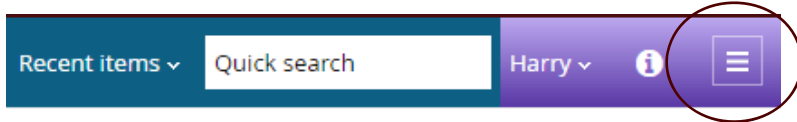


# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

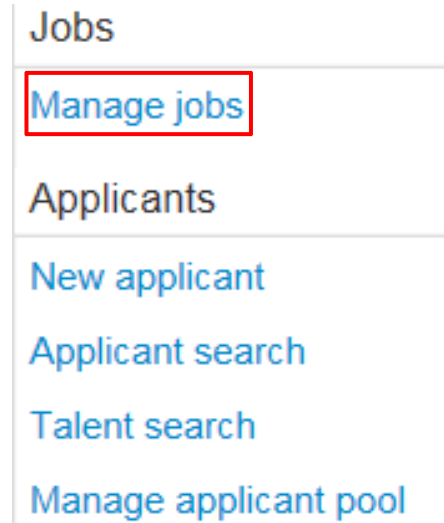
## CREATE CAMPAIGN AND ASSIGNING APPLICANTS

### Creating a Campaign:

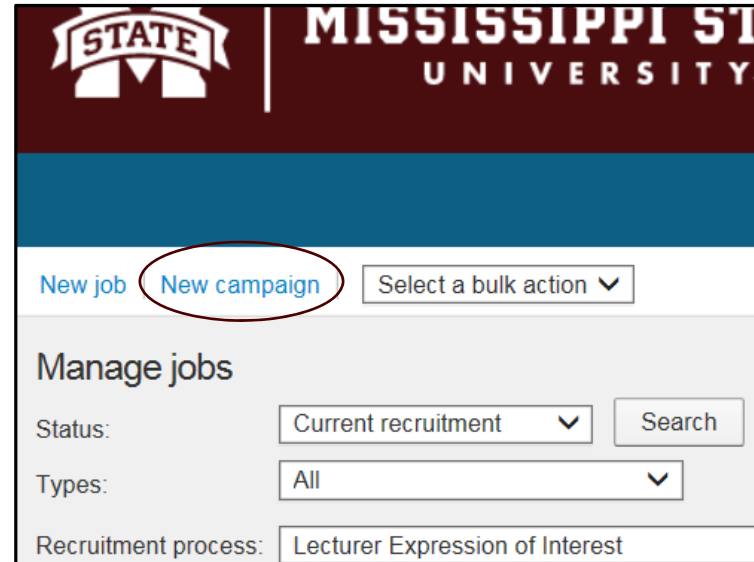
Select the PageUp Menu icon  in the upper right corner of the screen.



Choose Manage Jobs options from the PageUp menu panel.



Choose New Campaign



Complete the Campaign info page.

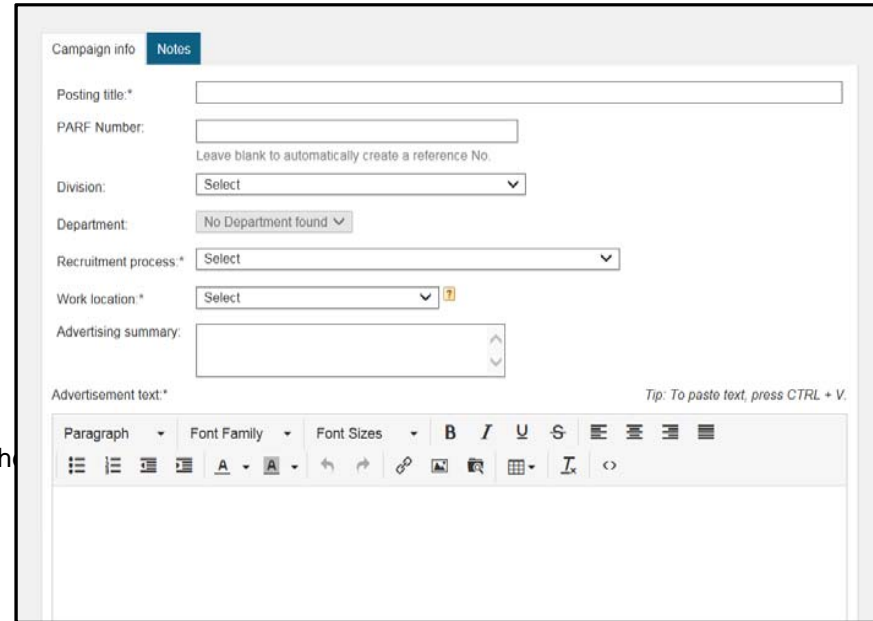
# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## CREATE CAMPAIGN AND ASSIGNING APPLICANTS

- **Posting title:** Title should be Lecturer. Additional text can be added as appropriate.
- **PARF Number:** Leave blank
- **Division:** Select the appropriate division.
- **Department:** Leave blank
- **Recruitment process:** Select Lecturer Expression of Interest
- **Advertising Summary:** This will be the text from the position function. Should be 1 – 5 sentences in length and serve to grab the applicant's attention.
- **Advertising test:** Will be visible to applicants in the details of the

**Approvals:** No approvals are available for campaigns.

Please contact your HR Generalist to source the position on the website.



