

## REVIEW APPLICATIONS & CHANGE STATUSES

Notes before you begin:

- Only the assigned hiring manager can complete actions in the system, i.e., change status of applicants, submit interview pool, submit hiring recommendation, etc.
- **NEW AS OF JANUARY 2025:** Hiring managers are no longer required to change the status of the applications to “Search Committee Review.” The committee members can review applications for applicants listed in the following statuses: “Under Review by Department,” “Search Committee Review” and “Applicant Approved for Interview (Civil Rights Compliance use only).”
  - The search committee will not be able to access the applications for applicants not approved for interview.
- Hiring managers should only change the application status for the candidates that are being submitted to Civil Rights Compliance for interview pool approval: “Civil Rights Compliance Approval.”
- Civil Rights Compliance will be notified via email once the applicants under “Civil Rights Compliance Approval” status have been moved. The hiring manager will be notified via email after the interview pool has been reviewed and approved.
  - The candidates approved for interview will be notified via email informing them that they will be contacted by the hiring manager/department to schedule an interview.
  - Civil Rights Compliance will change the status of the remaining applicants in the pool from “Under Review by Department” to “Reserve for Consideration (Civil Rights Compliance use only).” Although the applicants are not initially approved for interview, they will remain in the pool for your consideration and be notified of the status. Hiring managers can change the status to “Civil Rights Compliance Approval” if you would like to interview the candidate(s) later.

1. Login to the PageUp system at <https://mtsuemployees.pageuppeople.com> using your FSA credentials.
2. Click on the Administration link to be directed to your dashboard.
3. Several boxes should appear. Click on the “Jobs open” link within the New job box.
4. A listing of the current postings will appear. Click on “View” at the right of the page to review the application materials.
5. Scroll down to view the job summary. Click on “View applications” in the top, right corner to see the applicant list.
6. Click on the applicant’s name or “View Application” to be directed to the applicant’s profile and application materials.
7. On the applicant’s profile, click on “View” under the Resume as well as Form (application) to review the materials.
8. To change the status of applicants in bulk, return to the applicant list. Choose one box color, such as the green box, to change multiple selected candidates to a specific status. Click on the drop-down menu at the top of the screen to select “Bulk Move.”
9. You will see the number of applicants selected next to the Bulk action status. Select the appropriate status and click “Next.”
10. You will be directed to a new screen with communication and email information. **DO NOT change any of the pre-populated fields.** Click “Move Now.”