



# HOW TO VIEW APPLICANTS

Log in to PageUp portal using single sign on

URL: [talent.okstate.edu](https://talent.okstate.edu)

### My Dashboard

Welcome Jenna Rutherford, this is your Dashboard where you will see all your tasks organized in various stages.

**New job**  
6 Jobs open

**Approvals**  
0 Jobs awaiting your

**Advertisements**  
2 Advertisements

#### Guidelines / Tips

Access to Cornerstone Learning & Performance is available until the close of business on Friday, June 13.  
[Click here to login to Cornerstone](#)

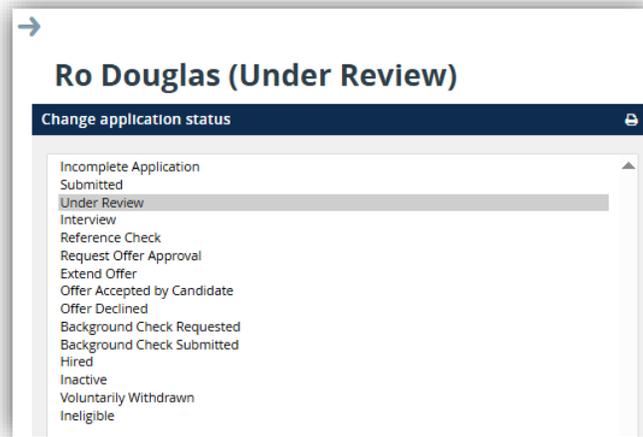
Select *view applications* for the position you want to review applicants

Job number	Title	Date added ↓	Status	Request Provider First Name	Reports to Provider First Name	
492296	Demo Sr Accounting Specialist	Apr 1, 2025	Approved	Philip Goodwin		<a href="#">View applications</a> <a href="#">View job</a>
492350	Plumber I-IV		Approved	Jensena Rutherford		<a href="#">View applications</a> <a href="#">View job</a>

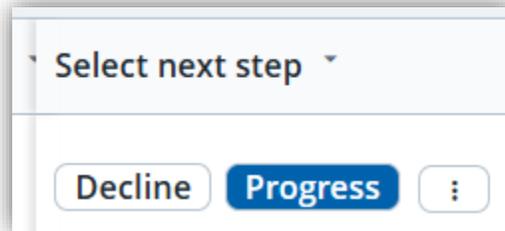
Select *Application status* next to the candidate

Applicant details ▾	Flags	Submitted ↓	Application status ▾
Ro Douglas stillwater		MAY 19 2025	Under Review

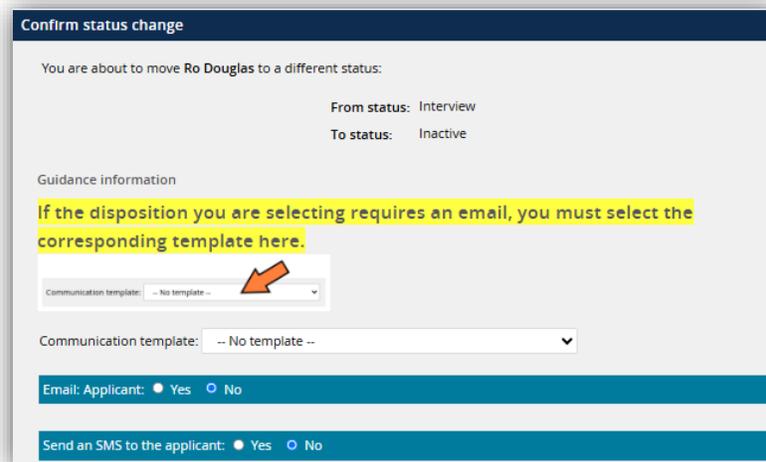
A pop-up will appear, select the appropriate status for the applicant then select *move now*



You may also decline or progress the applicant by selecting the *decline* or *progress* buttons



If *decline* is selected another pop-up will appear, select the corresponding email template from the drop-down menu



Applicants placed in the *inactive* status will have a corresponding template that begins with *inactive*; once selected the *yes* button will be selected in the *Email Applicant* field to email the applicant and an email will be drafted. You may edit the email to make it more personal.

If you scroll down, there is an option to delay the email select option then select *move now* to send the email and disposition the applicant

If you want to move the applicant forward in the hiring process, select *progress* you may copy additional users such as the hiring manager on the email. You may also select the *no* button if you have had a conversation with the applicant to avoid sending an email.

Additional users from Job

- Key Administrative Officer
- Job Card Originator
- Search Committee Chair
- Originator
- Reports to Manager - Not in Use
- Search Committee Member

Additional users from Offer

- Assistant Recruiter
- Hiring Manager
- Originator

Other additional users

Email from:\* noreply@pageuppeople.com

Email subject:\* Reference check status

Email body:\*