

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGE AND REVIEWING APPLICANTS

### MANAGE JOBS:

Select **“Manage Jobs”** from the **“Hamburger View”** all requisitions to which you are assigned.



to view the status of a job posting. From the **“Manage Jobs”** view, you can see

You can view by a status or you can go a step further and search by a specific criteria.

The screenshot shows the 'Manage Jobs' interface. At the top, there are filters for 'Status' (set to 'All') and 'Types' (set to 'All'). Below the filters is a table of requisitions. A dropdown menu is open, showing various status options: Approved, Current recruitment, Non current recruitment, All, Testing, Draft, Pending approval, **Approved** (highlighted), Declined, Shortlisting, Reference checking, Offer, Filled, On hold, and Withdrawn. A callout box points to the dropdown menu with the text: 'Select a status from the dropdown box'. Another callout box points to the 'Offer' status in the table with the text: 'Current Requisition Status'. A third callout box points to a green checkmark in the table with the text: 'Requisitions with a green check mark are currently live postings on the MSU Job Site'.

PARF No.	Date created	User	Title	Division	Department	Status	Site	Interviewing	Coordinator	Sourced
new	Sep 19, 2016	LR	Intermittent Worker	Student Affairs - STA	411505 - Sanderson Center	Filled			lins	×
9797	Oct 12, 2016	SEG	Athletic Academic Proctor (Pool)	Academic Affairs - AAA	300601 - The Dept of Ath Acad Supp Serv	Filled			Culloch	×
9796	Oct 6, 2016	SEG	Athletic Academic Tutor (Pool)	Academic Affairs - AAA	300601 - The Dept of Ath Acad Supp Serv	Withdrawn			n	×
508590	Nov 21, 2024	LR	Academic Records Assistant	Academic Affairs-College of Arts and Sci	031900 - Chemistry	Offer			aldwell	✓

### Academic Records Assistant



Requisition Number: 508590  
 Type: Job  
 Pos.: 1  
 Division: Academic Affairs-College of Arts and Sciences - AAS  
 Site: Approved  
 User: Rachael Caldwell  
 Owner: Rachael Caldwell  
 Recruitment process: Support Staff

When you click the dropdown menu next to the **“i”**, the details to the left will appear. When you scroll over some of the text, your cursor will change to the hand cursor symbol and you can select the text as a link.

### Applications

[View all applications](#)

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On the far right side of the requisition details, you will see the following links



Edit



Notes



Preview



Job Cost



Applications



Close Job



When you click on applications it takes you the **manage applications** screen. To review an applicant click on the **applicant's name**.

Applicant name	Flags	Application status	Screening activities	Score	Documents	Comments	Actions
NOV 21 2024 <b>Melinda Manager</b> Bulldogville Test1@pageuppeople.com		New			<a href="#">Resume</a> <a href="#">Form</a> <a href="#">Cover letter</a>	<input type="text" value="Add comment"/>	<input type="button" value="Progress"/> <input type="button" value="Decline"/>
NOV 21 2024 <b>Fakey McFake</b> Starkville rebeccay@pageuppeople.cm		New			<a href="#">Resume</a> <a href="#">Form</a> <a href="#">Cover letter</a>	<input type="text" value="Add comment"/>	<input type="button" value="Progress"/> <input type="button" value="Decline"/>

**Resume**

View Resume

**Form**

View Answers-Application

**Cover letter**

View Cover Letter



These icons allow you to move the applicant further into the review and offer process. The **“Progress”** button will allow you to move the candidate forward in the process towards an interview and offer. The **“Decline”** button will stop the applicant where they are and can be used for applicants you would like to disposition.

This list of applicant documents is located on the right side of the status bar.

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The applicant card for that individual will then appear.

PageUp. BETA

### Academic Records Assistant

Job no.: 508590 • Created: 21 Nov 2024 • Status: Shortlisting • Owner: Rachael Caldwell

Filters  All

	Applicant name	Flags	Applica
NOV 21 2024	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">◇◇◇</div> <div> <p><b>Melinda Manager</b></p> <p>Bulldogville</p> <p>Test1@pageuppeople.com</p> </div> </div>	👤	New
NOV 21 2024	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">◇◇◇</div> <div> <p><b>Fakey McFake</b></p> <p>Starkville</p> <p>rebeccay@pageuppeople.cm</p> </div> </div>	👤	New

