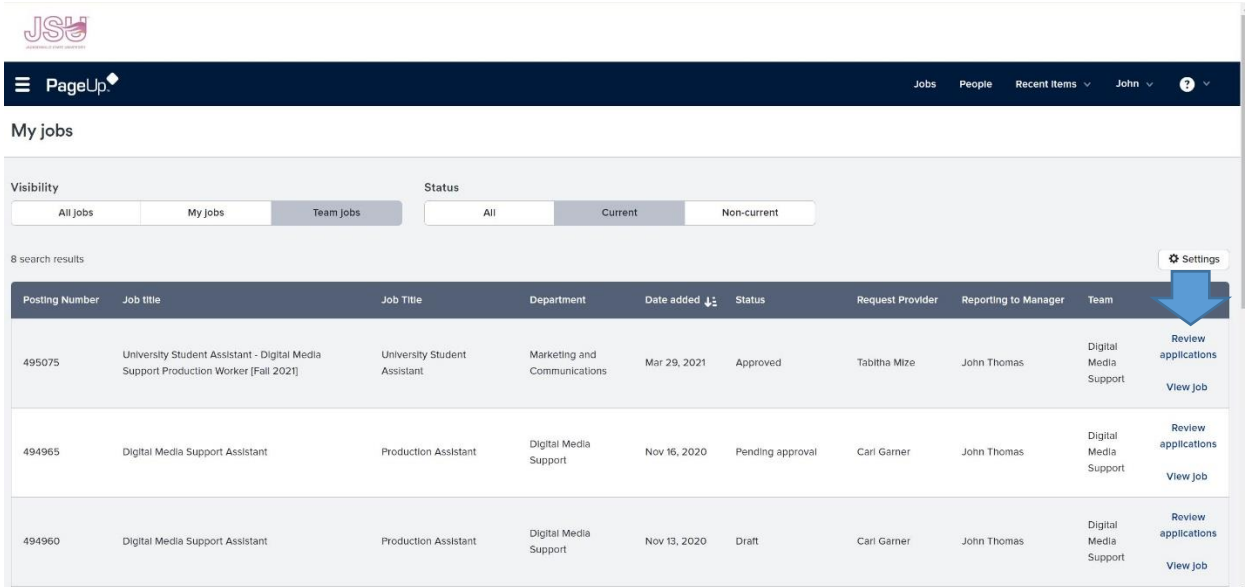
The screenshot shows the MyJSU Employee page. The left sidebar contains navigation tabs: Home, Applicant, Employee (selected), Faculty, Student, DUO Resources, Library, and Banner 9 Information. The main content area is titled 'EMPLOYEE' and includes a breadcrumb 'Home Community / Employee'. It features three columns: 'Employee Links' with items like Employee Dashboard, Self Service Banner, My Paystub, Tax Forms, Leave Balances, Update Addresses and Phones, View Submitted/Pending Electronic Forms, Bicycle Registration Decals, Holiday Schedule, PRISM, JSU Navigate, and Diversity Sensitivity Training Course; 'Human Resources' with items like Handbooks and Policies, Employment Opportunities, Additional HR Resources, Talent Management System (PageUP), Recruitment Consultation, Open Enrollment, Form Library, and Benefits; and 'Banner Self Service' with a list of services including Personal Information, Student, Financial Aid, Employee, and Finance. A blue arrow points from the 'Talent Management System (PageUP)' link in the Human Resources column to the next step.

4. From your PageUp **Dashboard**, select **Team Jobs Open**



The screenshot shows the PageUp dashboard. The top navigation bar includes 'PageUp', 'Jobs', 'People', 'Recent Items', and 'John'. The main content area is titled 'My Dashboard' and includes a welcome message. It features six dashboard cards: 'Position Description' (1 My position description, Manage position descriptions), 'New job' (4 Jobs open, 7 Team jobs open), 'Approvals' (0 Jobs awaiting your approval, 0 Approved), 'Advertisements' (1 Advertisements), 'Applicant Progress Board' (New, A holistic view of the applications for each active job you are recruiting for, Review applications), and 'Applications' (1 Jobs have applicants for review, 0 Applicants assigned to you for review). A blue arrow points to the '7 Team jobs open' link in the 'New job' card. On the right, there are 'Guidelines / Tips' for recruitment and position descriptions.

