PageUp Rowan Employee User FAQs

Q: How do I log into PageUp?
A: Enter "rowan.pageuppeople.com" into your Internet browser address bar. Please note that there is no "www" at the beginning of this web address. Once you enter the web address, you will use your Banner network credentials to log into PageUp.

Q: I have logged into PageUp. I am on a search committee. Where do I view my assigned searches?
A: Once logged into PageUp, you will arrive at "My Dashboard" and should notice on the screen a series of tiled options. Go to the tile that says "Search Committee Review," and click on the link stating the number of job requiring panel review.

You will then see your search committee jobs. Click on the "View Applicants" link on the right side of the row. Once you do this, you will see all candidates in active status (i.e. candidates who have completed the application process and have not withdrawn) and can view the applicant information.

Q: I'm on a search committee, but when I log into PageUp, I don't see a "Search Committee Review" tile on My Dashboard. What should I do?
A: First, confirm that you are indeed on the search committee and your name is listed on the job card for the position. You may reach out to your search committee chair, the job card initiator, or the search's assigned Staffing Specialist for confirmation.

If you are listed on the job card, then you should then contact the Office of Employee Equity to confirm that you are in compliance with your search committee training. Your permission to access your assigned searches will not be granted through PageUp until the Office of Employee Equity confirms your search committee training compliance.

Q: When I see my list of search committee jobs, I see there are 10 applicants. However, when I click on the "View Applicants" link, I can only view the information for 4 applicants. Why can't I see the 10 applicants?
A: The number you see in your list of search committee jobs is the total number of applicants who have responded to the posting. However, you will only be able to view those applicants who have completed the entire application and are in an active status. You will not be able to access applicants who have yet to complete the application, have withdrawn, or are otherwise inactive candidates.

Q: How do we collect applicant's reference information via PageUp for faculty searches?
A: In order for an application to be considered complete in PageUp, applicants must provide information for three references so this information will immediately be updated to the applicants' files in the PageUp system.

For faculty recruitment on the main campus, the job card initiator has a choice to select from two recruitment processes: "Faculty Recruitment-Automatic Reference Check (Main Campus Only)" and "Faculty Recruitment-Manual Reference Check (Main Campus Only)."

If the Automatic Reference Check is selected, then PageUp will send reference check invites to the listed references immediately upon the applicants completing their applications. If the Manual Reference

Check is selected, then contact the HR Representative/Staffing Specialist assigned to your search at any time after the posted response deadline. They can move some or all of the applicants into a reference status that will send reference check invites to the listed references.

For SOM faculty searches, contact the HR Representative/Staffing Specialist assigned to your search at any time after the posted response deadline. They can move some or all of the applicants into a reference status that will send reference check invites to the listed references.

Q: How do we collect applicant's reference information via PageUp for non-faculty searches?
A: In order for an application to be considered complete in PageUp, applicants must provide information for three references so this information will immediately be updated to the applicants' files in the PageUp system.

For non-faculty searches, contact the HR Representative/Staffing Specialist assigned to your search at any time after the posted response deadline. They can move some or all of the applicants into a reference status that will send reference check invites to the listed references.

Q: Who can make status updates in PageUp?
A: Three individuals may make status updates in PageUp regarding interview statues: the Search Committee Chair, the Search Representative (if applicable), and the HR Representative/Staffing Specialist. The HR Representative/Staffing Specialist must make any updates that occur after the interview stage.

Q: How does the search committee upload interview notes?
A: Contact your assigned HR Representative/Staffing Specialist for instructions on forwarding interview notes for PageUp upload.

Q: Can we send regret letters to unselected candidates via PageUp?
A: Yes. Typically, the HR Representative/Staffing Specialist sends out regret letters as part of the job closeout process. However, if specific candidates were previously notified by a search representative of their non-selected status and/or you would like to send a non-selected notification to candidates earlier in the process, please contact your HR Representative/Staffing Specialist.

Q: Can I complete temporary assignment extensions in PageUp?
A: Yes.