

PageUp: Search Committee

MARIANNE MANGOSING PAPA

SAN FRANCISCO STATE UNIVERSITY

Log in to Page Up

Position Description
Not applicable to faculty

Approvals (May not be applicable)
0 Jobs awaiting your approval
0 Approved

Advertisements
0 Advertisements

Search committee review
4 Jobs requiring panel review

Interviews
0 Scheduled Interviews

My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role	
498470	Dec 9, 2020	Approved	SF State Phone Case Lead	JR	4	Search Committee Chair	View responses Edit job
498482	Dec 9, 2020	Approved	Front Desk Singer for the College of Business	JR	1	Search Committee Chair	View responses Edit job
498507	Dec 15, 2020	Approved	Marianne's PageUp Assistant	JR	3	Search Committee Chair	View Applicants (2) View responses Edit job
498540	Jan 6, 2021	Offer	Papa Family Babysitter	JR	5	Search Committee Chair	View Applicants (5) View responses Edit job

** Please note, only the person in the "Search Committee Chair" field in the Job Card will be able to view the responses of the other search committee members.

** You will have the option of choosing a LIST VIEW or BOARD VIEW of the applications. We recommend using the list view**

Click "Select All"

Marianne's PageUp Assistant (498507)

Job Code/Employee Classification: Admin Analyst/Spclst 12 Mo

Bulk compile and send

Sort: Outcome



Select all

New Application to Be Reviewed

Hair Clips
May 25, 2021

Stephen Blecha
Dec 18, 2020

Click "Bulk Compile and Send"

✓


Marianne's PageUp Assistant (498507)


Job Code/Employee Classification: Admin Analyst/Spclst 12 Mo

Bulk compile and send Sort: Outcome ▼

Select all

New Application to Be Reviewed

 Hair Clips
May 25, 2021

 Stephen Blecha
Dec 18, 2020

Select the following Options:

- Application Form
- C.V.
- Cover Letter
- Resume
- Supporting Documents

Bulk compile

Bulk action status: 2 Applicants Complete

You have selected 2 applicants to compile documents for, please select the documents you would like to include.

Application details

- Applicant personal details
- Profile
- Application form
- Additional form
- Application notes
- Onboarding Form
- Completed internal reference check forms
- Completed phone screening forms
- Completed interview forms
- Completed online reference check form

Applicant documents

- Award
- Bibliography
- C.V.
- Certification
- Contact Reference
- Cover letter
- Dissertation Abstract
- Diversity Statement
- Essay
- International Financial Statements
- Job Market Paper
- Letter of Recommendation
- Licensure
- List of courses taught
- Media File
- Nomination Letter
- Non-Confidential Letter of Recommendation or Evaluation

- Offer Letter - Non Confidential
- Onboarding
- Other - Applicant
- Other Document
- Peer Evaluations
- Personal Statement
- Position Description Offered
- Professional Portfolio
- Proposal
- Research Plan
- Resume
- Student Evaluations
- Summative Assessment
- Supporting Applicant documents
- Syllabus
- Teaching Certification
- Teaching Portfolio
- Teaching Statement
- Transcripts
- Writing Sample

Recruiter documents

- Mail matcher document
- Other - Recruiter

Print options

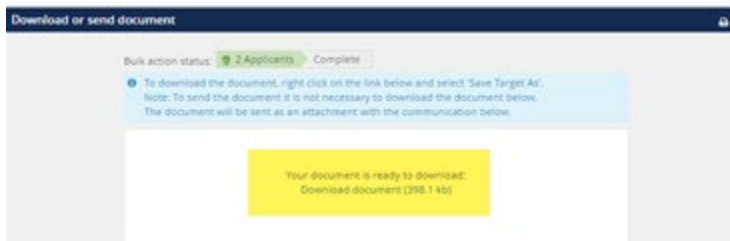
- Format for double-sided printing

[Create PDF](#) [Cancel](#)

Click "Create PDF"



Once your download is complete, click on "Download Document" to retrieve a PDF of all the applications, cover letter, resumes, and supporting application documents



