

Hiring Manager & Search Chair – Navigating PageUp

As a Search Chair and/or Hiring Manager you'll need to login to PageUp to complete several functions throughout the recruitment process. Below is a summary of actions. Please click the hyperlink to navigate to the appropriate section.

Hiring Manager

- [Reviewing and approving the job requisition details](#)
- [Checking status of approval process](#)
- [Viewing job posting](#)
- [Reviewing applications](#)
- [Updating candidate statuses](#)
- [Submitting a hiring recommendation](#)
- [Viewing offer status and onboarding tasks](#)

Search Chair

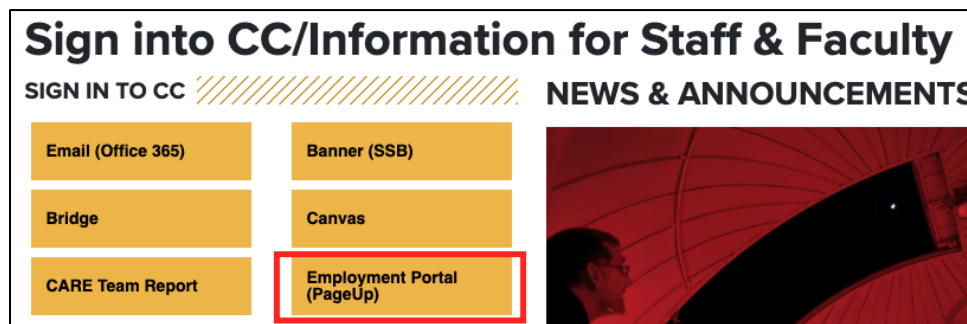
- [Viewing job posting](#)
- [Reviewing applications](#)
- [Updating candidate statuses](#)
- [Submitting a hiring recommendation](#)

This document will outline how to complete these actions. Please navigate to the appropriate section depending on your role for the search.

***Note:** Please ensure you have popups enabled for PageUp to complete this step.

Logging In:

1. Navigate to your [PageUp](#) Dashboard
2. You can also locate the link on the CC sign sign-on page –



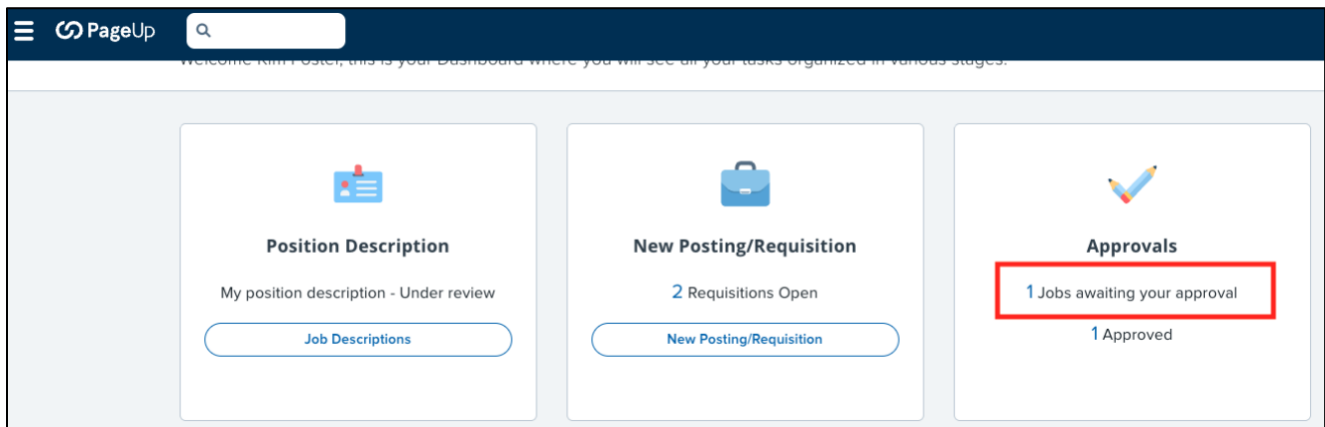
On the next page, select “**Manage My Searches**”

***Note:** It is highly recommended to bookmark these pages!

Reviewing and approving the job requisition details

Once HR approves the job description, the Talent Acquisition Specialist will start a job requisition form in PageUp that goes through a series of approvers. This form will circulate through the appropriate signers and once finalized, return to the Talent Acquisition Specialist to begin the job posting phase.

1. When the job requisition is ready to review, you will receive an email notification with the subject line "**Requisition for Review.**" There is a link in the email that brings you to the requisition or you can log in to PageUp.
 - a. You have 2 options to approve the requisition. You'll need to use the log in option to view all details.
 - i. Reply "**approve**" to the email
 - ii. Log in to PageUp and approve (recommended)
2. From the "**Approvals**" tile, navigate to the jobs awaiting your approval



3. Make sure the approval status filter is showing "pending"
4. To view the job details, select "**view**" on the right-hand side. The following steps will go through what to review on the requisition.

Manage approvals

Approval status: Pending

Clear Search

Date raised	Reference No.	Job title †	Hiring Manager	New	Replacement	
Aug 28, 2024	492380	Campus Safety Officer	[REDACTED]	0	1	View

5. The first section is Posting Details. In this section, you'll want to confirm: Work location & Application Deadline.

(492380) Campus Safety Officer View applications

Position info Notes Documents

POSTING DETAILS

Posting Number:
Leave blank to automatically create a reference No.

Position number, Banner Job Title:

Details
 Position no: FN0048
 Position: Campus Safety Officer
 Incumbent: [REDACTED]
 Business unit: Dean of the College
 Division: Dean of the College
 Department: Campus Safety
 Pay scale: 2024-NS-B
 FTE: 1.00
 Supervisor: [REDACTED]

Job Title (future):* Campus Safety Officer
 Position type:* Staff - Full Time

Work Location:*

Recruitment process:* Staff - External Competitive Search

Application Deadline Type:*
"Application Deadline" - will close the job and no new applications can be submitted after the date you enter below.
 "Continuous Recruitment" - will keep the posting open, and applications can still be submitted after the date below.

