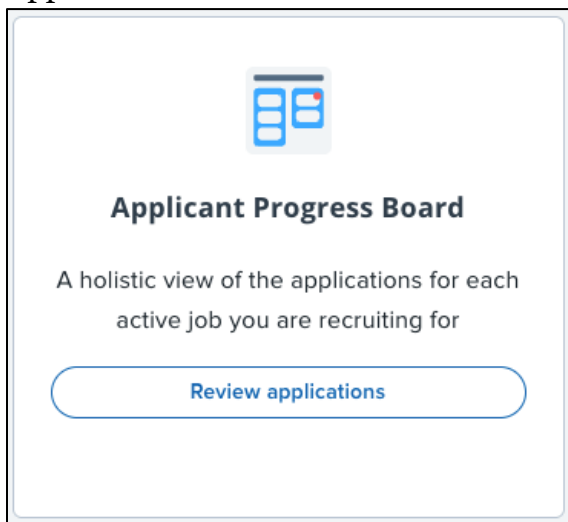


# Declining Candidates in PageUp

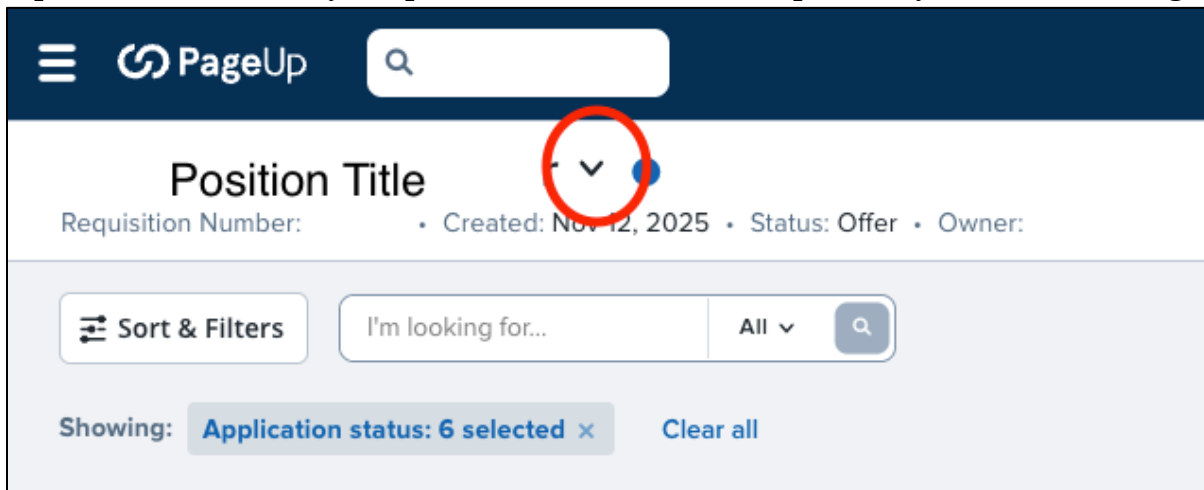
Selecting the correct decline reason in PageUp ensures candidates receive accurate notifications, supports compliance and reporting, and provides clear data for future hiring decisions. This document will walk through the process of declining candidates and the decline reasons available in PageUp when moving the candidate status. You need to be the Search Chair on the position in order to have this function. The **Definition of Applicant Status** section at the end of this document provides detailed descriptions to better assist you with selecting the correct decline reason.