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



My jobs

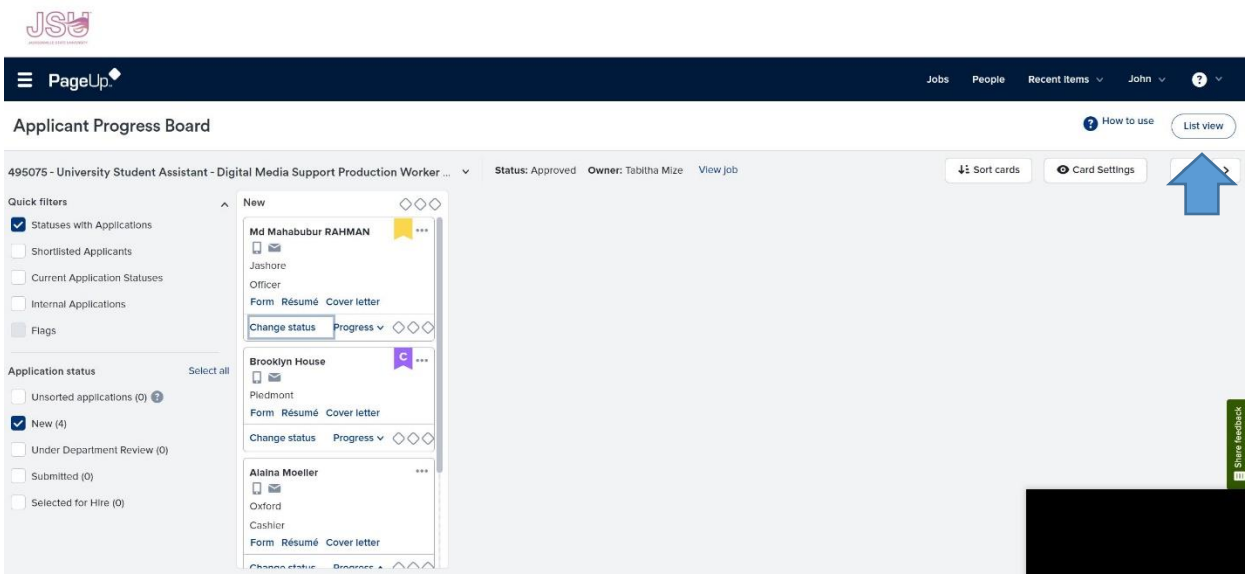
Visibility: All Jobs | My Jobs | Team Jobs

Status: All | Current | Non-current

8 search results

Posting Number	Job title	Job Title	Department	Date added	Status	Request Provider	Reporting to Manager	Team	
495075	University Student Assistant - Digital Media Support Production Worker [Fall 2021]	University Student Assistant	Marketing and Communications	Mar 29, 2021	Approved	Tabitha Mize	John Thomas	Digital Media Support	Review applications View job
494965	Digital Media Support Assistant	Production Assistant	Digital Media Support	Nov 16, 2020	Pending approval	Carl Garner	John Thomas	Digital Media Support	Review applications View job
494960	Digital Media Support Assistant	Production Assistant	Digital Media Support	Nov 13, 2020	Draft	Carl Garner	John Thomas	Digital Media Support	Review applications View job

6. This opens the **Applicant Progress Board**
 - a. You also have the option to view the applicants in **List View** (which I will outline next)



Applicant Progress Board

495075 - University Student Assistant - Digital Media Support Production Worker ... Status: Approved Owner: Tabitha Mize View job

Sort cards Card Settings List view

Quick filters:

- Statuses with Applications
- Shortlisted Applicants
- Current Application Statuses
- Internal Applications
- Flags

Application status:

- Unsorted applications (0)
- New (4)
- Under Department Review (0)
- Submitted (0)
- Selected for Hire (0)

Applicant Card:

- Md Mahabubur RAHMAN**
- Jashore
- Officer
- Form Résumé Cover letter
- Change status Progress

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

Page 01

Applicant Progress Board

495075 - University Student Assistant - Digital Media Support Production Worker ...