Apply by Date:*

Per the Equal Pay for Equal Work Act, all job postings must include a good-faith estimate of the date an application window is anticipated to close.

Language like "open until filled" is NOT compliant.

Application Deadline Type:

1. Application Deadline – This will put a hard close on the job posting on the specified date.
2. Continuous Recruitment- This will keep the job posting open to new applicants, but a full consideration date is listed. Meaning applications after the date don't need to be evaluated, but can be.

6. Next is the Number of Openings and Position Details section. Please make sure the details are correct. If something is incorrect, please email the Talent Acquisition Specialist.

NUMBER OF OPENINGS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:

Position no:	Type:	Applicant	Application status
1 SN0050	Replacement	-	-

POSITION DETAILS

Current/previous incumbent name: [REDACTED]

Type of Change:* Staff - replacement (due to resignation or retirement)

Today's Date:

Division:* Dean of the College
 Sub-Division: Dean of the College
 Department: Campus Safety
 FLSA Status: Nonexempt/ Hourly
 Does this position supervise others?: Does not supervise others
 Will this position drive CC vehicles?: Position requires driving CC vehicles (drivers must be eligible for coverage under CC's insurance plan)

7. In the **Advertising Text section**, the summary description and position preview will be the same. This will be prefilled with a compelling summary for the job ad. Please make any changes you would like.

- a. The responsibilities, minimum qualifications, and preferred qualifications are pulled from the job description. Only **minor** changes should be made to the responsibilities

and minimum qualifications, such as adding clarifying words or adjusting spelling.

Note: If a major change is needed (for example, changing from an HS Diploma required to a Bachelor’s required), please contact HR. If there are any preferred qualifications, you can add them into the “Preferred Qualifications” text box.

- b. Include any additional job boards you would like to post on (include URL) and special instructions to applicants (if applicable).

ADVERTISING TEXT

Summary Description:	Helps maintain a safe and secure campus learning environments for all by protecting lives, property, and reputation of Colorado College and the greater community, including guests and visitors. Campus Safety functions twenty-four hours a day, seven days a week, therefore, a Campus Safety Officer can be assigned to work weekends, holidays, overnight shifts or critical incidents. A Campus Safety Officer oversees the distribution...
Responsibilities:	Communication Operations: Serve as initial point of contact via telephone, email, in person and radio; utilize customer service skills to gather pertinent information quickly and efficiently; summarize, prioritize, and disseminate that information to units in the field.
Minimum Qualifications:	High school graduate plus a minimum of three years of related experience or equivalent education; must be 21 and possess and maintain a valid driver's license and a driving record that is insurable by Colorado College's motor vehicle insurance carrier; excellent oral and written communication skills; excellent customer service skills; ability to exercise sound judgment and handle confidential/ sensitive information with discretion; ability to...
Preferred Qualifications:	Associate degree or certifications in a related field to include NIMS ICS certification; experience in higher education setting, campus safety, security, hospitality services, and/or emergency responses services.
Enter Date format as mm-dd-yyyy	
Other Advertising Job Boards:	N/A
Special Instructions to Applicants:	<div style="border: 1px solid gray; height: 30px;"></div>
Position Preview (to display on career page):	Helps maintain a safe and secure campus learning environments for all by protecting lives, property, and reputation of Colorado College and the greater community, including guests and visitors. <small>This field is a preview of the position that will appear on the job board.</small>

- c. If you made any changes or additions to the Advertising Text, please select “yes” otherwise, select “no.”

Requisition Signers: If you made any changes to fields above, please select "Yes" here and HR will regenerate the advertising text before publishing to the job board:

Yes No

Advertising Text

This is the text that will appear on posting on the job board. If you would like to make edits, please change them in the appropriate boxes above:

Job Title: Campus Safety Officer

Department: Campus Safety

Campus Location: Main Campus

Once you’ve completed your review, HR will generate the Advertising Text (which is how it will show on the website and other job sites).

8. Next, if your committee is finalized, you'll be able to edit the Chair and Committee members here:

If you are still assembling your committee, you can add this information later.

Note: Once you approve the position, you'll need to notify the Talent Acquisition Specialist if you need to add/remove members. Once it is fully approved, you'll be able to edit this section again.

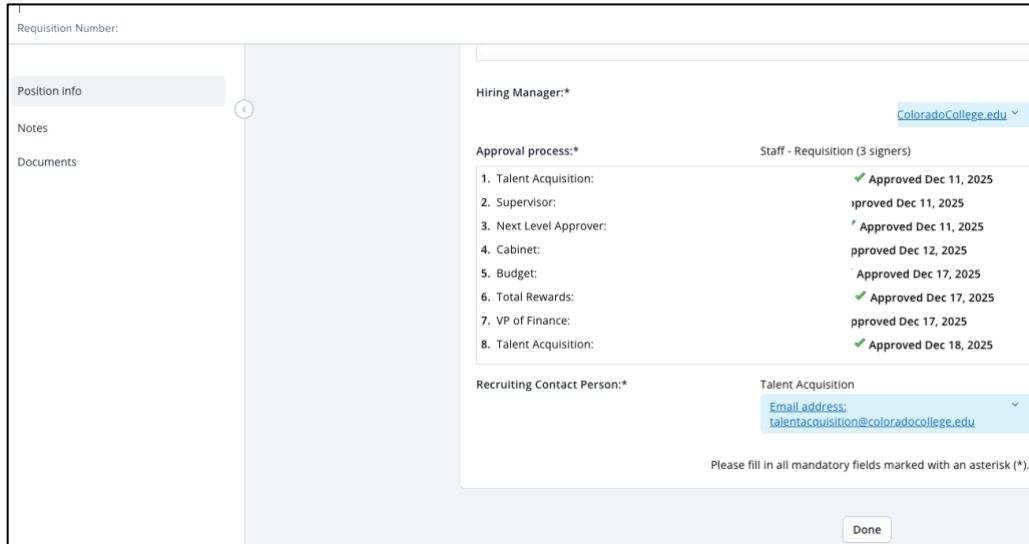
9. The last section shows the approval process. The hiring manager will typically be step 2, the remaining approvers are set up by HR and are dependent on the department's organizational chart. If something looks wrong, please contact the Talent Acquisition Specialist before approving the requisition.

