PageUp

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.

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

Job description

My position description - Under review

Manage position de...

New job

0 Jobs open

10 Team jobs open

New job

Approvals

0 Jobs awaiting your approval

0 Approved

Advertisements

0 Advertisements

Applications

0 Jobs have applicants for review

0 Applicants assigned to you for review

Search committee review

0 Jobs requiring panel review

Interviews

0 Scheduled interviews

Offers

0 Offers awaiting your approval

0 New hires

0 New hire tasks

PageUp

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.

Search
Employee search
Applicant search
Talent search

Dashboard
New task
Dashboard
CRM Dashboard

Jobs
New job
My search committee jobs
Manage jobs
My jobs
My sourced jobs
My job approvals
Manage forms
Manage position descripti...

Applicants
New applicant
Manage applicant pool
Manage applications
My applicants
Shortlisted applicants
Manage offer approvals
New new hires
My new hire tasks
Manage reference check r...

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Creating an Event in PageUp

Step 1: Log into PageUp

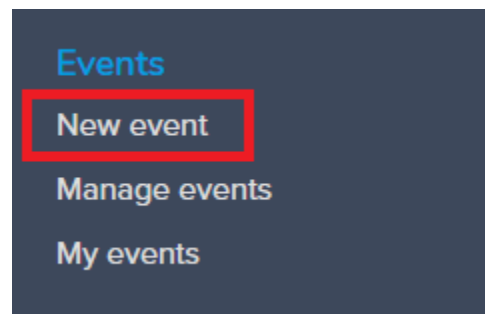To log into the PageUp system, you may follow the link below:

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:

Event details

Title:*	HR Assistant Phone Interview (495979)

Please title your event with the name of your position, phone or on campus interview, and job requisition number. This info will be visible to applicants.

Event type:*	Phone Interview ▼

Select phone or on campus interview.

Venue:*	Phone Call 🔍
	➕ Phone Call

Select your venue from the list provided.

Job:	Human Resources Assistant 🔍
	495979 ⌄

Select your job from the list provided.

Owner:*	Shannon Lemke 🔍
	Email address: lemkes@uwosh.edu ⌄

Enter your name in the box.

Add initiator as a participant in interview: ● Yes ○ No

Enter your name in the box.

Contact name:	Shannon Lemke
Public instructions:	Enter specific details here for this event. This will be shown to the candidates. For on campus interviews, include building name, room number, parking lot, and any other applicable information to provide a positive experience for the candidate.

Venue title:		Search

Venue title ▼

Phone Call

Page 1 of 1 **Venue information:**   Records 1 to 1 of 1

No venue selected.

Okay   Cancel

| Requisition Number: | | Job title: | |

Search

Requisition Number	Job title ▼	◀ ▶
495979	Human Resources Assistant	
495921	Lecturer	
495925	Lecturer	
495928	Lecturer	
495929	Lecturer	
495936	Lecturer	
495956	Lecturer	
495971	Lecturer	

Okay   Cancel

Please save your event in order to enter timeslots

Save   Save & exit   Cancel   Spell check

Setting up individual timeslots:

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

⊟ Time slots

Add bulk timeslots: Add

Or Add a single timeslot:

Event date:*	Start time:*	End time:*	Users:	Position Openings:*
19 Feb 2018	09:00 AM	10:00 AM	0 Invite	Add

Active	Event date	Start time	End time	Attendees	Position Openings
			No timeslots were found.		

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

Add attendees 🖶

Please fill in all mandatory fields marked with an asterisk (*).

Users

[🔍 ▱]

No user selected.

[🔍 ▱]

No user selected.

[🔍 ▱]

No user selected.

[🔍 ▱]

Okay | Cancel

> Please enter the names of the other search and screen committee members here.

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

Remind applicants [2] [Days ▾] before the event?: ⦿ Yes ○ No

E-mail: Users: ○ Yes ⦿ No

Save | Save & exit | Cancel | Spell check

Setting up bulk timeslots:

⊟ **Time slots**

Add bulk timeslots: [Add]
Or Add a single timeslot:

Event date:*	Start time:*	End time:*	Users:	Position Openings:*	
dd mmm yyyy 📅	--:-- --	--:-- --	0 Invite		Add

Active	Event date	Start time	End time	Attendees	Position Openings

ⓘ No timeslots were found.

Please fill in all mandatory fields marked with an asterisk (*).