1 - 2 results out of 2

### Mrs Melinda Manager ●

[View profile](#) [Add flags](#) 🖨️ Actions

Address	123 Sunny Lane Bulldogville, Mississippi 39762, United States	Phone	-
Email	<a href="mailto:Test1@pageuppeople.com">Test1@pageuppeople.com</a>	Number	101932
Original source	<a href="#">MSU Careers Site</a>	Linked Employee	<a href="#">Modify</a>
Unsubscribed from proactive comms	<input checked="" type="checkbox"/> Yes		

Applications
History
Scheduled emails
CRM
Resume

**508590 - Academic Records Assistant** Add comment ⋮

Date submitted	Applied via	Status changed Nov 21, 2024	Offer
Nov 21, 2024	<a href="#">MSU Careers Site</a>	<b>New</b>	<b>No offer</b>
Resume	Form	<a href="#">Add flags</a>	
<a href="#">View</a>	<a href="#">View</a>		

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The applicant card contains personal/contact information, positions applied to, and applicant history. The **“Personal Information Section”** includes phone, email, etc.

The **“Application Information Section”** includes the application, resume/CV, and the application status.

The screenshot displays the following information:

- Applicant Profile:** Mrs Melinda Manager. Includes fields for Address (123 Sunny Lane, Bulldogville, Mississippi 39762, United States), Email (Test1@pageuppeople.com), Original source (MSU Careers Site), and Unsubscribed from proactive comms (Yes).
- Application Information:** Position 508590 - Academic Records Assistant. Includes Date submitted (Nov 21, 2024), Applied via (MSU Careers Site), Status changed (Nov 21, 2024), and Offer (No offer).
- Buttons:** View profile, Add flags, Add comment, and a three-dot menu.

**“...” Dropdown List:**

- Add activity
- Add document
- Add document from file
- Add note
- Assign application
- Update Form
- Change Ranking
- Communicate

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The “**Application Information Section**” will include all positions (that you have access to) that this applicant has applied to. (i.e. if the applicant applied to three other position within your department, you will see all three positions in this section). The “**Applicant History Section**” shows the history of actions for the applicant.

The screenshot displays the 'Applicant History' section for a user named Rachael Caldwell. The interface includes navigation tabs for 'Applications', 'History' (which is selected), 'Scheduled emails', 'CRM', and 'Resume'. Below these tabs, there are two dropdown menus for 'Job' and 'Item', both currently set to 'All'. The main content area shows a vertical timeline of three actions:

- Note:** Performed at 10:22am today. The status was changed to 'Offer Step 2 - Make Online Offer (Offer)' by Rachael Caldwell. Includes 'Edit' and 'Delete' links.
- Document:** Performed at 10:21am today. A document titled 'Offer Final: Offer Letter Final\_Manager.rtf' (10900kb) was uploaded. Includes 'View PDF' and 'Delete' links.
- Offer made:** Performed at 10:21am today. The offer was made. Includes 'Edit' and 'Delete' links.

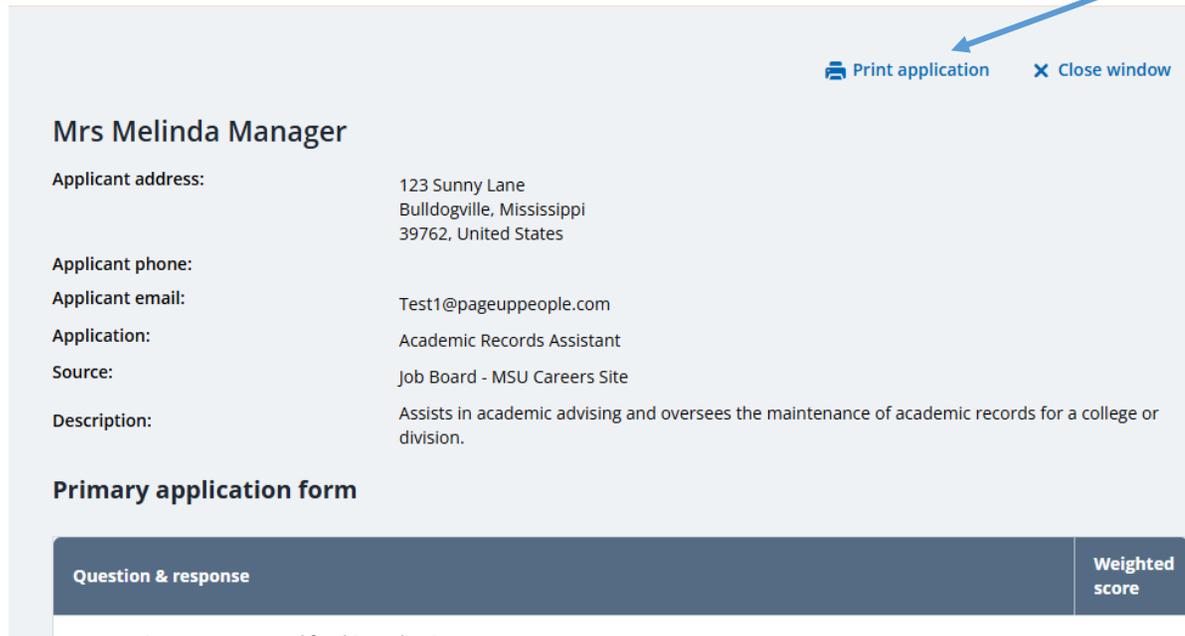
# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGE AND REVIEWING APPLICANTS