When you have completed your review, select "Approve" and it will go to the next person on the approval list.

When all the approval signatures are collected, the Talent Acquisition Specialist will then be notified to post the position, and an email will go to the hiring manager and/or search committee chair confirming it has been posted with additional next steps.

Checking Status of Approval Process

To check on the status of a job requisition once you've completed your approval, return to your dashboard. On the Approvals tile select the “# **Approved**” and go to the position you are wanting to check. Then select “**view**” and scroll to the Approval Process at the bottom.



Requisition Number:

Position info

Notes

Documents

Hiring Manager:* ColoradoCollege.edu

Approval process:* Staff - Requisition (3 signers)

1. Talent Acquisition:	Approved Dec 11, 2025
2. Supervisor:	Approved Dec 11, 2025
3. Next Level Approver:	Approved Dec 11, 2025
4. Cabinet:	Approved Dec 12, 2025
5. Budget:	Approved Dec 17, 2025
6. Total Rewards:	Approved Dec 17, 2025
7. VP of Finance:	Approved Dec 17, 2025
8. Talent Acquisition:	Approved Dec 18, 2025

Recruiting Contact Person:* Talent Acquisition
Email address: talentacquisition@coloradocollege.edu

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

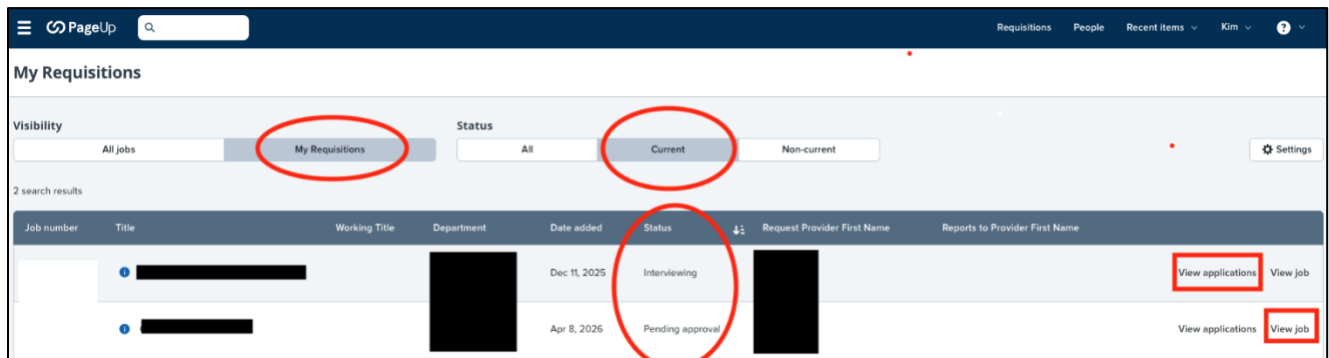
Done

[Return to Page 1](#)

Viewing Job Postings

Once you receive a confirmation email from the Talent Acquisition Specialist that the job has been posted, you can view the posting/requisition by logging into PageUp.

1. On your Dashboard, go to the New Posting/Requisition tile and select “# **Requisitions Open.**”
2. Here, you'll see all requisitions you have open and their statuses. You can select “**view applicants**” to view applications and “**view job**” to view position details.



PageUp

Requisitions People Recent Items Kim

My Requisitions

Visibility: All jobs **My Requisitions**

Status: All **Current** Non-current

2 search results

Job number	Title	Working Title	Department	Date added	Status	Request Provider First Name	Reports to Provider First Name
• [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Dec 11, 2025	Interviewing	[REDACTED]	[REDACTED]
• [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Apr 8, 2026	Pending approval	[REDACTED]	[REDACTED]