Quick filters

- Statuses with Applications
- Shortlisted Applicants
- Current Application Statuses
- Internal Applications
- Flags

Application status Select all

- Unsorted applications (0) ?
- New (4)
- Under Department Review (0)
- Submitted (0)
- Selected for Hire (0)

New

Md Mahabubur RAHMAN

Jashore
Officer

Form Résumé Cover letter

Change status Progress

Brooklyn House

Piedmont

Form Résumé Cover letter

Change status Progress

Alaina Moeller

Oxford
Cashier

Form Résumé Cover letter

Change status Progress

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

Status: Conditional Offer/Pre-... Owner: Jessica Wiggins View Job

Sort cards
Card Settings

Under Department Review

Skylar Hixon

Anniston
Manager at Chick-Fil-A

Form Résumé Cover letter

Moved 13 days ago

Change status Progress

Regina Apple

Anniston
Owner / Operation manager

Form Résumé Cover letter

Moved 13 days ago

Change status Progress

Selected for Phone Interview

Rachel Hall

Piedmont
Office Manager/Marketing

Form Résumé Cover letter

Moved 12 days ago

Change status Progress

Jada Hester

Crossville
Social Media/Marketing Intern

Form Résumé Cover letter

Moved 12 days ago

Change status Progress

Selected for Onsite Interview

Ragan Smith

Anniston
Administrative Assistant

Form Résumé Cover letter

Moved 7 days ago

Change status Progress

Alexandra Black

Dallas
Department Coordinator/Assistant

Form Résumé Cover letter

Moved 7 days ago

Change status Progress

Conditional Offer/Pre-Empl...