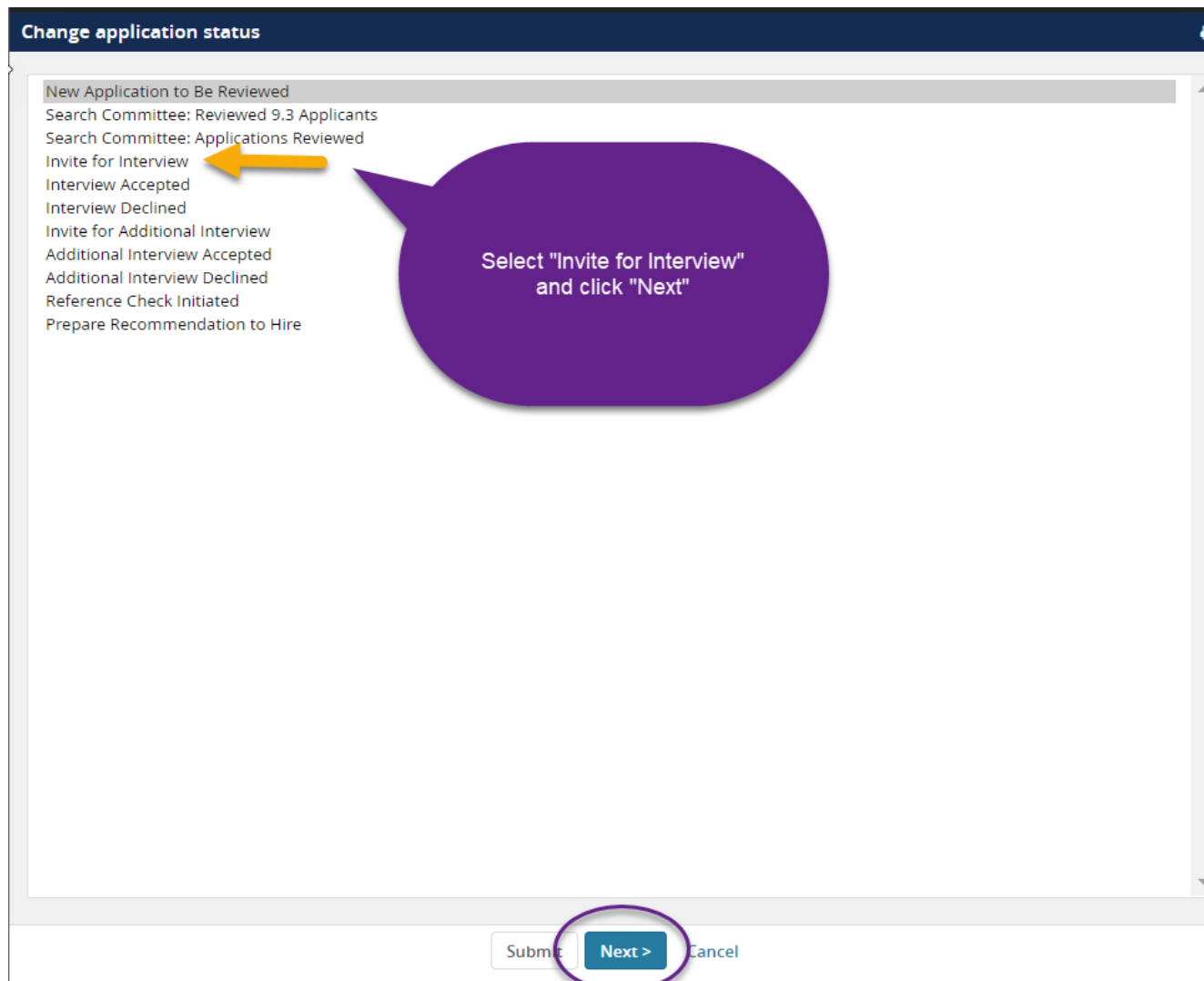
** Please note, this action is only done to obtain the document that compiles all application documents together. If you wish to use the email through PageUp to send out to your search committee members, you may, but they should have access to this function to download. If a file is too big, you will not be able to send the document out through PageUp**

** Please note, you may also use PageUp to provide feedback on the applications, however we recommend you use your department's internal matrix in determining who you would like to move to the next step in the recruitment process**

When you are ready to invite a candidate for interview, click on the "Status" of the applicant:

Search		Results	
<input checked="" type="checkbox"/> All	Submitted	Status	Applicant No
<input type="checkbox"/>		Incomplete	116979
<input type="checkbox"/>	May 1, 2021	New Application to Be R	111889
<input type="checkbox"/>	May 18, 2021	New Application to Be R	117105
<input type="checkbox"/>		Incomplete	118622
<input type="checkbox"/>		Incomplete	111582
<input type="checkbox"/>	May 25, 2021	New Application to Be R	119233
<input type="checkbox"/>	May 24, 2021	New Application to Be R	118787
<input type="checkbox"/>	Apr 30, 2021	New Application to Be R	111462

A "Change Application Status" list will pop up



Edit your email message to send to the candidate inviting them to an interview with the proposed days and times

The screenshot shows an email editor interface. At the top, there is a header bar with "E-mail: Applicant:" and radio buttons for "Yes" and "No". Below this, the "From:" field contains "thunhid@sfsu.edu" and the "Subject:" field contains "SFSU Interview Invitation". A purple callout bubble points to the "From:" field with the text "This is your email address".

The "Message:" section features a rich text editor toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list, numbered list, indent, and outdent. A purple callout bubble points to the toolbar with the text "**DO NOT REMOVE**".

