Human Resources Information Systems

PageUp
Originator User Guide

Contents

Getting Started

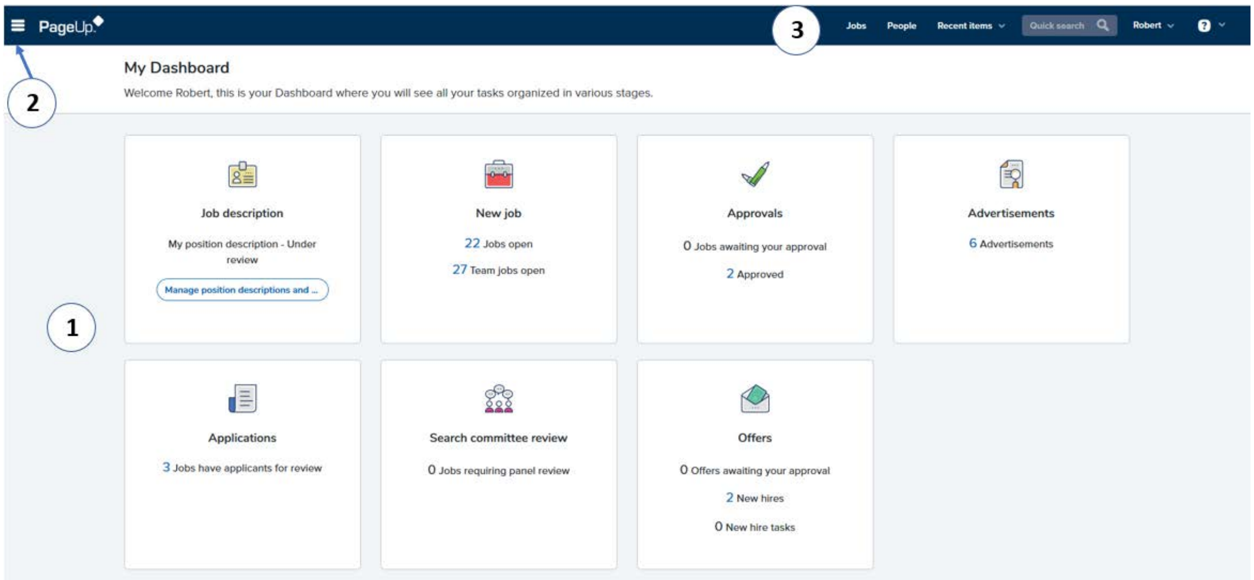
Accessing PageUp

1. Log in to PageUp using your Drexel domain user ID and password (same as for email)

System Navigation

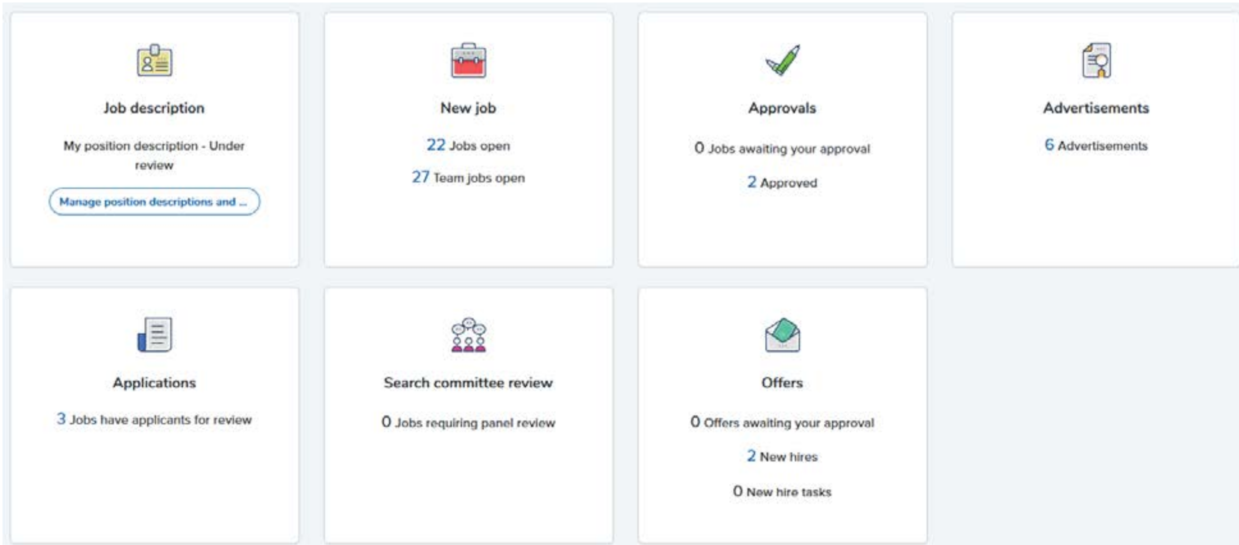
The Home Screen / Welcome Screen contains three main sections:

1. My Dashboard
2. Main Menu (Hamburger Menu)
3. Quick Access Menu



My Dashboard

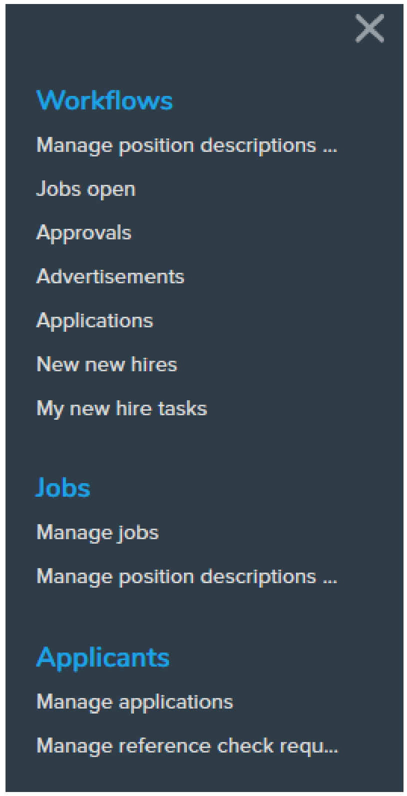
Most of the navigation within the system will occur from My Dashboard. The dashboard shows pending actions and provides access to system processes on the tiles. **Manage Position Descriptions, Jobs open, Approvals, Advertisements, Applications,** and **New Hires** are also available via the **Main Menu (hamburger menu)**. Select the hyperlink on the tile to open that page.



- **Job Descriptions**: create, modify, and/or view position descriptions for the teams (departments) you have access to
- **Jobs**: View requisitions you have originated, or you have access to within a team
- **Approvals**: Job cards and position descriptions awaiting your approval or jobs you have approved
- **Advertisements**: Ads for jobs that are still open
- **Applications**: Applicants for open jobs that you are assigned to that are in a shortlisted status.
- **Search Committee Review**: Review applicants that have been allocated to a search committee you are a member of
- **Offers**: Offers for job cards that you manage and onboarding tasks for new hires that you manage

Main Menu

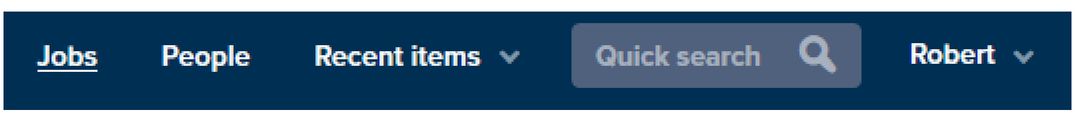
Select the **Main Menu** icon  to expand the main menu. Many of the options available on My Dashboard are listed here. You can select the screen you would like to navigate to instead of returning to your dashboard when navigating between sections in the system.



Select the **Close**  icon to collapse the main menu.

Quick Access Menu

The **Quick Access Menu** provides access to **Jobs List, People Search, Recent Items, Quick Search,** and **Logout.**



- **Jobs:** Selecting the Jobs quick link will bring you to open jobs that you have access to as an originator, additional reviewer, or supervisor
- **People**: Selecting the People quick link will redirect to the list of applicants for the open job you most recently accessed.
- **Recent Items**: Selecting the dropdown will display the most recently accessed items.
- **Quick Search**: Search for applicants and/or jobs you have access to
- **Logout**: Select the dropdown next to your user name to logout of the system.

Recruitment Process Overview

Standard Hiring Process Steps

1. Establish a position description with a classification and salary grade (requires approvals)
2. Create a requisition from the position description (requires approvals)

3. Requisition is posted to careers.drexel.edu
4. Applicants apply to the open requisition
5. Requisition closes according to date specified when creating requisition
6. Applicants are screened and interviewed
7. Finalist is selected
8. Reference checks are completed
9. Offer card is created (requires approvals)
10. Online offer is made to applicant
11. Applicant accepts online offer
12. Applicant is requested to complete additional personal information
13. Background check, MVR (if applicable) are completed
14. Hire is completed

Position Descriptions

All requisitions must be created from an existing, approved, position description. To access position descriptions, select “Manage Position Descriptions” from the Job Description tile on the Dashboard or from the Main Menu.

From the Position Description page users can:

- Create New Position Descriptions
- Edit Existing Position Descriptions
- View Existing Position Descriptions

Position Descriptions Page

The **Position Descriptions** page will display all job descriptions you have access to.

