**Candidate Process in PageUp**

**Search Committee Chair**

**Path to Move Candidate Status:**

1. Select “Search Committee Review”
2. View Applicants
3. **Select Candidate Name**
4. Select Current Status
5. Select Next Status
6. Select “Next”, then “Move Now”

**Notes:**
- All candidates must be in an appropriate **terminal** status after an offer has been accepted
- Candidate statuses can be moved by the Hiring Supervisor/ Search Chair/ Admin Support

**For Hiring Supervisor view, complete Step 3, select blue “i” and select hyperlink job title then “View Applicants” in left corner.**

**Active Status**

**Terminal Status**

*Email notification sent to candidate. Can stop auto notification and contact candidate outside of PageUp*
Candidate Process in PageUp

**Hiring Supervisor/Admin Support Path to Move**

**Candidate Status:**

1-Select "X-jobs open" under “New Job”
2-Select “View Job”
3-Select “View Applications” (upper left corner)
4-Select Candidate Name
5-Select Current Status
6-Select Next Status
7-“Next”, “Move Now”

**Notes:**

✓ All candidates must be in an appropriate terminal status after an offer has been accepted
✓ Candidate statuses can be moved by the Hiring Supervisor/ Search Chair/ Admin Support

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**Terminal Status**

- Email notification sent to candidate. Can stop auto notification and contact candidate outside of PageUp

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**Active Status**