

## Person of Interest (POI) Request Form

PageUp

Department of Human Resources – Workforce Solutions

Please return to [workforce@uconn.edu](mailto:workforce@uconn.edu)

A Person of Interest is an individual who you wish to grant access to a job opening in PageUp, but the individual is not a regular or special payroll employee at the Storrs or Regional campuses. Persons of interest often include undergraduate and graduate students and UConn Health employees.

Once established as a user in PageUp, the individual may be assigned to the specific job opening as a Search Committee Member and/or Proxy.

- Search Committee Members have limited view access: job openings and applicant materials.
- Proxies have the ability to view and update applicant statuses.

User Information			
First Name		Last Name	
Email Address		NetID	
To request an Affiliate Net ID: <a href="http://www.affiliate.uconn.edu/">http://www.affiliate.uconn.edu/</a>			

Department/Search Information	
Department Name	
Department Number (UOC....)	
Search Number(s)	
Department Contact/Requestor	
User Role(s) in Search	<input type="checkbox"/> Search Committee Member <input type="checkbox"/> Proxy

Please email completed forms to [workforce@uconn.edu](mailto:workforce@uconn.edu). HR will inform the Department once the User has been created in PageUp along with log in instructions for the POI.