From the Position Description page users can:

- Create New Position Descriptions
- Edit Existing Position Descriptions
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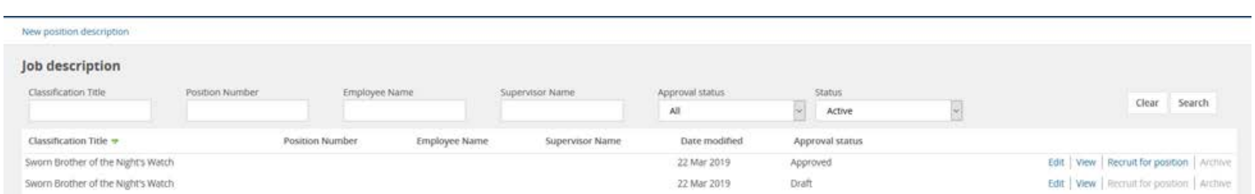
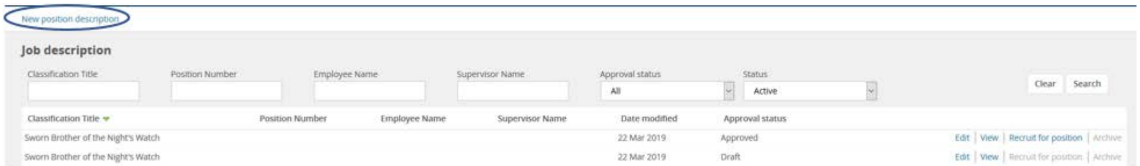


Create a New Position Description

1. Select “Manage Position Descriptions” from the Job Description tile or from the Main Menu

2. Select "New Position Description" at the top left of the Job Description page

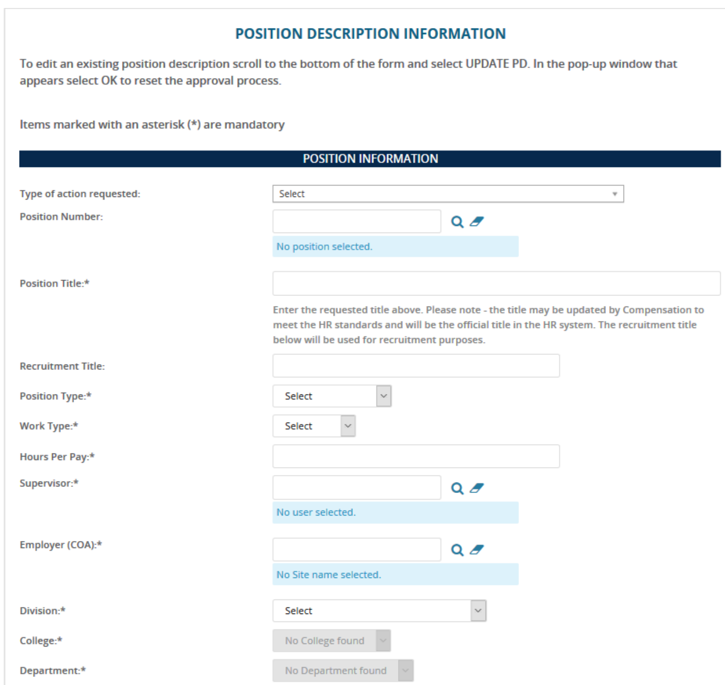


Complete the Position Description Information

Required fields are marked with an asterisk (*) and must be completed in order to submit the position description for approval.

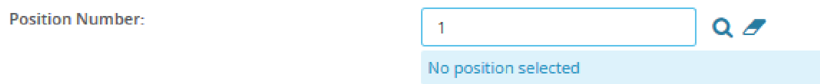
Selecting **Save** or **Save & Exit** at the bottom of the page will initiate the approval process. Please make sure you add any notes or upload documents prior to saving the entire position description.

Position Information

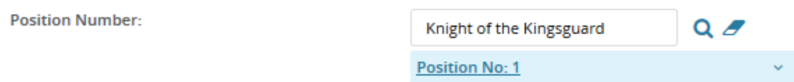


1. Select **Type of Action Requested**. Note: this field is for informational purposes only and does not define approval process or workflows. The definitions are listed below.
    a. **Adding Position Description to Recruit**: Enter the position description for review to expedite the recruitment process.
    b. **Update Position Description**: Modifying existing position description or entering existing position description into the system for the first time
    c. **Create New Position (New FTE – no existing position number):** Creating a new position. A budget transfer must be attached in the documents tab to create the new position.
    d. **Reclassification:** Updating a position to be reclassified
2. **Position Number:**
    a. **If existing:**

i. Enter your Web*Salary position number in the **Position Number** field



ii. Press tab on your keyboard. The current position title will populate in the field, with the position number and additional information will display in the blue box.

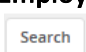


iii. Select to view additional information about the position.

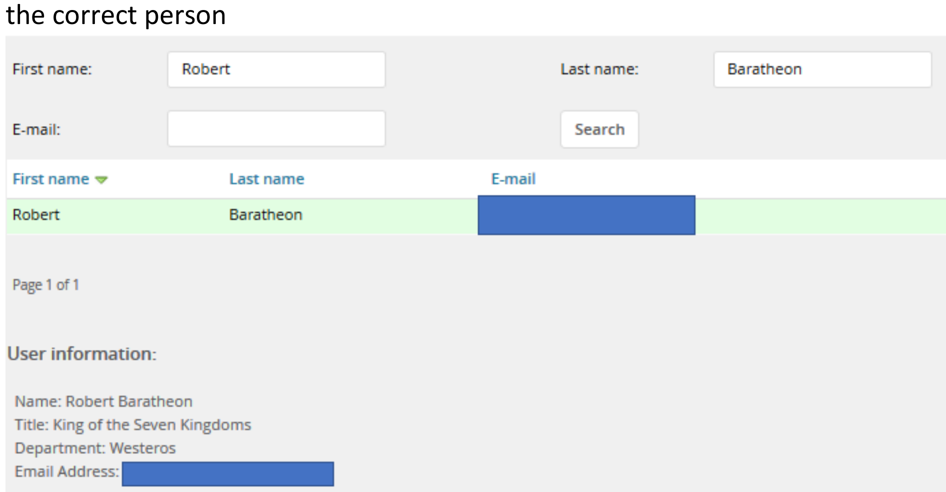
b. **If New:**

i. Leave the position number field blank if this is a new position.

ii. A budget transfer **must** be attached in the Documents tab to create the position number.

3. Enter the desired **Position Title**. Note: this title may be changed by Compensation to meet system requirements and align with Compensation standards for position titles. This will be the official title in the HR system.
4. Enter the **Recruitment Title** for the position. This is optional. If the **Position Title** needs to be changed to meet character constraints or Compensation standards, the **Recruitment Title** field will be updated by Compensation.
5. Select the **Position Type**
6. Select the **Work Type**
7. Enter **Hours Per Pay**
8. Select  to search for the **Supervisor** for the position
   a. Enter **Employee First** and **Last Name**
   b. Select 

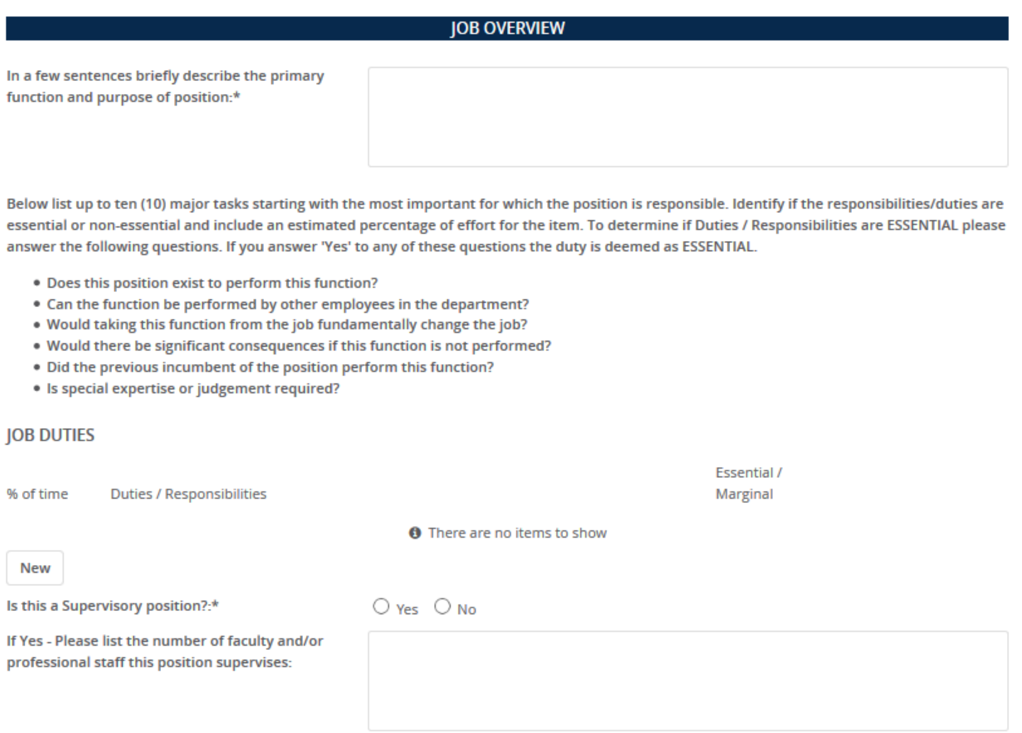
   c. Select the record for the supervisor
      i. The users' name, poisition title, department will display under the **User Information** section. Please review this information to ensure you have selected the correct person