The screenshot shows the 'Campaign info' form with the following fields and options:

- Posting title\*:** Text input field.
- PARF Number:** Text input field with a note: "Leave blank to automatically create a reference No."
- Division:** Dropdown menu with "Select" as the current value.
- Department:** Dropdown menu with "No Department found" as the current value.
- Recruitment process\*:** Dropdown menu with "Select" as the current value.
- Work location\*:** Dropdown menu with "Select" as the current value.
- Advertising summary:** Text area with a vertical scrollbar.
- Advertisement text\*:** Rich text editor with a toolbar containing options for Paragraph, Font Family, Font Sizes, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Link color, and Source code (<>).

A tip at the bottom right of the form reads: "Tip: To paste text, press CTRL + V."

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

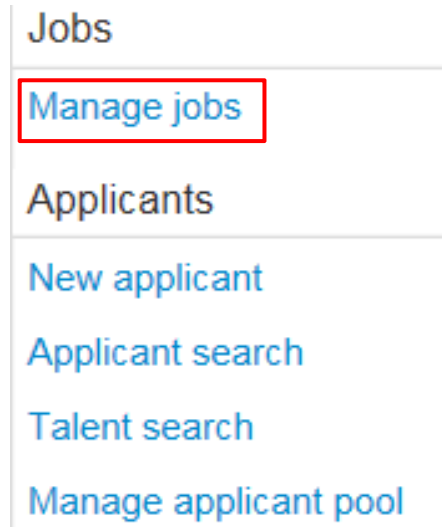
## CREATE CAMPAIGN AND ASSIGNING APPLICANTS

### Locating Applicant Pool

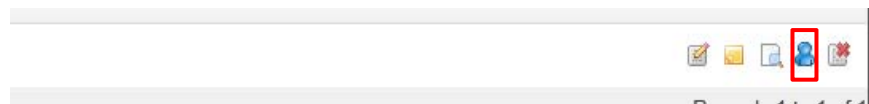
Applicant pools may be located through particular PageUp menu links.

After logging into the PageUp system, click the PageUp menu icon in the upper right corner, Click the Manage Jobs link.

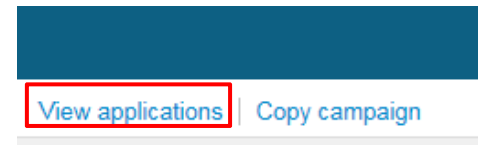
**Note:** Those who are listed as a Hiring Coordinator for a PARF can view specific PARFs and campaigns via the My jobs.



This will display all the job requisitions created by this hiring coordinator. Select the Applications icon on the desired job requisition.

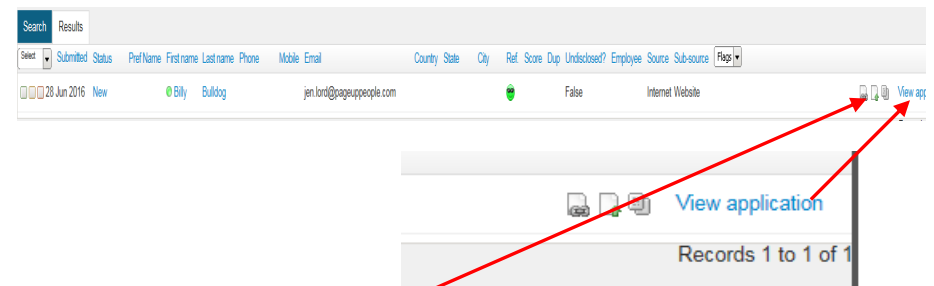


Or, you can click the View applications link in the upper, left corner of the screen within the campaign requisition. This will display the applications currently received for this particular job requisition.



All applicants who express interest will appear in the list. You can sort the applicants by column header, if desired.

Review and/or download applicant resumes, view answers to any posed questions and view applicants as desired.



Can click on "View Answers" to see application, CV, cover letter, or additional documents.

Clicking the view application will display the applicant card with contains contact information, a link to the application form, and any documents the applicant attached (i.e., resume or cover letter). The history section will display any activities, application submissions, documents, notes, etc.

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## CREATE CAMPAIGN AND ASSIGNING APPLICANTS

The screenshot shows the profile of an applicant named 'Billy Bulldog'. A red box highlights the contact information fields: Address, E-mail (jen.lord@pageuppeople.com), Original source (none), Profile, Phone Number (1063), and Flags. Below this, the 'Applications' section shows a table with one entry for 'Lecturer - Meridian Division of Education' with a status of 'New' and a submission date of '28 Jun 2016'. A red box highlights the 'Bulk assign' button in the bulk actions menu. The 'History' section shows a log of events, including 'Application approved' by 'grgs' on 'Yesterday, 12:00pm'.