### REVIEWING APPLICANTS

## Form

Click on the application link to view the applicant details. The application will then open on your screen for you to review. As you scroll through the application, you will notice that the resume and other attachments follow the application. There is an option to **print the application** at the top of the screen.



Mrs Melinda Manager

Applicant address: 123 Sunny Lane  
Bulldogville, Mississippi  
39762, United States

Applicant phone:

Applicant email: Test1@pageuppeople.com

Application: Academic Records Assistant

Source: Job Board - MSU Careers Site

Description: Assists in academic advising and oversees the maintenance of academic records for a college or division.

**Primary application form**

Question & response	Weighted score
No questions were answered for this application.	

Once you have reviewed the application, close the window. You will return to the applicant card. You can continue reviewing the applicants from the applicant card. At the **bottom of the applicant card**, you can move forward to the next candidate by selecting **"Next" arrow**.



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## MANAGE AND REVIEWING APPLICANTS

You will also see three boxes on the applicant card and on the manage applicant screen.

### Applicant Card



### Manage Applicant Screen

Applicant name

NOV 21 2024  
Melinda Manager  
Bulldogville  
Test1@pageuppeople.com

NOV 21 2024  
Fakey McFake  
Starkville  
rebeccay@pageuppeople.cm

As you review applicants, the three boxes can be used to sort the applicants. The first (green) box could be used for candidates that you would like to move forward with; the second (orange) box could be used for ones that you may consider an could be moved to a hold for further review status and the third (red) box could be used for candidates that you would not consider for hire. Once you have screened through all of the candidates you can do a bulk move to change the applicant status. **(Please note that if you leave this screen it will not save the boxes that you have checked.)**

At the bottom of the screen, select **“Bulk Move and Send”** from the dropdown list. **Only use the bulk move option if you are moving more than one applicant to the same status. NEVER USE THE BULK MOVE AND SEND TO MOVE AN APPLICANT TO PREPARE OFFER OR MAKE ONLINE OFFER.**

Academic Records Assistant

Job no.: 508590 • Created: 21 Nov 2024 • Status: Offer • Owner: Rachael Caldwell

Filters: I'm looking for... All

Applicant name	Flags	Application status	Screening activities	Score	Documents	Comments
NOV 21 2024 Melinda Manager Bulldogville Test1@pageuppeople.com		Offer Step 2 - Make Online Offer (Offer)			Resume Cover letter	Add com
NOV 21 2024 Fakey McFake Starkville rebeccay@pageuppeople.cm		Under Review for Position (Screening)			Resume Cover letter	Add com

1 - 2 results out of 2

- Bulk assign
- Bulk document merge
- Bulk export
- Bulk invite to apply
- Bulk move and send**
- Bulk reference check
- Bulk send
- Bulk task/reminder

1 selected | 0 selected | 0 selected | Bulk Actions

When selecting the “Bulk Move and Send” option, the first window that will open will be the “Send” window. If you are only wanting to move the applicants, this window can be closed. After closing the “Send” window, the “Move” window will be the next to open. Make sure the statement listed under “Bulk Action Status” states, “You have requested to **move** x applicant.”

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## MANAGE AND REVIEWING APPLICANTS

This will take you through all three of the boxes (green, orange, and red) so that you can move these applicants to another status. (Please note, if you leave the screen it will not save the boxes that you have checked.)