## Instructions:

1. Navigate to your **PageUp** Dashboard
2. On your Dashboard, navigate to the applicants by going to Applicant Progress Board – Review Applications



3. Here, you can switch between positions (if you are the Search Chair for more than one) at the top – Click the arrow by the position title and select the position you want to manage:

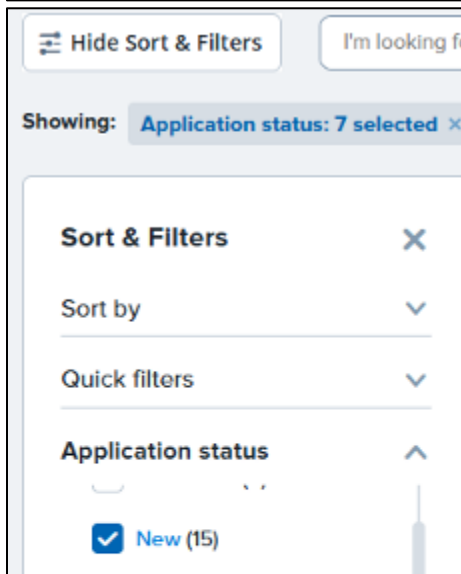
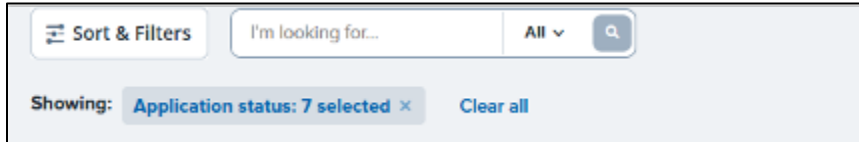


4. Once you are in the correct position, switch to list view (on the right-hand side) to view multiple candidates. This is what the list view should look like:

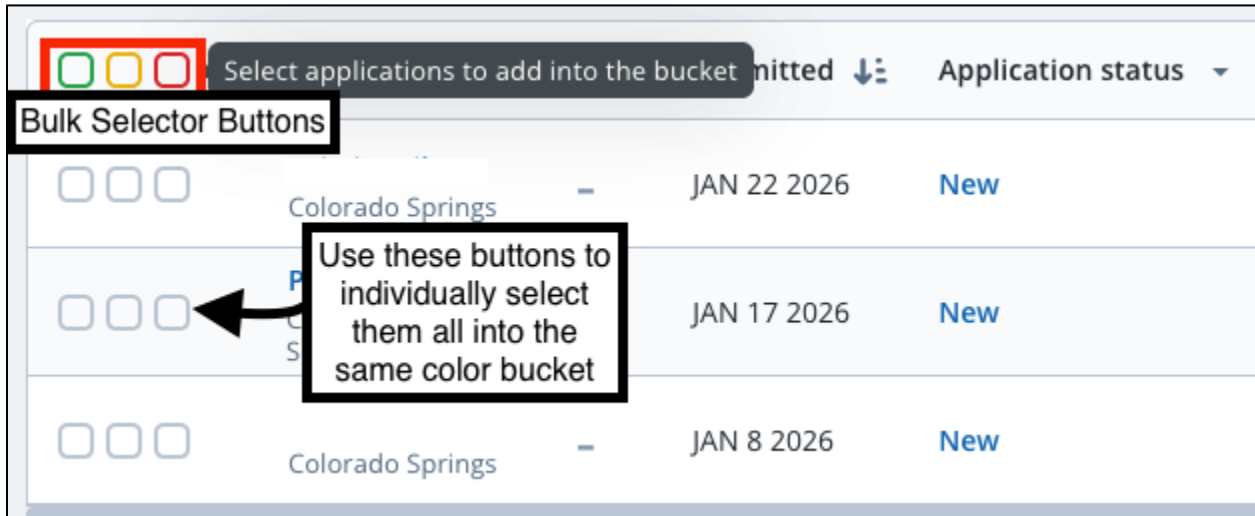
Switch views here: Switch to card view

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
COLORADO SPRINGS	-	JAN 17 2026	New	-	Application: 0%	Indeed	Resume Application form +2		Decline Progress
Colorado Springs	-	JAN 8 2026	New	-	Application: 0%	Careers website	Resume Application form +2		Decline Progress

