Adding a new applicant to PageUp

This would need to be done by the Hiring Manager or HR when the search is Classified or a direct appointment. In these cases, the applicant has not applied for the job in PageUp.

1. Click on View Applications for the job (top left corner of the job card).

2. On the next screen, select New applicant (top left corner).

3. Enter information into all of the required fields (those marked with *). (See screen shot on next 2 pages). Upload resume, cover letter, application (if classified), etc. The job title and job number will auto populate. Always select “yes” for “Do you want to disclose this application to the candidate?”
4. You will now be able to proceed with the pre-offer salary request step!