Creating an Event (Interview Scheduler)

University of Wisconsin Oshkosh

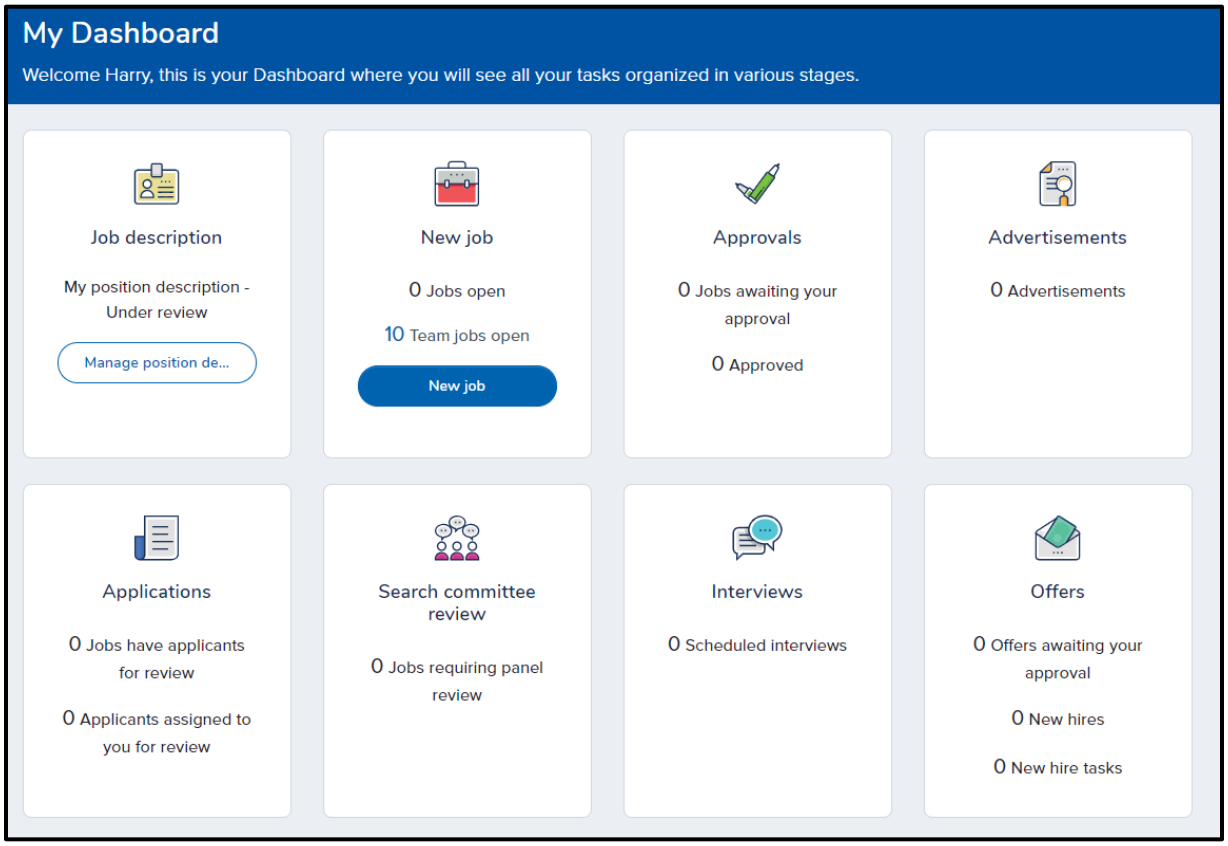
What is an event in PageUp? The Events module significantly reduces administration time, allowing search assistants or chairs to manage and invite multiple applicants online to phone or on-campus interviews. The search assistant or chair sets up time slots and invites the appropriate applicant(s) to book themselves in at their preferred time.

Revision History

Date	Revision
December 22, 2017	Creation of training manual
February 28, 2020	Updated title of guide

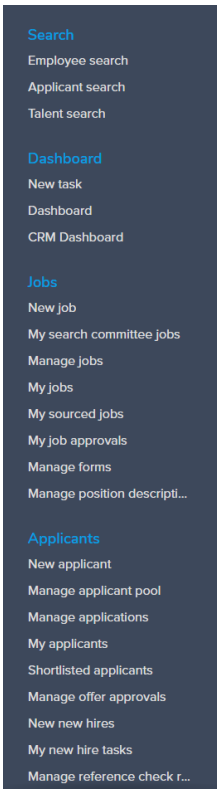
Homepage Tips

When you log in to PageUp, you should see a homepage looking similar to this one. Familiarize yourself with the options on this page.



On the top left side of the homepage, click here to expand your **action menu**. This will be helpful to have expanded at all times.

When your action menu is expanded, you have access to all items listed on the homepage, regardless of what page you're currently viewing.



Creating an Event in PageUp

Step 1: Log into PageUp

To log into the PageUp system, you may follow the link below:

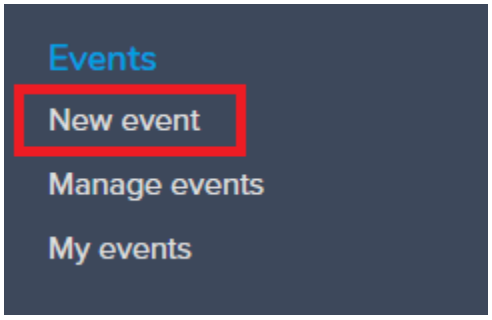
Oshkosh.pageuppeople.com

Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

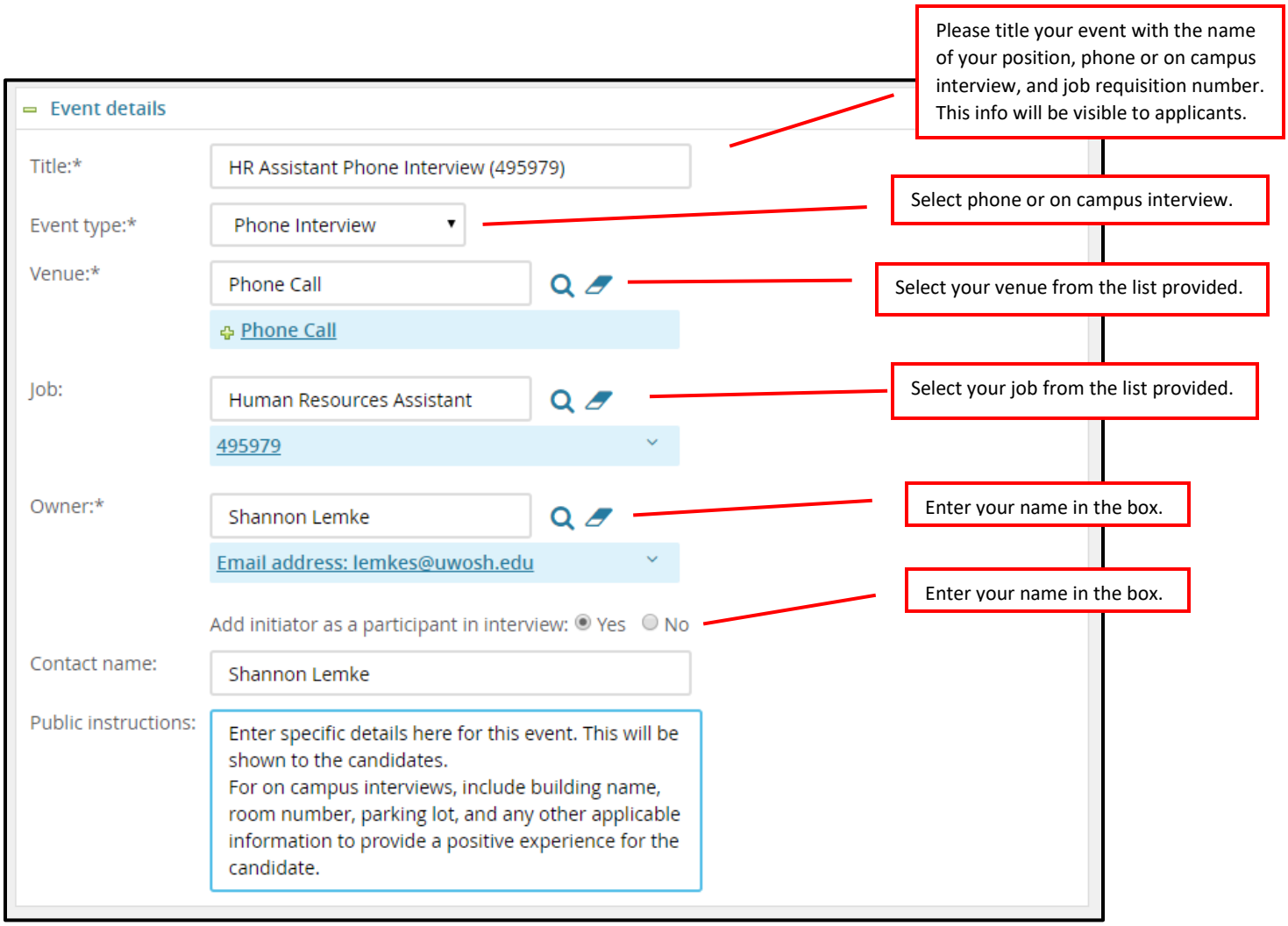
Step 2: Create a New Event

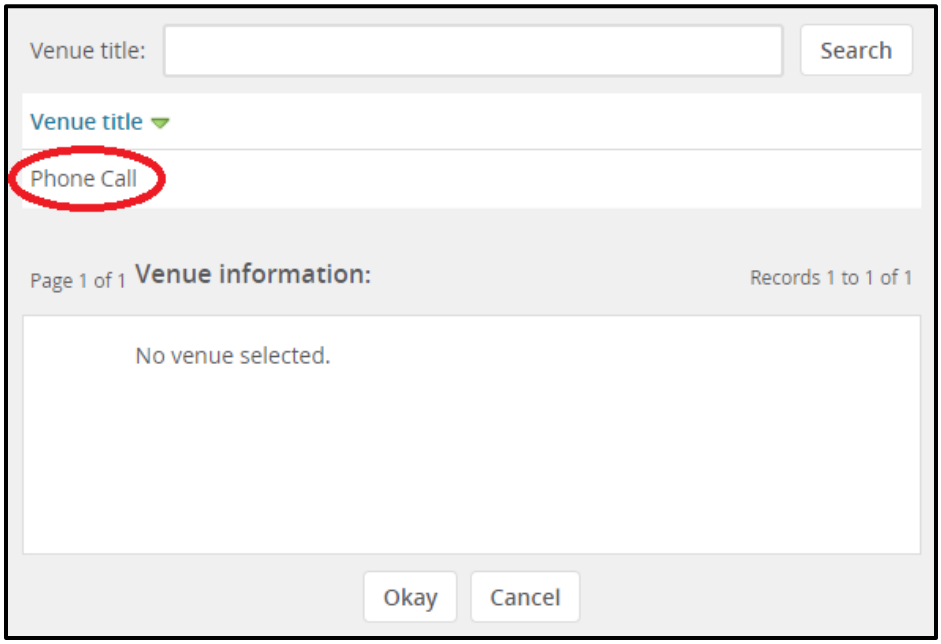
Click **New Event**, located on your expanded action menu.

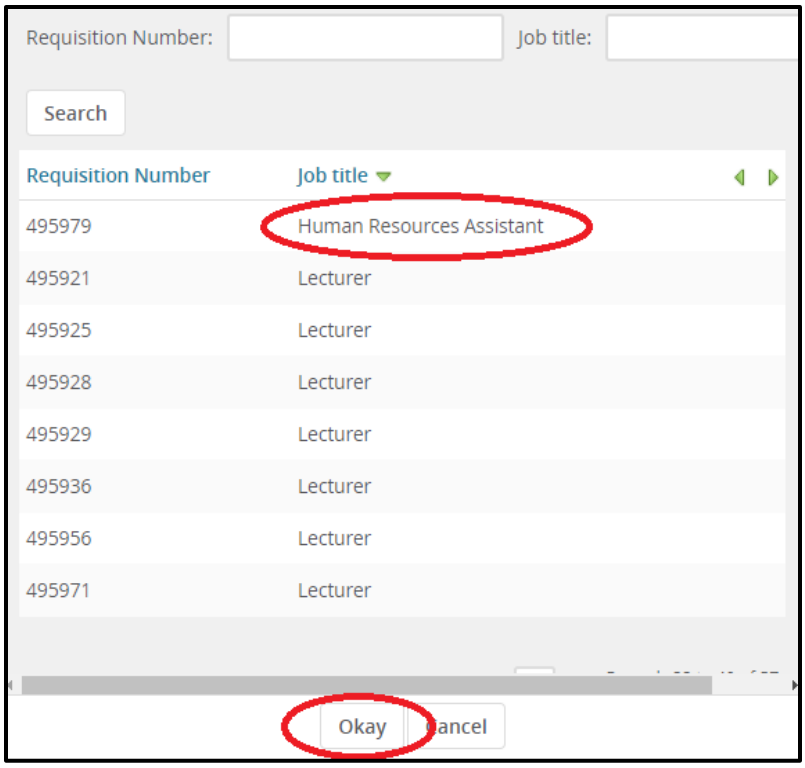
On the top left side of the homepage, click here to expand your **action menu**.

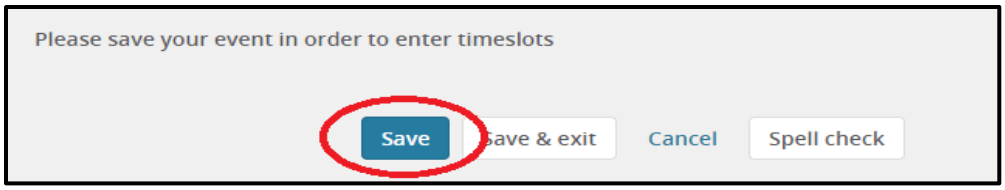


Fill in the details about your event:

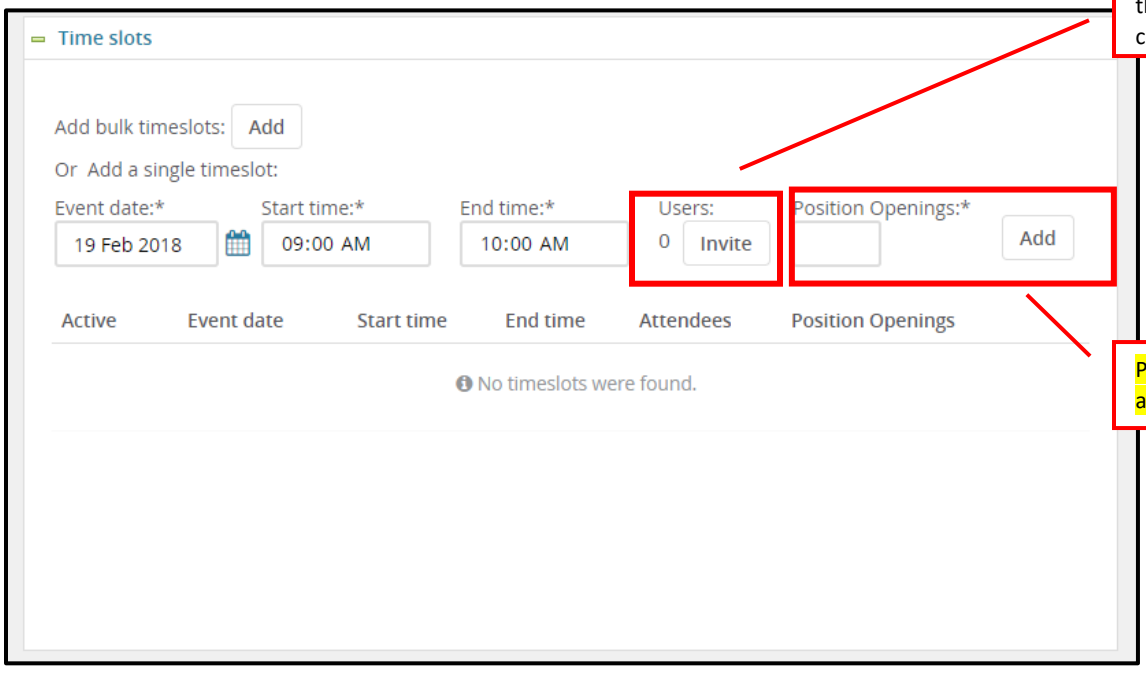






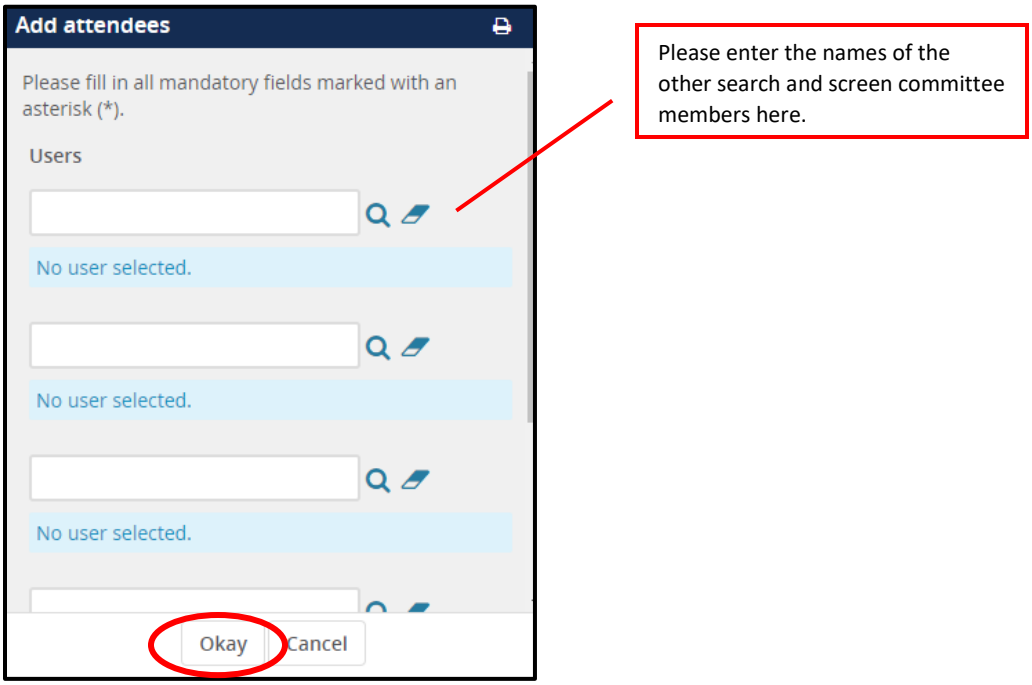


Setting up individual timeslots:

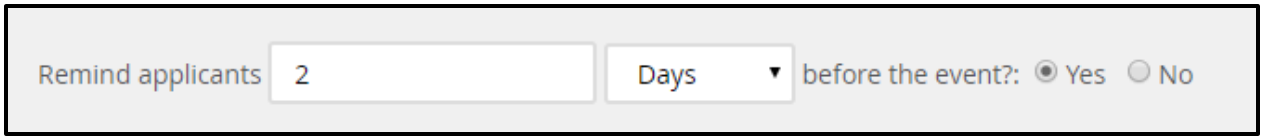


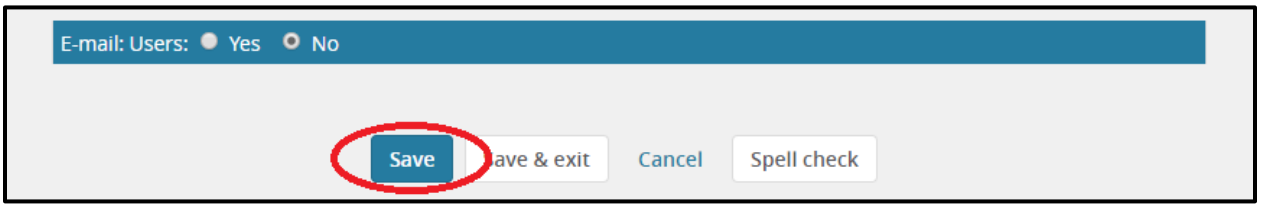
Click on the invite button to add the other search and screen committee members.