Bulk action status: 1 Applicant Complete  
You have requested to move one applicant.  
Select a status to move this applicant to:  
Application status: Select

- Select
- Withdrawn
- Offer Declined
- Application Incomplete
- Submitted
- New
- Under Review for Position (Screening)
- Offer Step 1 - Prepare Offer (Offer)
- Offer Step 2 - Make Online Offer (Offer)
- Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)
- Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)
- Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employe...
- Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any...
- Post Hire Step 1 (Option 3) - Background Check or I-9 Not Required/Hired (Final)
- Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATU...
- Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE...
- Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
- Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)
- Disposition (Option 3) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)
- Disposition (Option 4) Not Hired - Interviewed (Final)

You can also change the applicant status on the applicant card by clicking on the text displayed in the “**Application Status**” column and select a new status.

Applicant name	Flags	Application status	Screening activities
NOV 21 2024 Melinda Manager Bulldogville Test1@pageuppeople.com		Offer Step 2 - Make Online Offer (Offer)	
NOV 21 2024 Fakey McFake Starkville rebeccay@pageuppeople.cm		New	

# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## MANAGE AND REVIEWING APPLICANTS

### AVAILABLE BULK ACTIONS

- Bulk Assign Assigns applications to be viewed by other users
- Bulk Communicate Communicates with the applicants to update them on the status of position and use to view multiple applicants
- Bulk Compile and Send Selects documents and notes for a number of applicants to send as a PDF
- Bulk Export Allows users to bulk export applicant personal details and applicant forms into excel. Once the bulk export is completed, task will be created and accessible on the dashboard. After a few minutes, there will be a link to the export.
- Bulk Move Moves applicants to different application statuses

A best practice is to wait until the recruitment process is complete before making any changes to the applicant status and send any emails to the applicants.

### BULK MOVE WINDOW

Bulk action status: 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status: Select

Next > Cancel

### BULK MOVE DROPDOWN SELECTION

Bulk action status: 1 Applicant Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status: Select

- Select
- Withdrawn
- Offer Declined
- Application Incomplete
- Submitted
- New
- Under Review for Position (Screening)
- Offer Step 1 - Prepare Offer (Offer)
- Offer Step 2 - Make Online Offer (Offer)
- Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)
- Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)
- Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employe...
- Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any...
- Post Hire Step 1 (Option 3) - Background Check or I-9 Not Required/Hired (Final)
- Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATU...
- Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE...
- Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
- Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)
- Disposition (Option 3) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)
- Disposition (Option 4) Not Hired - Interviewed (Final)

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## MANAGE AND REVIEWING APPLICANTS

When you click on the status text, the window below will appear.  
Select the appropriate status and then click next at the bottom of the window.

Bulk action status: 1 Applicant Complete  
You have requested to move one applicant.  
Select a status to move this applicant to:

Application status: Select

- Select
- Withdrawn
- Offer Declined
- Application Incomplete
- Submitted
- New
- Under Review for Position (Screening)
- Offer Step 1 - Prepare Offer (Offer)
- Offer Step 2 - Make Online Offer (Offer)
- Offer Step 3 - Offer accepted (System automatic status-DO NOT CHANGE TO THIS STATUS)
- Offer Step 4 - MSU Onboarding Form Complete (System Automatic Status-DO NOT CHANGE TO THIS STATUS)
- Post Hire Step 1 (Option 1) - Request Background Check and I-9 (for all new employees and/or employe...
- Post Hire Step 1 (Option 2) - Request I-9 Only/Background Check not required (for employees with any...
- Post Hire Step 1 (Option 3) - Background Check or I-9 Not Required/Hired (Final)
- Post Hire Step 2 - Background Check/I-9 Pending (System automatic status-DO NOT CHANGE TO THIS STATU...
- Post Hire Step 3 - Background Check/I-9 Processed/Hired (Final System Automatic Status-DO NOT CHANGE...
- Disposition (Option 1) Not Hired - Did not Meet Minimum Qualifications per HRM Screening (Final)
- Disposition (Option 2) Not Hired - Did not Meet Minimum Qualifications (Final)
- Disposition (Option 3) Not Hired - Meets Minimum Qualifications/Not Interviewed (Final)
- Disposition (Option 4) Not Hired - Interviewed (Final)

Bulk action status: 1 Applicant Complete  
You have requested to move one applicant.  
Select a status to move this applicant to:

Application status: Disposition (Option 4) Not Hired - Interviewed (Final)

**Next >** Cancel

Make your selection and click **“Next”**.

