



## GUIDE TO PAGEUP APPLICATION STATUSES

The tenured and tenure-track recruitment process is comprised of clearly defined recruitment steps that can be accomplished in PageUp using Application Statuses. Each recruitment step has a corresponding Application Status(es) that not only provides the state of each applicant during the search process but can also triggers email communication to candidates as well as alerts to administrators to perform a particular task. Applicant Statuses drive each step in the recruitment; therefore, the proper use of Application Statuses is essential to the recruitment process in PageUp.

RECRUITMENT STEP	MANAGED BY	PAGEUP APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	SENDS EMAIL NOTIFICATION
<b>Application Received</b>	System	<b>New Application</b>	Default system status upon submission of application.		Notifies applicant that their application has been received.
<b>Screen For Required Qualifications</b>	Department	<b>Meets Required Qualifications</b>	Select this status when committee determines applicant has met required qualifications.		
		<b>X – Does NOT Meet Required Qualifications</b>	Select this status when committee determines applicant has <b>NOT</b> met required qualifications.		<b>! Notifies applicant the application will not be pursued further. (24-hour delay)</b>
<b>Screen For Preferred Qualifications</b>	Department	<b>Preferred Qualifications Review - Successful</b>	Select this status when the applicant receives a successful rating of preferred qualifications.		
		<b>X – Preferred Qualifications Review - Unsuccessful</b>	Select this status when committee determines the application will not be pursued further based on an unsuccessful rating of preferred qualifications.		<b>! Notifies applicant the application will not be pursued further. (24-hour delay)</b>
<b>Letters of Recommendation (If Applicable)</b>	Department	<b>REQUEST – Letters of Recommendation</b>	Select this status to initiate an automated request for confidential letters of recommendation from the referees listed in the application.	<b>TRIGGER:</b> Initiates the automated confidential letters of recommendation process.	Notifies applicant that CSULB has initiated the request for confidential letters of recommendation from the referees listed in their application.



**GUIDE TO PAGEUP APPLICATION STATUSES (continued)**

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
<b>Request Approval of Semi-Finalists</b>	Department	<b>Shortlist – Prospective Semi-Finalist</b>	Select this status when committee has identified an applicant as a prospective semi-finalist to be submitted to the Dean for approval.		
<b>Approve/Reject Semi-Finalists</b>	College	<b>Semi-Finalist – Approved By Dean</b>	Select this status when Dean <b>APPROVES</b> applicant as a semi-finalist.	<b>ACTION:</b> Download the completed Semi-Finalist Approval Form from DocuSign and upload to the “Documents” section of the Job Card in PageUp.	
		<b>Semi-Finalist – Rejected by Dean</b>	Select this status when Dean <b>REJECTS</b> applicant as a semi-finalist.		
<b>Schedule Semi-Finalist Phone Interviews</b>	Department	<b>EVENT - Invitation for Phone/Video Interview</b>	Select this status when using the PageUp Events tool to invite applicant to a phone/video interview.	<b>ACTION:</b> Set-up a new event using the Events tool to fully automate the invitations, date and time selection, and responses.	Invitation sent to applicant for phone/video interview with prospective dates/times.
	System	<b>Phone/Video Interview - Accepted</b>	Default system status when applicant <b>ACCEPTS</b> invitation for phone/video interview.		
		<b>X – Phone/Video Interview - Declined</b>	Default system status when applicant <b>DECLINES</b> invitation for phone/video interview.		<b>! Notifies applicant the application will not be pursued further. Includes confirmation that interview was declined.</b>



