

NSU Careers: Accessing Applications Quick Guide

Purpose: The review of applications is managed by assigning role and status. In general: **Hiring Managers** see applications in the status of **Hiring Manager Review**; **Search Committee Members** see applications in the status of **Search Committee Review**; anyone can be assigned applications for review by using the **Bulk assign** function (see page 3). The recruitment dashboard will display links to these various activities.

I. Recruitment Dashboard: Application Views and Activities

The screenshot shows a recruitment dashboard with several tiles. Callouts provide the following information:

- 1. Displays to the designated Hiring Manager when the position is posted:** Points to the 'New job' tile which shows '1 Jobs open' and a 'New Job' button.
- 2. Displays to the designated Hiring Manager when applicants are in Hiring Manager Review status; page allows for review input:** Points to the 'Applications' tile which shows '1 Jobs have applicants for review' and '19 Applicants assigned to you for review'.
- 3. Displays applications in any status to anyone designated when applicants are assigned using Bulk assign. This goes to a view only page:** Points to the 'Applications' tile.

1. *New Job* tile: **[#] Jobs open** link displays to the Hiring Manager. Clicking on the link takes Hiring Manager to the **My jobs** page. (main menu item *Jobs open*)

The 'My jobs' page displays a table with the following columns: Job number, Title, Approved Title, Sub-Department, Date added, Status, Request Provider, Reporting to Manager, and Team. A 'View' link is highlighted in a red box at the end of the first row.

| Job number | Title | Approved Title | Sub-Department | Date added | Status | Request Provider | Reporting to Manager | Team |
|------------|-----------------------------------|-----------------------------------|------------------|--------------|--------------|------------------|----------------------|----------------|
| 496683 | Associate Dean - Student Services | Associate Dean - Student Services | Residential Life | Jul 20, 2020 | Shortlisting | Brad Williams | | Campus Housing |

The **View** link at the far right takes users to the Job Details page; use **View applications** button to display list of applicants.

The Job Details page for job 496683 shows the following information:

- Job Number: 496683
- Position Classification: Assoc Dean - Student Services
- Posting Title: Associate Dean - Student Services

A 'View applications' button is highlighted in a red box.

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2. *Applications* tile: **[#] Jobs have applicants for review** link displays a list of jobs with applications for review in the **Hiring Manager review** status. (Note: Main menu item *Applications*)

| Requisition Number | Title | Date added | Status | Hiring Manager | |
|--------------------|-----------------------------------|--------------|--------------|----------------|---|
| 496683 | Associate Dean - Student Services | Jul 20, 2020 | Shortlisting | Brad Williams | View shortlisted applicants (4) |

Clicking on **View shortlisted applicants (#)** takes Hiring Manager to the short-listed view of applicants.

Back | Select a bulk action

View shortlisted applicants

Associate Dean - Student Services

| Select | Applicant name | Phone | Date submitted | Current application status | Selection Criteria Outcome | Reviewed | | |
|--------------------------|------------------------|--------------|----------------|----------------------------|----------------------------|----------|------|----------------|
| <input type="checkbox"/> | Adriana Repaci | 9546467779 | Jul 29, 2020 | Hiring Manager review | Select an outcome | ✓ | View | Status history |
| <input type="checkbox"/> | Brandi Coverson-Ridore | 3054962964 | Jul 25, 2020 | Hiring Manager review | Select an outcome | ✗ | View | Status history |
| <input type="checkbox"/> | Adalyne Singh | 954-347-0000 | Jul 24, 2020 | Hiring Manager review | Select an outcome | ✓ | View | Status history |
| <input type="checkbox"/> | Daniel La Fuente | 6143297622 | Jul 21, 2020 | Hiring Manager review | Select an outcome | ✗ | View | Status history |

The Hiring Manager can select an outcome. If the Hiring Manager selects **Hiring Manager review unsuccessful**, then the not hired reasons display for selection.

| Select | Applicant name | Phone | Date submitted | Current application status | Selection Criteria Outcome | Reviewed | | |
|--------------------------|----------------|------------|----------------|----------------------------|--|----------|------|----------------|
| <input type="checkbox"/> | Adriana Repaci | 9546467779 | Jul 29, 2020 | Hiring Manager review | Hiring Manager review unsuccessful Less Qualified - Experience (not as extensive or type) | ✓ | View | Status history |

The **View** link to the right displays the applicant card, including links to view resume (under word Resume), application form (under word Form).

Approve or decline button opens a separate window with approve or decline option and comment box.

< 1 of 3 > ⓘ This applicant has an application (Associate Dean - Student Services) that has been assigned to you for approval. Click the button below to approve or decline this application.

