

The logo for Cal Poly Pomona is a large, stylized arrow pointing to the right. It is composed of several overlapping triangles in shades of blue, green, and yellow. The text "Cal Poly Pomona" is positioned to the left of the arrow.

CalPoly
Pomona

Faculty Recruitment and PageUp

Presented by Office of Faculty Affairs

Jill Hargis, Interim AVP for Faculty Affairs

Policy No: 1311

Recruitment & Appointment Procedures for Tenure-Line Faculty

- Policy 1311 was revised and approved by the President on 7/17/2023
- Link can be found in the Academic Manual:
https://www.cpp.edu/academic-manual/1300-1399-academic-personnel-policies/policy_1311_recruitment_appointment_procedures_tenure_line_faculty.pdf
- The policy outlines the role of various University Offices, committees and designated officials, critical tools of the recruitment and selection process, and an overview of the stages of the recruitment and selection process



CHRS Recruiting is the first piece of the Common Human Resources System (CHRS) to be implemented at all 23 campuses.

- Handles all categories of recruiting: **faculty, administrators, staff**, students
- Offers a paperless way to perform most functions within recruiting, from posting a job to onboarding new employees
- Automates workflow and integrates with the main PeopleSoft human resources system to streamline functions and increase recruitment efficiencies
- Provides valuable analytics to help campuses make informed decisions

Overview of today's presentation

1. How to access PageUp – the online Applicant Tracking System
2. How to view applicants
3. How to view resume and application documents
4. How to use bulk compile and send
5. Requesting letters of reference
6. Search Committee Chair duties
7. Search Committee Review
8. Closing out the Search

