2021

PageUp: Initiating Offer Card – Staff/MPP

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Only the fields specified in this guide need to be filled out

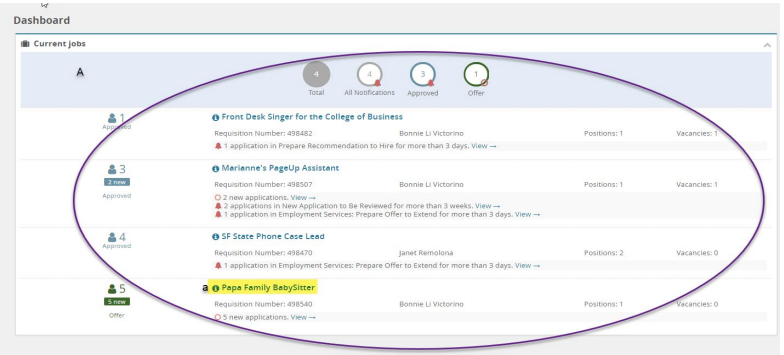
Log in to Page Up

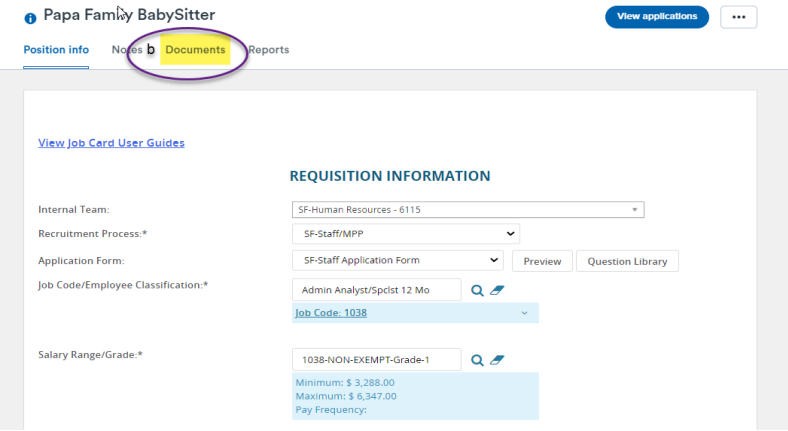
A) You will see your Dashboard → This is where you will find all the positions are you recruiting for

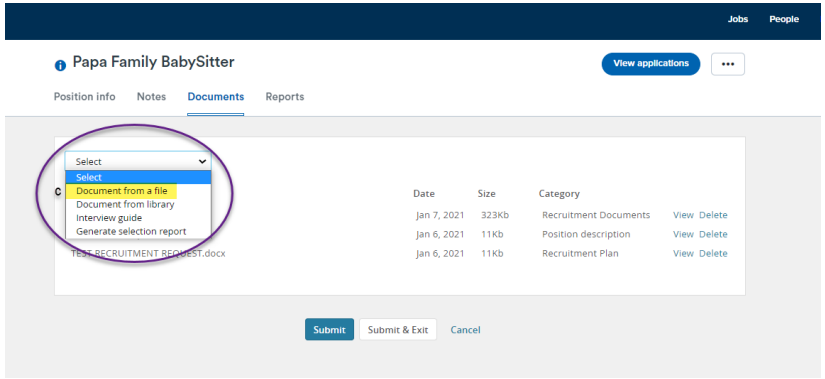
   a. Once the search committee for a position has notified you that they are ready to move forward with a candidate, click on that specific job title

   b. Click on "Documents" → Please attach all interview rating sheets (Employment Services), reference checks (can be downloaded in PageUp), and resumes (can be downloaded in PageUp) of all candidates interviewed

   c. Select "Document from a file"