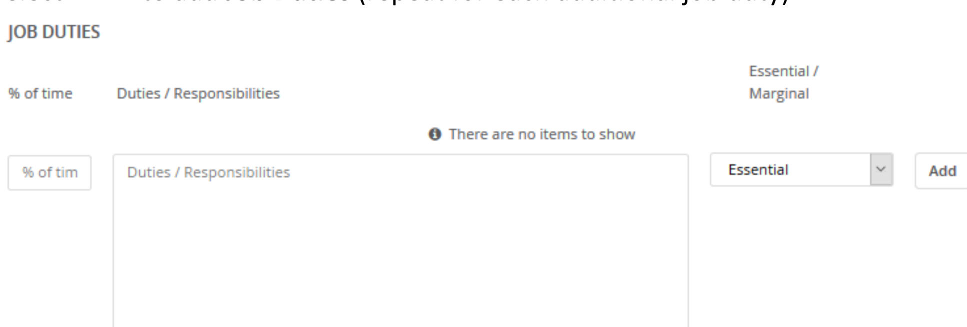
d. Select Okay to populate the field

9. Enter the **Employer** or select to review the avaible records
   a. **Drexel University**: all positions under the Drexel University chart of accounts (COA: D)
   b. **Drexel University Online:** all positions under the DUO chart of accounts (COA: O)
   c. **Academy of Natural Sciences of Drexel University:** all positions under the ANS chart of accounts (COA: S)
10. Select the **Division** from the dropdown list
11. Select the **College** from the dropdown list
12. Select the **Department** from the dropdown list

Job Overview



1. Enter the **Position Summary**
2. Select New to add **Job Duties** (repeat for each additional job duty)

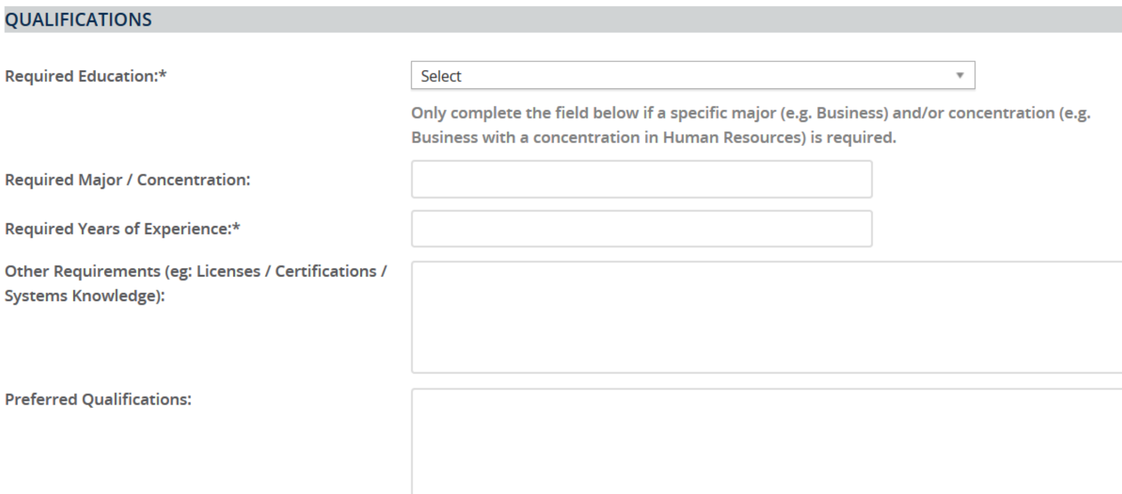


   a. Enter **% of Time** estimated for the job duty

b. Enter the description of the job duty in the **Duties/Responsibilities** field
c. Select **Essential** or **Non-Essential** from the dropdown
d. Select Add to add the job duty

3. Select if this is a **Supervisory Position**
4. If the position supervises others, **Enter the Number of faculty and/or professional staff** that report to this position.

Qualifications


QUALIFICATIONS

Required Education:* Select

Only complete the field below if a specific major (e.g. Business) and/or concentration (e.g. Business with a concentration in Human Resources) is required.

Required Major / Concentration:

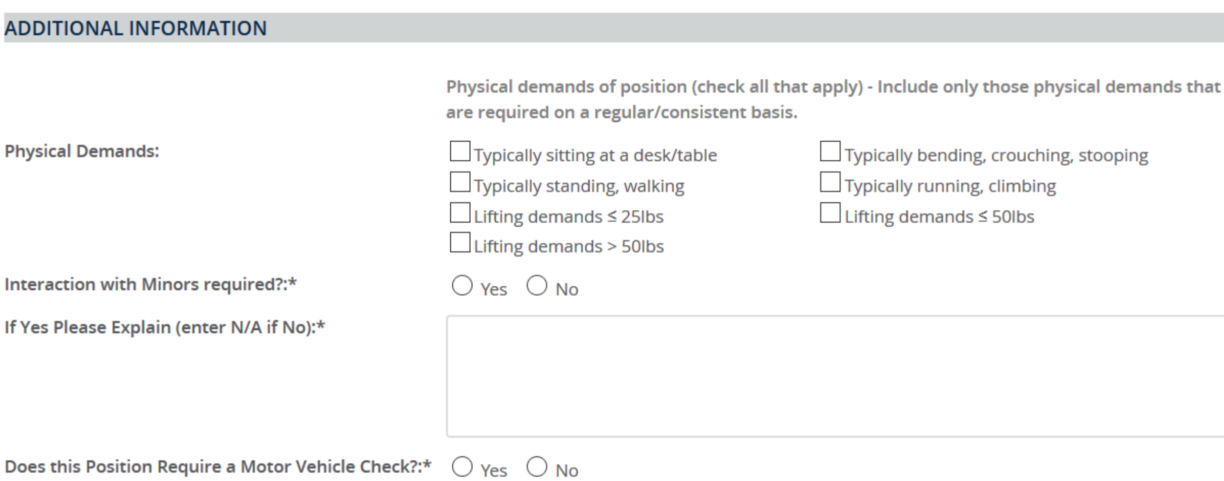
Required Years of Experience:*

Other Requirements (eg: Licenses / Certifications / Systems Knowledge):

Preferred Qualifications:

1. Select the minimum **Required Education**
2. Enter the **Required Major/Concentration**, if applicable
3. Enter **Required Years of Experience**
4. Enter **Other Requirements**, if applicable
5. Enter **Preferred Qualifications,** if applicable

Additional Information


ADDITIONAL INFORMATION

Physical demands of position (check all that apply) - Include only those physical demands that are required on a regular/consistent basis.

Physical Demands:
- Typically sitting at a desk/table
- Typically standing, walking
- Lifting demands ≤ 25lbs
- Lifting demands > 50lbs
- Typically bending, crouching, stooping
- Typically running, climbing
- Lifting demands ≤ 50lbs

Interaction with Minors required?:* Yes No

If Yes Please Explain (enter N/A if No):*

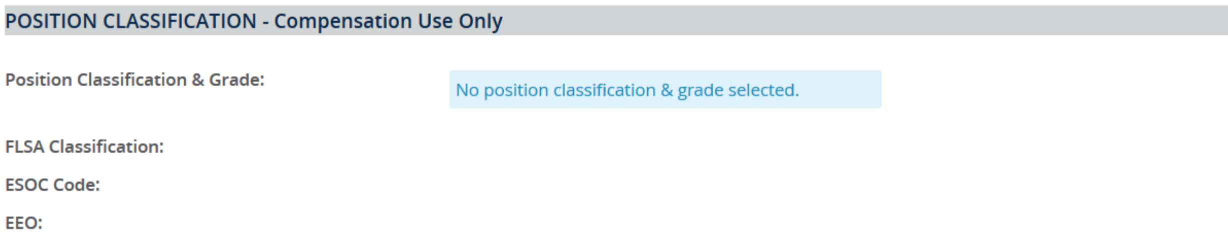
Does this Position Require a Motor Vehicle Check?:* Yes No

1. Select the **Physical Demands** that apply to the position
2. Select if **Interaction with Minors** is required

3. Enter an **Explanation** of the contact with minors, or enter “N/A” if not applicable

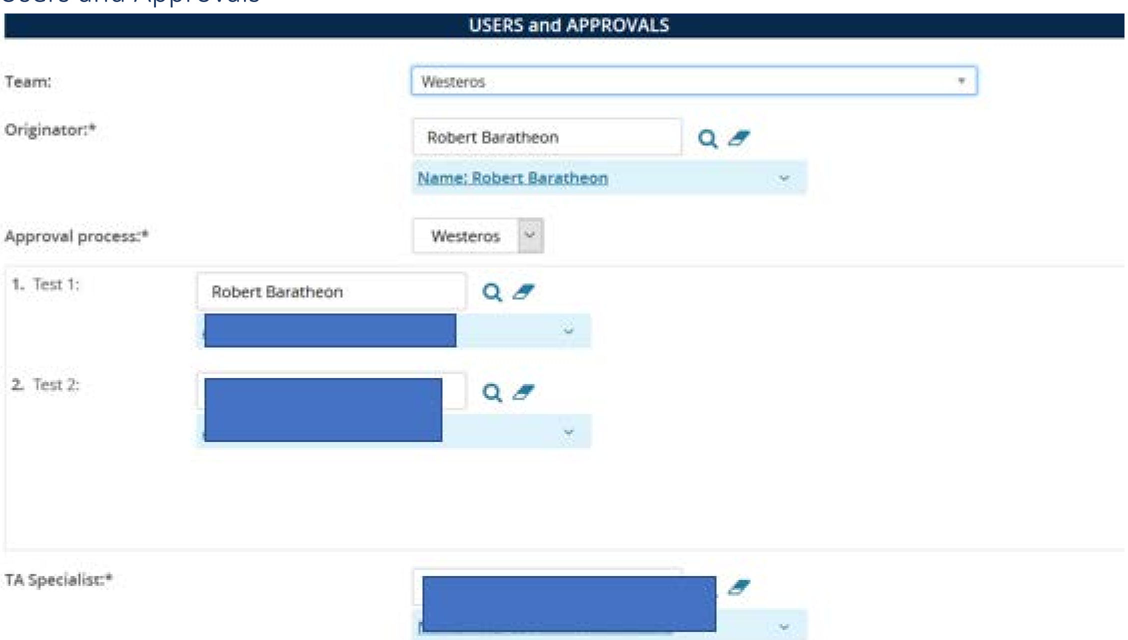
Position Classification

This section is displayed to the user but is only editable by Compensation. Once Compensation reviews the position and updates accordingly, the values will be displayed.