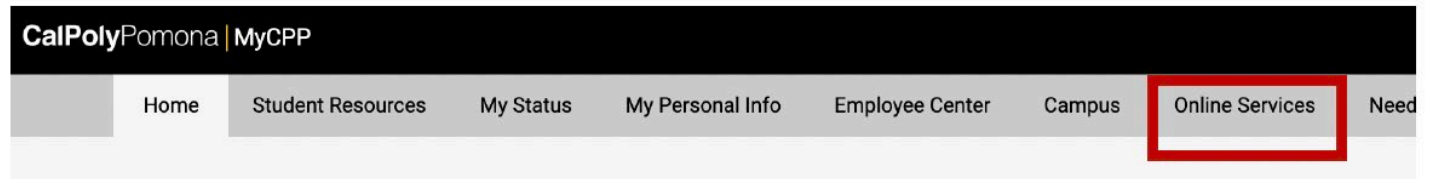
1. Accessing PageUp

1. MyCPP
2. Faculty Affairs homepage

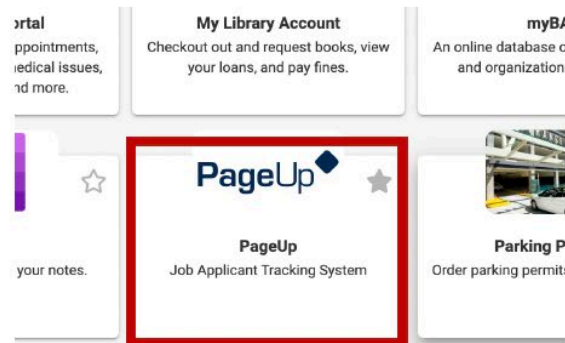
- Log In to MyCPP



- Locate the Online Services Tab



- Scroll down and Select the PageUp tile

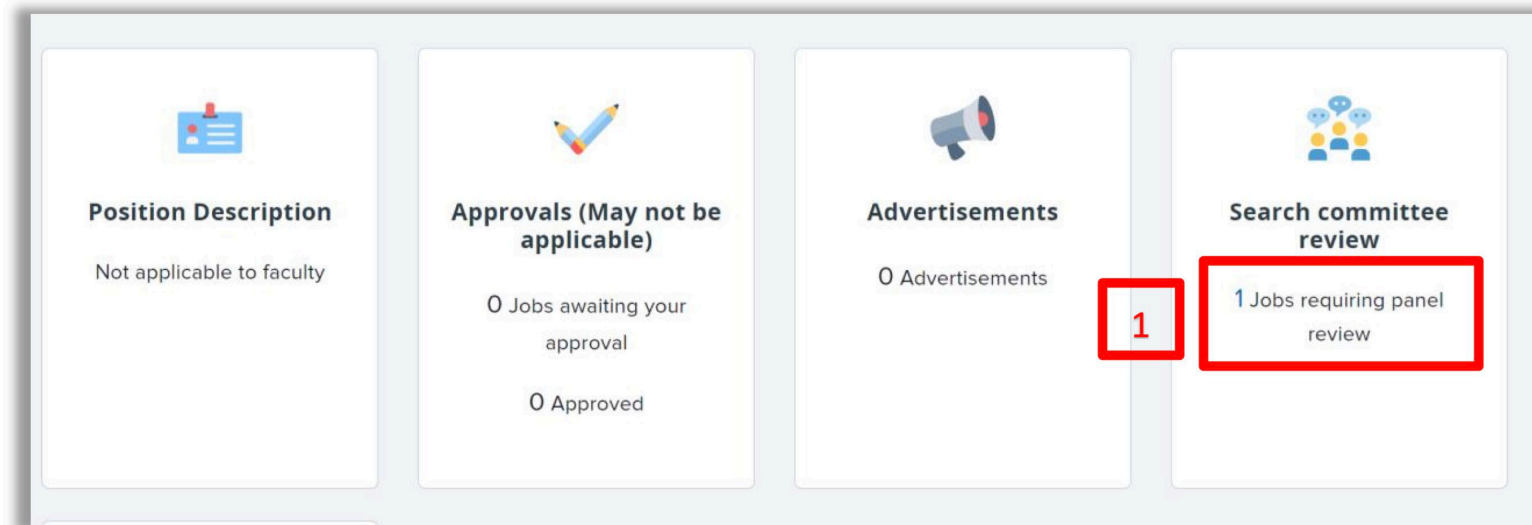


2. How to View Applicants – The PageUp: Dashboard

Once you are logged in, you will see a dashboard on your homepage. The dashboard provides quick access to various functions in PageUp that help manage applications through the recruiting and onboarding processes.

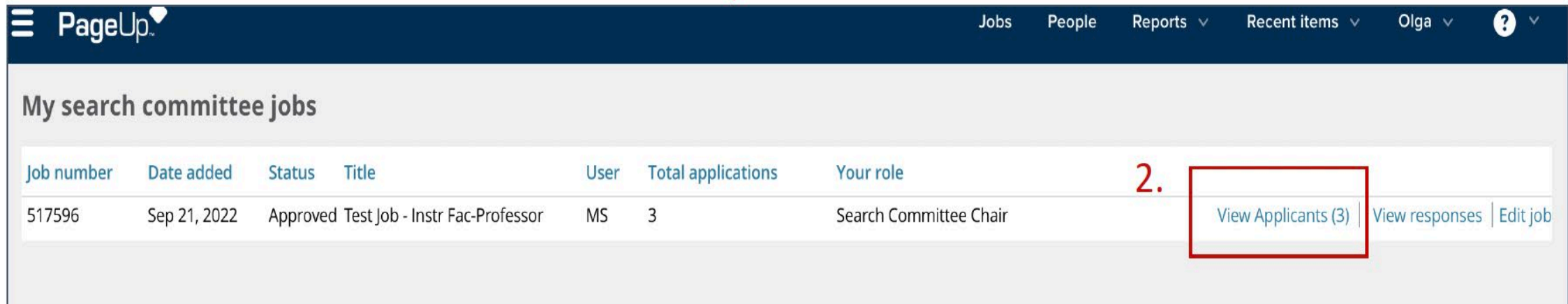
How to view applicants

1. Click the **Jobs requiring panel review** link on the dashboard



What you will see...

Click **View Applicants** on the line of the applicable job. The **View Applicants** page opens.