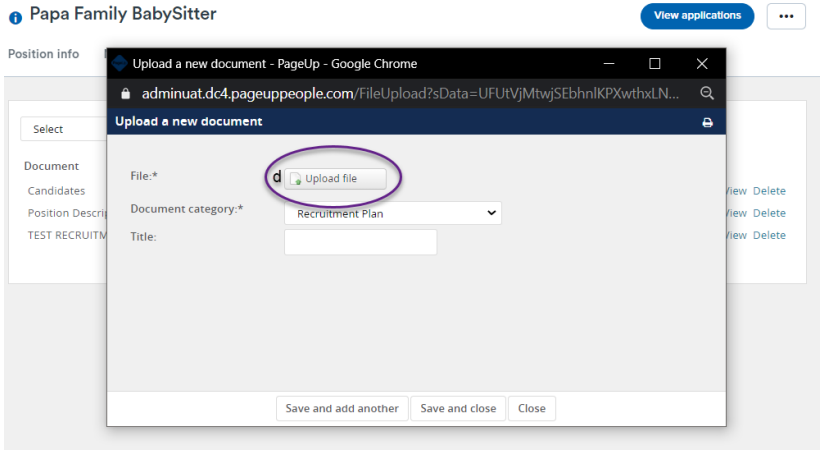


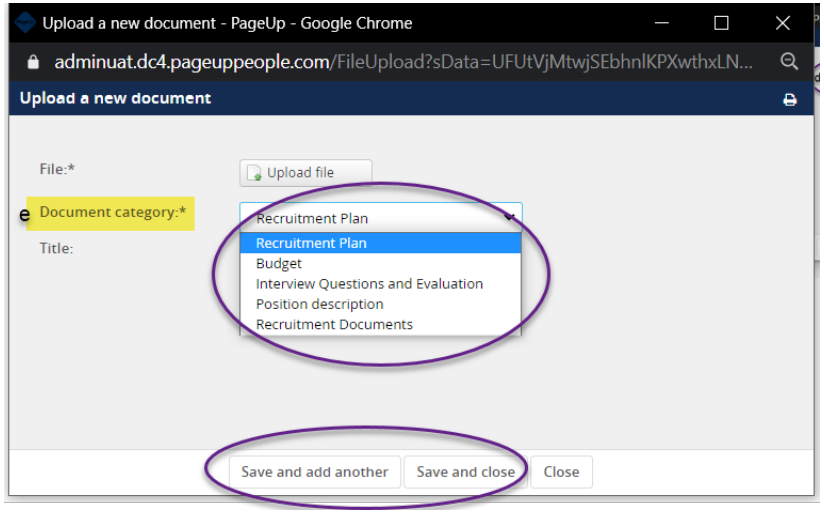


d) “Upload File” → Once you have located the file, click “Open”

e) DOCUMENT CATEGORY: Select the corresponding document category, you may provide a title

Click “Save and add another” or “Save and close”





**Click the APPLICANT NAME to open up the applicant card to start the Offer Card Process

f) Click “View Applications” to view applications for the position

g) NEW APPLICATION TO BE REVIEWED: Current applicant status

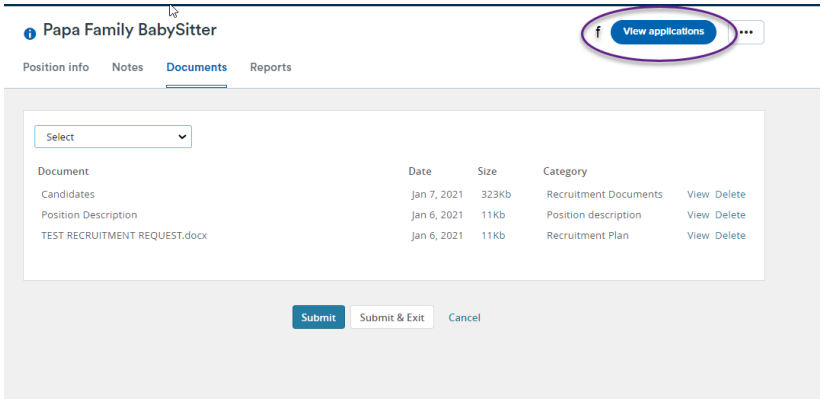
h) RESUME/CV: Click here to view the applicant’s resume/CV