1. **Position Classification & Grade** will display the position classification (PCLS) selected by compensation, with the min, mid, max of the grade in the blue box
2. **FLSA Classification** will display Exempt or Non-Exempt as classified by Compensation
3. **ESOC Code**
4. **EEO**

Users and Approvals

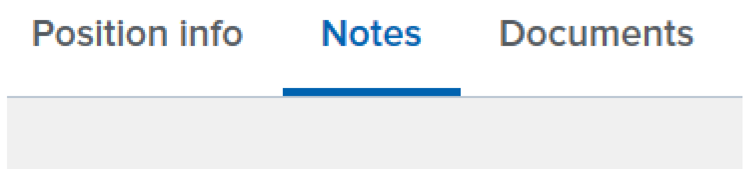


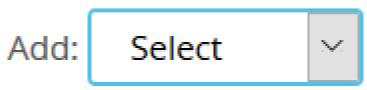
1. Select the **Team** (department) associated with the position. Users with access to the same team will have access to this position description
2. The **Originator** will default to the signed in user
3. Select the **Approval Process** related to your College/Administrative area
    a. The Approval Process will default based on the Personnel Approval Authorization Policy
    b. Complete the necessary approver information for any blank approval level. If no additional approval is needed, enter your own name to the field.

4. The **Talent Acquisition** representative will also default based on the Team selected
5. To submit the position description through the approval process, select **Save** or **Save and Close**.

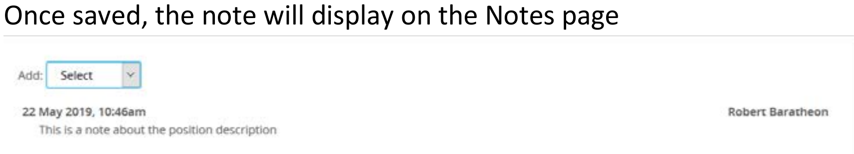
Adding Notes & Uploading Related Documents

Notes:

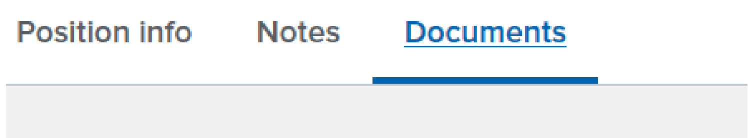


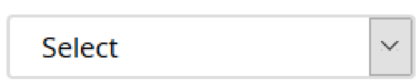


1. Select the **Notes** link a the top of the page
2. Select **Note** from the **Add** menu
3. Enter the note in the popup
4. Select **Save** to add the note
5. Once saved, the note will display on the Notes page



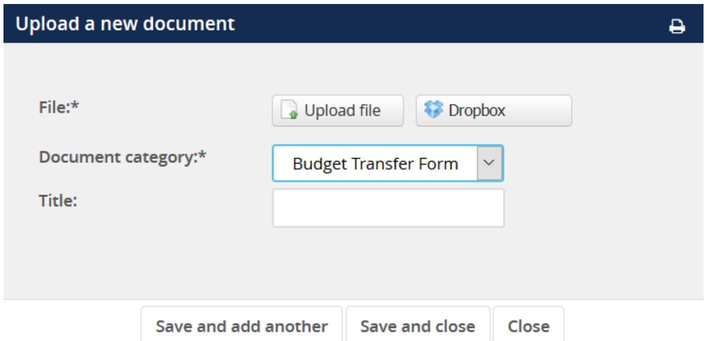
Add Document





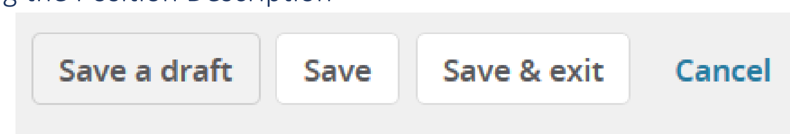
1. Select **Documents** link at the top of the page
2. Select **Document from a file** from the select menu

3. Upload a new document dialogue window



   a. Select **Upload File** to upload a file
   b. Select the **Document Category**
   c. Enter **Title** for the document
   d. To save, select **Save and Close** to save the document and return to the documents tab. If you need to upload additional documents, select **Save and Add Another.** If you wish to close the dialogue **without saving** select **Close.**
4. Once saved, the document will display on the **Documents** page

Saving/Submitting the Position Description



1. To save the position description without submitting through the approval process, select **Save a Draft**. The position description will be saved to your position description page with a status of **Draft** and you can edit at a later date.
2. To save the position description and submit through the approval process, select **Save** to return to the position description you were working on or select **Save & Exit** to submit through the approval process and return to the list of Positions Descriptions you have access to
3. Select **Cancel** to close the position description without saving. You will lose all work.

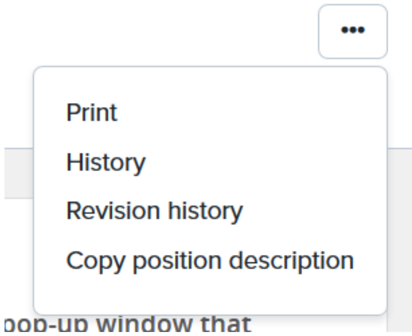
Edit an Existing Position Description

1. Select **Edit** next to the position description you wish to modify from the Position Description page
2. Scroll to the bottom of the page and select “Update PD”
3. You will be prompted to confirm the action. Once the position description is in an update status, it can no longer be utilized for recruitment until the PD is approved again.
4. Edit the necessary fields, as definied in the Complete the Position Description Information section above
5. Select the **Approval Process** related to your college/administrative area

View Existing Position Descriptions

1. Select **View** next to the position description you wish to view

2. Additional options are available by selecting ••• at the top right of the page



3. Select **Print** to print the position description
4. Select **History** to review the dates revisions were made
5. Select **Revision History** to review the actual fields that were changed and compare versions
6. Select **Copy Position Description** to copy the information to a new position description

Position Descriptions FAQs

How can I view the status of a submitted position description?

The status is displayed in the **Status** column on the Position Description Page

The "Recruit for Position" options is not available, why?

The **Recruit for Position** option is only available once a position description is in an **approved** status.

How do I view where the Position Description is pending approvals?

1. Select **View** to open the position description
2. Scroll to the Approvals section
3. ℹ You are here will display next to the pending approver

Does the "resend email to approver" work?

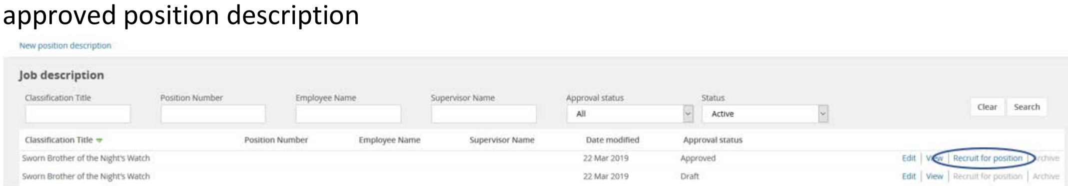
Yes, however, please be mindful that the system will send automated reminders to approvers who have not acted. Reminder emails are sent to approvers outside of HR after 3 days of inaction. Reminders are sent to HR level approvals after 2 days of inaction.

Recruit for a Position

All job requisitions must be generated from an approved position description.

Creating a Requisition

1. Select **Recruit for Position** link from the Position Description Page to open a **Job Card** from the approved position description



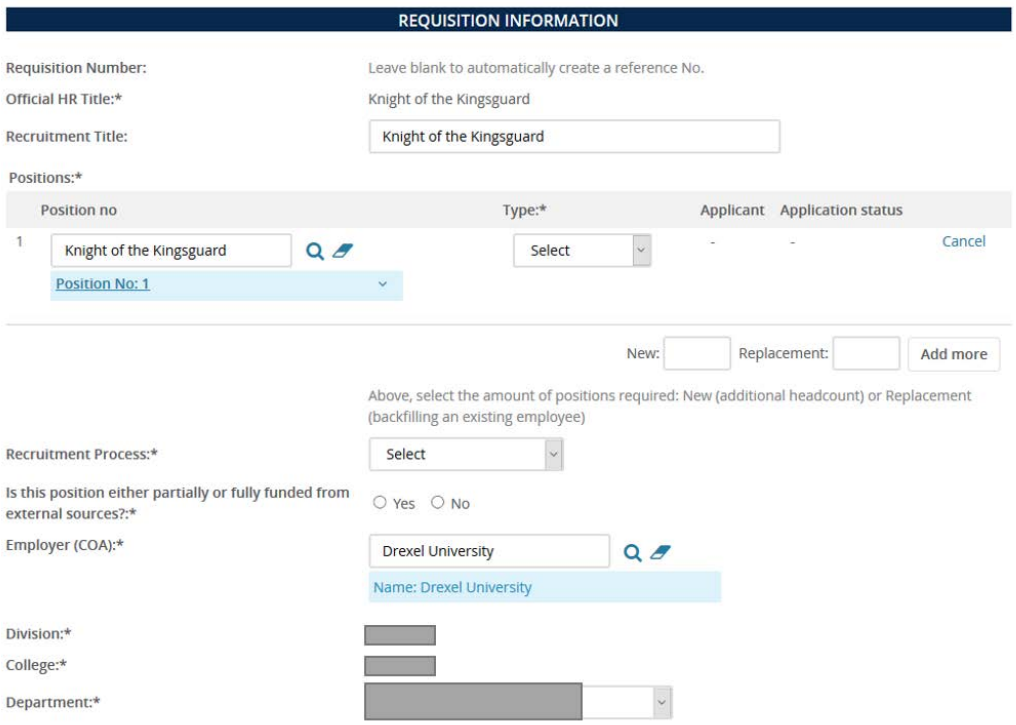
Complete the Job Card

Selecting **Recruit for position** creates a new **Job Card**. The **Job Card** has 4 tabs:

1. Position Info
2. Notes
3. Sourcing
4. Documents

Position Information Tab

Requisition Information



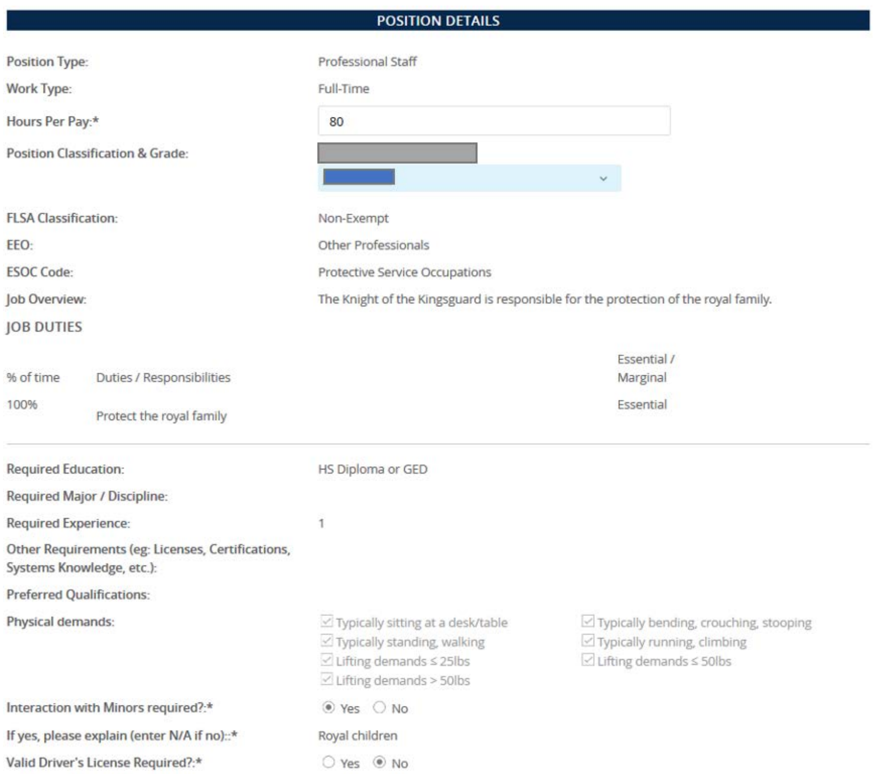
1. **Requisition Number** will automatically generate after the Job Card is submitted
2. **Official HR Title** is displayed for reference purposes and is the official title of record
3. Enter desired **Recruitment Title** (if blank, the Official HR Title will be used in all advertisements)
4. Select **Type** of position that you are recruiting for
   a. **New:** New position, no previous incumbent
   b. **Replacement:** Replacement position, had previous incumbent or current incumbent is terminating
5. If you are recruiting for multiple vacancies of the same position (e.g. four Knights of the Kingsguard), you can utilize the same requisition to recruit for multiple vacancies. **Discuss this option with Talent Acquisition prior to entering.**
   a. Enter the Web*Salary **Position Number**

    b. All positions must have an approved **position description** with the same classification and title
6. Select **Recruitment Process**
    a. **Faculty**
    b. **Professional Staff**
7. Select **External Funding** response
8. Select **Visa Sponsorship** response
9. **Employer (COA)** is for reference only
10. **Division** display only
11. **College/Administrative Area** display only
12. Update **Department** if needed

Position Details

Most of the information under **Position Details** is displayed for reference only and cannot be modified. The information is displayed to assist with the creating of the **Job Advertisement.**

The only field that can be updated in this section is **Hours Per Pay**.


POSITION DETAILS

Position Type:	Professional Staff
Work Type:	Full-Time
Hours Per Pay:*	80
Position Classification & Grade:	[redacted]
FLSA Classification:	Non-Exempt
EEO:	Other Professionals
ESOC Code:	Protective Service Occupations
Job Overview:	The Knight of the Kingsguard is responsible for the protection of the royal family.

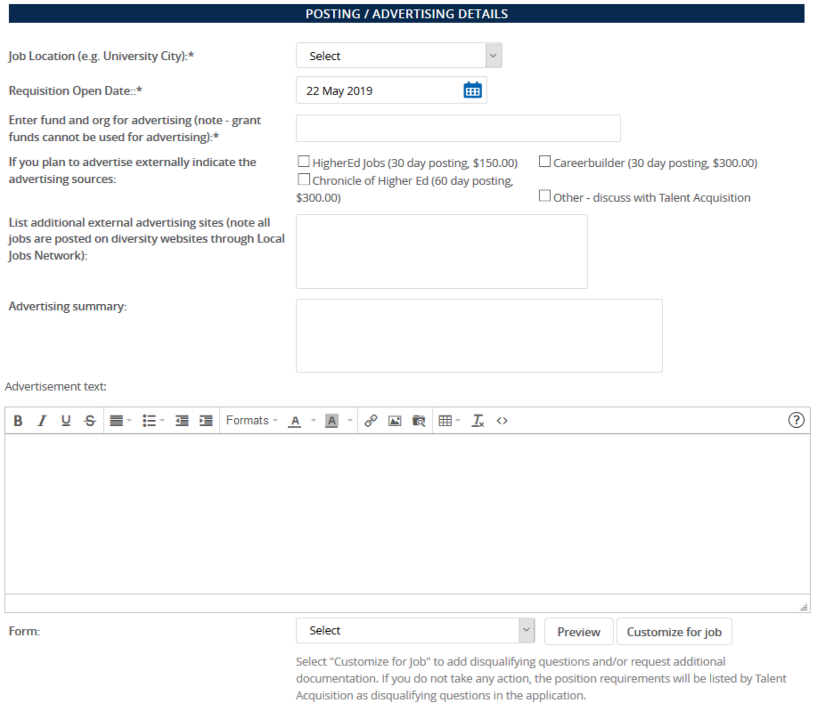
JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
100%	Protect the royal family	Essential

Required Education:	HS Diploma or GED
Required Major / Discipline:	
Required Experience:	1
Other Requirements (eg: Licenses, Certifications, Systems Knowledge, etc.):	
Preferred Qualifications:	
Physical demands:	☑ Typically sitting at a desk/table; ☑ Typically standing, walking; ☑ Lifting demands ≤ 25lbs; ☑ Lifting demands > 50lbs; ☑ Typically bending, crouching, stooping; ☑ Typically running, climbing; ☑ Lifting demands ≤ 50lbs
Interaction with Minors required?:*	(•) Yes ( ) No
If yes, please explain (enter N/A if no)::*	Royal children
Valid Driver's License Required?:*	( ) Yes (•) No

Posting / Advertising Details

The **Posting/Adverting Details** relates to the information that will be displayed in the advertisements, including the Application Form.


POSTING / ADVERTISING DETAILS

Job Location (e.g. University City):* Select

Requisition Open Date::* 22 May 2019

Enter fund and org for advertising (note - grant funds cannot be used for advertising):*

If you plan to advertise externally indicate the advertising sources:
☐ HigherEd Jobs (30 day posting, $150.00) ☐ Careerbuilder (30 day posting, $300.00)
☐ Chronicle of Higher Ed (60 day posting, $300.00) ☐ Other - discuss with Talent Acquisition

List additional external advertising sites (note all jobs are posted on diversity websites through Local Jobs Network):

Advertising summary:

Advertisement text:

Formats

Form: Select Preview Customize for job

Select "Customize for Job" to add disqualifying questions and/or request additional documentation. If you do not take any action, the position requirements will be listed by Talent Acquisition as disqualifying questions in the application.

1. Select the **Job Location** for the position (where the individual will be located)
2. The **Requisition Open Date** will default to today's date. If you wish for this to be posted in the future, please update to the date you would like it to open.
3. Enter **Fund and Org** for advertising. Grant funds cannot be used.
    a. All jobs will be posted on the Drexel Careers site as well as Local Jobs Network at no cost
4. Indicate **External Advertising** sources
5. Enter any **Additional External Advertising sites** you would like to utilize
    a. Please include a URL
6. Enter the **Advertising Summary**
    a. The **Advertising Summary** should be one line, stating the position title, the work type, and department.
    E.g.: Human Resources is actively recruiting for a full-time Human Resources Assistant.
    b. If left blank, Talent Acquisition will add the appropriate information
7. Enter the **Advertising Text**
    a. The **Advertising Text** must contain the following:
        i. About (information about Drexel, your College or Department)
        ii. Job Summary
        iii. Essential Functions
        iv. Required Qualifications
        v. Preferred Qualifications (if applicable)
        vi. Physical Demands
        vii. Location
        viii. Additional Information / Instructions to the Applicant
    b. If the Advertising Text is not completed, it will be added by Talent Acquisition
8. Select the appropriate application type from the **Forms** menu