### Assigning an Applicant(s)

Applicants may be assigned to other users for review. All applicants assigned will be recorded in the history section of the applicant card.

Click on the specific applicant(s) that you would like to assign.

The screenshot shows a list of applicants for the position 'Lecturer - Meridian Division of Education (492526)'. A red box highlights the selection checkboxes for the first applicant, 'jen.lord@pageuppeople.com', who was submitted on '28 Jun 2016' and has a status of 'New'. The applicant's name is listed as 'Billy Bulldog'.

Select "Bulk assign" from the bulk action drop down menu.

The screenshot shows the bulk action dropdown menu for the applicant list. The menu is titled 'Select a bulk action' and contains the following options: Bulk apply, Bulk assign (highlighted with a red box), Bulk communicate, Bulk compile and send, Bulk export, Bulk invite to apply, and Bulk move.

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## CREATE CAMPAIGN AND ASSIGNING APPLICANTS

Applicant can be assigned to other users by clicking on the binoculars and search for the employee name in the system (see next page). Then click Okay at the bottom.

The screenshot shows the 'Bulk assign' interface. At the top, it says 'Bulk action status: 1 Applicant Complete'. Below that, it says 'You are about to assign 1 application'. The main instruction is 'Please select a user to assign this application to:'. There is a search box labeled 'User\*' with a binoculars icon to its right, which is highlighted with a red box. Below the search box, it says 'No user selected.'. Below the search box, there is a section for 'Email assigned user:' with radio buttons for 'Yes' and 'No'. The 'Subject' is 'Assigned application(s) for review'. The 'Body' is a template email starting with 'Dear {USERFIRSTNAME}, I would appreciate your feedback on application(s) for the position of {JOBTITLE} - Job Number: {JOBNO}.' and ending with 'Kind regards, {JOBOWNERFIRSTNAME} {JOBOWNERLASTNAME} {JOBOWNERPOSITION}'.

The screenshot shows a search dialog box. At the top, it says 'No users were found based on your criteria, please select a user below:'. There are input fields for 'First name:', 'Last name:', and 'E-mail:'. A 'Search' button is to the right of the 'E-mail' field. Below the input fields, there is a table with columns 'First name', 'Last name', and 'E-mail', all of which are highlighted with a red box. Below the table, it says '0 user selected.'. At the bottom, there are 'Okay' and 'Cancel' buttons, with the 'Okay' button highlighted by a red box.

The person who was assigned the applicants will receive a notification email asking them to login into the system to review applicant(s) assigned to them.

From the login screen, the user assigned the applicants will see the following to view applicants assigned.

The screenshot shows a user dashboard for 'Welcome Joe'. It has several sections: 'APPROVALS' with '0 - jobs awaiting your approval'; 'SEARCH COMMITTEE REVIEW' with '1 - jobs requiring search committee review'; 'APPLICATIONS' with '0 - jobs have applicants for review' and '1 - applicants assigned to you for review' (the latter is highlighted with a red box); and 'OFFERS' with '0 - offers awaiting your approval', '0 - new hires', and '0 - new hire tasks'. A red arrow points from the '1 - applicants assigned to you for review' text to the 'APPLICATIONS' section.

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## CREATE CAMPAIGN AND ASSIGNING APPLICANTS

Job number	Classification title	Status	Clear	Search				
432526	Lecturer - Meridian Division of Education	Billy Bullock	29 Jun 2016	Harry Hise	Approved	29 Jun 2016	Notes	View application
432526	Lecturer - Meridian Division of Education	Billy Bullock	29 Jun 2016	Harry Hise	Assigned	29 Jun 2016	Notes	View application

By clicking on View application above, the user will be able to view the applicant card which contains contact information, a link to the application form, and any documents the applicant attached (i.e., resume or cover letter). The history section will display any activities, application submissions, documents, notes, etc.

You are viewing this applicant's application for role job Lecturer - Meridian Division of Education. Entry information relates to this application on the system.

This applicant has an application (Lecturer - Meridian Division of Education) that has been assigned to you for approval. Click the button below to approve or decline this application.

Approve or decline

Address

E-mail	jen.ford@agapepeople.com	Phone	Number: 1063
Original source	none	Flags	
Profile			

Profile complete now

Applications

Lecturer - Meridian Division of Education	New	No offer	Flags	View Resume
#432526: HH	Submitted: 29 Jun 2016 via Careers website	Status changed: 29 Jun 2016		

History

Date & time	Item	Cancel
Today, 11:56am	Assigned to Juli Rester, Status: Assigned	Cancel
Today, 11:56am	Assigned to Joe Farris, Status: Assigned	Cancel
Yesterday, 12:00pm	Application approved. Comments: signed	Edit Delete
Yesterday, 11:57am	Assigned to Joe Farris, Status: Approved	Cancel
Yesterday, 11:43am	Applied to 'Lecturer - Meridian Division of Education' by Juli Rester (bulk apply)	

< Previous Done 100%