

October 24th
November 28th

PageUp

Reviewing and Managing Applications

9:30 a.m. - 11:30 a.m.

Session Description: *This session is designed for those individuals that will participate in the search process by reviewing and rating applications. Participants will learn how to successfully operate the PageUp Applicant Tracking System.*

Session Objectives:

- *Navigate through the applicant tracking system dashboard*
- *Navigate the applicant card and review applicant materials*
- *Rank and rate applications*
- *Create and invite applicants to an interview event*
- *Move applicants through the recruitment process by changing statuses*
- *Send communication to applicants and other users*
- *Request references*

Audience: *Search Committee Chairs (those individuals heading a Search Committee), Search Committee Members, and Hiring Managers (those only responsible for managing the applications).*

Location: Eng 021A

Register at: www.umbc.edu/training