View applications View job

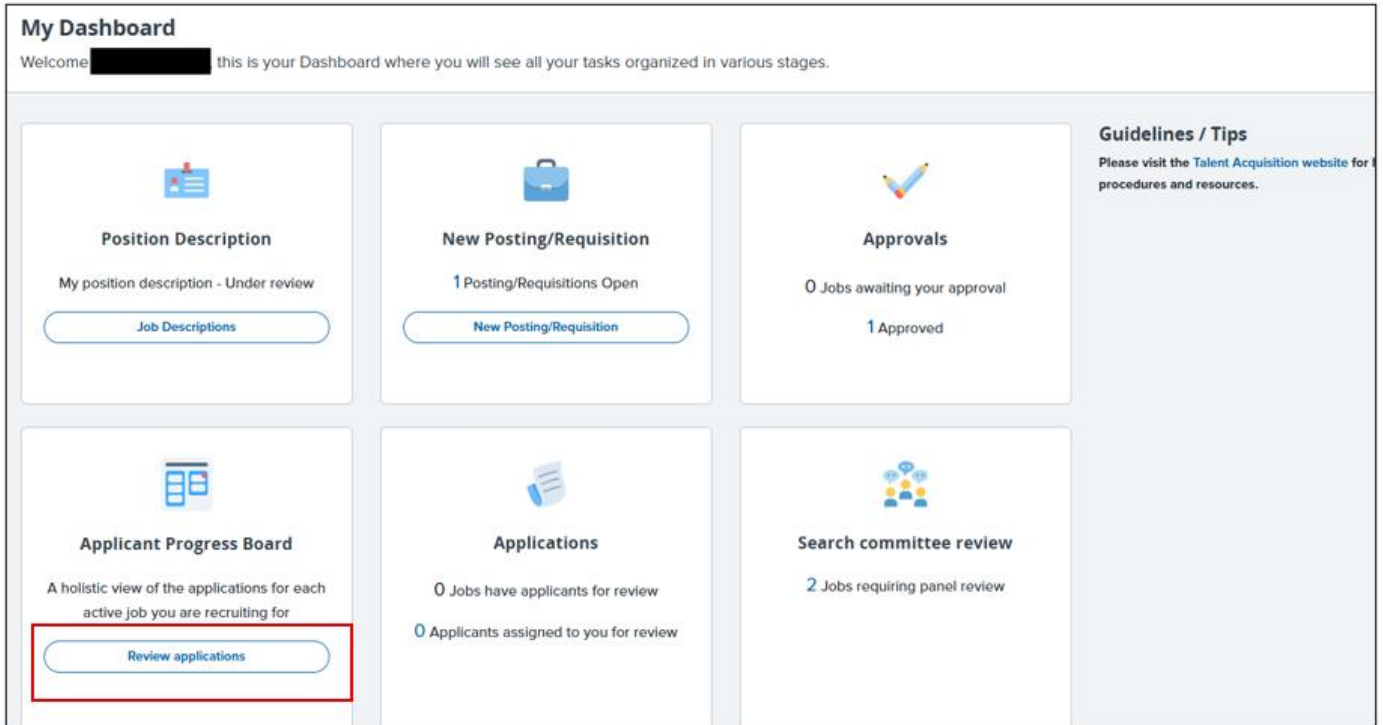
View applications View job

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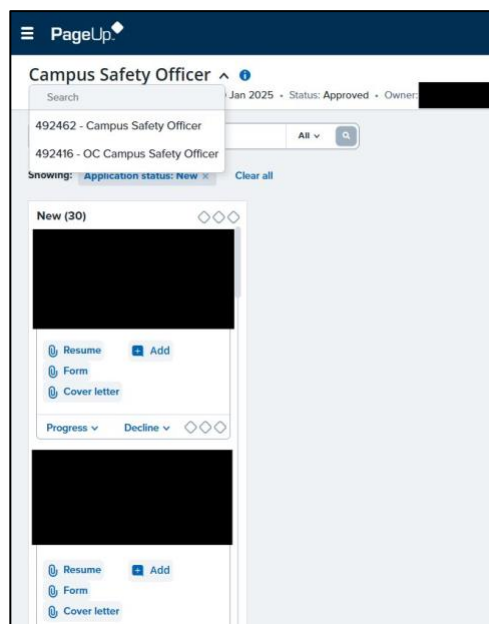
Reviewing Applications

The best place to review and manage applications is on the **Applicant Progress Board**.

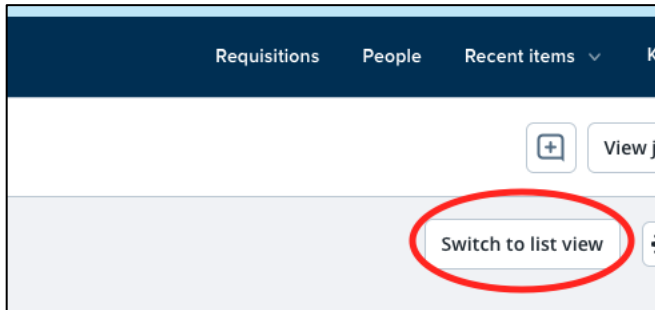
1. On your dashboard, select “**Review applications.**”



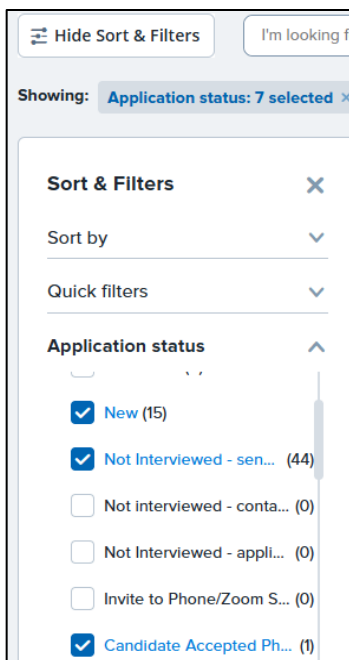
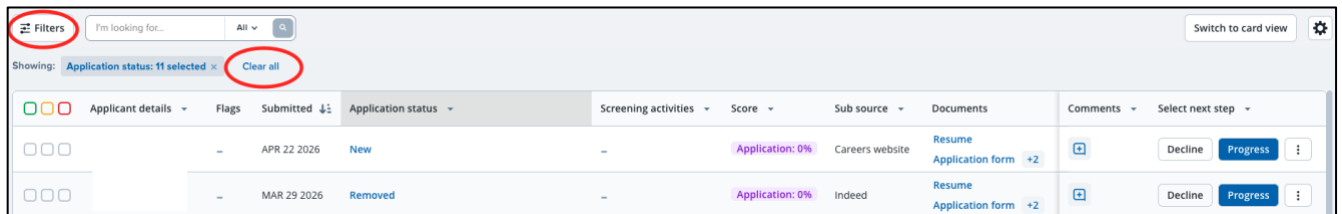
2. You can switch between jobs in the upper left-hand corner using the dropdown option.