**GUIDE TO PAGEUP APPLICATION STATUSES (continued)**

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
<b>Phone/Video Interview Outcome</b>	Department	<b>Phone/Video Interview - Successful</b>	Select this status when applicant has a <b>SUCCESSFUL</b> phone/video interview.		
		<b>X – Phone/Video Interview - Unsuccessful</b>	Select this status when the committee will <b>NOT</b> pursue an application further due to an <b>UNSUCCESSFUL</b> phone/video interview.		<b>! Notifies applicant the application will not be pursued further. (24-hour delay)</b>
<b>Request Approval of Prospective Finalists</b>	Department	<b>Shortlist – Prospective Finalist</b>	Select this status when the applicant has been identified by the committee as a prospective finalist to be submitted to the Dean for approval.		
<b>Approve/Reject Finalists</b>	College	<b>Finalist – Approved By Dean</b>	Select this status when Dean <b>APPROVES</b> an applicant as a finalist.	<b>ACTION:</b> Download the completed Finalist Approval Form from DocuSign and upload to the “Documents” section of the Job Card in PageUp.	
		<b>Finalist – Rejected By Dean</b>	Select this status when Dean <b>REJECTS</b> an applicant as a finalist.		
<b>Schedule Finalist On-Campus Interviews</b>	Department	<b>On-Campus Interview - Accepted</b>	Select this status when applicant is <b>ACCEPTS</b> the invitation for on-campus interview.		
		<b>X – On-Campus Interview – Declined</b>	Select this status when applicant <b>DECLINES</b> the invitation for on-campus interview.		<b>! Notifies applicant the application will not be pursued further. Includes confirmation that interview was declined.</b>



**GUIDE TO PAGEUP APPLICATION STATUSES (continued)**

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
<b>Search Committee Recommendation</b>	Department	<b>Shortlist – Acceptable Hire</b>	Select this status when the applicant is identified as acceptable for hire by the Search Committee.	<b>ACTION:</b> Attach Search Committee’s recommendation to the Additional User auto-email communication.	
<b>Verbal Offer Approval</b>	Faculty Affairs	<b>Verbal Offer – Approved By Provost</b>	<b>Faculty Affairs</b> selects this status when the Provost approves the Dean’s request to extend a verbal offer to the applicant.		Notifies Dean that verbal offer has been approved by Provost.
<b>Verbal Offer</b>	College	<b>Verbal Offer - Accepted</b>	Select this status when applicant <b>ACCEPTS</b> a verbal offer.		
		<b>X – Verbal Offer - Declined</b>	Select this status when applicant <b>DECLINES</b> a verbal offer.		<b>! Notification sent to applicant confirming that the verbal offer was declined.</b>
<b>Reference Check</b>	College	<b>Pre-Offer Reference Check - Successful</b>	Select this status when applicant's reference check is <b>SUCCESSFUL</b> .		Notifies Faculty Affairs that the reference check was successful.
<b>Formal Offer</b>	Faculty Affairs	<b>Prepare Formal Offer</b>	<b>Faculty Affairs</b> selects this status to initiate the offer card to prepare and submit the formal offer.	<b>TRIGGER:</b> Offer Card is enabled.	
	System	<b>Formal Offer - Extended</b>	Default system status when a formal offer has been submitted to an applicant.		Notification sent to applicant that formal offer is available for review and response via the PageUp applicant portal.



**GUIDE TO PAGEUP APPLICATION STATUSES (continued)**

RECRUITMENT STEP	MANAGED BY	APPLICATION STATUS	DESCRIPTION	ACTION / TRIGGER	AUTO EMAIL NOTIFICATION
<b>Formal Offer - Candidate Response</b>	System	<b>Formal Offer - Accepted</b>	Default system status when applicant <b>ACCEPTS</b> formal offer.	<b>TRIGGER:</b> New Hire Form is enabled in the PageUp Applicant Portal.	
		<b>X - Formal Offer - Declined</b>	Default system status when applicant <b>DECLINES</b> formal offer.		<b>! Notification sent to applicant confirming that the formal offer was declined.</b>
<b>Onboarding</b>	System	<b>New Hire Form – Completed</b>	Default system status when applicant completes the new hire form.	<b>TRIGGER:</b> CSULB Onboarding Portal is enabled for applicant.	
	Department	<b>HIRED / ONBOARDED</b>	Select this status when the search has concluded to identify the new hire. <b>NOTE:</b> Access to the onboarding portal continues in this status.		
<b>Search Conclusion</b>	Department	<b>X – Search Concluded – Applicant Not Selected</b>	Select this status when search has concluded and an applicant was not selected.		<b>! Notification sent to applicant that the search has concluded and they were not selected. (24-hour delay)</b>
	Department	<b>X – Search Cancelled – Applicant Notified</b>	Select this status to notify applicant that the search was cancelled.		<b>! Notification sent to applicant that the search was cancelled.</b>
	System	<b>X – Application Withdrawn by Applicant</b>	Default system status when applicant withdraws their application.		<b>! Notification sent to applicant confirming their application was withdrawn.</b>