Bulk action status: 1 Applicant Complete  
You have requested to move one applicant to the status "Disposition (Option 4) Not Hired - Interviewed (Final)".  
You now have the opportunity to notify this person:

Communication template: -- No template --

Email: Applicant:  Yes  No

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

Additional users from Job:  Yes  No

Status	Date	Time	Applicants affected
<input checked="" type="checkbox"/> New application			0 of 1
<input checked="" type="checkbox"/> Unsuitable - at this time	Nov 22, 2024	10:33 am	All
<input type="checkbox"/> Interview 1			All
<input type="checkbox"/> Interview 2			All
<input type="checkbox"/> Line manager review 1			All
<input type="checkbox"/> Offer accepted			All

Before you confirm your status, you have the option to send an **email** to the applicant.

To confirm the status change select **“Move Now”**.

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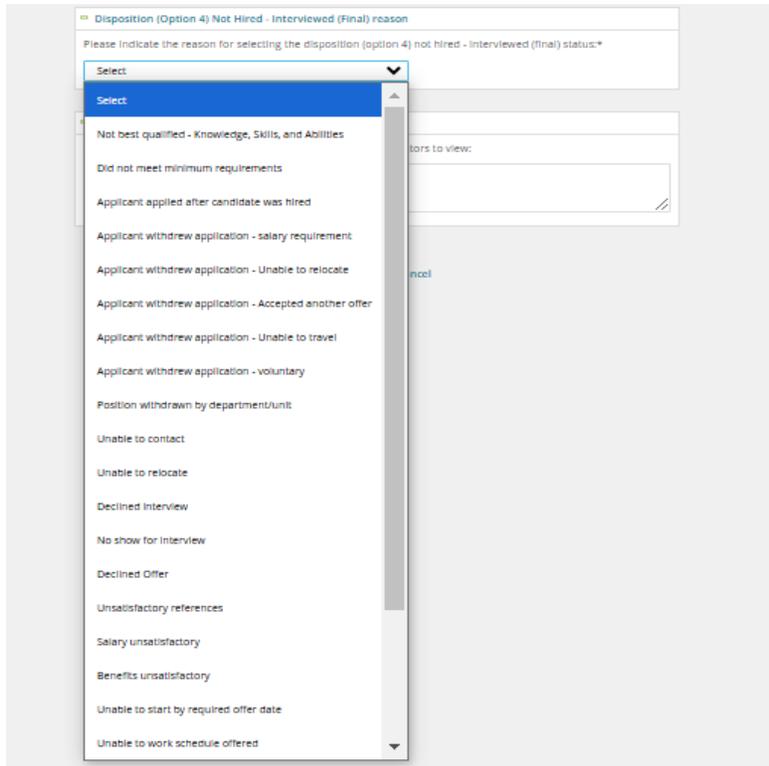
## MANAGE AND REVIEWING APPLICANTS

Mark each applicant with the appropriate status. All applicants that are “not hired” must be assigned a reason indicating why they were not selected. Applicants can be moved one-by-one or by using the bulk move option. From the change application status section select the appropriate status from the list and then select “next” from the bottom of the window. **\*\*Do not select “Save”** because this bypasses the selection of a not hired reason code. You must select a reason from the next window as to why you did not interview or hire an applicant.

You will need a reason for the following statuses:

- Did not Meet Minimum Qualifications
- Applicants Not Selected for Interview
- Applicants Interviewed/Not Hired
- Ineligible

When an applicant is moved to a different status, you have the option to send the applicant an email to update them on the status of their application. Scroll to the bottom of the confirmed status change screen and select an appropriate reason from the dropdown list as to why this applicant was not hired.



### EMAIL EXAMPLE:

#### Fakey McFake (Under Review for Position (Screening))

Confirm status change

You are about to move Fakey McFake to a different status:

From status: Under Review for Position (Screening)  
To status: Disposition (Option 4) Not Hired - Interviewed (Final)

Communication template: -- No template --

Email: Applicant:  Yes  No

From:\* rnc134@msstate.edu  
Subject:\* Position Outcome

Message: Merge fields

Dear Fakey McFake,

Thank you for taking the time to speak with us regarding your application for the position of Academic Records Assistant with Mississippi State University. After careful consideration we regret to advise you that we have selected another candidate for this position.

If you wish to pursue other employment opportunities at Mississippi State University, please visit our career page at <http://careers.pageuppeople.com/773/cw/en-us/listing> for a list of current vacancies.

Again, we are pleased that you considered Mississippi State University as a prospective employer and wish you every success in your career.

Kind Regards,  
Rachael Caldwell  
Mississippi State University

Once you have made all your selections select **“Move Now”**.