From:* [5 Dec 2017] 📅   To:* [9 Dec 2017] 📅

☑ Monday   ☐ Tuesday   ☑ Wednesday   ☐ Thursday
☑ Friday   ☐ Saturday   ☐ Sunday

	Start time:	End time:			Start time:	End time:
1	09:00 AM	10:00 AM		6	--:-- --	--:-- --
2	10:00 AM	11:00 AM		7	--:-- --	--:-- --
3	02:00 PM	03:00 PM		8	--:-- --	--:-- --
4	--:-- --	--:-- --		9	--:-- --	--:-- --
5	--:-- --	--:-- --		10	--:-- --	--:-- --

Position Openings:* [1]   Users: 1 [Invite]   Active:* ◉ Yes ○ No

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

[Add] [Cancel]

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

Remind applicants [2] [Days ▾] before the event?: ◉ Yes ○ No

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

E-mail: Users: ○ Yes ◉ No

[Save] [Save & exit] Cancel [Spell check]

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**.

Change application status

New application
Search committee review (HR Only Status)
Search committee review unsuccessful
Schedule Phone Interviews
Phone Interview Booking Event
Phone interview accepted
Phone interview declined
Phone interview unsuccessful
Candidate on HOLD (temporary)
Compliance Review* (Affirm. Action review & requ
Schedule Campus Interviews (Affirm. Action Only
On Campus Interview Booking Event
Campus interview accepted

Save   Next >   Cancel

From status: Schedule Campus Interviews (Affirm. Act
To status: On Campus Interview Booking Event

Communication template: -- No template --

Create an event booking invitation for the applicant: ● Yes   ● No

ⓘ This applicant will be invited to attend a **On Campus Interview** even

Event:
○   Allow applicant to choose an event
⦿   Select an event:
Event: on campus interviews   🔍 ✐
on campus interviews Venue: University of Wisconsin Oshkosh

Select an event for the applicant; do **not** allow them to choose an event.

Event timeslot:
⦿   Allow applicant to choose the time slot
○   Select a timeslot:
Timeslot: 🔍 ✐
No timeslot selected.

Select allow the applicant to choose the time slot.

Accept the booking on behalf of the applicant?   ○ Yes   ⦿ No

Select no.

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Confirm status change

You are about to move **Karen Steinhofer** to a different status:

From status: Selected for phone interview

To status: Search committee review unsuccessful

Communication template: -- No template --

E-mail: Applicant: ● Yes ○ No

From:* recruitment@uwosh.edu

Subject:* {JOBTITLE} Position Update

Message: Merge fields

Format selection ▼ **B** *I* ☰ ☰ ☰ ☷ ☷ ☷ ☷ Tools ▼

Dear Karen,

We thank you for your interest in employment at the University of Wisconsin Oshkosh. The initial screening of applications for the Hr Asst Adv position has been completed. The members of the search and screen committee

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.

Additional users from Job: ○ Yes ● No

Status	Date	Time	User
✔New application	24 Jan 2017	2:16 pm	Jo Fenrich
✔Phone screen 1	28 Jan 2017	4:14 pm	Jodi Anthony
✔Unsuitable - at this time	26 Jan 2017	4:38 pm	Jo Fenrich
☐Interview 1	dd mmm yyyy 🗓		--

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

Move now   Cancel   Spell check

Step 4: Review your Bookings/Scheduled Timeslots

Job description	New job	Approvals	Advertisements
My position description - Under review	0 Jobs open	0 Jobs awaiting your approval	0 Advertisements
Manage position de...	10 Team jobs open	0 Approved	
	New job		

Applications	Search committee review	Interviews	Offers
0 Jobs have applicants for review	0 Jobs requiring panel review	0 Scheduled interviews	0 Offers awaiting your approval
0 Applicants assigned to you for review			0 New hires
			0 New hire tasks

My events

Tuesday 13 February 2018 10:00AM

on campus interviews (On Campus Interview) with

- Kia Thao (Accepted)

University of Wisconsin Oshkosh 800 Algoma Blvd.
Add to my calendar

Tuesday 13 February 2018 01:00PM

on campus interviews (On Campus Interview) with

- Dawn Jarvis (Accepted)