Please enter 1 here, regardless if you are hiring for more than one position

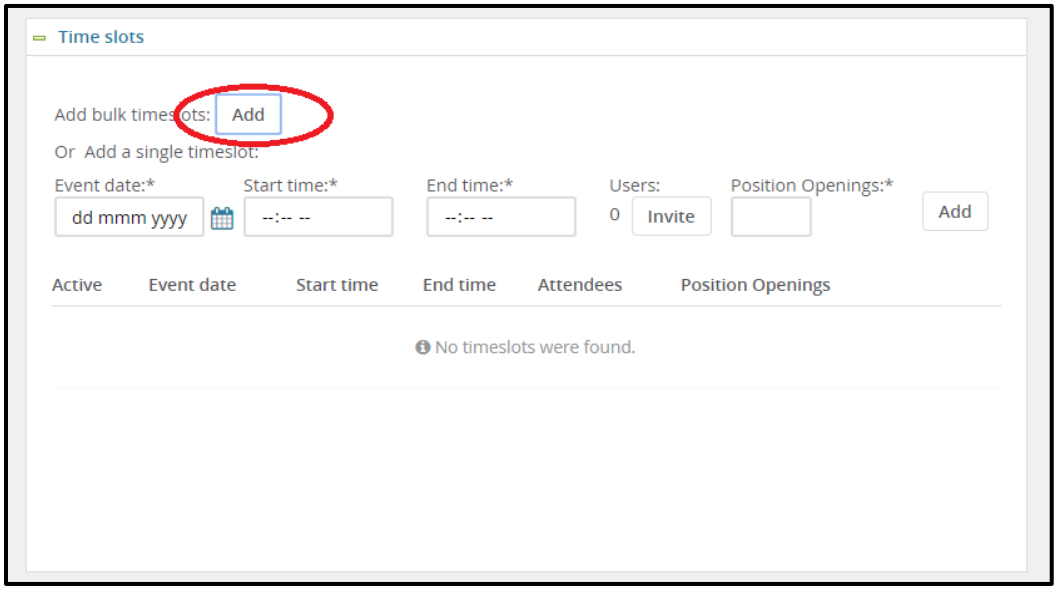


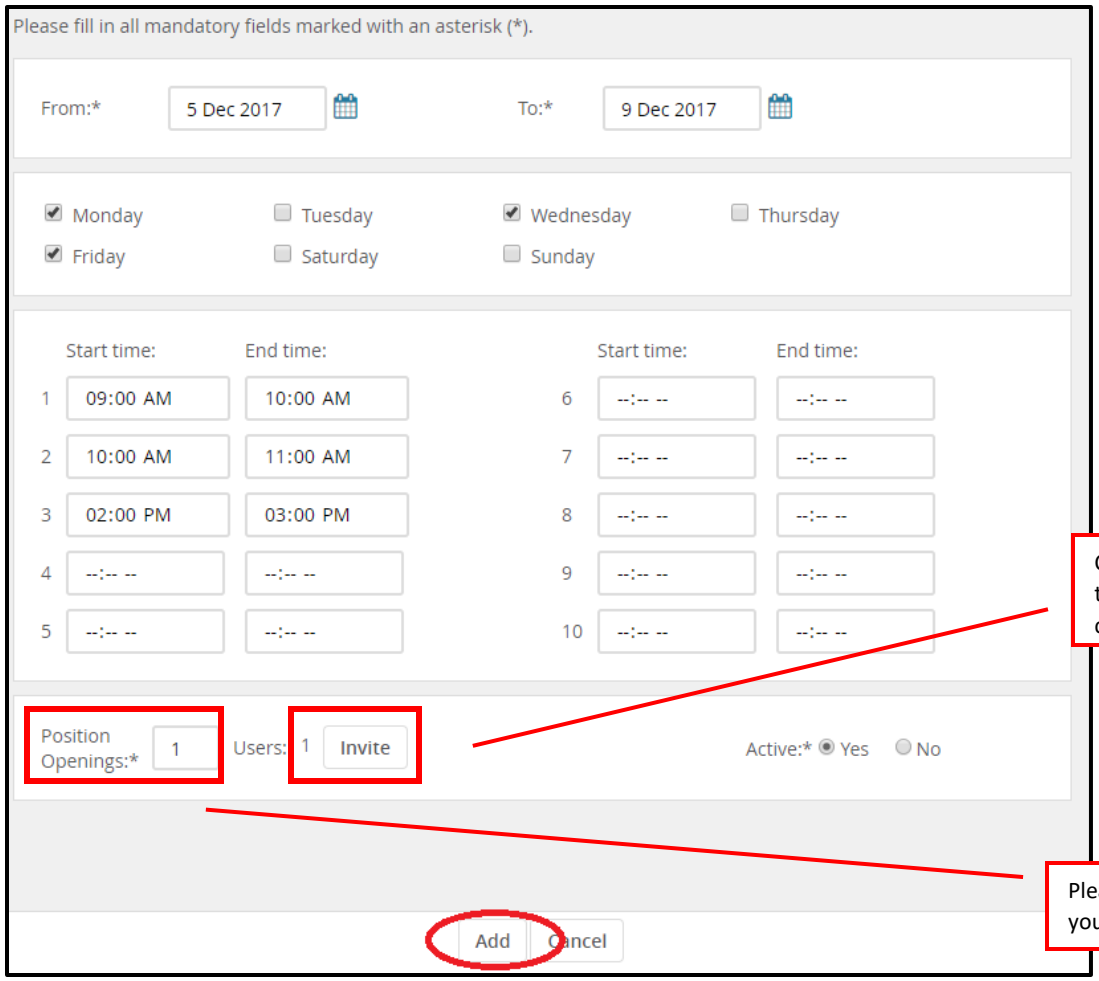
You can send an email reminder to the applicants about the day/time of the event:





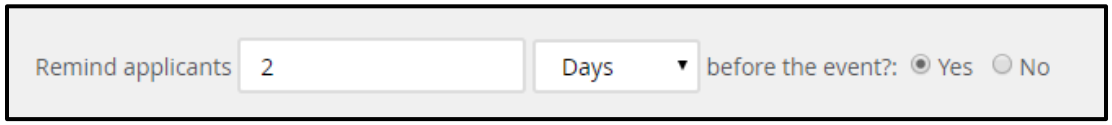
Setting up bulk timeslots:



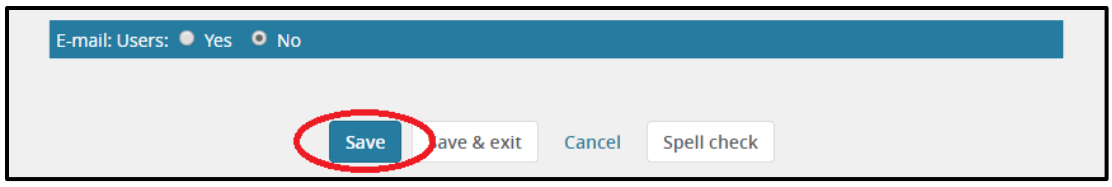


Click on the invite button to add the other search and screen committee members.

Please enter the number of positions you are recruiting for, usually one.

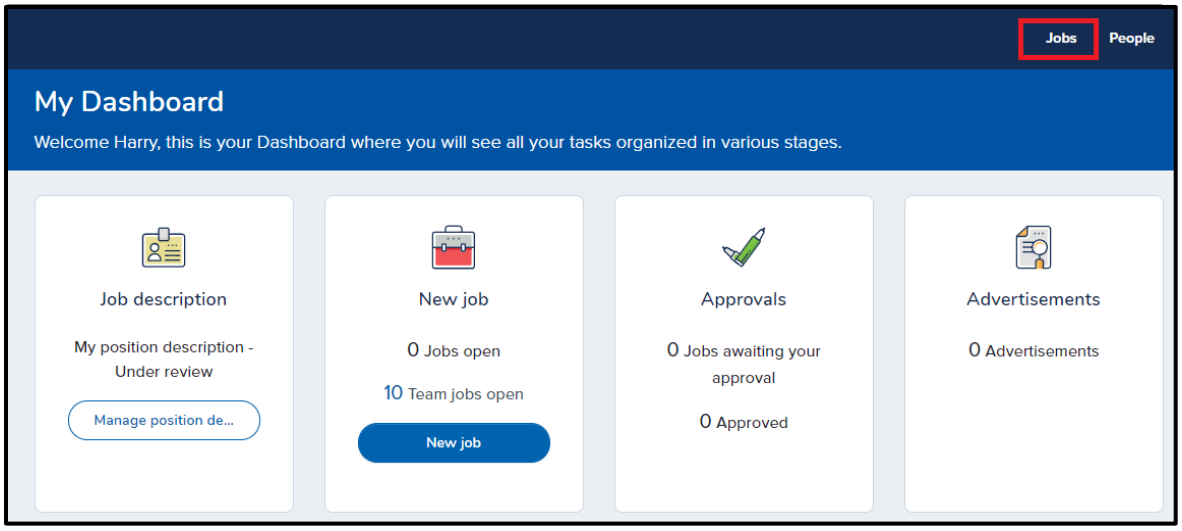


You can send an email reminder to the applicants about the day/time of the event:



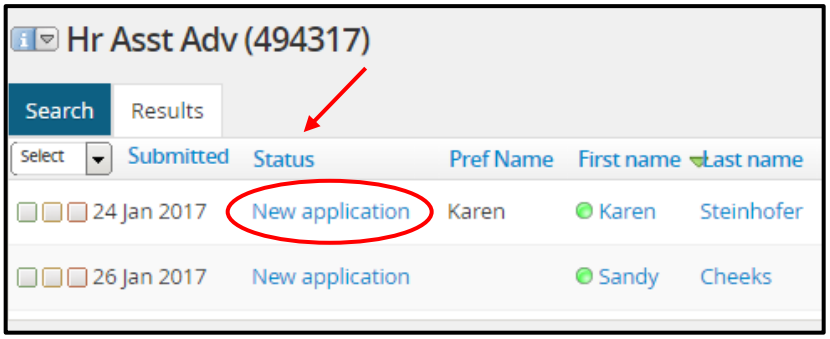
Step 3: Change the applicant status

From your home screen, click on **Jobs**, located in the top, right hand corner of the screen.