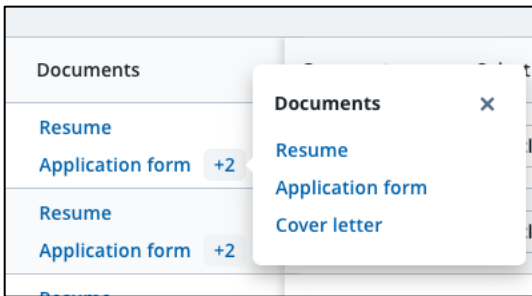
- You can switch your view on the upper right-hand corner. It will either say “**Switch to list view**” or “**Switch to card view.**”



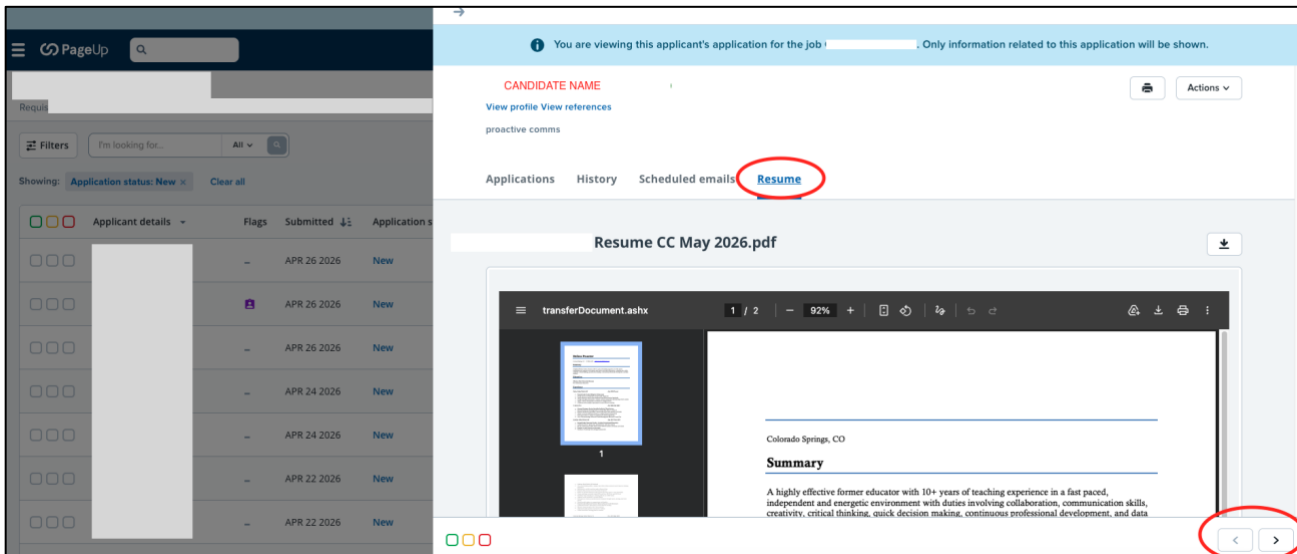
- Below is the list view (recommended). There are options to add and clear filters on the top left-hand corner.



- Viewing Application Materials** – To view the resume, application form, or cover letter, you can refer to the hyperlinks under the document column.

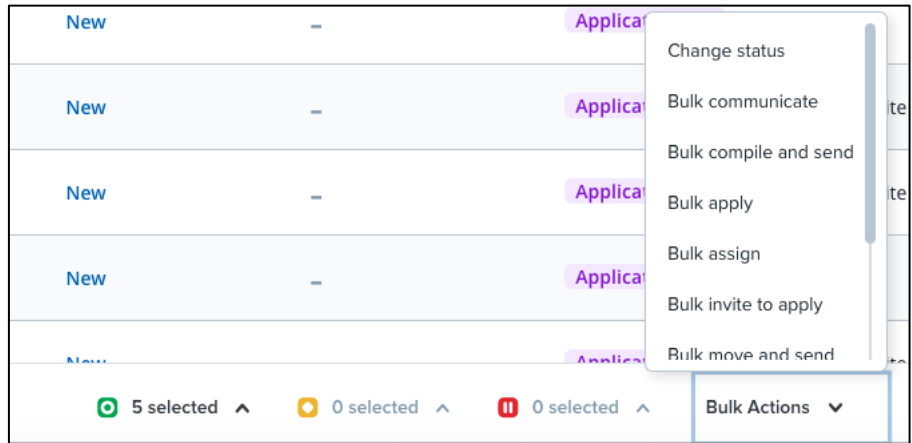
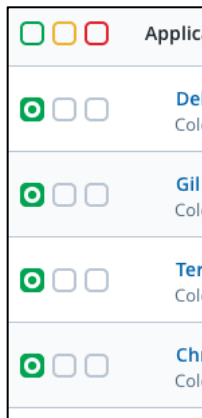


6. If you want to toggle through different resumes, click the candidate's name in the Applicant details column. This will open a window (or fly-out) on the right-hand side. If you select resume, you can review their submission. Then select the arrows at the bottom to scroll through several resumes at once.

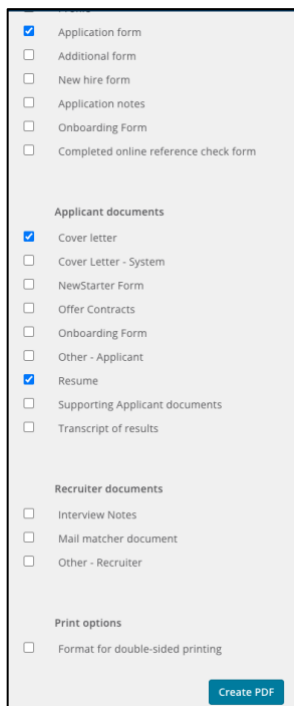


Bulk compiling all resumes/application materials:

- PageUp uses green, yellow, or red buckets to help organize candidates. To download all the application materials into one PDF, start by selecting all the candidates you want to compile and place them in the same bucket (green, yellow, or red). Then, select “**Bulk Actions**” and “**Bulk compile and send.**”

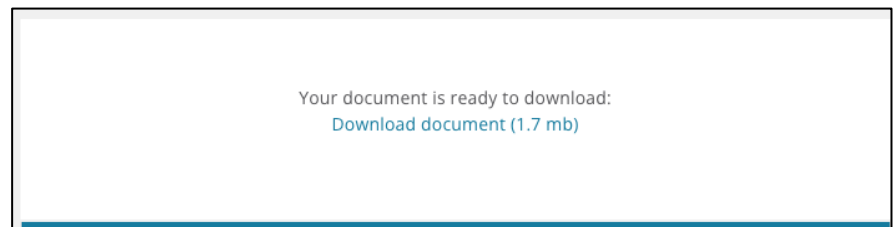


- On the next screen, select the Applicant Documents you want to include in the download (recommended application form, cover letter, and resume).
- Scroll down and select "Create PDF."