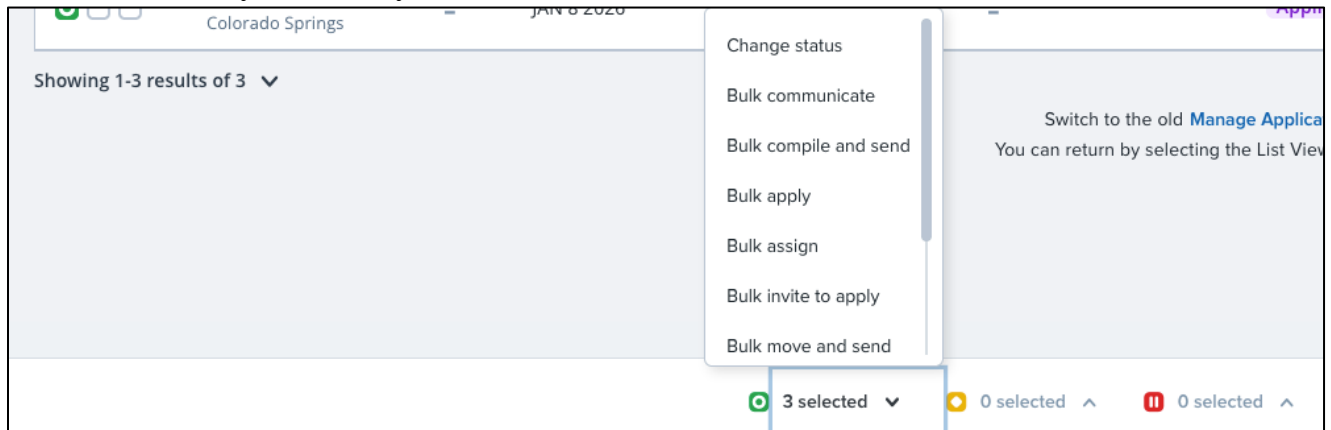
5. Utilize the filters feature in the left-hand side to customize applicant search. For example, filtering to see only “new candidates.” Select what you’d like to filter and then click apply. See below -



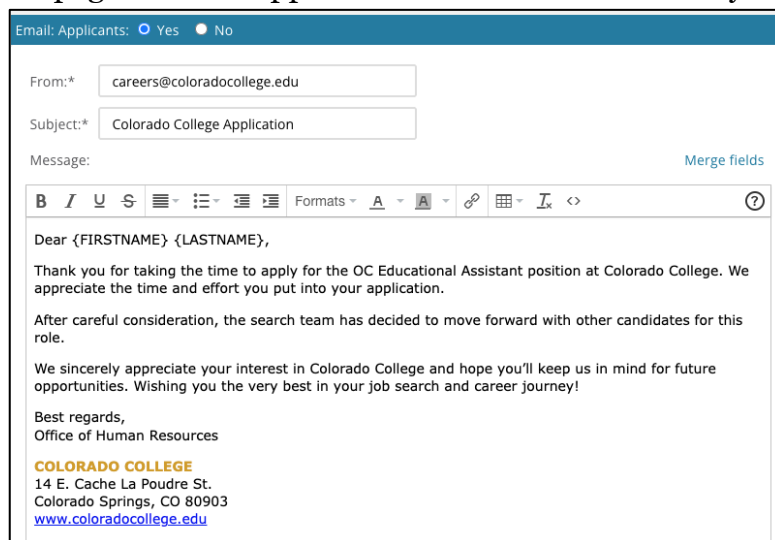
6. You can bulk move candidates by selecting candidates individually into the same bucket, or using the bulk selector at the top:  
 \*Note: using the bulk selector will only select all candidates on that page. You may need to expand the candidates on the page or complete this action multiple times if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



7. 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 -



8. Select “**Change Status.**” A new window will open; you’ll need to select the appropriate application status. See the “Definition of Applicant Status” descriptions at the end of this document for more guidance.
9. If the status includes an email notification, it will preview in the new window. You’ll need to select a decline reason from the drop-down menu and then select “move now” at the bottom of the page. \***Note:** Applicants will not see the reason you chose.