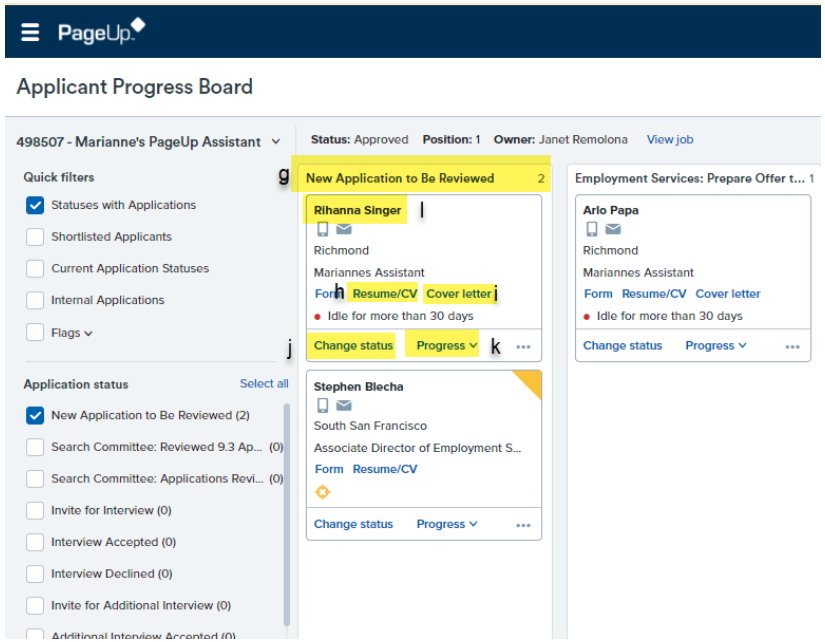
i) COVER LETTER: Click here to view the applicant’s cover letter

j) CHANGE STATUS: Click here to change the applicant’s status

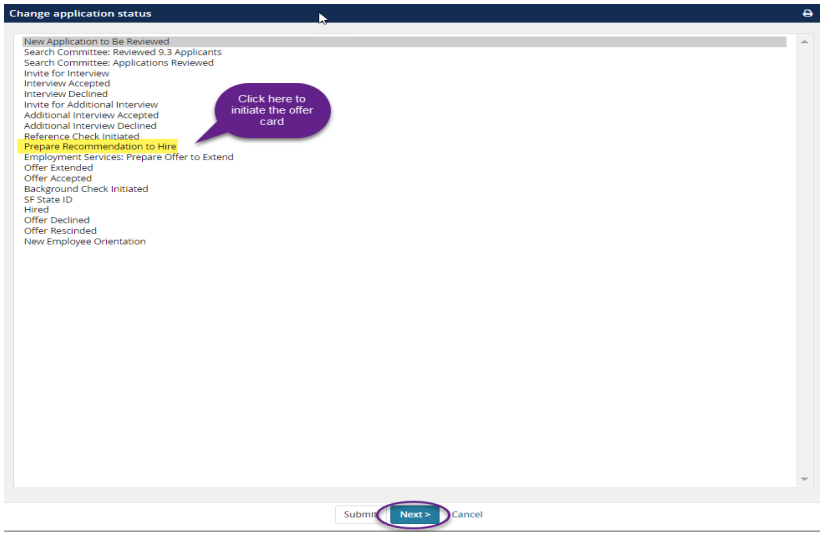
k) PROGESS: Click here to change the applicant’s status