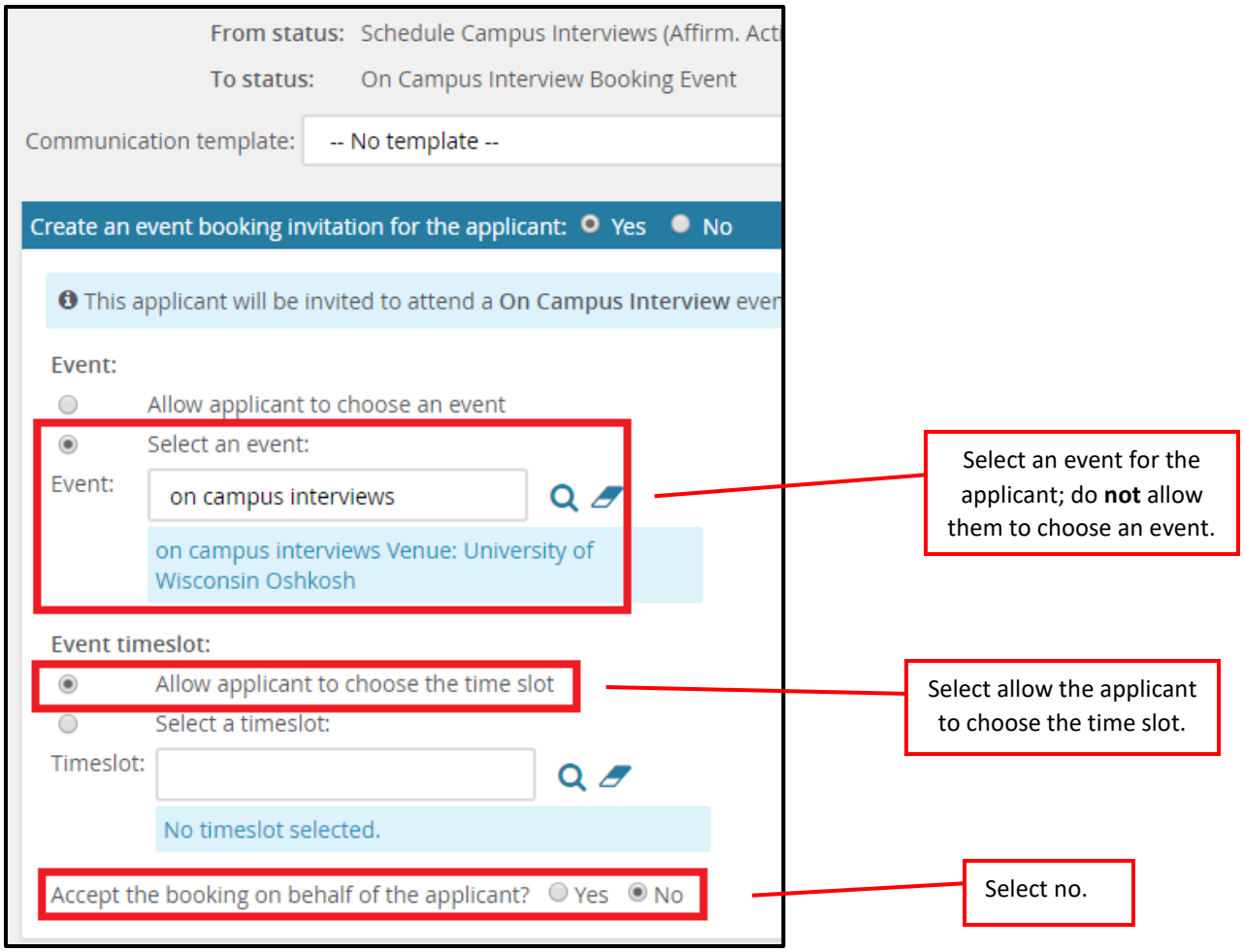
A list of all jobs you are tied to will appear. Find the job you're working on and click on the **number of applications**, located underneath the **Applications** heading.

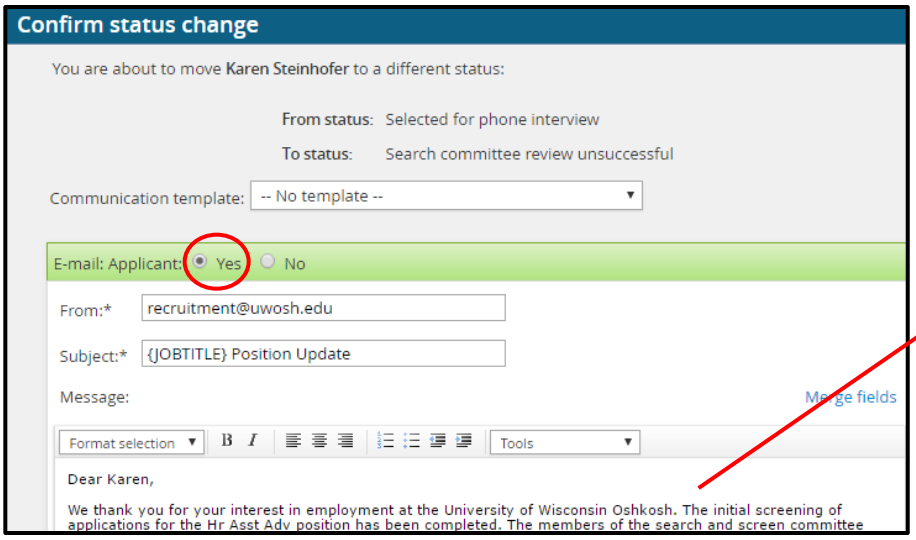
You are now provided with a list of applicants that have applied to the job. You may sort applicants by status, date submitted, first or last name, by simply clicking on the preferred filter along the header. **Click on the status of the applicant.**



A box will appear providing all recruitment process status options. This is where you may select the status in which you would like to move the applicant to.

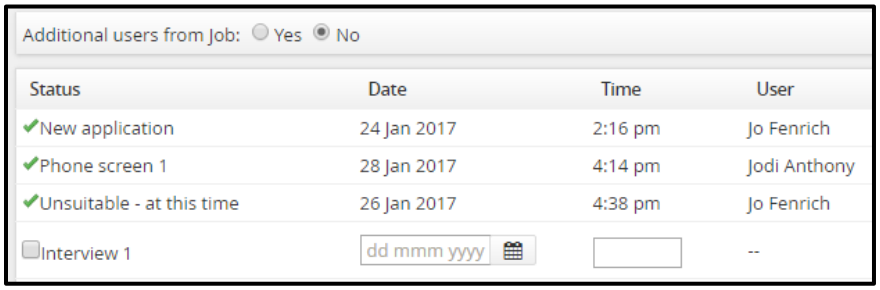
Highlight the status applicable to the applicant and click **Next**.



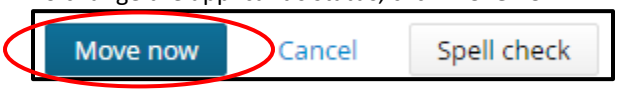


An email communication will be pre-populated in the text field. You have the option of customizing the text, if interested.

