

PageUp: Hiring Manager

MARIANNE MANGOSING PAPA

SAN FRANCISCO STATE UNIVERSITY

Log in to Page Up

a) **#JOBS AWAITING YOUR APPROVAL:** Click on this link to view jobs pending your approval

b) **VIEW:** Click here to open the Job Card

The image shows two screenshots from the PageUp system. The top screenshot is the 'My Dashboard' for user 'Benigno Li Victorino'. It features a grid of eight cards: Position Description (Not applicable to faculty), Jobs (4 Jobs open, 3 Team jobs open), Approvals (1 Jobs awaiting your approval, 2 Approved), Advertisements (8 Advertisements), Applications (0 Jobs have applicants for review, 0 Applicants assigned to you for review), Search committee review (0 Jobs requiring panel review), Interviews (0 Scheduled interviews), and Offers (0 Offers awaiting your approval, 1 New hires, 1 New hire tasks). A purple callout bubble points to the 'Approvals' card, and a yellow callout bubble 'a' highlights the '1 Jobs awaiting your approval' text. The bottom screenshot is the 'Manage approvals' page, showing a table with columns: Date raised, Job No., PD No., Job title, Hiring Administrator, New, and Replacement. A row shows a pending approval for 'Manshner's Executive Assistant for Employment Services' on 'Jan 15, 2021'. A purple callout bubble 'b' points to a 'View' link in the 'Replacement' column, and another purple callout bubble points to the 'Job Number' column header.

My Dashboard
Benigno Li Victorino, this is your Dashboard where you will see all your tasks organized in various stages.

- Position Description: Not applicable to faculty. [Manage position descrip...](#)
- Jobs: 4 Jobs open, 3 Team jobs open. [New job](#)
- Approvals (May not be applicable): 1 Jobs awaiting your approval, 2 Approved. **a**
- Advertisements: 8 Advertisements
- Applications: 0 Jobs have applicants for review, 0 Applicants assigned to you for review
- Search committee review: 0 Jobs requiring panel review
- Interviews: 0 Scheduled interviews
- Offers: 0 Offers awaiting your approval, 1 New hires, 1 New hire tasks

Manage approvals
Approval status: Pending

Date raised	Job No.	PD No.	Job title	Hiring Administrator	New	Replacement
Jan 15, 2021	420325	408580	Manshner's Executive Assistant for Employment Services	janet Rendona	1	0

Page 1 of 1 | [View](#) **b**

Records: 1 to 1 of 1
English (US) | Powered by PageUp

CONFIRM THE FIELDS HIGHLIGHTED IN YELLOW

[View Job Card User Guides](#)

Internal Team: SF Deans Office Business - 3230

Recruitment Process*: SF-Staff/MPP

Application Form: SF-Staff Application Form Preview Question Library

Job Code/Employee Classification*: Admin Analyst/Spdpt 12 Mo Q
Job Code: 1038

Salary Range/Grade*: 1038-NON-EXEMPT-Grade-1 Q
Minimum: \$ 3,288.00
Maximum: \$ 6,347.00
Pay Frequency:

Classification Title: Admin Analyst/Spdpt 12 Mo

CSU Working Title*: Marianne's Executive Asstare for Employment Services

MPP Job Code:

Campus*: San Francisco

Division*: Academic Affairs

College/Program*: College of Business

Department*: Collegewide Business - 3235

Requisition Number: 495580
Leave blank to automatically create a Requisition Number

OPEN POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions*	Position no	Type*	Applicant	Application status	Cancel
1	Admin Analyst/Spdpt 12 Mo Q Position no: SF-00003661	New	-	-	

New: Replacement: Add more

REQUISITION DETAILS

Auxiliary Recruitment*: Yes No

Reason*: New Position

Justification for Recruitment*: She needs help

Previous/Current Incumbent:

Work Type*: Staff

Hiring Type*: Probationary

Job Status*: Regular

Time Basis*: Full Time

FTE: 1.000000

Hours Per Week: 40.00

FLSA Status: Non-Exempt

CSU Campus (Integration for 3rd Party Solutions)*: San Francisco State University Q
City: San Francisco

CONFIRM THE FIELDS HIGHLIGHTED IN YELLOW

The screenshot shows a 'BUDGET DETAILS' form with several fields highlighted in yellow. The highlighted fields are: 'Anticipated Hiring Range', 'Advertisement desc.*', and the 'Working Title' section. The 'Working Title' section contains the text: 'Marianne's Executive Assistant for Employment Services' and 'SF State University'. Below this, there is a disclaimer: 'San Francisco State is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for...'

Scroll to the bottom of the page and click "Next Page"

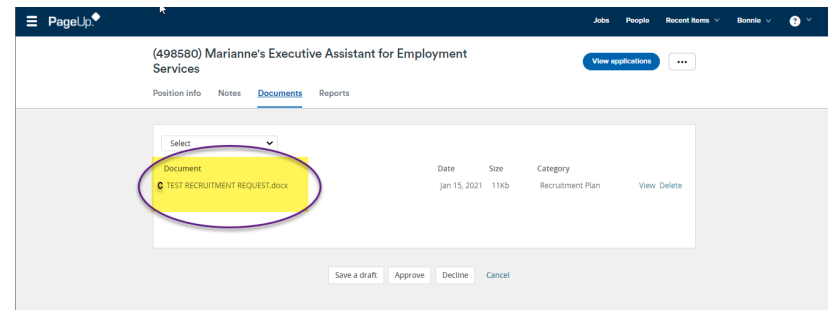
The screenshot shows the bottom of the form. The 'HR/Faculty Affairs Representative.*' field is populated with 'Mark Manansala'. A 'Next page >' button is circled in red. Below the button, there is a note: 'Please fill in all mandatory fields marked with an asterisk (*)'.

Click "Documents"

The screenshot shows the 'Documents' tab in the application interface. The page title is '(498580) Marianne's Executive Assistant for Employment Services'. The 'Documents' tab is selected and circled in red. Below the tab, there is a 'Next page >' button and a 'Save a draft' button. The 'Save a draft' button is highlighted in blue.

c) You are able to view all the approved documents for the position

**** If you need to make any edits to the position, you have the access to do so in the job card. However, if the position needs to entirely be denied, you will click “Decline” and a notification is sent to the HR Business Partner, or whomever created the initial Job Card and the position will be denied.**



Once everything has been confirmed, Scroll to the bottom of the page and click “Approve”