NOTE: This step takes time to process, especially if you are compiling several documents. **It is recommended to let it process before doing anything else on your computer. If you are using multiple systems at once, it can error out.**

Once the file is complete, a window will open with a link to download the document and send an email. The email is optional. You can close the window to bypass the email.



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Updated 5/6/26

Updating Candidate Statuses

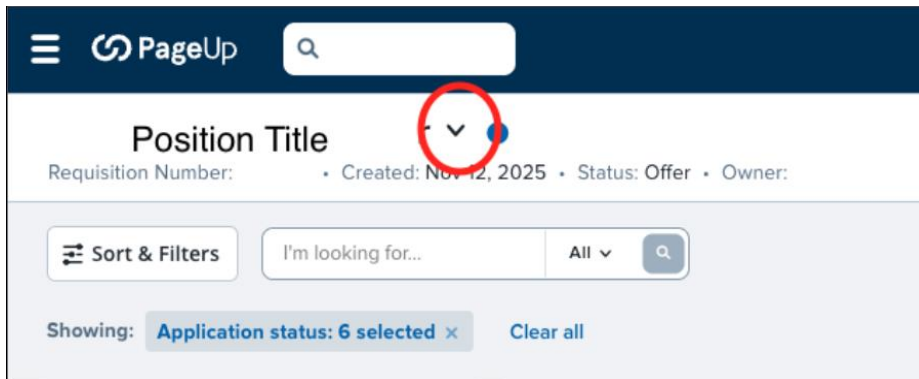
Throughout the search process, you'll need to update each candidate's status. Updating a candidate status means **changing where a candidate is in the hiring workflow** inside PageUp so the system accurately reflects what's happening (and, depending on the status you choose, it may also **trigger a notification or email**).

Typical status updates include:

- New – Default status for all unreviewed applications
- Not interviewed – Send automatic decline email
- Moving to the next stage (for example - Invite to Phone/Zoom Screen)
- Hiring Recommendation: Request offer (Launch Offer Card)

For a full list of definitions for application status please review the [Declining Candidate in PageUp](#) detailed instructions (page 5).

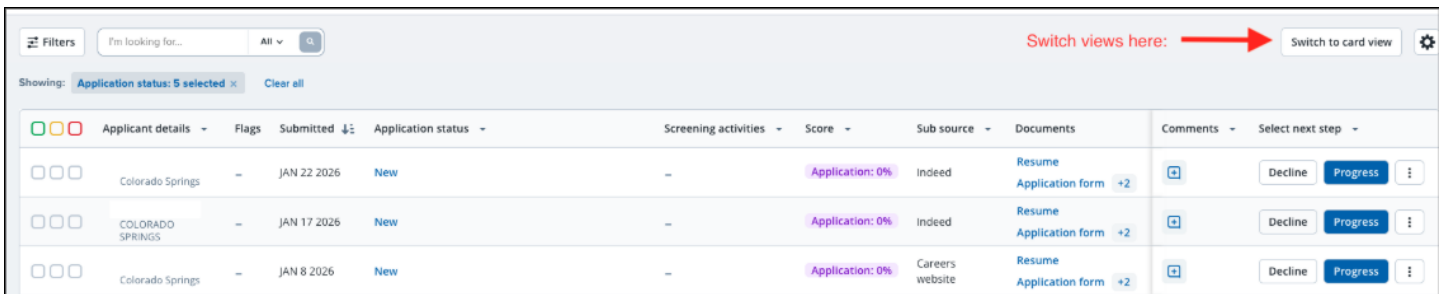
1. Navigate to the Applicant Progress Board and click the arrow next to the position title to select the position you want to manage.



2. Once you are viewing the correct position, the candidate statuses can be updated either individually or in bulk.

To update individually:

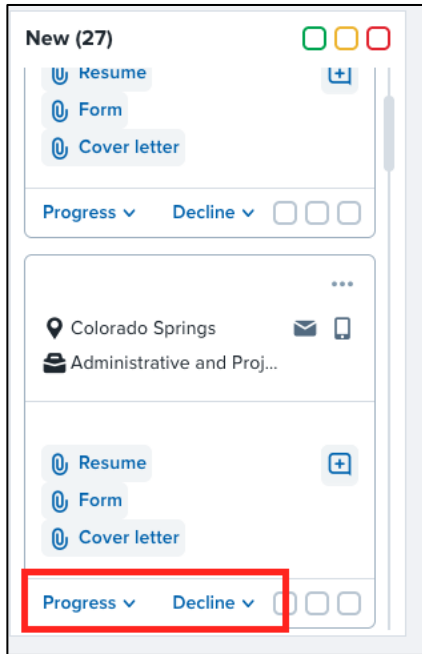
1. Select your view – The below screenshot is in list view (recommended) or you can switch to card view.



The screenshot shows a list of candidate applications. At the top, there is a search bar and a navigation menu. Below that, there are 'Filters' and a search box. The main content is a table with columns: Applicant details, Flags, Submitted, Application status, Screening activities, Score, Sub source, Documents, Comments, and Select next step. A red arrow points to a 'Switch views here' button, which is labeled 'Switch to card view'.

