



Recruitment: Dispositioning Applicants (Changing Applicant Statuses)

This guide is intended to demonstrate the Search Chair process for changing the status of applicants.

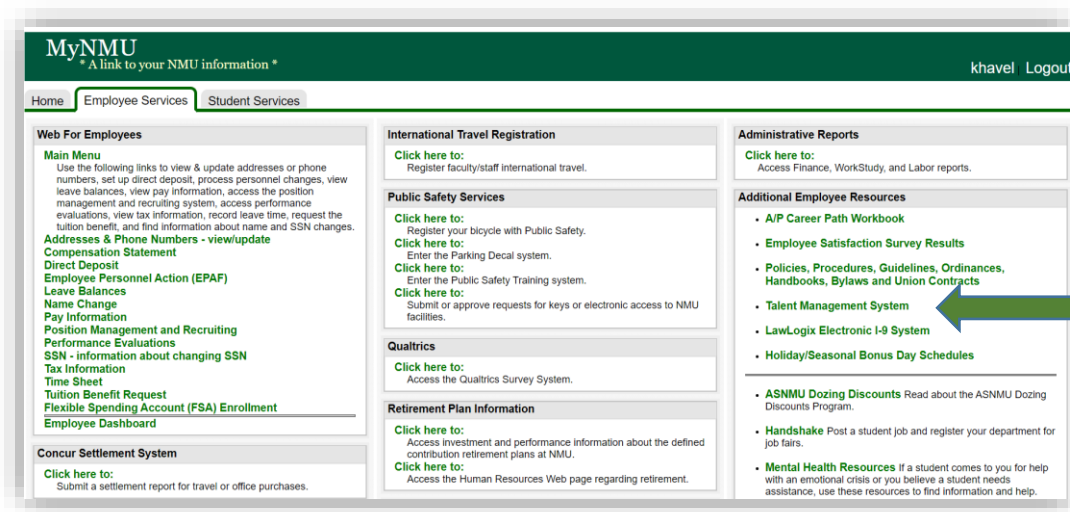
Logging into PageUp

1. Access the PageUp login screen one of two ways:

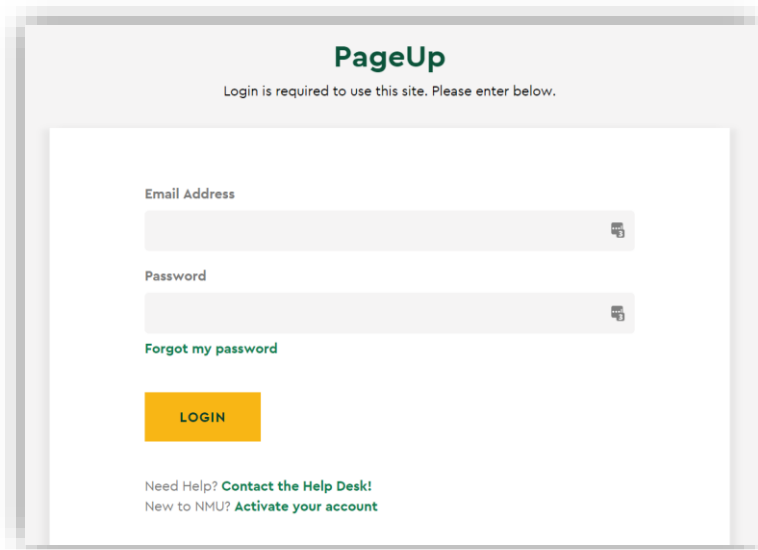
Direct access at <https://nmu.pageuppeople.com>

OR

Under the **Employee Services** tab in MyNMU, click **Talent Management System** in the **Additional Employee Resources** section.



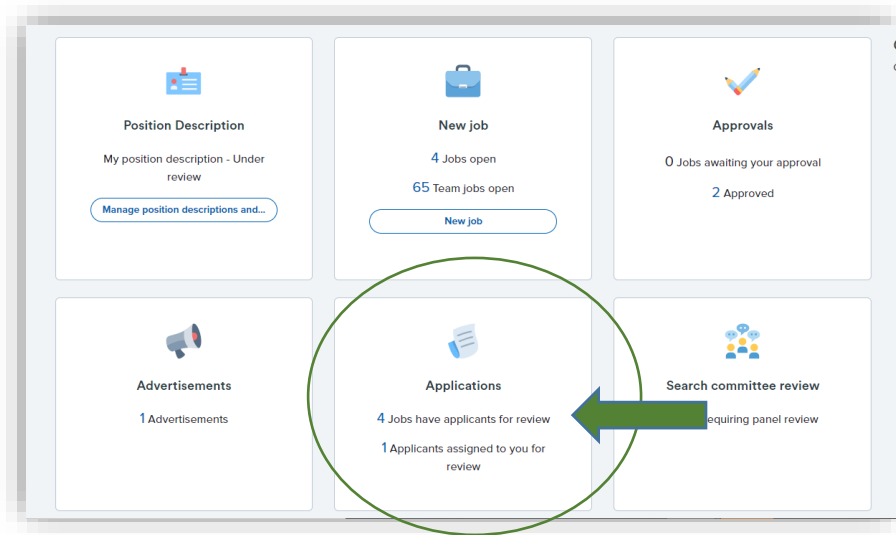
2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.