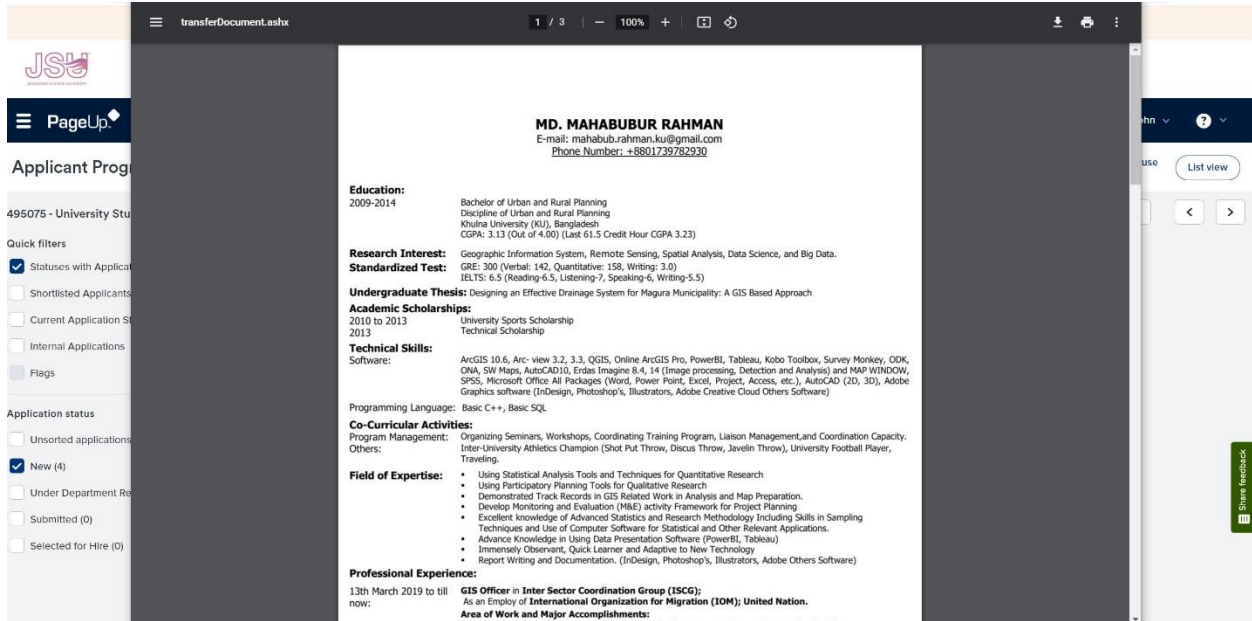
Taylor Rainwater

Weaver
Teller

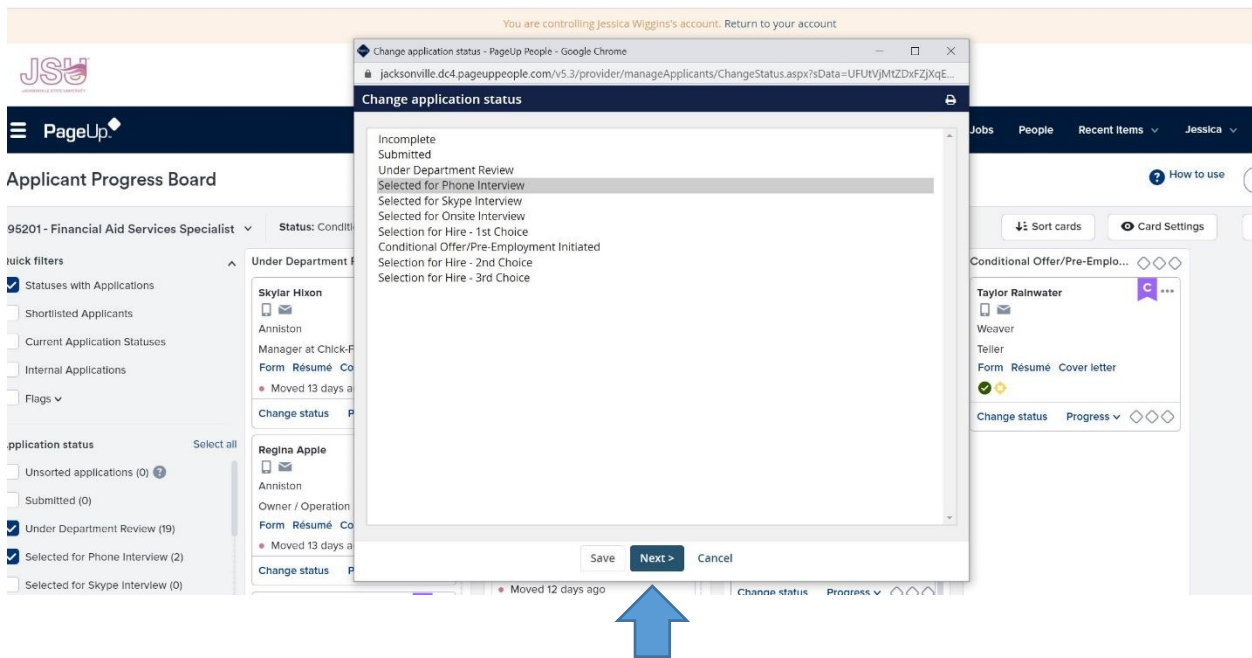
Form Résumé Cover letter

Change status Progress

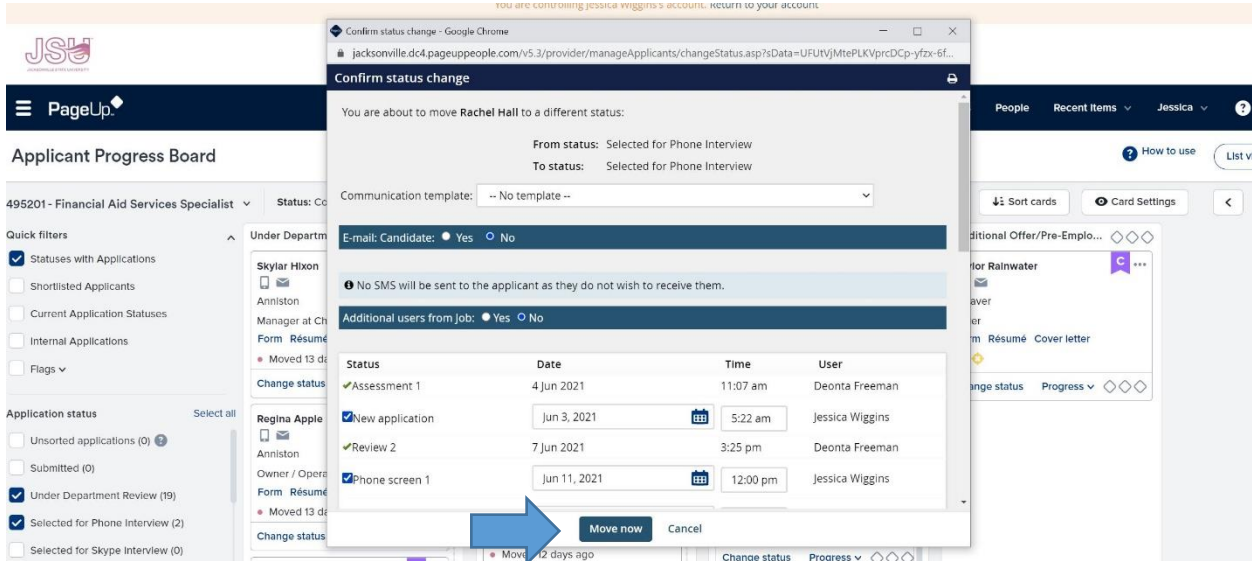
9. When you view their resume or cover letter, a separate window will open for your to view the document.