Applicant details	Flags	Submitted	Application status	Screening activities	Score	Sub source	Documents	Comments	Select next step
Colorado Springs	-	JAN 22 2026	New	-	Application: 0%	Indeed	Resume Application form +2	Decline Progress	Decline Progress
COLORADO SPRINGS	-	JAN 17 2026	New	-	Application: 0%	Indeed	Resume Application form +2	Decline Progress	Decline Progress
Colorado Springs	-	JAN 8 2026	New	-	Application: 0%	Careers website	Resume Application form +2	Decline Progress	Decline Progress

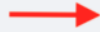
If in card view, look for the “**progress**” and “**decline**” options at the bottom of the candidate card:



If in list view, look for the “**progress**” and “**decline**” options on the right-hand side of the screen -

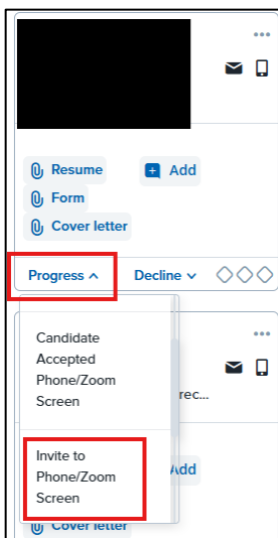
Filters: I'm looking for... All

Showing: Application status: 5 selected

Switch views here: 

Applicant details	Flags	Submitted	Application status	Screening activities	Score	Sub source	Documents	Comments	Select next step
Colorado Springs	-	JAN 22 2026	New	-	Application: 0%	Indeed	Resume Application form +2		<input type="button" value="Decline"/> <input type="button" value="Progress"/>
COLORADO SPRINGS	-	JAN 17 2026	New	-	Application: 0%	Indeed	Resume Application form +2		<input type="button" value="Decline"/> <input type="button" value="Progress"/>
Colorado Springs	-	JAN 8 2026	New	-	Application: 0%	Careers website	Resume Application form +2		<input type="button" value="Decline"/> <input type="button" value="Progress"/>

2. To move a candidate forward in the process, select “progress” and the appropriate stage.



Note: it will give you an option to email the applicant from PageUp. Pay special attention to this screen:

Confirm status change

You are about to move [redacted] a different status:

From status: [redacted]
To status: [redacted]

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

Not interviewed - contacted by committee reason

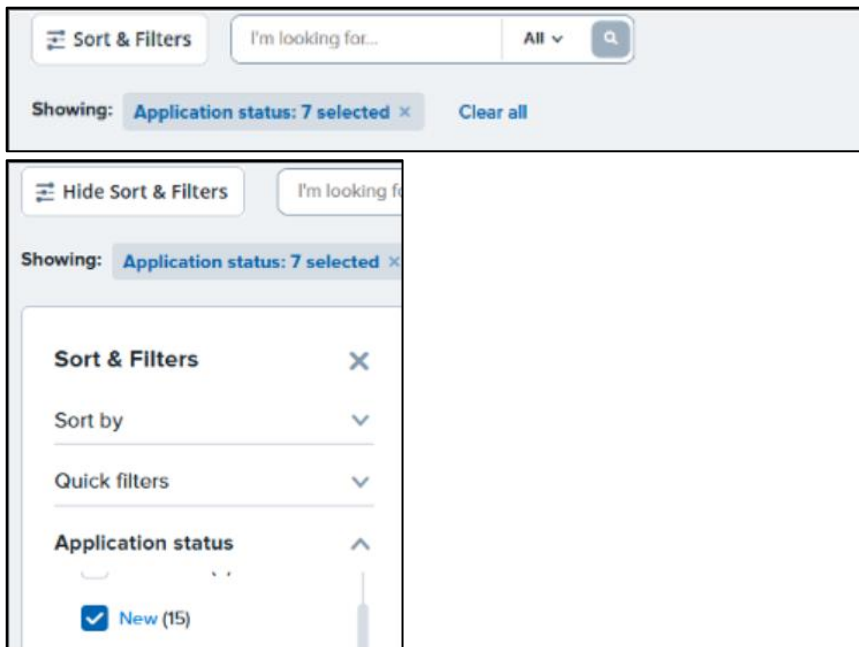
Please indicate the reason for selecting the not interviewed - contacted by committee status:*

Select

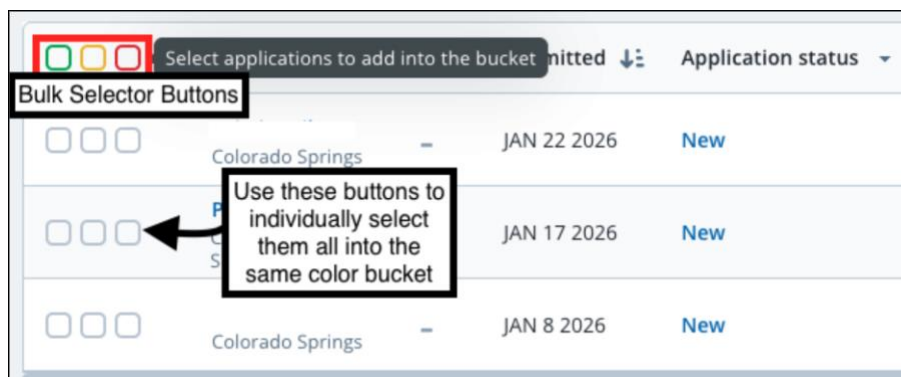
- To remove a candidate from consideration, use the decline option. Please refer to the [Declining Candidates in PageUp](#) instructions for more details.

To update in bulk:

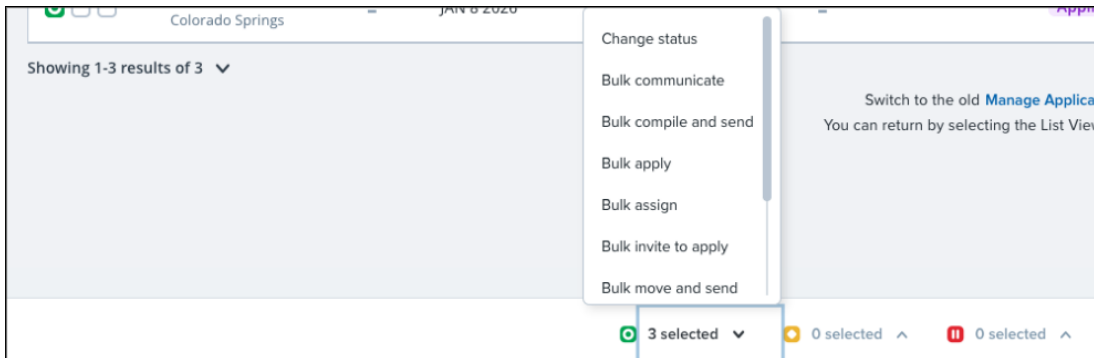
- Start in the **Applicant Progress Board** in whichever view you prefer (card or list view). List view is recommended for this step.
- Utilize the filters feature on the left-hand side to customize the applicant search. For example, filtering to see only “new candidates.” Select what you’d like to filter and then click apply. See below -