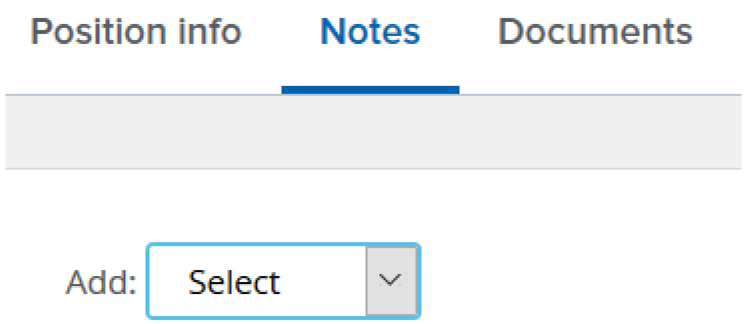
   a. **Faculty Application** – for all faculty positions. Base application requires applicant information (name, address, biographical information, etc.), CV, education, and references
   b. **Professional Staff**: Base application for all professional staff positions requires applicant information (name, address, biographical information, etc.), CV/resume, education, work history, and references
9. Select **Customize for Job** to add additional questions to the application. If the application is not customized by the originator, Talent Acquisition will add the base qualifications as additional questions.
   a. Select the type of question from the **Item Library**
      i. **Select List**: creates a question with a dropdown list of answers
      ii. **Text Field:** creates a question with a freeform text field for the applicant to answer
      iii. **Text Area:** creates a question with a large freeform text area for the applicant to answer
      iv. **Text Field Grouping:** creates a question with multiple text fields for the applicant to answer
      v. **Label:** this is a text field to display on the question page. Do not use.
      vi. **Check Boxes:** creates a question with check boxes for the applicant to select
      vii. **Date:** creates a question where the applicant must select a date
      viii. **File Upload:** creates the ability to attached additional documents (e.g. work sample, research statement, etc.)
      ix. **Radio Buttons:** creates a question with radio buttons for the applicant to select
      x. **Question Library:** list of standard questions to select from
   b. Enter the question and responses (if applicable)
   c. Save

Users and Approvers

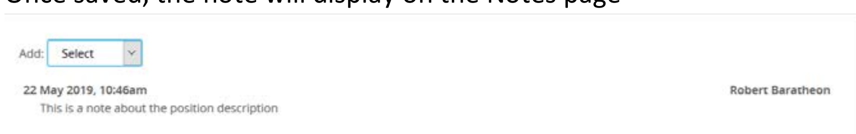
1. If utilizing a **Search Committee,** enter the **Search Committee Chair** and **Search Committee Members** in the appropriate sections
2. Add **Additional Applicant Viewers** by selecting **Add Additional Viewers**
   a. Select the checkbox if you would like the additional viewer to have the access to update the Applicant's status
3. Add **Additional Reviewer** if another employee will be assisting in the review of applications
4. Update **Supervisor** if needed (Note: the supervisor will have access to the job and the ability to review applications.)
5. Select **Approval Process** related to your college/administrative area
   a. Complete the necessary approver information for any blank approval level. If you do not need to route the approval to another user, add your name to the field.

Add Notes & Upload Documents

Add Notes



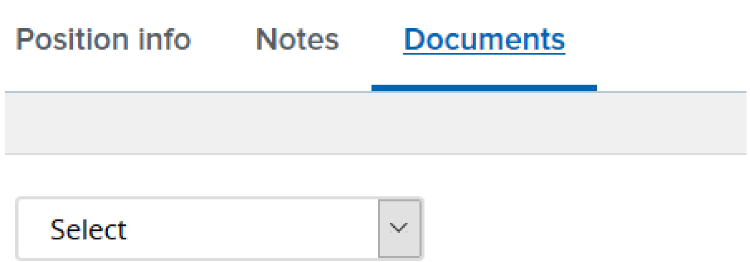
1. Select the **Notes** link a the top of the page
2. Select **Note** from the **Add** menu
3. Enter the note in the popup
4. Select **Save** to add the note
5. Once saved, the note will display on the Notes page



Add Document

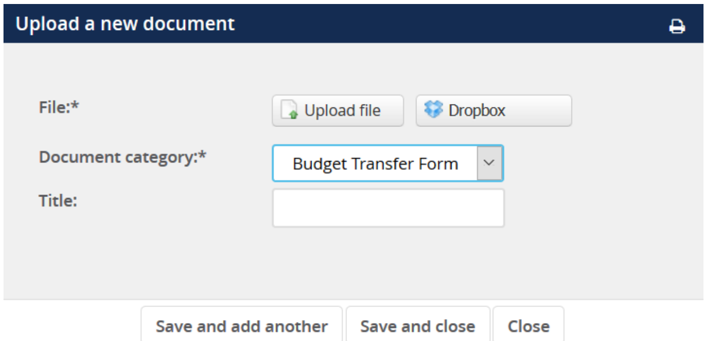
Add Documents

Please note, a business case form must be attached to all Professional Staff Positions.



1. Select **Documents** link at the top of the page
2. Select **Document from a file** from the select menu

3. Upload a new document dialogue window



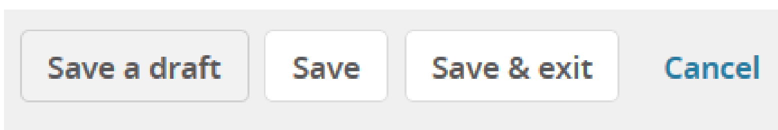
    a. Select **Upload File** to upload a file
    b. Select the **Document Category**
    c. Enter **Title** for the document
    d. To save, select **Save and Close** to save the document and return to the documents tab. If you need to upload additional documents, select **Save and Add Another.** If you wish to close the dialogue **without saving** select **Close.**

4. Once saved, the document will display on the **Documents** page

Sourcing

Sourcing will be edited by Talent Acquisition.

Save & Submit the Job Card



1. To Save the Job Card without submitting through the approval process, select **Save a Draft**. The position description will be saved to your Jobs page with a status of **Draft** and you can edit at a later date.
2. To Save the Job and Submit through the approval process, select **Save** to return to the Job Card you were working on or select **Save & Exit** to submit through the approval process and return to the list of Jobs you have access to
3. Select **Cancel** to close the Job Card without saving. You will lose all work.

Reviewing the Status of a Requisition

The status of a requisition can be viewed in multiple ways.

Jobs List

The Jobs List provides a list of all jobs you have access to within your teams or jobs for which you were added as an Additional Reviewer. The **Jobs List** provides a snapshot of the job and quick links to directly review applicants. Most originators will find this view the most useful.

1. Select **Jobs** from the **Quick Access Menu**

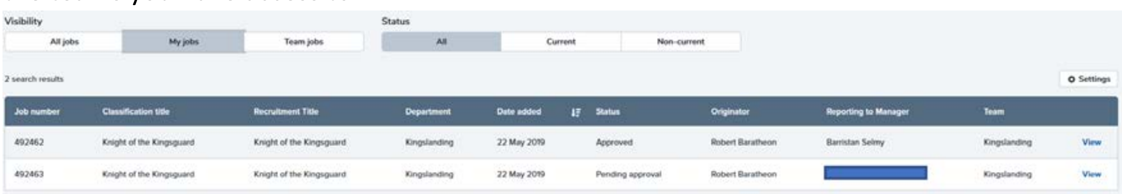
2. All jobs you have access to will be displayed based on the filters at the top of the page

3. If a job is posted**,** a green checkmark will appear in the **Posted** column
4. If a job has a status of **Pending Approval**, select the title of the job to open the Job Card to view the approvers and the approval status.

Jobs Tile

The **Jobs Tile** provides a quick overview of the number of open jobs you have originated and the number of open jobs within the teams you have access to.

1. Select **Jobs Open** to view the jobs you have originated or **Team jobs open** to view all jobs within the teams you have access to.



2. Select the different filters under **Visibility** and **Status** to change the views.
   a. **Visibility**
      i. **All Jobs:** all job requisitions you have access to, regardless of team or originator
      ii. **My Jobs:** Job requisitions where you are the originator or supervisor
      iii. **Team Jobs:** Job requisitions within teams you have access to
   b. **Status**
      i. **All:** Job requisitions in either a current recruitment or non-recruitment status
      ii. **Current:** Job requisitions in a current recruitment status (all but filled or canceled)
      iii. **Non-Current:** Job requisitions in a status of filled or canceled
3. To view additional information, such as applicants, posting status, select the **View** link to open the job.

Reviewing Applicants

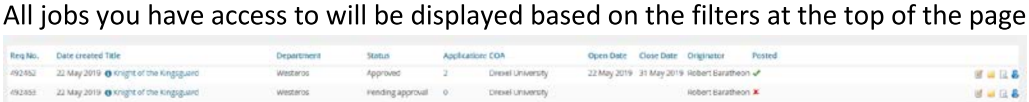
Accessing Applicants

Originators can access applicants in multiple ways.

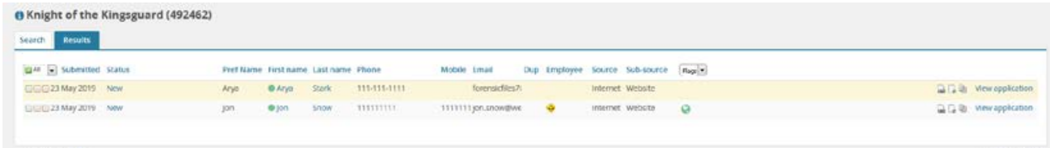
Jobs List

The **Jobs List** provides a list of all jobs you have access to within your teams or jobs for which you were added as an Additional Reviewer. The **Jobs List** provides a snapshot of the job and quick links to directly review applicants. Most originators will find this view the most useful.