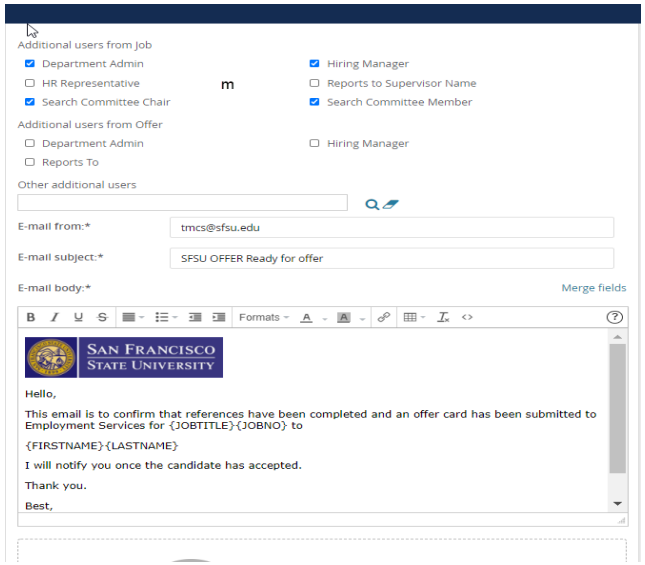
l) APPLICANT NAME: Click here to open up the applicant card





m) This email is sent out to the search committee and the department liaison that references have been completed and an offer card will be submitted to Employment Services for an offer





An "Offer Card" will open → The first four boxes will be general information about the applicant and the position

Scroll down to position details

1) JOB CODE/EMPLOYEE CLASS: Confirm Job Code

2) AUXILIARY HIRE: No

3) HIRING TYPE: Select the appropriate hiring type based on the position

4) START DATE: Select the proposed start date of the candidate

5) END DATE IF APPLICABLE: select the proposed end date, usually used for temporary positions

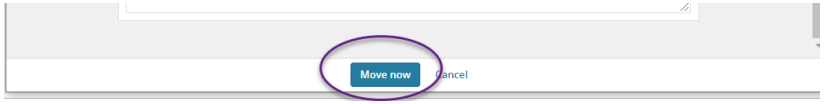
6) PROBATION END DATE: Select the proposed end date, usually the date is one year from date of hire

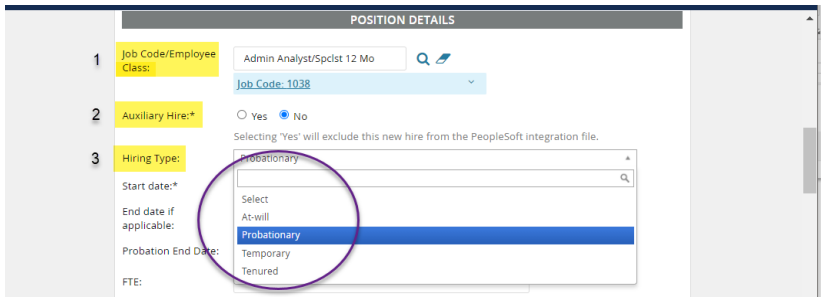
7) FTE: Confirm FTE

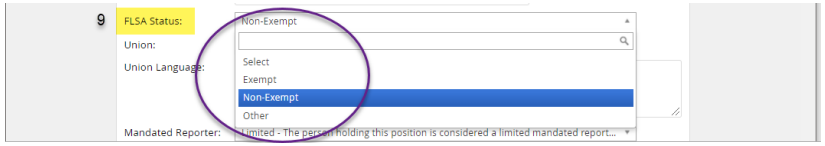
8) HOURS PER WEEK: Confirm hours per week

9) FLSA STATUS: Select the appropriate FLSA status based on the position

Scroll to the bottom of the page and click "Move Now"