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

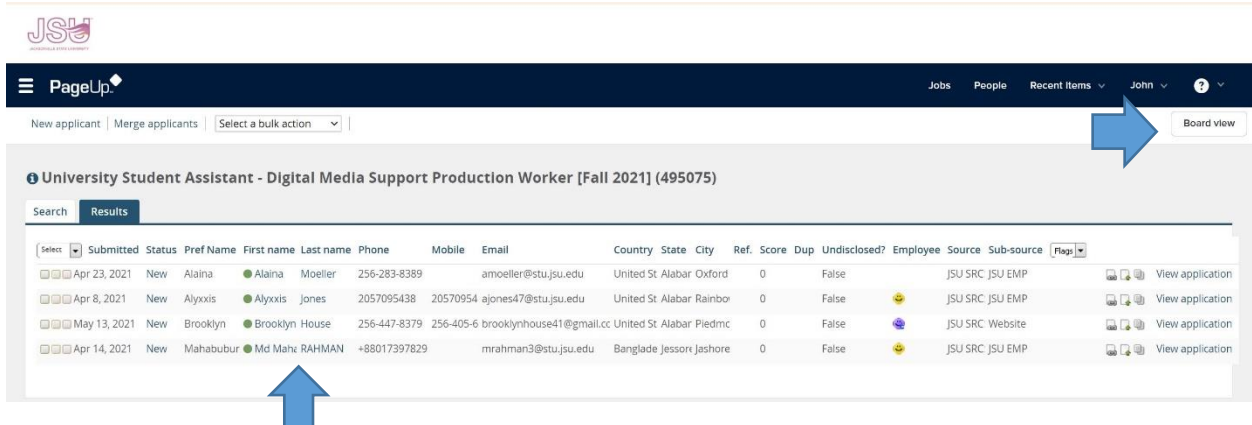


11. Choose the **Application status** then click **Next**. The **Confirm status change** window will open. In the **Confirm status change** window, you do not have to change anything – just select **Move Now** and the applicant’s status will be changed.

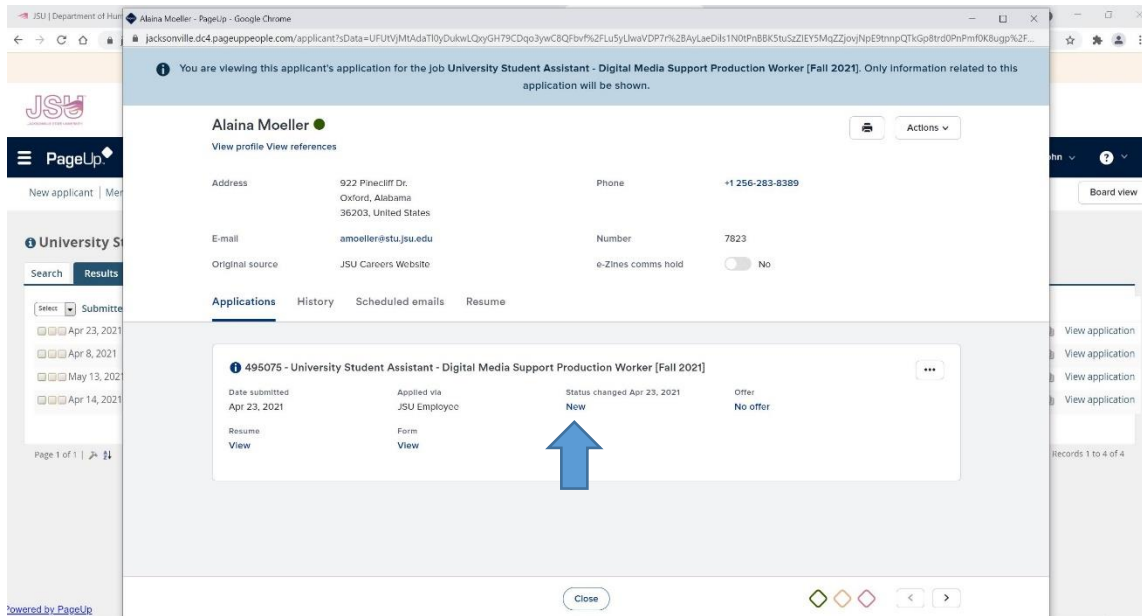


12. If you choose to view the applicants in List View, instead of the Applicant Progress Board, click on **List View** in the top right corner. You can switch between the two views with this option.

13. From this view, you can select the applicants by clicking on their names.



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.



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.