# Reviewing Applicants – Changing Status

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# Accessing Cal Poly Jobs by PageUp

1. Open a web browser

2. Navigate to my.calpoly.edu

3. Enter your username and password

   ![Login](image1.png)

4. Select Cal Poly Jobs under My Apps

5. Select Recruit

![Recruit](image2.png)
**Review Applicants – Accessing Your Applicants**

1. Select the Cal Poly logo in the upper-left corner to return to your dashboard.

2. Click Jobs in the upper right hand corner.

3. Click on the title job you want to view. If you click on the blue person icon you will be taken directly to the applicants.

4. Any applicant that is in a committee review step you can see will be listed under on this screen.
5. Change Status will move applicants into specific steps in the process

View Answers allows you to view applicant material that was submitted

Applicant Card will allow you to resubmit references, change status, communicate with candidate and many other options
Review Applicants – Change Status
After establishing consensus for applicants who should be advanced to the interview stage, applicants will need to have their status change in PageUp to advance those candidates.

1. **Change Individual Status:** This will bring up the steps available to move the applicant through the recruitment process. Select the applicant you want to move and click on their status next to their name. Make selection of the appropriate step and click next.

   - **A. Verify you are moving the correct applicant.**
   - **B. Verify the correct step.**
   - **C. You will be asked if you want to email applicant.**
   - **D. You also will have the option to notify any additional users that might need to know that the applicant was moved.**
   - **E. Click Move now**
2. **Change Multiple Statuses at one time**: You can choose to move applicants to a different status by checking the green, yellow or red box. Each color will move those applicants to a different status you will chose on the next screen. In most cases you will be using the bulk move or bulk reference check.

3. You will be taken to a new window.
   
   A. Verify which group you are moving, green, yellow or red.
   
   B. Verify the number of applicants you are moving.
   
   C. Change applicant status and click next.
   
   **NOTE**: You will have the same option to send the applicant or additional users an email. Click the move now button.

   **REPEAT** for the Yellow and Red boxes if you selected those.
Review Applicants – View Answers

This allows you to review the application material submitted by your applicants. You can view individually or bulk compile for a pdf.

1. View Answers: This will allow you to review the application materials by applicant. Any attached documents will be visible by scrolling through the application.
2. Bulk Compile: Select the applicants you want to review the application material for. Choose Bulk compile and send.
3. The bulk compile window will open. The first time you use this option you will have to go out and click the applicant material you would like to view.

Application details should include Application form and profile.

Applicant documents- It is recommended you choose all of the application documents if you want to make sure you see all of their submitted materials.

Recruiter documents should be blank

Click Create PDF

NOTE: This may take a few minutes or longer depending on how many applicants you have selected.
4. Downloading the PDF: Once the PDF is created you will be taken to the download and send screen. DO NOT USE THE SEND OPTION. Only those that have access to the system should see the applicants.

5. For best results go to your downloads and open the bulk compile file from there in Adobe Acrobat.
6. The PDF will give you all of the application material that is bookmarked so you can easily click through and find the information that you need.

Review Applicants – Application Card
This will allow you to review the applicant and see the history of their application.

7. Click on View application to go to the applicant card.
8. Actions you can perform are shown here. Most common would be change status, communicate and view references.

9. History will show you actions that have been taken and you can also view any communications that may have been sent out by the system.
Managing References:

1. From the applicant card select View References

2. References can be managed from this screen.

Status will show you if the references have been requested and if they are completed, pending or expired
3. Actions for references

A. View Answers – allows you to view the reference form and letter submitted
B. Edit – Allows you to edit the reference providers information
C. Control – Allows you to upload the letter for the reference provider
D. Send/Resend – Allows you to send or resend the email requesting the reference
E. Archive- This will not be used.