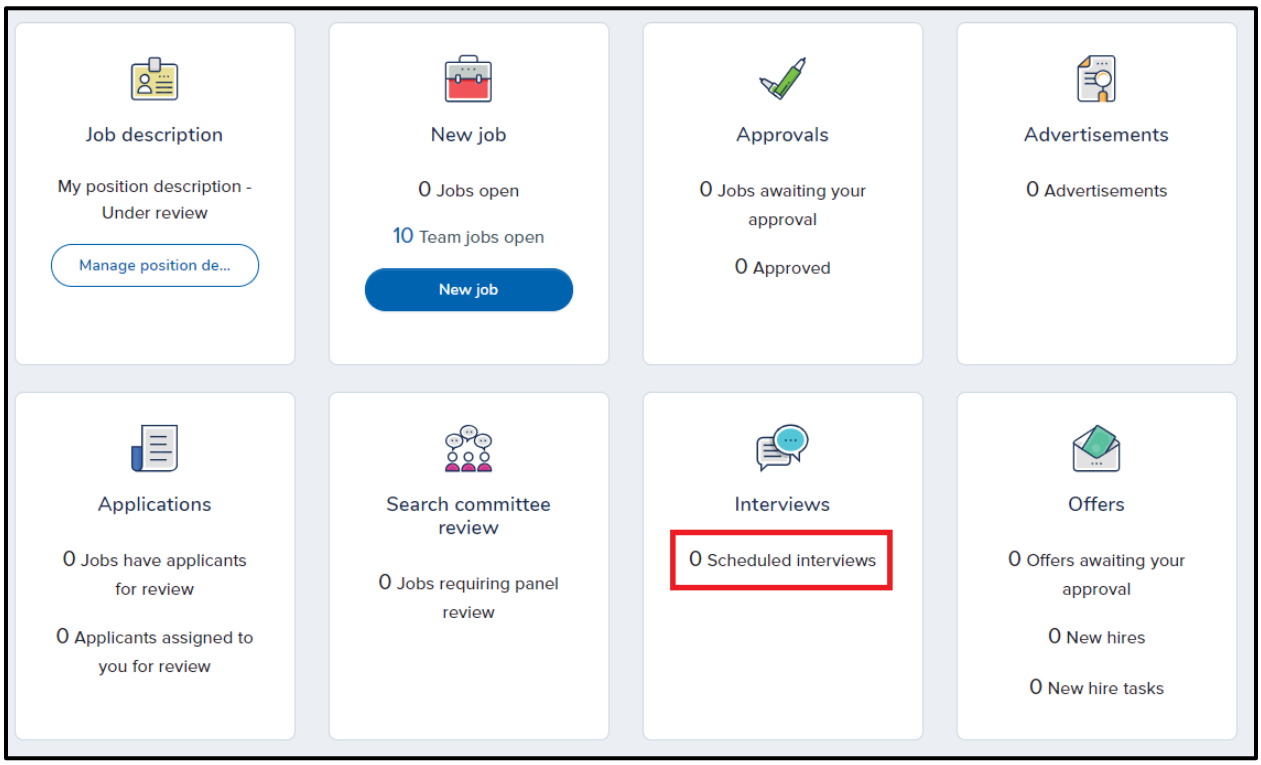
The **status section** of the status change confirmation page is simply available to time and date stamp each status change made for the applicant.

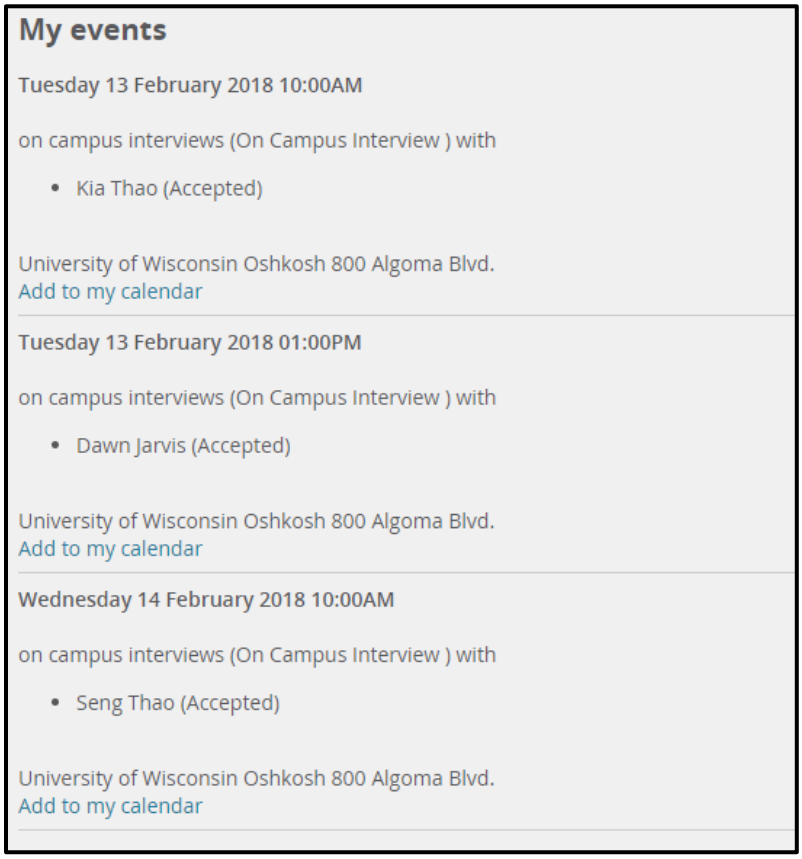


To change the applicant's status, click **Move now**.