1. Select **Jobs** from the **Quick Access Menu**
2. All jobs you have access to will be displayed based on the filters at the top of the page



3. Select the number under the **Applications** column to display the list of applicants for the position



4. Select the applicants **First Name** or **Last Name** to open their **Applicant Card.**

Applications Tile

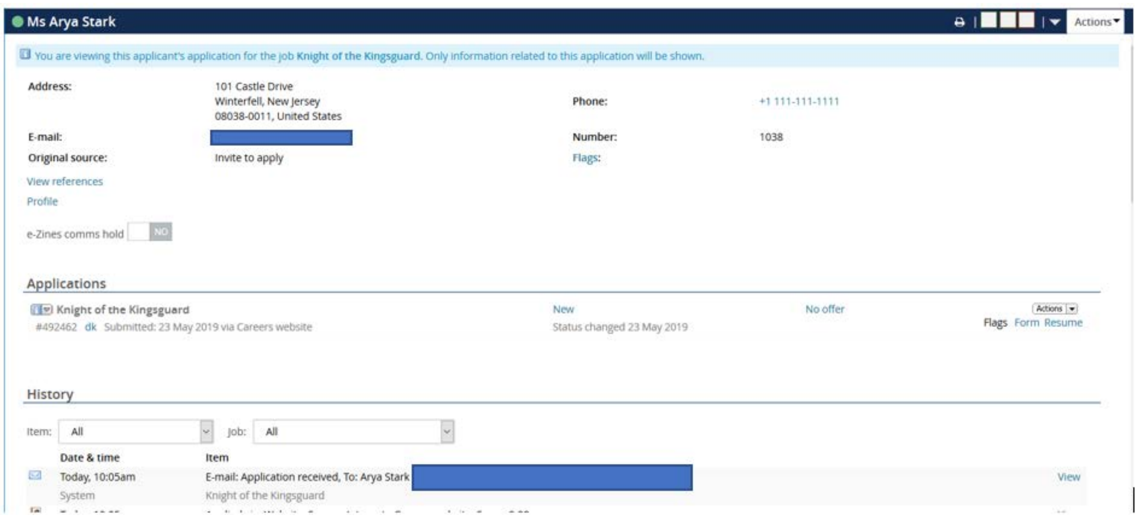
The **Applications Tile** provides a quick overview of the number of jobs with applications for review in a Short List status (New, Hiring Manager Review, Phone Screen, Interview).

1. Select **Jobs have applicants for review**
2. Select **View Shortlisted Applicants**

3. Select the **Applicant Name** or **View** to open the **Applicant Card**

Applicant Card

The **Applicant Card** displays the relevant details related to the applicant.



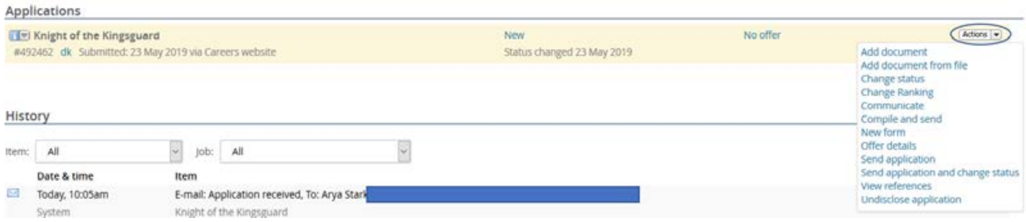
1. Select **Resume** to open the applicants CV/Resume
2. Select **Form** to open the application submitted for the position

Updating Applicant Status

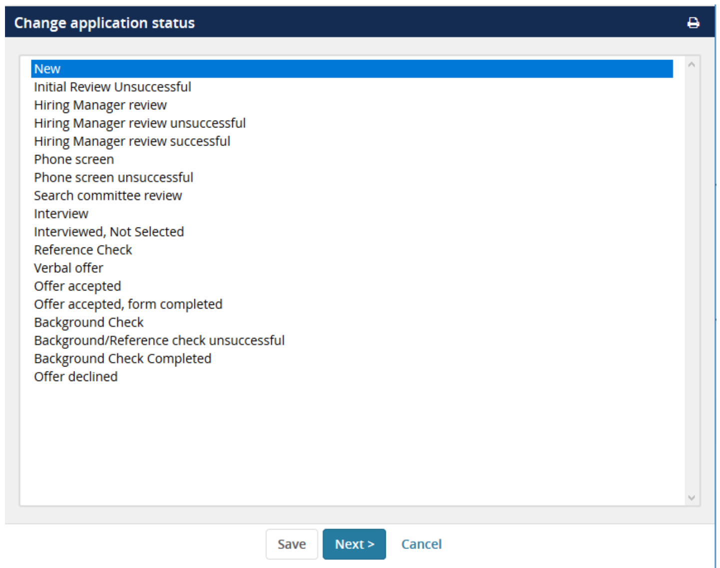
Available applicant statuses are defined by the recruitment process selected. Many of the statuses send communications to the applicant. Please be mindful when moving applicants between statuses as they may be receiving emails associated with the change.

From the Applicant Card:

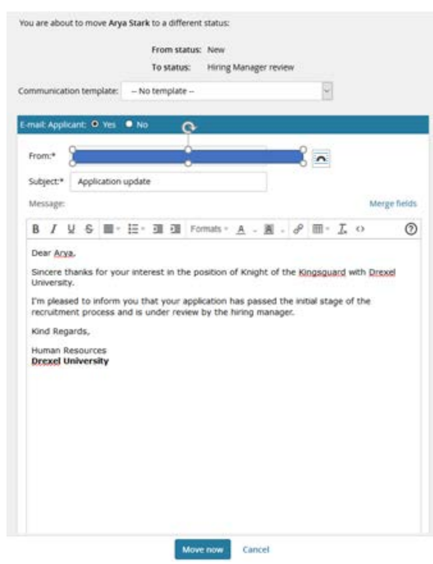
1. Select the **Actions** menu in the applications sections of the job card



2. Select **Change Status**
3. Select the status to move the applicant to from the list. (Your list of options may vary from the list below)



4. Select **Next**
5. You will be prompted to confirm the move. If the status has an associated email communication to the applicant, the communication template will display. ****Do not modify the communication****

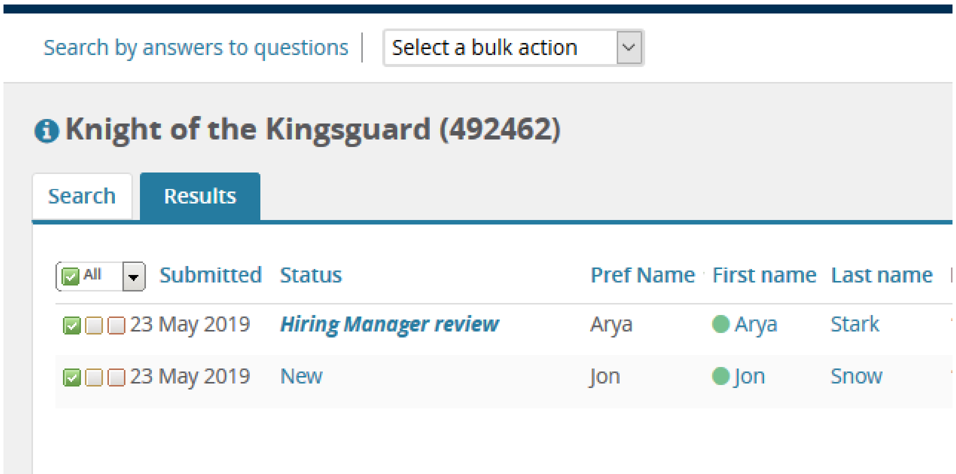


6. Select **Move Now** to confirm the move

Bulk Actions

You have the option to make an action for multiple applicants from the **Applicants List.** The most common use for this feature is to bulk compile multiple applicants to send to another individual.

1. Check the box next to the applicants you want to include (note, they must be the same color checkboxes)



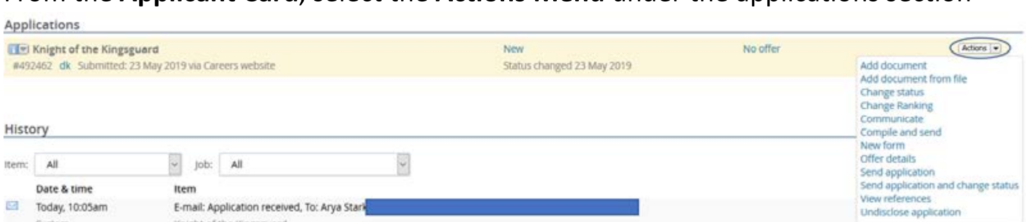
2. Select the **Bulk Action** from the dropdown

Offer and Onboarding

Offer Card

Create the Offer Card

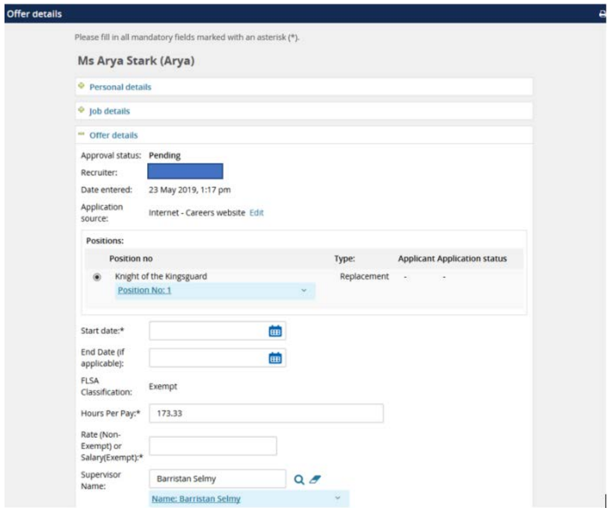
1. From the **Applicant Card**, select the **Actions Menu** under the applications section



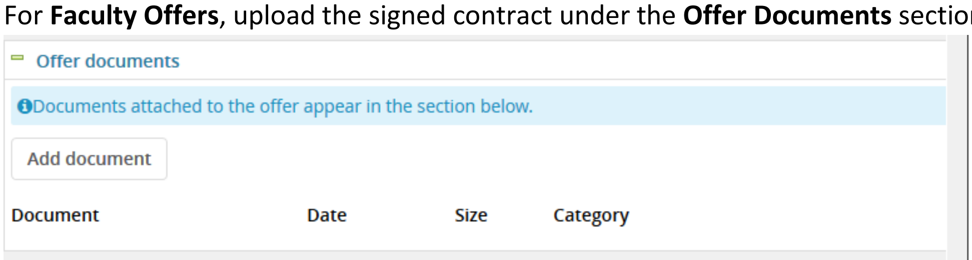
2. Select **Change Status**
3. Select **Faculty Offer** for faculty positions or **Verbal Offer** for professional staff positions.
4. Select **Move Now** to confirm the status change
5. You will be redirected to the **Offer Card**

Complete the Offer Card

The **Offer Card** will display applicant and job details. These sections can be minimized and are only included for reference. The **Offer Details** section must be completed.