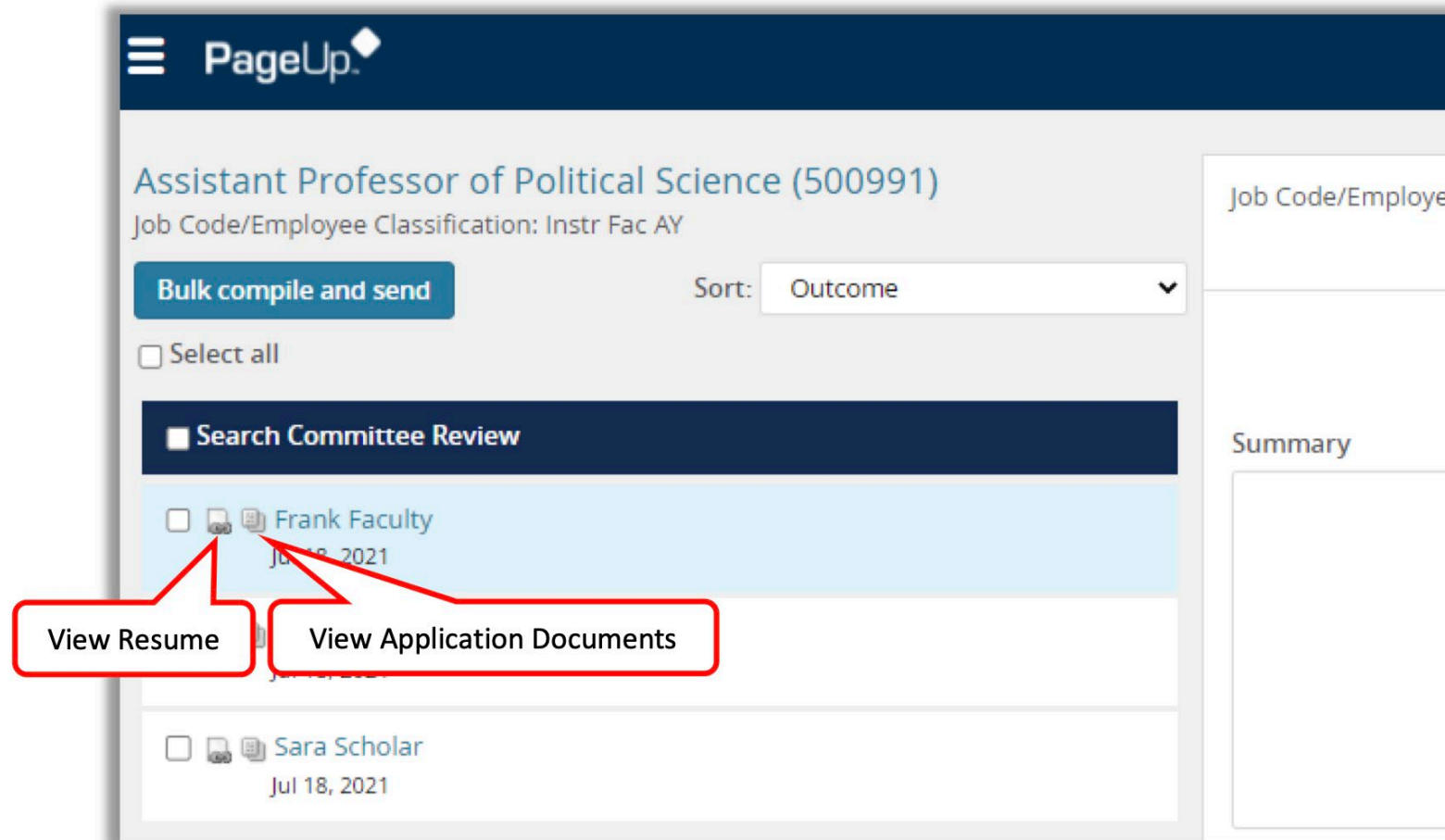


The screenshot shows the PageUp interface with a navigation bar at the top containing 'Jobs', 'People', 'Reports', 'Recent items', and 'Olga'. Below the navigation bar is a section titled 'My search committee jobs'. A table lists the following job:

Job number	Date added	Status	Title	User	Total applications	Your role	
517596	Sep 21, 2022	Approved	Test Job - Instr Fac-Professor	MS	3	Search Committee Chair	2. View Applicants (3) View responses Edit job

3. How to view resume & application documents

The **View Resume** and **View Application** documents icons are next to the applicant's name in the applicants list. Click the applicable icon to view each.



When you click on the Application Documents icon, a new window will open which shows you everything submitted by the selected applicant:

- application details
- application form
- documents uploaded

Print application Close window

Mr. Kermit Frog

Applicant address: 1234 Lily Pad Way
Pomona, California
91768, United States

Applicant phone: 1234567

Applicant e-mail: testcpp@gmail.com

Application: Test Job - Instr Fac-Professor

Source: Internet - Careers website

Description: One or two sentences to make someone excited about reading more about the job opportunity.

Primary application form - PO-Faculty Tenure Track Application Form

Question & response	Weighted score
What is your highest level of education? <i>Not answered</i>	0
Discipline/Major/Field of study <i>Not answered</i>	
Certifications / Licenses	

4. How to use the 'Bulk Compile & Send' function

You can use the **Bulk Compile** function to gather the applicants' documents together and create a PDF file for you to review or send to the search committee members.

1. On the View Applicants page, select the applicants that you want to view, or check the **Select All** check box.
2. Click **Bulk compile and send**.

Assistant Professor of Political Science
(500991)
Job Code/Employee Classification: Instr Fac AY

Bulk compile and send ← 2



1 Select all Sort: Outcome

Search Committee Review

<input checked="" type="checkbox"/>	Abigail Applicant
	Jul 18, 2021
<input checked="" type="checkbox"/>	Frank Faculty
	Jul 18, 2021

Select the following documents from each section of the Application Details and Application Documents

Bulk compile

Bulk action status:  4 Applicants  Complete

You have selected 4 applicants to compile documents for, please select the documents you would like to include.

Application details

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

What happens next

- All documentation for the selected applicants are included in one PDF file.
- If you downloaded the PDF document, you could review it at your computer.
- If you sent the PDF document in an email, the selected user receives an email with the document as an attachment.

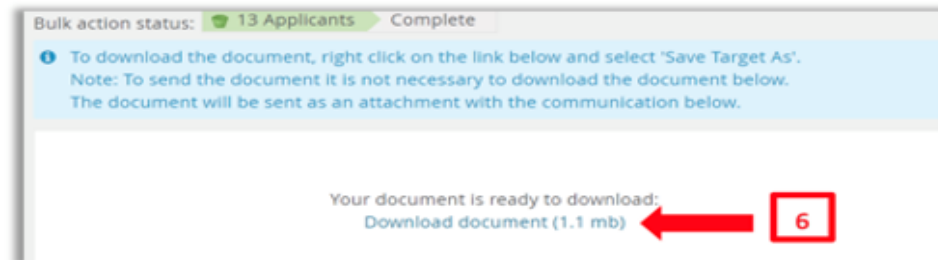
4. Scroll down to include documents submitted by the applicant, such as the CV, cover letter, Student Success Statement and transcript. Additional documents required for this search such as a research statement and teaching statement are included when you click on 'Additional Supporting Documents.'

Applicant documents	
<input type="checkbox"/>	Award
<input type="checkbox"/>	Bibliography
<input checked="" type="checkbox"/>	C.V. (Select Resume as well)
<input type="checkbox"/>	Certification
<input type="checkbox"/>	Contact Reference
<input checked="" type="checkbox"/>	Cover letter
<input type="checkbox"/>	Cover Letter - System
<input type="checkbox"/>	Dissertation Abstract
<input checked="" type="checkbox"/>	Resume
<input type="checkbox"/>	Student Evaluations
<input type="checkbox"/>	Summative Assessment
<input checked="" type="checkbox"/>	Supporting Applicant documents
<input type="checkbox"/>	Syllabus
<input type="checkbox"/>	Teaching Certification
<input type="checkbox"/>	Teaching Portfolio
<input type="checkbox"/>	Teaching Statement
<input checked="" type="checkbox"/>	Transcripts
<input type="checkbox"/>	Writing Sample

5. Click **Create PDF** at the bottom of the page. PageUp will generate a PDF file.



6. When the PDF file is ready, you can download the file.



Recruitment Statuses

Each recruitment has different 'STATUSES' that applicants are placed into throughout the application process to indicate where they are in the recruitment cycle.

- It is the way to trigger requests for letters of recommendation.
- It helps the search committee chair stay organized.
- It helps facilitate communication with the applicant/s.
- It helps initiate the offer letter & background check.
- It helps begin the CPP onboarding process.
- It helps gather reporting data to CPP and the Chancellor's office.

5. Requesting Letters of Reference

By moving candidates to status “Reference Letters Requested:

- **PageUp will send an email to the contact references asking them to submit a letter of reference.**
- **PageUp will provide a link where they can upload the letter.**
- **The recommender will have 15 days from when you send the request to upload the letter.**

To change the status:

- Select the applicants
- Click on the 'Select a bulk action' button and select 'Bulk Move'

The screenshot shows the PageUp application interface. At the top, there is a dark blue header with the PageUp logo and a hamburger menu icon. Below the header, there are navigation links: "Search by answers to questions" and "Merge applicants". The main content area is titled "Mary's test job (513216)". Below the title, there are two tabs: "Search" and "Results". The "Results" tab is active. Below the tabs, there is a table of results. The table has a header row with a dropdown menu set to "All", a "Submitted" status filter, and a "Status" column header with an upward arrow. The table contains five rows of data, each with a green checkmark, a date, and the text "New Application". A dropdown menu is open over the table, showing a list of bulk actions. The first item is "Select a bulk action" with a checkmark. Below it are several other options: "Bulk apply", "Bulk categorize", "Bulk assign", "Bulk communicate", "Bulk compile and send", "Bulk document merge", "Bulk export", "Bulk invite to apply", "Bulk move" (highlighted in blue), "Bulk move and send", "Bulk reference check", "Bulk send", and "Bulk task/reminder".

PageUp

Search by answers to questions | Merge applicants

✓ Select a bulk action

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

Mary's test job (513216)

Search Results

✓ All Submitted Status ▲

✓	Apr 11, 2022	New Application
✓	Apr 11, 2022	New Application
✓	May 20, 2022	New Application
✓	May 20, 2022	New Application

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants.

Select a status to move these applicants to:

- Application status Select
- New Application
 - Initial Applicant Pool Review
 - Search Committee Review
 - Search Committee Review Successful
 - Search Committee Review Unsuccessful
 - EVENT-Invite Phone/Video Interview
 - Phone/Video Screen Successful
 - Phone/Video Interview Unsuccessful
 - Recommend for on Campus Interview
 - Semi Finalists - Approved
 - Finalists Approved for On-campus Interview
 - Reference Letters Requested**
 - Request Additional Documents/Materials
 - On Campus Interview Declined
 - On Campus Interview Successful
 - On Campus Interview Unsuccessful
 - Final Reference Check Completed
 - Recommend to Chair
 - Recommend to Dean
 - Conditional Offer Accepted
 - Conditional offer declined
 - Background Check to be Initiated
 - Background Check in Progress
 - Background Check Available/Ready for Review
 - Background Check Unsuccessful
 - Offer Extended
 - Prepare Offer
 - Online Offer Accepted
 - Online Offer Accepted Paperwork Complete
 - POI Created - Hired
 - Offer Declined
 - Offer Revised
 - Offer Rescinded
 - Removed
 - Withdrawn
 - Does not Meet Minimum Requirements
 - Incomplete
 - Submitted

- **Select 'Reference Letters Requested'**

- **Here is the email that will be sent to the applicants letting them know we are requesting reference letters**
- **Feel free to make changes to the verbiage**
- **Insert your email address in the 'From' box**
- **When ready, click 'MOVE NOW' at the bottom**

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants to the status "Reference Letters Requested".

You now have the opportunity to notify these people::

Communication template: -- No template --

Email: Applicants: Yes No

From:*

Subject:*

Message: [Merge fields](#)

B *I* U ~~S~~ Formats **A** **A** *I*_x



Dear {FIRSTNAME},

As part of our next stage in the process, we will be requesting letters of recommendation from the references you provided on your application for the position of Mary's test job with Cal Poly Pomona.

The references you listed on your application will receive an email from us and will be asked to upload the letter online. You will be notified via phone or email if you are chosen to move forward in the process.

Sincerely,

Mary Lucero Ferrel
 Search Committee Chair
 Cal Poly Pomona

- Here is the email request the recommender will receive.
- They will have 15 calendar days to complete the upload before the link expires.
- Search chairs can resend a link if needed.

Ex: Reference for Abby Bronco



noreply@calstate.edu <noreply-873@mail.pageuppeople.com>

To: Mary Lucero Ferrel



Wed 9/27/2023 4:53 PM

Hi dflsjdf dlfsjdkf,

Abby Bronco is a candidate for the Mary's test job position at the Pomona campus of our California State University system and has identified you as a reference. Please provide your reference as soon as possible so that we may give the candidate due consideration for this role.

Click the following link for specific instructions and to provide the reference:

https://admin.dc4.pageuppeople.com/gateway/Default.aspx?sData=UFUtVjMtk_8GIfvZsn_7nCqkvurTZFg0GH-XQZ9kf0QJ1r4rm0ap6C_nK9fX8-UL1856IU31ueNZ7Q8tv0nYBdKsD_dHV0uC-9LILhHMcQea6bYwz4OIX2DAsWk35EHC-MglOgJ9JE9IHjyXQLTINsl0Ponqb0VI5mcaLeSA0ybKvTDB55Mpqdjcyw7UqT9int5O5JBHinywFAHOYfyOdFgMGBtgg%7e%7e

Please be advised that the link above will expire on 12 Oct 2023.

If prompted, please enter the following information:

Pin: 88259

Password: UQ26Fhnn6N

You may refer any questions about this reference check to our team. Note that we may also follow up with you regarding any questions we might have about the information you've provided. Thank you for taking the time to complete this document thoroughly and completely.

Sincerely,

Mary Lucero Ferrel

Pomona

luceroferrel@cpp.edu

Here is what you will see on your end.

Search by answers to questions | Merge applicants |

✔ You have just moved 4 applicants to the status 'Reference Letters Requested'.

📘 Mary's test job (513216)

Search

Results

<input checked="" type="checkbox"/> All	Submitted	Status ▲	Applicant No	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Scor
<input type="checkbox"/>	Apr 11, 2022	Reference Letters Requested	260460	Hireme	● Hireme	Plz		805-756-6569		testercpp8+hireme@gmail.cc	United St	Califorr	San Lu		0
<input type="checkbox"/>	Apr 11, 2022	Reference Letters Requested	260461	Abby	● Abby	Bronco		909-123-4567		testercpp8+abby@gmail.com	United St	Califorr	Pomo		0
<input type="checkbox"/>	May 20, 2022	Reference Letters Requested	278520		● Ariel	Ocean		909	123	arielttestjob@gmail.com	United St	Califorr	Atlant		👁
<input type="checkbox"/>	May 20, 2022	Reference Letters Requested	278537		● Ursula	Queen		909	123987	ursulatestjob@gmail.com	United St	Califorr	Atlant		👁

6. Search Committee Chair duties

- Search chair has access to view applications for ‘completeness’ once the applicant has uploaded and submitted the minimum requirements (CV/Resume, Cover Letter, Transcripts, Student Success Statement, and Application Form).
- Search chair can send reminder emails, add documents before and after the review date and view submitted letters of reference.
- Email AVP Hargis and the Dean when the search is one week away from the first consideration date.
 - Once the first consideration date has passed, the applicant pool will be reviewed for approval.

7. Search Committee Review

Applications will be released to the Search Committee for review once the:

1. Applicant pool is approved by the Dean and AVP Hargis
2. The complete Recruitment Packet is approved by the Dean and AVP Hargis
3. Search Committee member trainings are complete

The Search Chair can then 'Bulk Compile and Send' the applications as one PDF to the committee members.

Once the committee's review is complete, a list of semifinalists should be emailed from the Search Chair to the Dean and AVP Hargis with the subject line "SearchName – List of SemiFinalist"

8. Closing out the Search

- Communicate with applicants no longer being considered
- Update the final statuses for each applicant (Further instructions forthcoming.)
- No longer need the 'Applicant Tracking' excel because we will pull the data directly from PageUp

Final Search Material to be sent to Dean includes:

1. Completed Compliance Statement
2. Recommendation memo with service credit recommendation, initial date and terms of appointment, an objective discussion of the strengths and weaknesses of each of the finalists based on the qualifications listed in the position announcement, and recommendations about service credit, if any.

Contacts

Immigration/Visa questions

- Mary L. Ferrel (luceroferrel@cpp.edu)

PageUp questions

- Mary L. Ferrel or Marianne Slavin (mmslavin@cpp.edu)

Everything else search-related 😊

- Dr. Jill Hargis (jehargis@cpp.edu)



Any Questions?