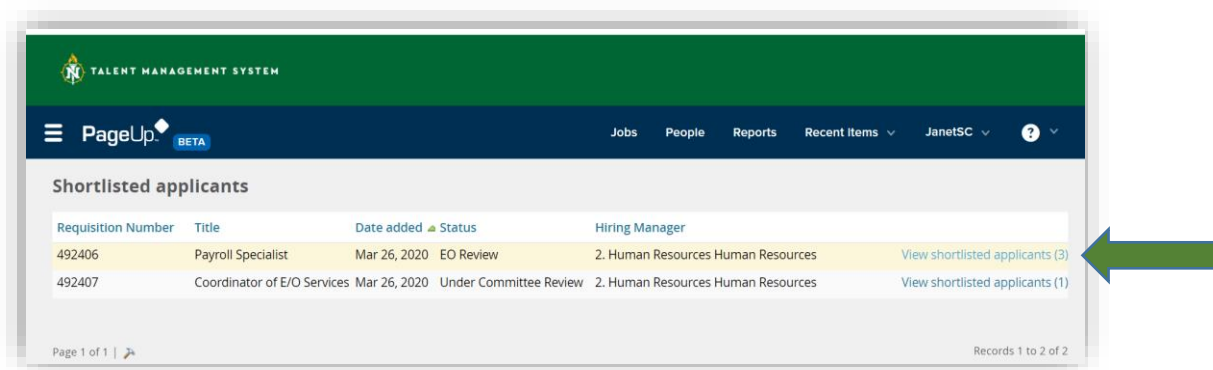
3. My Dashboard will display with navigational tiles/boxes.

Accessing Shortlisted Applicants

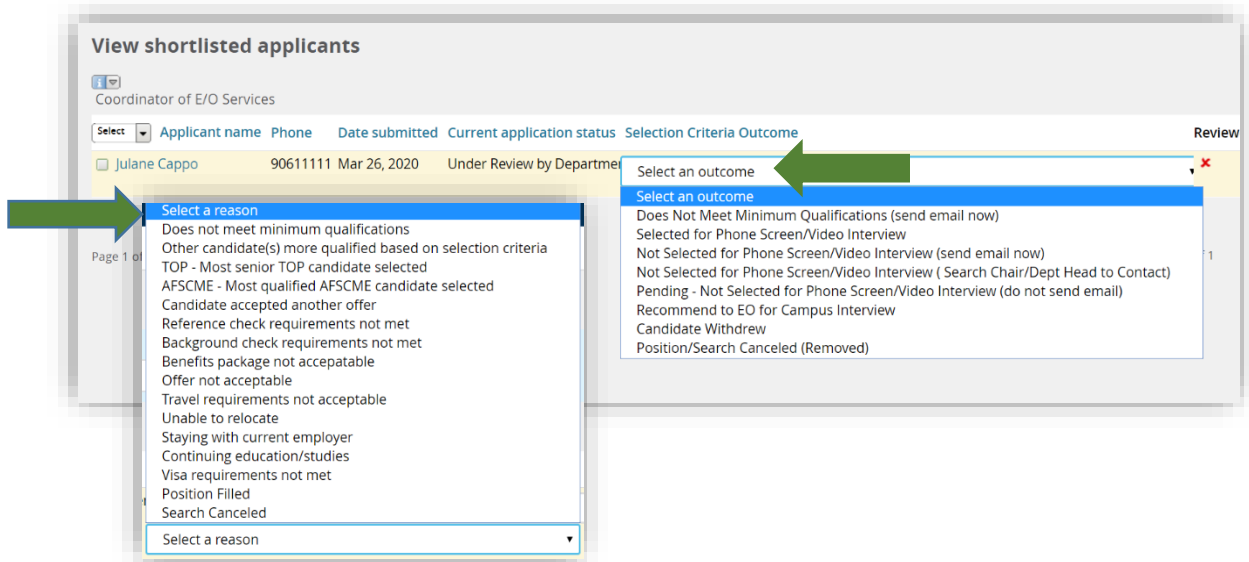
1. Click **Jobs have applicants for review** in the Applications tile



2. Click **shortlisted applicants** next to the appropriate posting.



3. On the **View shortlisted applicants** page, select the appropriate outcome for each applicant from the dropdown menus. **If an applicant is no longer under consideration, select the reason from the drop down as well.**



4. Continue this process with all applicants
5. Sign out of PageUp by selecting your name in the blue banner at the top of your screen. Select Logout.