14) CONFLICT OF INTEREST: Select whether or not this is a designated position

15) CONCURRENT HIRE: No

16) REHIRED ANNUITANT: No

Scroll down to Salary and Compensation

17) BASE PAY RATE: Type in the proposed salary for the candidate

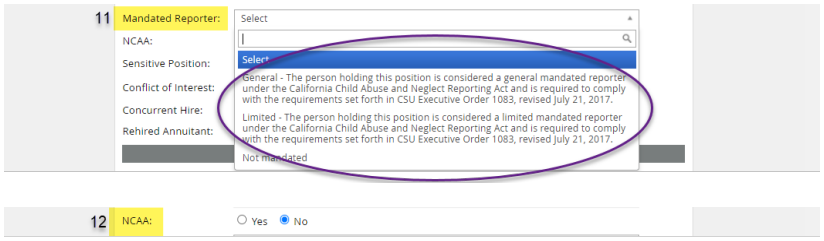
18) UNIT BASE: Select the correct rate

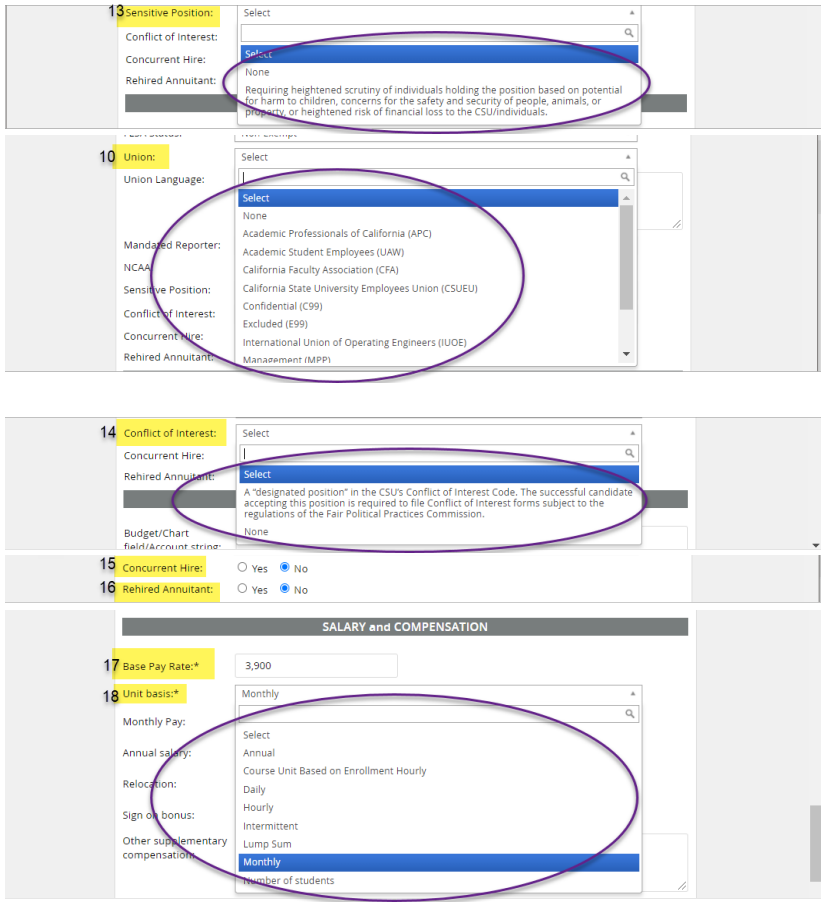
10) UNION: Select the correct bargaining union

11) MANDATED REPORTER: Select the appropriate Mandated Reporter category based off the of position

12) NCAA: No (For Athletics positions, this is YES)

