

## 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).

Customer satisfaction survey

[View applications](#) [Copy job](#)

Custodian I [Revision history](#) [History](#)

[Position info](#) [Notes](#) [Sourcing](#) [Documents](#)

**JOB REQUISITION (JOB CARD)**

----- TITLE - CLASS - POSITION & JOB NUMBERS -----

-----

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

[New applicant](#) [Search by answers to questions](#) [Merge applicants](#)

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?”

E-mail address:\*

Title:\* First name:\* Last name:\* Preferred name:

Select

Home address:

 

City:

ZIP:

Country:

United States ▼

State:

Colorado ▼

Phone No.: Cell No.: Work No.:

  

SMS text notification

Employment status:

Select ▼

Resume:

Upload

Other document:

Upload

Other document:

Upload

Job:

Custodian I  

492751 ▼

Source:\*

Form:

Do you want to disclose this application to the candidate?:\*

---

Categories/ Tags/ Talent pools

Talent pool:

Categories/ Tags:

---

Visibility

Make this applicant visible to:

---

Save action

- Save and complete application form
- Save and show applicant card
- Save and close
- Save and add another

4. You will now be able to proceed with the pre-offer salary request step!