1. Select the desired **Start Date**
2. Select the **End Date**, if applicable
3. Update the **Hours Per Pay**, if applicable
4. Enter the **Hourly Rate** for non-exempt positions or the **Annual Salary** for exempt positions
5. Confirm the **Supervisor** and update if needed
6. Enter the **Department Name for Offer**
7. Enter the **Timesheet Org**
8. Select the **Badge ID** from the dropdown
9. Enter the **Cost Center** for the background check
10. Select if the new hire **Will be Working Remotely**
11. Enter the **Campus Mailing Address**
12. Enter the **Work Location Address** if different from above
13. Enter any additional comments about the offer, including if new hire should charge a different labor distribution compare to the budget distribution
14. **Offer Documents**:
    a. For **Faculty Offers**, upload the signed contract under the **Offer Documents** section



    b. **Professional Staff** offer letters will be displayed in this section after the verbal offer is by Talent Acquisition and accepted by the candidate.

6. Select the **Approval Process** related to your College/Administrative Area from the list
7. Select **Save and Close** to submit the offer for approval

Offer Card Approved – TA Generates Online Offer

Professional Staff

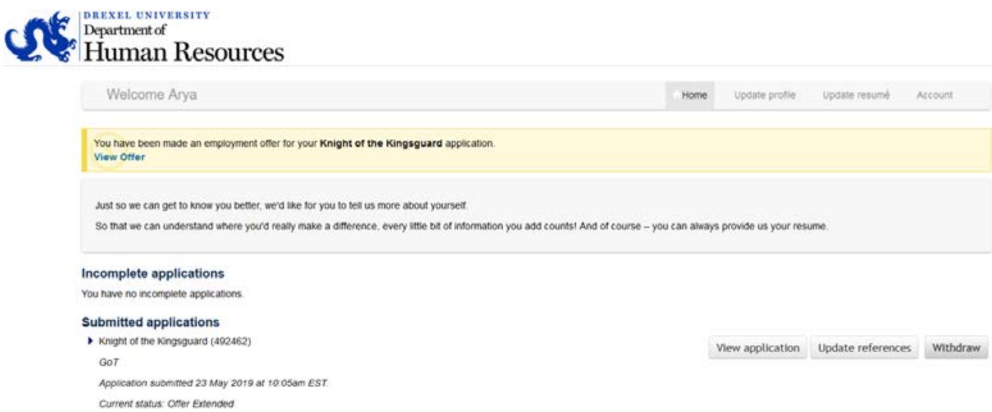
Once the **Offer Card** has obtained all approvals, Talent Acquisition will reach out to the candidate to make the Verbal Offer. If the candidate accepts, Talent Acquisition will move the candidate to a status to generate the offer letter and online offer.

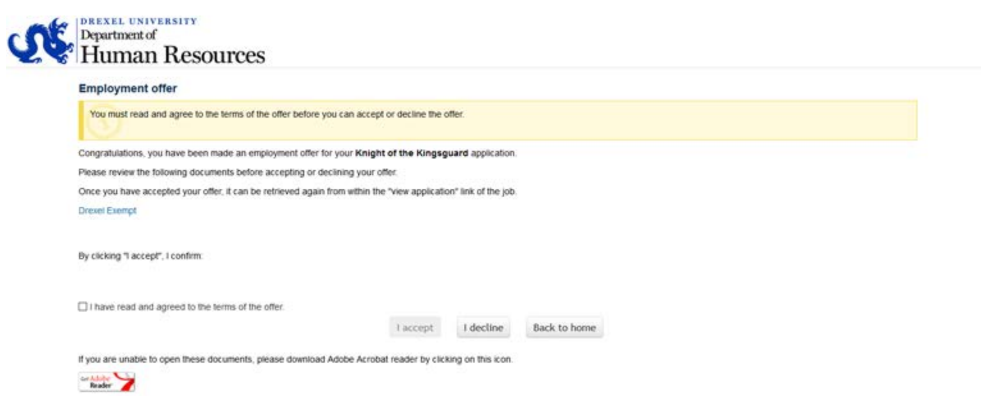
Faculty

Once the **Offer Card** has obtained all approvals, Talent Acquisition will move the candidate to a status that will generate the online offer. The online offer will include the contract uploaded in the documents section of the Offer Card.

Online Offer

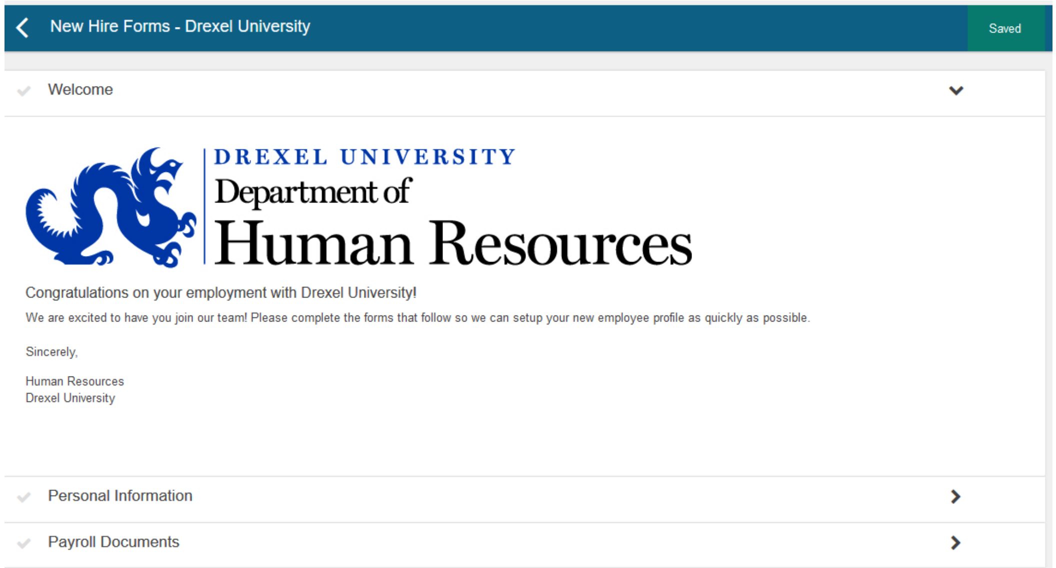
When Talent Acquisition moves the candidate to a status of **Online Offer Made** the candidate will receive an email inviting them to view their offer via the **Applicant Portal.**





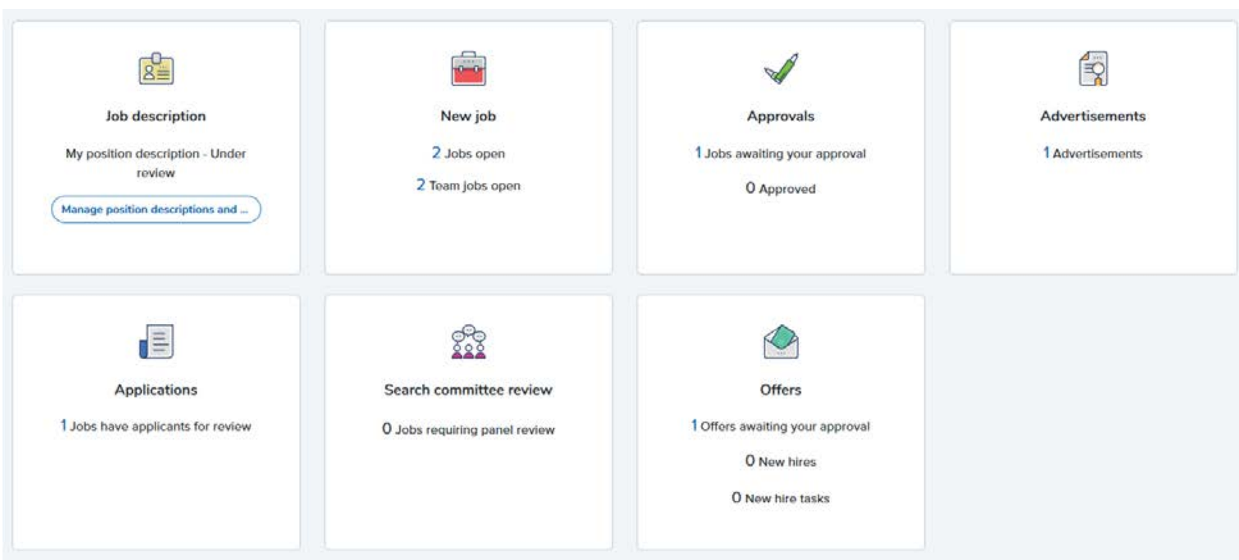
New Hire Onboarding

After viewing and accepting the offer, new hires will be immediately redirected to complete new hire forms electronically through the applicant portal.



Approvals

Approvers will receive emails notifying them that an item is pending their approval.



Approving Position Descriptions and Job Requisitions

1. Select **Jobs awaiting your approval** to review position descriptions or requisitions that are pending your approval.
2. Select **View** from the **Manage Approvals Page**

3. After reviewing the information, select **Approve** or **Decline**
    a. If you select **Decline** you will be prompted to enter a reason

Approving Offers

1. Select **Offers awaiting your approval** to review offers that are pending your approval
2. Select **View**

3. Review the offer information
4. Select **Approve** or **Decline**
   a. If you select **Decline** you will be prompted to enter a reason