**Not Interviewed - send automatic decline email reason**

Please indicate the reason for selecting the not interviewed - send automatic decline email status:\*

✓ Select

- Does not meet minimum qualifications
- More qualified candidate selected, not in top group
- Candidate withdrew
- Candidate withdrew due to no VISA sponsorship
- Application submitted after full consideration date
- Position canceled
- Poor candidate pool - Failed search
- Candidate failed to show for interview, no call/no show
- Unresponsive - Could not get a hold of candidate
- Lacked depth in interview questions
- Lacked communication/presentation skills during interview
- Lacked relevant skills/knowledge during interview
- Cannot meet job requirements - Required hours, physical demands, etc.

**Not Interviewed - send automatic decline email reason**

Please indicate the reason for selecting the not interviewed - send automatic decline email status:

Position filled

**Note**

The following will be added to the applicant notes for administrators to view:

Move now Cancel

Once you've selected "**move now**", the candidate status will be updated, and if "yes" was selected in the email applicant section, an email will be sent immediately. A pop-up window will open letting you know the move is processing. Please wait to exit until the window closes automatically.

## Definition of Applicant Status:

<b>Application Status</b>	<b>Definition</b>
New	Default status for all unreviewed applications
Not Interviewed – Send automatic decline email	Select when an applicant is no longer under consideration. The email notification will default to yes when this option is selected. You must select a decline reason when moving to this status.
Not Interviewed – Contacted by committee	Select when an applicant is no longer under consideration. This option should be selected when the committee has contacted the applicant outside of PageUp. The email notification will default to no when this option is selected. You must select a decline reason.
Not Interviewed – applied after full consideration date, send automatic email	Select when an applicant is no longer under consideration. The email notification will default to yes when this option is selected. You must select a decline reason when moving to this status.
Invite to Phone/Zoom Screen	Select when an applicant has been selected to move to a screen.
Candidate Accepted Phone/Zoom Screen	Select when an applicant accepts the screen interview time.
Candidate Declined Phone/Zoom Screen	Select when an applicant declines invitation to screening interview. The email notification will default to no.
Phone/Zoom Screen – not hired – send automatic decline email	Select when an applicant completes the screening interview but is not selected. The email notification will default to yes. You must select a decline reason when moving to this status.
Phone/Zoom Screen – not hired – contacted by committee	Select when an applicant completed the screening interview but is not selected and has been contacted outside of PageUp by the committee. The email notification will default to no for this selection.
Schedule a Campus/Finalist Interview	Select when an applicant has been selected to move to the campus/finalist interview.
Candidate Accepted Campus/Finalist Interview	Select when an applicant has accepted the invitation for the campus/finalist interview.
Candidate Declined Campus/Finalist Interview	Select when an applicant has declined campus/finalist interview. The email notification will default to no for this selection.
Campus/Finalist Interviewed – not hired – contacted by committee	Select when an applicant has completed the campus/finalist interview but is not selected and has been contacted by the committee. The email notification will default to no for this selection. You must select a decline reason when moving to this status.
Hiring Recommendation: Request offer (Launch Offer Card)	Select this status for the applicant(s) that are selected for hire. This status is required in order to submit a hiring request. <b>You must select an approval process on the offer card to submit the recommendation to HR for approval.</b>
Background Check Unsuccessful	HR USE ONLY
Send Offer Letter to Candidate	HR USE ONLY
Appointment letter signed, NH Form Complete	HR USE ONLY
Offer accepted	HR USE ONLY
Offer declined	HR USE ONLY
Search committee – Failed search	HR USE ONLY
Removed	HR USE ONLY
Withdrawn	HR USE ONLY
Ineligible	HR USE ONLY
Export to Banner	HR USE ONLY