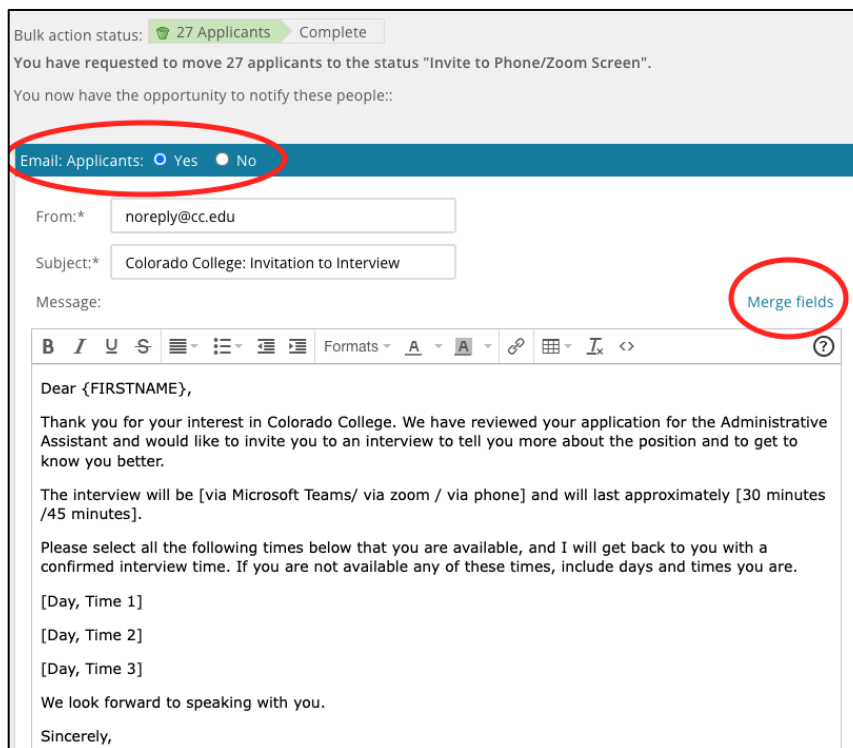
- You can bulk move candidates by selecting candidates individually into the same bucket (green, yellow, or red), or using the bulk selector at the top.
***Note:** Using the bulk selector will only select all candidates on that page. You may need to expand the candidates on the page or complete this action multiple times if there are several pages.



- Once you have selected everyone you want to decline, navigate to the bottom of the page and click the arrow by the color you want to move.




- Select **“Change Status.”** A new window will open; you’ll need to select the appropriate application status.
- If the status includes an email, it will preview on the next page. You can also change the **“Email: Applicants”** to **“yes”** if you’d like to draft your own email. **Note:** If you are sending to multiple candidates, you will want to include a merge field to pull individual information. Click the merge field link, and it will show a list of options. You can copy paste or click the option you want to add it to your email.



- Edit the email, then scroll down to the “additional users from job” section to notify others on the requisition.

Viewing Offer Status and Onboarding Tasks


After the hiring recommendation has been submitted, you can return to the offer card (if you need) to add documentation or if you forgot to select an approval process. You can also check the status of the offer approval.



Applicant Progress Board

A holistic view of the applications for each active job you are recruiting for

Review applications



Offers

0 Offers awaiting your approval

1 New hires

0 New hire tasks

Title	Application status	Date started
[Redacted]		

[View offer details](#)

Select “view offer details” and it will open the hiring recommendation. You can scroll to the documents section to add recruitment documents or down to the bottom to view the approval status. If you forgot to select an approval, this will be blank. You will need to change it to “**submit to HR**”

Approval process

Originator:* Blayne Rylander

Approval process: Staff - Submit to HR

Approval workflow initiated: Apr 27, 2026, 2:16pm MST

1. Compensation:	Kyle Johnson ✓ Approved Apr 28
2. Talent Acquisition:	Blayne Rylander 📍 You are here Resend email to approver
3. Talent Acquisition:	Cheyenne Fetsch

Once a verbal offer has been made, you can review the application status to check where the candidate is at in the process.

Title	Application status	Date started	
Paraprofessional (Geology)	Appointment letter signed, NH Form Completed	Aug 3, 2026	View offer details View all tasks
Paraprofessional (Geology)	Background Check Pending	Aug 3, 2026	View offer details

Once the Appointment letter has been signed (the offer letter), you can view onboarding tasks by clicking “**view all tasks**” and it will open this screen. If you have questions on these tasks, please reach out to Talentacquisition@coloradocollege.edu

Title	Application status	Date started	
Paraprofessional (Geology)	Appointment letter signed, NH Form Completed	Aug 3, 2026	View offer details View all tasks
Paraprofessional (Geology)	Background Check Pending	Aug 3, 2026	View offer details

Task	Assigned to	Due date	Status
Before First Day			
Complete W-4 Form		03 Aug 2026	Open
Submit Access/ Technology Request to ITS		03 Aug 2026	Open
Complete I-9 Form		03 Aug 2026	Open
Review Universal Availability Notice		03 Aug 2026	Open
Complete Direct Deposit Form		03 Aug 2026	Open
Welcome Message		03 Aug 2026	Open
After First Day			
Title IX Mandatory Training Acknowledgement		17 Aug 2026	Open
Employee Demographic Form		10 Aug 2026	Open

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