[Approve or decline](#)

Adriana Repaci

View profile View references

Address: 1970 NW 107th Ave, Pembroke Pines, Florida 33026, United States
Phone: +1 (954) 646-6466
Cell: +1 954 646 7779
Number: 1707
E-mail: drant201@nsu.edu
Original source: LinkedIn

e-Zines comms hold: No

Applications | History | Scheduled emails | CRM | Resume

Approve application

Please approve or decline the application:

Applicant: Daniel La Fuente
Job: Associate Dean - Student Services

I approve
 I decline

Comments:

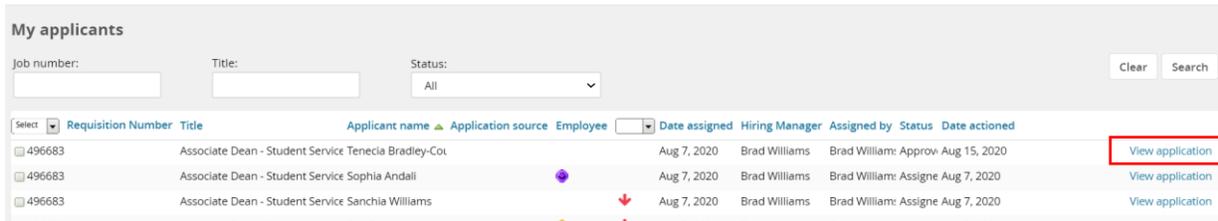
Submit Cancel

496683 - Associate Dean - Student Services

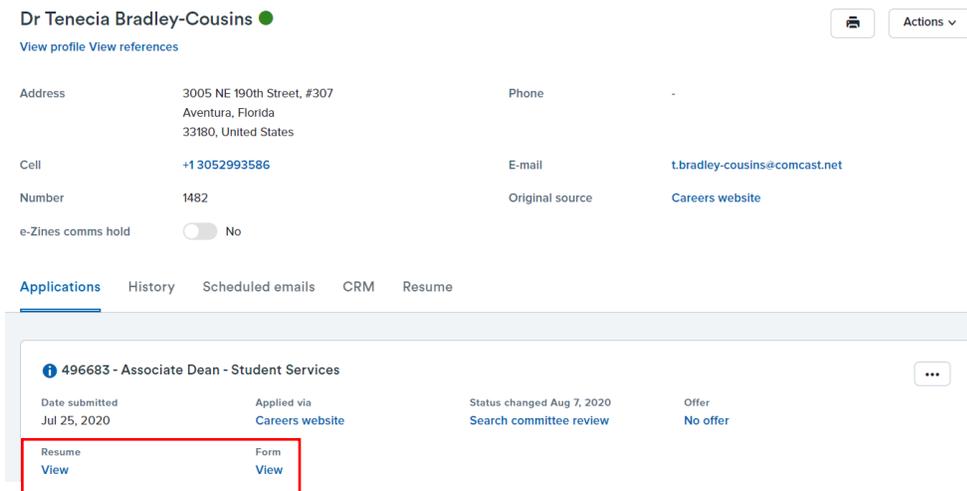
Date submitted: Jul 29, 2020
Applied via: LinkedIn
Status changed Aug 15, 2020
Offer: No offer

Resume View
Form View

3. **Applications** tile: **[#] Applicants assigned to you for review** link displays the **My applicants** page. (Note: Main menu item *Assigned applications*)



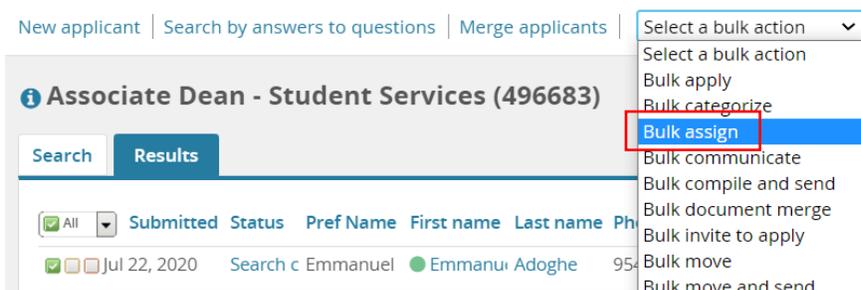
Clicking on the **View application** link to the right takes the user to the applicant card.



The Form **View** link opens the completed application and a resume if one was uploaded. Resume **View** opens the resume only.

II. Bulk Assignment of Applications

To assign applications for review by any NSU employee, access the applicant list for the specified job through the recruitment dashboard or the “hamburger” menu item **Manage jobs**. Select applicants by individually clicking the green box to the left or using the “All” option, then select bulk action **Bulk assign**.



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A separate window labeled **Bulk assign** will open. Note that the number of applicants is as expected. Select the user by typing in the recipient's name, or search using the magnifying glass icon.

Select whether to send the notification email or not by clicking on Yes or No, then scroll down the window. If sending an email, attachments can be made by drag-and-drop or browsing connected drives. There is also a comment box for additional notes about why the recipient was chosen to review the applications. Click the **Assign** button at the bottom to submit.

Bulk assign

Bulk action status: 17 Applicants Complete

You are about to assign 17 applications

Please select a user to assign this application to:

User:*

No user selected.

Email assigned user: Yes No

Subject:

Body:

B *I* U ~~S~~

Dear {USERFIRSTNAME},

I would appreciate your feedback on application(s) for the position of {JOBTITLE} - Job Number: {JOBNO}.

Please log into PageUp People and click on the 'Applications' bubble, alternatively, click on 'Assigned applications' from the menu on the left-hand side.

Click on 'View Answers', to view the application form and resume of the applicant. Once you have reviewed the application form and resume, click on 'I approve' or 'I decline' (as appropriate), add any relevant

Comments

After sending the applications, the recipient will receive the email notification with instructions. They will also see the number of applications assigned for their review in the **Applications** tile on their recruitment dashboard. (See Dashboard Explanations, item #3 on previous page for details.)

Applications

0 Jobs have applicants for review

3 Applicants assigned to you for review