13) SENSITIVE POSITION: Select whether or not this is a sensitive position





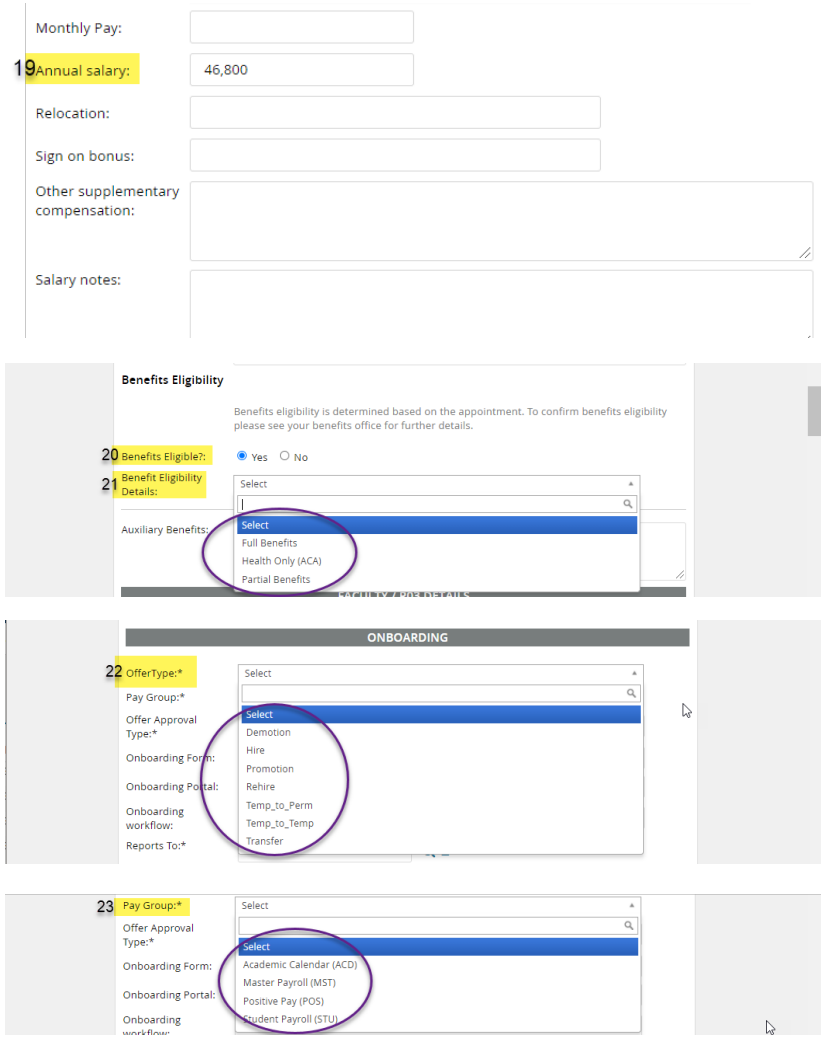
19) ANNUAL SALARY: Type in the annual salary

20) BENEFITS ELIGIBLE: Click Yes or No based off of type of position

21) BENEFITS ELIGIBILITY DETAILS: Select from the drop-down based off of type of position

22) OFFER TYPE: Select “Hire”

23) PAY GROUP: Select the appropriate options based off of position



24) OFFER APPROVAL TYPE: Select “SF”

25) ON-BOARDING PORTAL: Select “ SF Onboarding Portal”

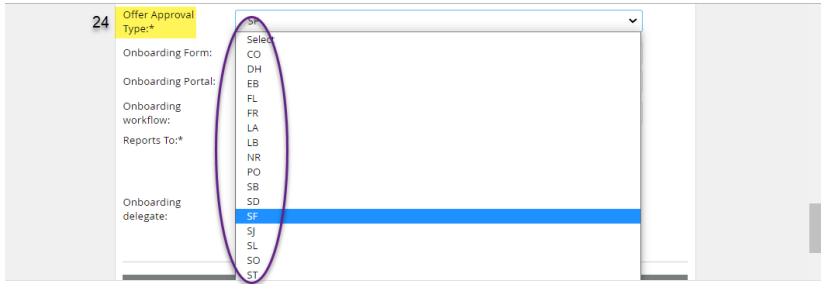
26) ONBOARDING WORKFLOW: Select “SF-New Hire Staff/MPP”

