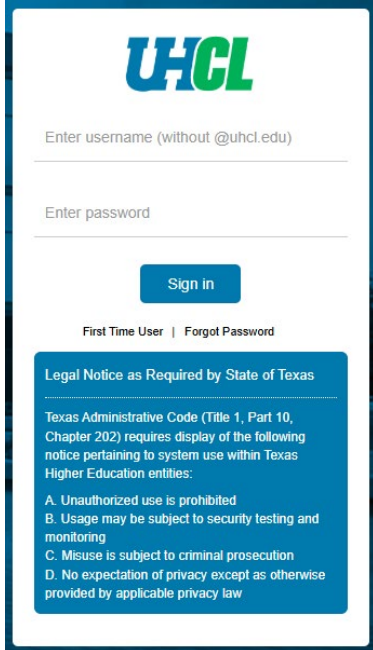


Go to the [HR Employment page](#) or any other UHCL page.

1. Click on **go.uhcl.edu**.



2. **Log in** using your UHCL employee credentials.



3. Click on the **PageUp** icon.



- Once logged in, your dashboard will load. Depending on your access it will look like one of the two options below.
  - The dashboard will indicate the number of jobs requiring review.
  - Click on **Jobs requiring panel review**.

### My Dashboard

Welcome Erika De Leon-Martinez, this is your Dashboard where you will see all your tasks organized in various stages.

**Applicant Progress Board**  
A holistic view of the applications for each active job you are recruiting for  
[Review applications](#)

**Applications**  
0 Jobs have applicants for review  
0 Applicants assigned to you for review

**Search committee review**  
1 Jobs requiring panel review

**Dashboard**

**Current jobs**

1 Total | 1 Approved

1 Approved  
Coordinator, Military & Veteran Services  
Requisition Number: 493557  
Luis Polanco De Leon  
Houston, Texas  
Positions: 1  
Vacancies: 1

**Manager Activities**

1 Jobs requiring panel review

1 New hires

**Tasks**

My tasks | Add

- Click **View applicants**.

Job number	Date added	Status	Title	Initiator
493493	Feb 4, 2025	Approved	Human Resources Generalist	Abby Lyman

Total applications	Your role	Recruiter	<a href="#">View applicants (43)</a>	<a href="#">View responses</a>
63	Search Committee Chair	Abby Lyman		

\*\*Applications indicating the minimum qualifications are met through the responses to the supplemental questions are made available to the hiring manager and search committee.

- Click on the **document icon**. The application form and resume will open in a separate window.

**New / Application acknowledgment**

Eric Varela  
Oct 18, 2024

Daisy Duck  
Oct 17, 2024  
Reviewed  
Meets criteria

Select

7. Applicants must upload the required documents to their application. If not, the application is considered incomplete. Indicate this on the screening matrix and do not consider the application further. However, if you are interested in an applicant who has not uploaded their documents, let your Employment Coordinator know and HR will reach out to the applicant. Do not contact them yourself.

Scoring should be based on the required and preferred requirements as advertised for the position, using the screening matrix provided by the Employment Coordinator. HR must approve the candidates selected for an interview to ensure the candidate meets the advertised required qualifications before interviews are scheduled. **Candidates who do not meet the advertised required qualifications should not be interviewed or hired.**

Scoring of the application materials should be done consistently, using a standard, defensible ranking system.

When reviewing education and experience, follow the standards below:

**Education** – Must have at least earned the required advertised degree.

**Experience** – Must meet exact qualifications (2 years = 24 months)

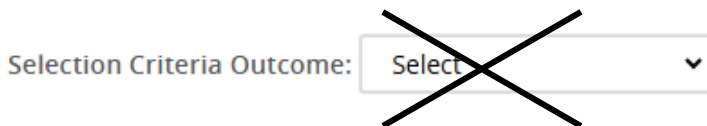
- Student jobs, part-time, and internships are given half credit towards work experience qualification. Example: 1 year student work = 6 months full-time work

**“Or equivalent combination of education and experience:”**

- 1 year of college = 30 hours of college
- 1 year of college = 1 year of work experience
- 3 years of work experience = 36 months – NO less
- Example of posted requirement:
  - Bachelor’s degree or equivalent combination of education and experience with 2 years experience.
  - If applicant has no degree, they must have 6 years of work experience

8. After reviewing/scoring the applications, click **Save and next** to go to the next application. ‘Reviewed’ will appear next to the applicant’s name to indicate which applications you reviewed.

**\*\*Do not choose a criteria outcome. Human Resources will complete this task at the appropriate time.**



9. To log out of PageUp, click your name in the upper right corner of the screen. Click ‘Logout’ from the drop-down menu.