University of Wisconsin Oshkosh 800 Algoma Blvd.
Add to my calendar

Wednesday 14 February 2018 10:00AM
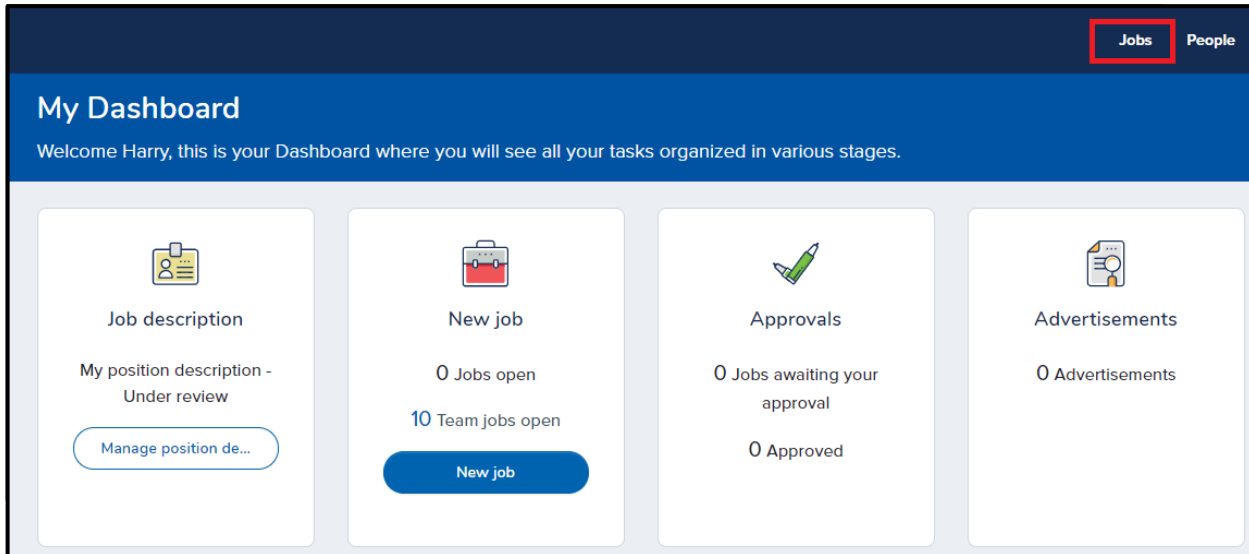
on campus interviews (On Campus Interview) with

- Seng Thao (Accepted)

University of Wisconsin Oshkosh 800 Algoma Blvd.
Add to my calendar

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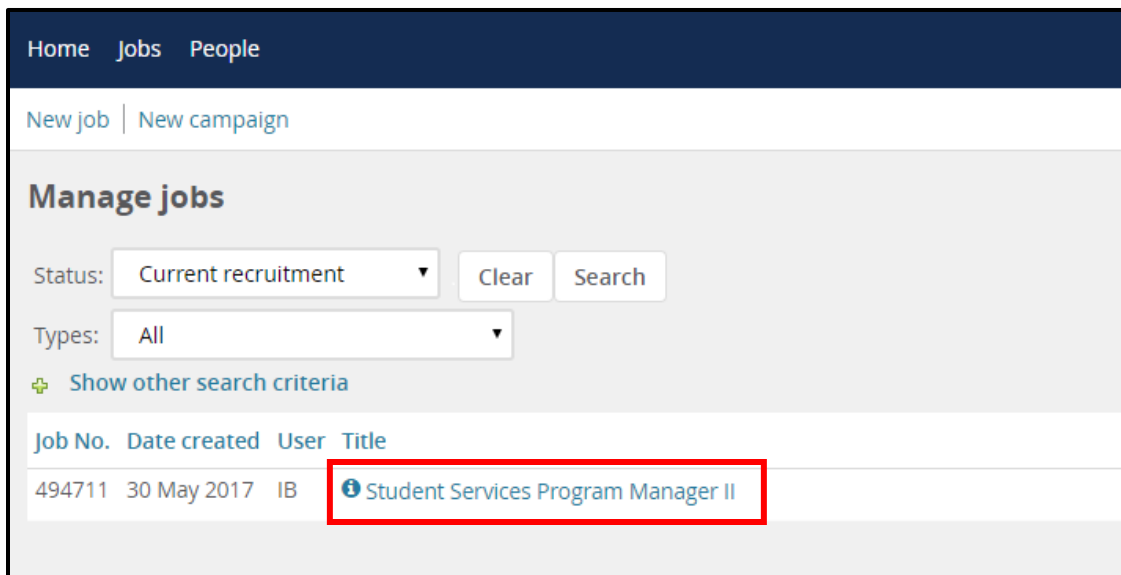
From your home screen, click on **Jobs**, located in the top, right hand corner of the screen.

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.