Below the toolbar is a blue header for "SAN FRANCISCO STATE UNIVERSITY" with the university logo to its left. A red oval highlights this header. A purple callout bubble points to the header with the text "You can edit this message to send to the candidate inviting them to an interview with proposed days and times".

The main body of the email is highlighted in yellow and contains the following text:
Dear Nestle Tollhouse,
I would like to invite you to attend an interview for the position of Papa Fa... 40.
Please let me know which of the following options you prefer. I will send you a calendar invitation and confirmation once I receive your reply.
[date1/time1]
[date2/time2]
If the date or time of the interview is inconvenient, please contact me by phone XXX-XXX-XXXX or email (email) to arrange another appointment.
Sincerely,
INSERT YOUR NAME AND TITLE HERE
San Francisco State University

Update job status from Offer to Interviewing: Yes No

Move now

Cancel

Once you have heard back from your candidate, move them to the "Interview Accepted" applicant status

The screenshot shows a software interface window titled "Change application status". At the top left of the window is the title "Change application status" and a close button icon. Below the title is a scrollable list of application status options:

- New Application to Be Reviewed
- Search Committee: Reviewed 9.3 Applicants
- Search Committee: Applications Reviewed
- Invite for Interview
- Interview Accepted
- Interview Declined
- Invite for Additional Interview
- Additional Interview Accepted
- Additional Interview Declined
- Reference Check Initiated
- Prepare Recommendation to Hire

A yellow arrow points to the "Interview Accepted" option. A purple speech bubble next to it contains the text: "Once you hear back from your candidate, move them to the 'Interview Accepted' Application Status". At the bottom of the window, there are three buttons: "Submit", "Next >", and "Cancel". The "Next >" button is circled in purple.

Edit your email message to send to the candidate with information regarding the interview:

Confirm status change


E-mail: Applicant: Yes No

From:* This is your email address

Subject:*

Message:

B I U S **☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷** Form ****DO NOT REMOVE**** **☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷** **I x** <

 **SAN FRANCISCO STATE UNIVERSITY** You can edit this message to send to the candidate with information regarding the interview

Dear Nestle Tollhouse,

[INSERT YOUR INFORMATION HERE REGARDING INTERVIEW LOCATION AND PARKING]

This email serves as confirmation for your on-campus interview scheduled for, (date). Please park in (Lot #) which is located (location). Please purchase a daily parking permit from any kiosk within our campus parking lot(s) upon arrival.

The interview location is:

Administration Building
1600 Holloway Ave, 2nd Floor, ADM 252
San Francisco, CA 94132

Public parking is available in Lot 20 and Lot 25. Daily parking permits are available in Lot 20. Please note that exact change is required; machines do not give change. Pay station will accept \$1, \$5, and \$10 bills as well as credit/debit cards. Below is a link to the campus map to help you navigate around campus:

http://parking.sfsu.edu/sites/sites7.sfsu.edu.parking/files/maps/614_color_map_PARKING.pdf

Move now Cancel

** Once interviews have been conducted, PageUp can be used to send references the online reference check form. Email correspondence is sent out allowing each of their references 3 days to provide a response. If you wish to complete Reference Checks for a candidate sooner, you may directly contact the candidate's reference, and refer to the reference check template to complete the Reference Check.

Click on "Reference Check Initiated"

Change application status

- New Application to Be Reviewed
- Search Committee: Reviewed 9.3 Applicants
- Search Committee: Applications Reviewed
- Invite for Interview
- Interview Accepted
- Interview Declined
- Invite for Additional Interview
- Additional Interview Accepted
- Additional Interview Declined
- Reference Check Initiated
- Prepare Recommendation to Hire
- Employment Services: Prepare Offer to Extend
- Offer Extended
- Offer Accepted
- Offer Accepted Form Complete
- Background Check Initiated
- Hired
- Offer Declined
- Offer Rescinded
- New Employee Orientation
- Job Closing Communication
- Submitted
- Removed
- Applicant Withdrawn
- Incomplete
- Ineligible
- Recruitment Cancelled

Submit Next-> Cancel

Confirm status change

You are about to move Revlon Lipstick to a different status:


From status: New Application to Be Reviewed
To status: Reference Check Initiated

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* tmcs@sfsu.edu
Subject:* SFSU Reference Check

Message:



Dear Revlon Lipstick

At this step of the recruitment process we will begin conducting Reference Checks. You may wish to inform your references that they will be contacted. [Your name here] contact us if you have any questions.

Sincerely,

[INSERT ADMIN SUPPORT NAME HERE]

This email is sent out to the references that the applicant provided at time of application

Your name here

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

[Empty text area]

Update job status from Offer to Reference checking: Yes No

Move now Cancel

Change the radio button to "Yes"

** Once you have selected a candidate to hire and reference checks have been sent out and completed, please notify your recruitment support to initiate the offer card process.