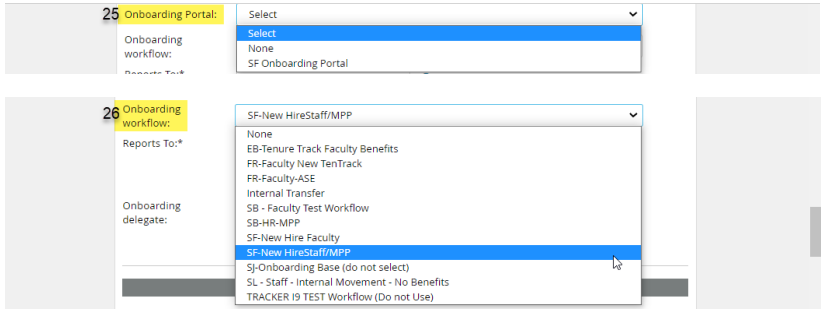
27) REPORTS TO: Confirm reports to

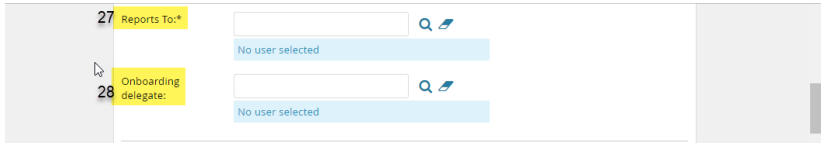
28) ONBOARDING DELEGATE: Responsible for managing on-boarding tasks for your new hire – Example: The person who initated the job card or a college liasion would be in this field

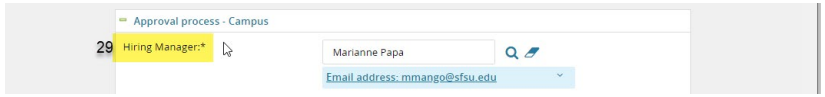
29) HIRING MANAGER: Leave as is

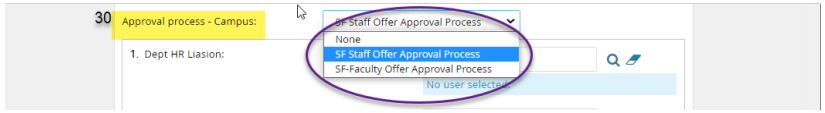
30) APPROVAL PROCESS – CAMPUS: SF Staff Offer Approval Process











31) DEPARTMENT LIASION: Add the HR department/college liasion (usually this person would be the one creating the requisition)

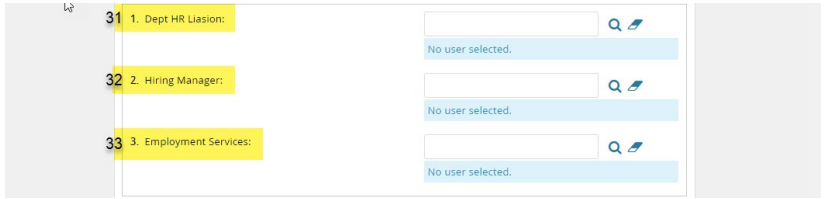
32) HIRING MANAGER: Add the hiring manager for the position

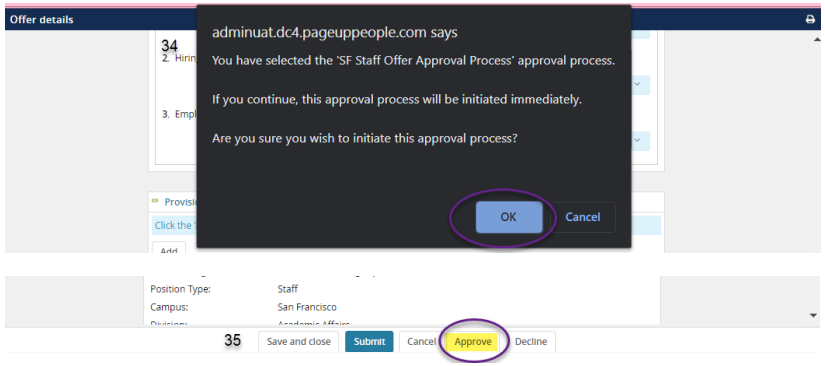
33) EMPLOYMENT SERVICES: Add your Employment Services analyst

34) After you click submit you will see this dialog box

** Click “OK”**

35) As the person who initiated the offer card, you will also need to make sure you hit the “APPROVE” button to initiate the offer card approval process


31
1. Dept HR Liasion:
No user selected.
32
2. Hiring Manager:
No user selected.
33
3. Employment Services:
No user selected.


Offer details
34
adminuat.dc4.pageuppeople.com says
You have selected the 'SF Staff Offer Approval Process' approval process.
If you continue, this approval process will be initiated immediately.
Are you sure you wish to initiate this approval process?
OK
Cancel
Position Type:
Staff
Campus:
San Francisco
35
Save and close
Submit
Cancel
Approve
Decline