Student Services Program Manager II

Position info	Notes	Documents	Reports

Event Booking Schedule

Shannon Lemke

Saturday, 20 January 2018 1:02 PM
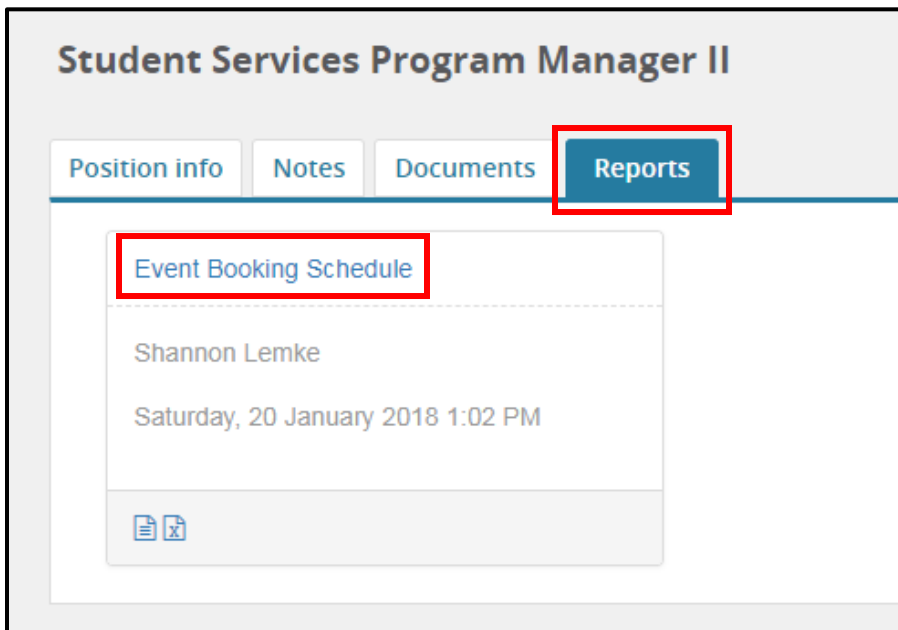
How to Edit Timeslots:

Click on mange events from your expanded action menu.

Events
New event
Manage events
My events
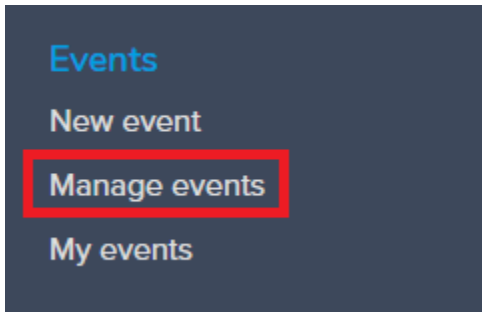
Click on events tab while in the manage events screen and click edit:

Manage events

Calendar | Events | Timeslots

Status: Active ▼

➕ Show other search criteria

Event title ▼ | Venue

on campus interviews | University of Wisconsin Oshkosh
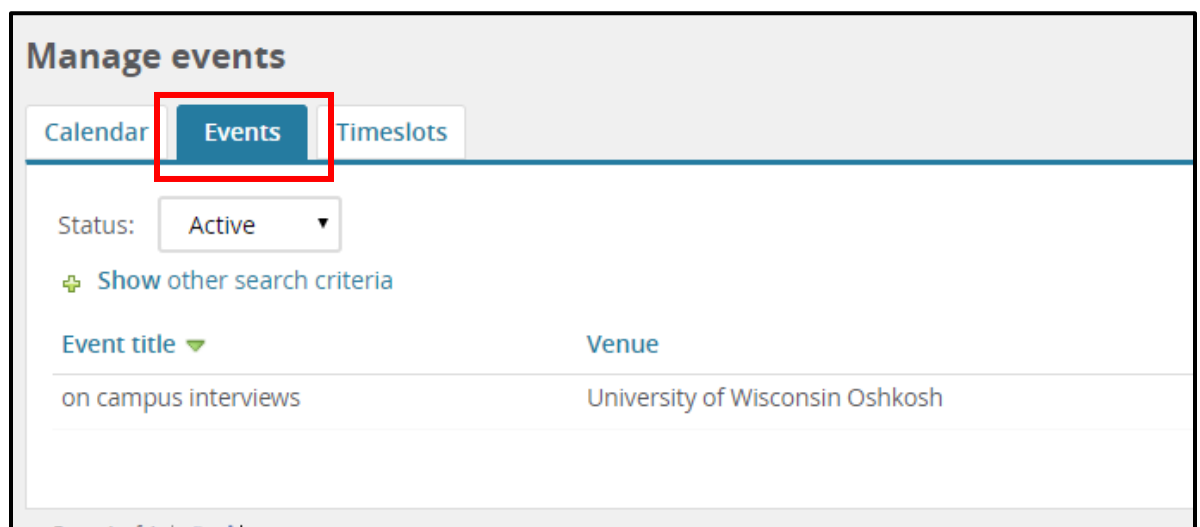
Select the event day/time slot you would like to edit:

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:

E-mail: Applicant : ● Yes ○ No

From:* leichtfj@uwosh.edu

Subject:*

B *I* U S̶ | ≡ ▾ ≔ ▾ ▤ ▤ | Formats ▾ A ▾ A ▾ | 🔗 | ▦ ▾ I̶x ‹› ⑦

Dear {FIRSTNAME},

Regards, University of Wisconsin Oshkosh Careers

Save   Cancel   Spell check