Step 4: Review your Bookings/Scheduled Timeslots

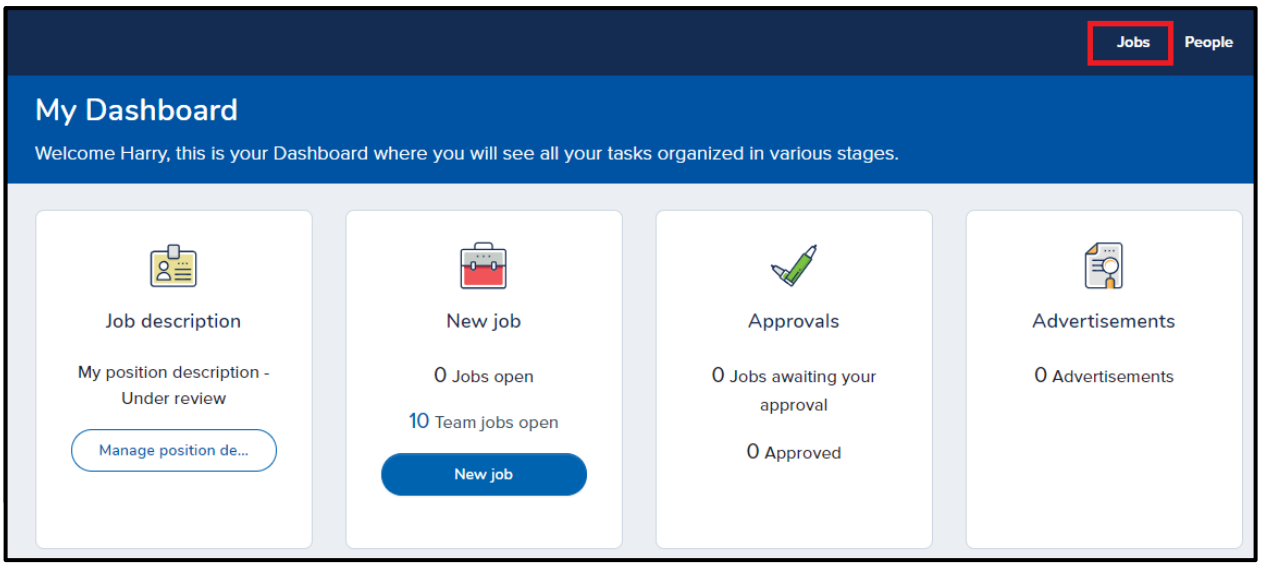




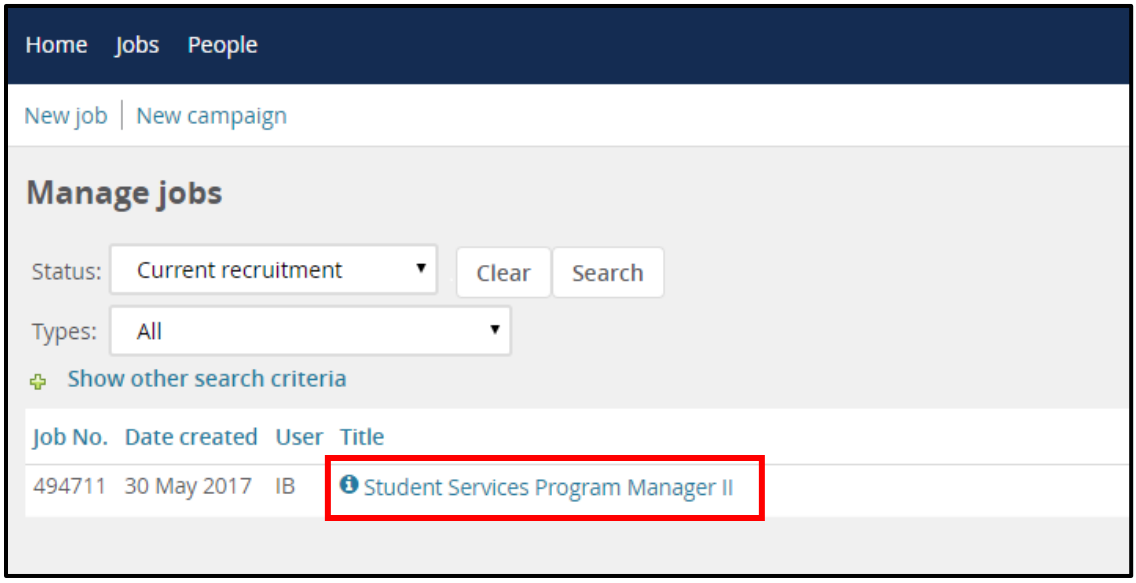
Event Bookings/Scheduled Timeslots Report:

You can also run a report that will include the applicant's name, contact information, booking status, and booking details.

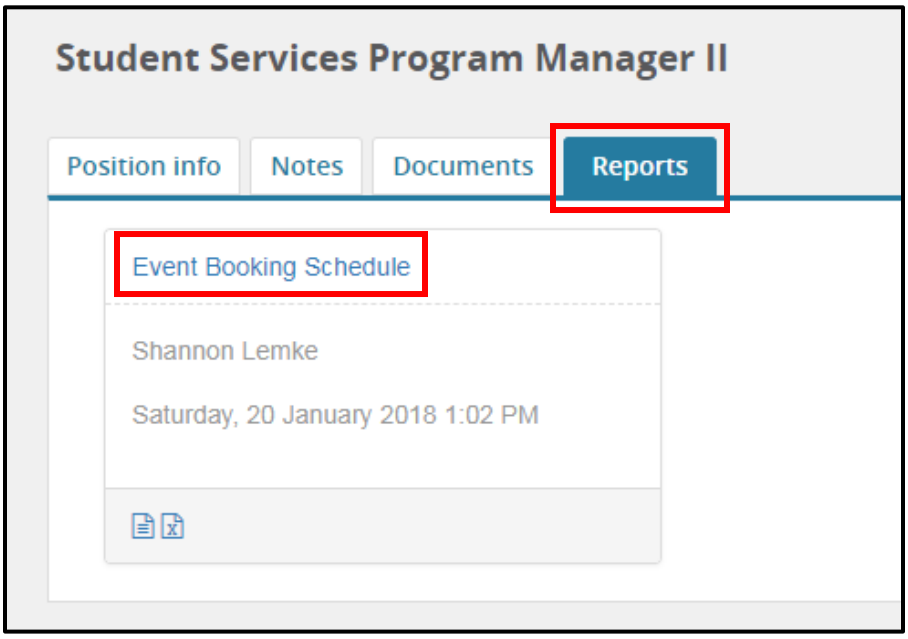
From your home screen, click on **Jobs**, located in the top, right hand corner of the screen.



A list of all jobs you are tied to will appear. Find the job you're working on and click on the **title of the job.**

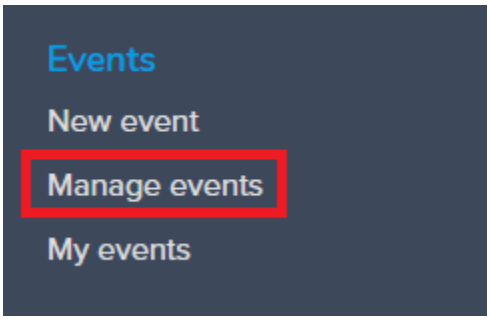


Select the **reports** tab and then click on the title of the report to pull your results.

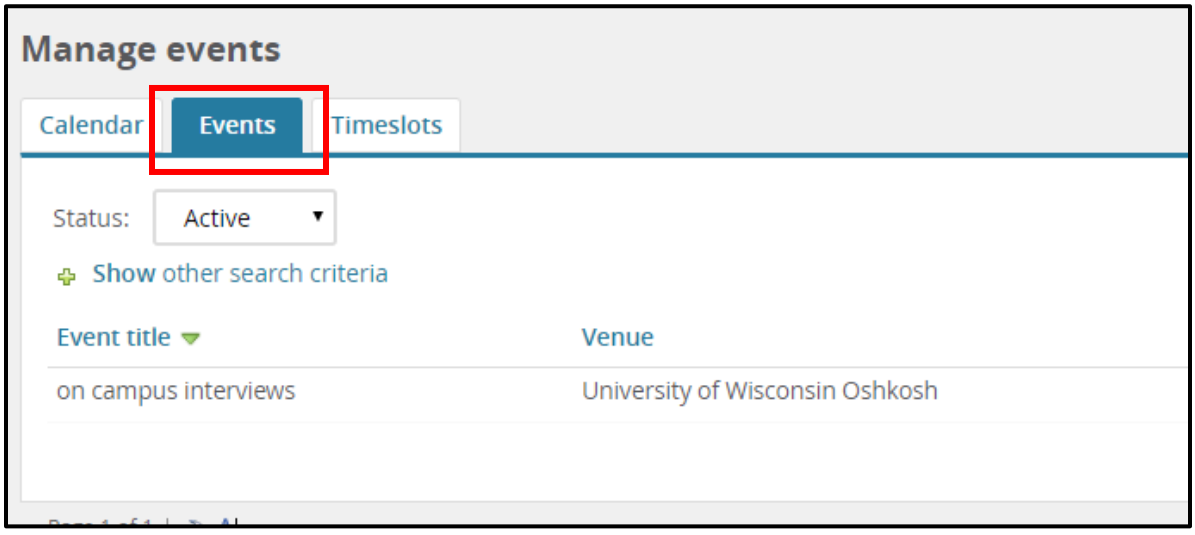


How to Edit Timeslots:

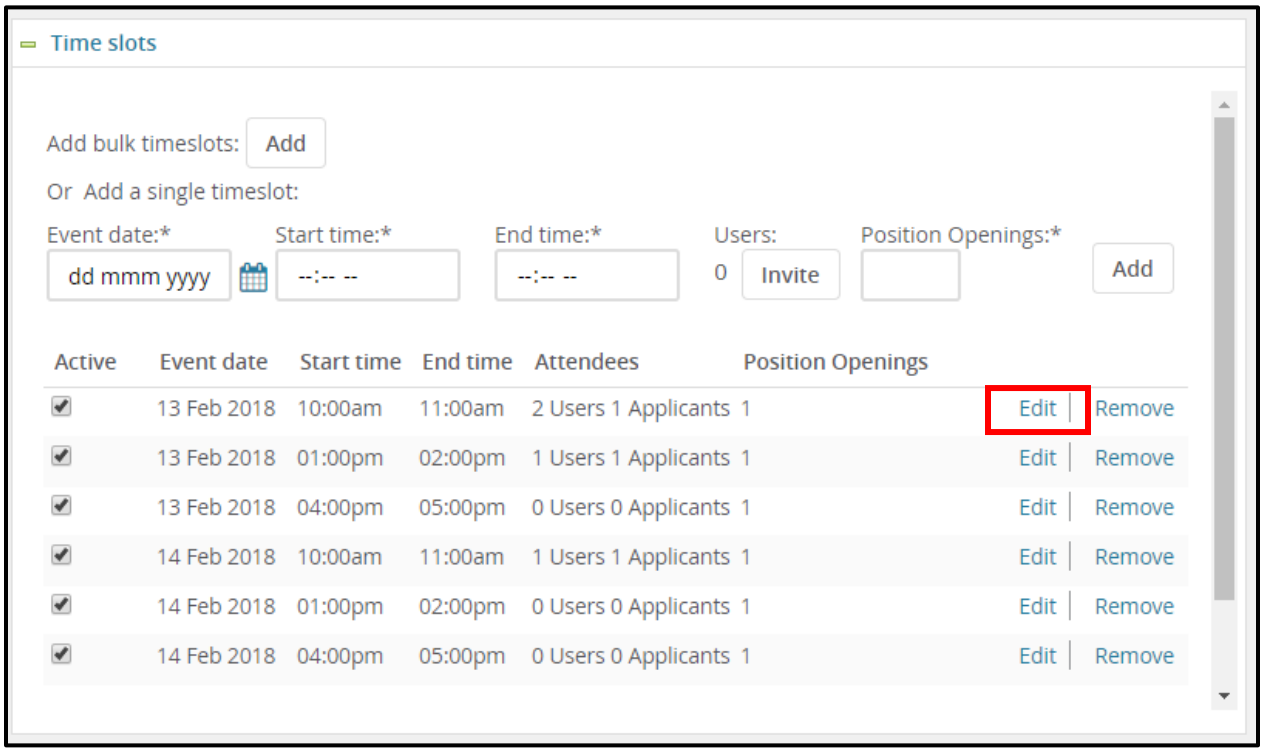
Click on mange events from your expanded action menu.



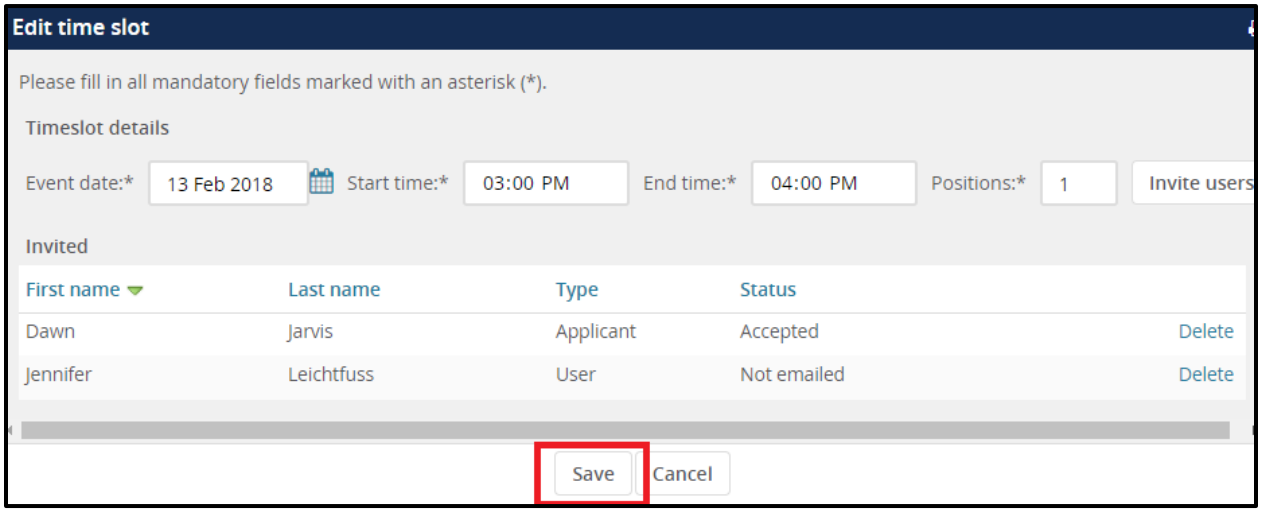
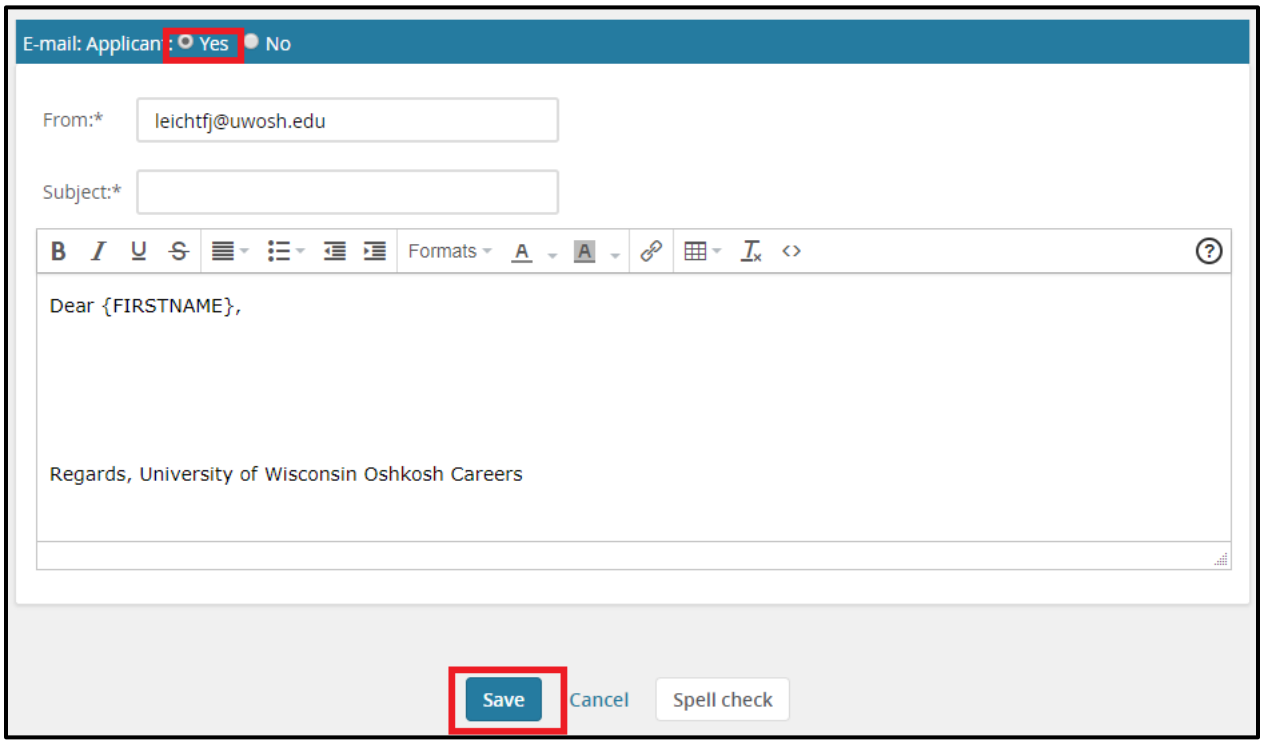
Click on events tab while in the manage events screen and click edit:



Select the event day/time slot you would like to edit:



Edit the date or time and then click save:



If an applicant(s) has already booked the event time you are trying to edit, a request to email the applicant will appear. Please select yes to email the applicant and then draft the email, notifying the applicant of the changes made to the event: