

# PageUp Training For Academic Hiring Managers

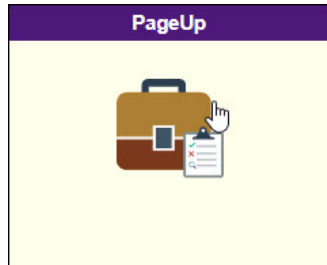


## Table of Contents

Login and Navigation .....	1
Dashboard.....	1
Top Navigation Bar .....	2
Staff Job Posting.....	3
Position Description Library.....	3
Post a Job .....	5
Faculty Job Posting .....	10
Manage the Approval Process for a Job Posting .....	15
Manage Applicants .....	20
Navigate to Applicants.....	20
View Applicants .....	21
Change Applicant Status.....	26
Manage Offers .....	28
Make an Offer .....	28
Approve an Offer .....	32
Restart an Offer Approval Process.....	32
Onboarding.....	33
Applicant Perspective .....	33
Hiring Manager Perspective .....	33

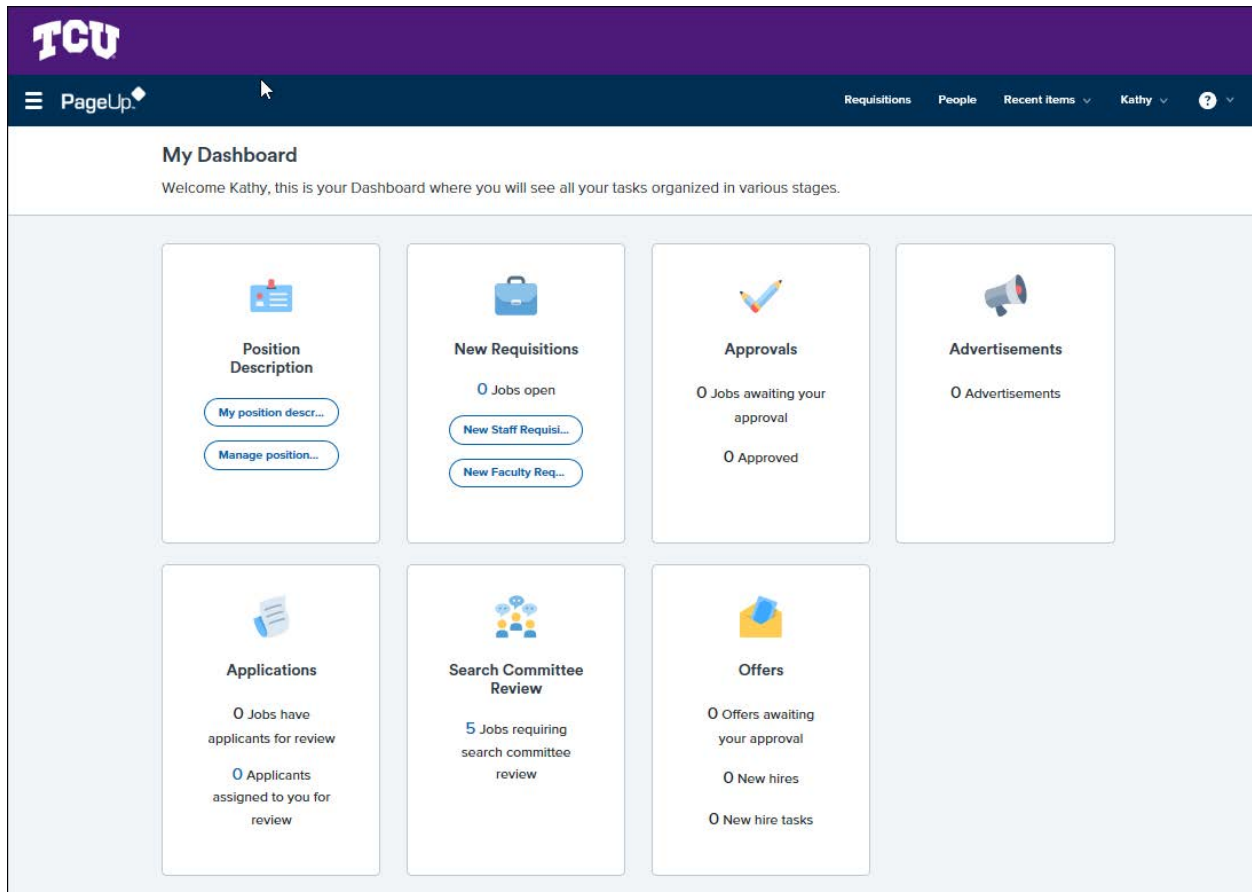
## Login and Navigation

- Log into [My.tcu.edu](https://my.tcu.edu)
- Select the **Employee Center** tile
- Select the **PageUp** Tile



## Dashboard

- From the Dashboard, you can view notifications and accomplish tasks. Use the tiles to navigate through each phase of the hiring process.



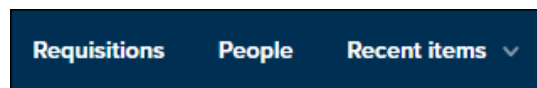
## Top Navigation Bar



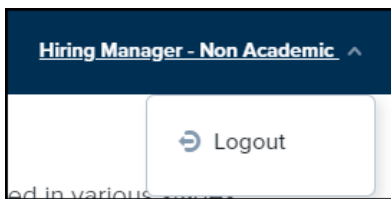
- Click the **PageUp icon** located in the upper left corner of the screen to return to the Dashboard at any time.



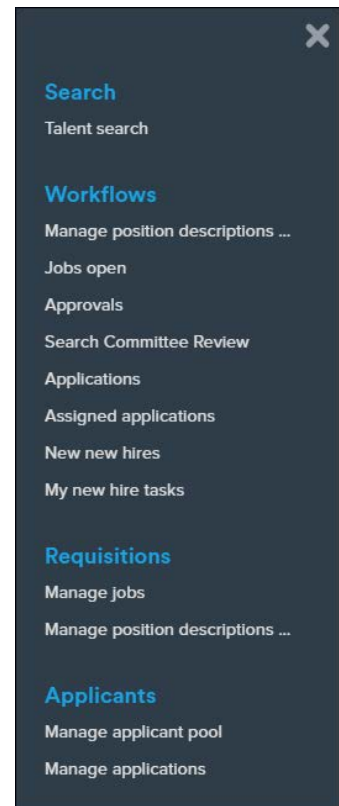
- Use **Quick Links** on the top navigation bar for easy access to frequently used items. Click the **Requisitions** Quick Link to go to **Open Jobs**. Select the **People** Quick Link to see **Open Applications**.



- Click the drop-down arrow next to your name at the far right to **Log Out** of the system.



- Click the **main menu**, otherwise known as the **hamburger menu** to navigate through the system. The hamburger menu shows a full list of options available.



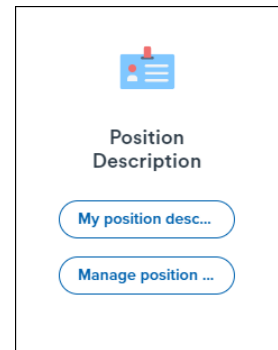
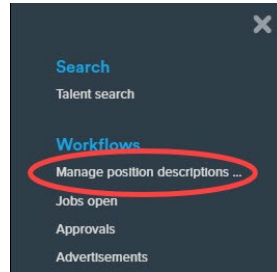
# Staff Job Posting

## Position Description Library

**How to get a job description entered into the Position Description Library:**  
Communicate with the HR Compensation Team to begin the process of creating a new position or updating an existing position. HR will create or edit the Position Description in PageUp. The Compensation Team can be contacted at HRCompensation@tcu.edu.

All Staff searches begin with the Position Description. To navigate to the Position Description Library, use one of these options:

- Option 1: Click the **Manage position descriptions... link** on the **Position Description** tile
- Option 2: Use the **Hamburger Menu** and choose the **Manage position descriptions... link**



In the Position Description Library, view a list of Position Descriptions for all active staff positions at TCU. Depending on your permission level, you may have access to view only the positions in your department.

The screenshot shows the PageUp interface for the Position Description library. At the top is the TCU logo and the PageUp logo. The navigation bar includes Requisitions, People, Recent Items, and Hiring Manager - Academic. The main section is titled 'Position Description' and contains search filters for Position Title, Position Number, Job Code, Employee Name, Supervisor Name, Work Type, Organization, Business Unit, School/College/Unit Head, Approval status, and Status. There are 'Clear' and 'Search' buttons. Below the filters is a table of position descriptions.

PD No.	Position Number	Position Title	Job Code	Employee Name	Supervisor Name	Date modified	Approval status			
PD-2354	00002089	Administrative Assistant	55010	Juanita Ferrell	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2581	00000365	Administrative Assistant	55010	Sarah Walters	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive

Click on the column header to **sort** by different columns. For example, sort alphabetically (ascending or descending) by Position Title or by Supervisor Name.



Use the Search boxes to **Search and Filter for specific jobs**. First click the **Clear button**, then fill in the search parameter(s) and click the **Search button**. For example, a search for Position Title or Approval Status is commonly used.

Note: When searching for Position Descriptions, the screen defaults to (remembers) the last search so use the **Clear button** before beginning a new search.

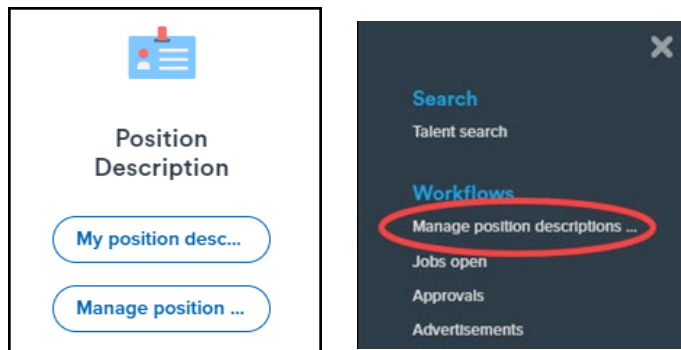
The screenshot shows the 'Position Description' search interface. It includes several search filters: Position Title, Position Number, Job Code, Employee Name, Supervisor Name, Work Type, Organization, Business Unit, School/College/Unit Head, Approval status, and Status. The 'Status' dropdown is set to 'Active'. There are 'Clear' and 'Search' buttons. Below the filters is a table of results with columns: PD No., Position Number, Position Title, Job Code, Employee Name, Supervisor Name, Date modified, and Approval status. The table contains four rows of data.

PD No.	Position Number	Position Title	Job Code	Employee Name	Supervisor Name	Date modified	Approval status			
PD-2354	00002089	Administrative Assistant	55010	Juanita Ferrell	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2581	00000365	Administrative Assistant	55010	Sarah Roberts	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2650	00000346	Administrative Assistant	55010	Karen Minatta	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2720	00002139	Assistant Director - School of Music	32651	Wendy Queen		Mar 10, 2020	Approved	View	Recruit for position	Archive

## Post a Job

Start by navigating to the Position Descriptions. Use one of these options:

- Option 1: Click the **Manage position descriptions...** link on the **Position Description** tile
- Option 2: Use the **Hamburger Menu** and choose the **Manage position descriptions** link



After locating the position, click the **Recruit for position** link located on the right side of the job row.

The screenshot shows the TCU PageUp interface. At the top is the TCU logo and 'PageUp' branding. A navigation bar includes 'Requisitions', 'People', 'Recent Items', and 'Hiring Manager - Academic'. Below this is the 'Position Description' section with search filters for Position Title, Position Number, Job Code, Employee Name, Supervisor Name, Work Type, Organization, Business Unit, School/College/Unit Head, Approval status, and Status. There are 'Clear' and 'Search' buttons. Below the filters is a table of job listings with columns: PD No., Position Number, Position Title, Job Code, Employee Name, Supervisor Name, Date modified, Approval status, and actions (View, Recruit for position, Archive). The 'Recruit for position' link in the first row is circled in red.

PD No.	Position Number	Position Title	Job Code	Employee Name	Supervisor Name	Date modified	Approval status	View	Recruit for position	Archive
PD-2354	00002089	Administrative Assistant	55010	Juanita Ferrell	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2581	00000365	Administrative Assistant	55010	Sarah Walters	Paul Cortese	Mar 10, 2020	Approved	View	Recruit for position	Archive

In the **Job Posting**, make any updates to fields as needed. Many of the fields will auto-populate. If unable to complete all of the required information, save the Job Posting as a **Draft**, and return later to complete. Following is a list of fields that typically need to be entered:

**Position Information:**

- **Reason for Posting Position:** Options are **New Position** or **Replacement**

POSITION INFORMATION	
Reason for Posting Position:*	New Position ▾
Requisition Number:	<input type="text"/> <small>Leave blank to automatically create a reference No.</small>
Job Title:*	Structural Maintenance Tech
Job Code:*	Structural Maintenance Tech 🔍 ✎ Job Code Title: Structural Maintenance Tech ▾
Position Number:	00000864 🔍 ✎ Position no: 00000864 ▾
Name of Person Last in Position:	<input type="text"/>
Organization:*	Texas Christian University ▾
Business Unit:*	VC Finance & Administration ▾
School/College/Unit Head:	AVC Plant Management ▾
Department:	23320-Building & Equipment Maint ▾
Team:	Human Resources ▾
Work Type:	Full-time ▾
Campus Location:	TCU Main Campus 🔍 ✎ Name: TCU Main Campus Suburb: Fort Worth State: Texas



**Tip:**




In the blue boxes, click the down arrow to view details about the field.

Administrative Assistant  
Adm Ast  
Job Code Title: Adm Ast   
00002089  
Position no: 00002089   
Position: Adm Ast  
Organization: Texas Christian University  
Business Unit: VC/Provost Academic Affairs  
Business Unit 2: College of Fine Arts  
(School/College)  
Department Number: 76000  
EEO 1 Job Category: Administrative Support  
Workers  
Incumbent: Juanita Ferrell  
Direct Supervisor/Manager: Paul Cortese

**Budget Information:**

- **Department Code**
- **Fund**
- **Account**
- **Project No.**
- **Is this position grant funded?** Yes or No
- **Is this a partial year position?** Yes or No

**BUDGET INFORMATION**

Department Code:\*     
School of Music 

Fund:\*

Account:\*

Project No.:



Is this position grant funded?:\*  Yes  No

Is this a partial year position?:\*  Yes  No

### Search Committee Details:

- **Search Committee Chair:** Enter or search for name of Committee Chair
- **Add Search Committee Members:** Add one or multiple search committee members

**SEARCH COMMITTEE DETAILS**

Search Committee Chair:   

No user selected

Search Committee Members:

Recipient Remove all

No Search Committee Member selected.

Search Committee Member information:

### Advertising Details:

- **Recruitment Process:** Select **TCU - Staff**
- **Posting Location:** Select **TCU Main Campus** or **TCU and UNTHSC School or Medicine**. This field is searchable by job seekers.
- **Advertising Summary:** Job summary is automatically entered.

**ADVERTISING DETAILS**

Recruitment Process:\*

Posting Location:\*

Advertising Summary:

Advertisement Text:

1. Produces information by developing, transcribing, formatting, inputting, editing, retrieving, copying, filing, and transmitting text, data, and graphics.
2. Organizes work by reading, routing and answering correspondence; collecting, maintaining and prioritizing information; managing department procedures and telecommunications; updating records and inventory; assigning and monitoring student workers.
3. Maintains department schedules by keeping calendars for department personnel; arranging meetings, classes, conferences, teleconferences, and travel.
4. Organizes department events by securing speakers, making guest travel arrangements, choosing menus or purchasing food, reserving facilities, ordering decorations, preparing agendas and programs, taking minutes

### Additional Users:

- **Department Chair:** Optional entry to grant access to additional users.
- **Department Contact:** Optional entry to grant access to additional users who need access to the Position Description.

## Approvals:

- **Hiring Manager:** The name of the Hiring Manager will auto-populate.
- **Approval Process:** Select the appropriate approval process from the drop-down list. Choices for posting for staff in Academic area include:
  - Staff – Academic
  - Staff – Grant Funded
  - Staff – TCU and UNTHSC SOM
  - Staff – Temporary
  - Staff – Temporary Grant Funded
- **Status:** Status is automatically populated by the system

The screenshot shows the 'APPROVALS' section of a web application. It contains the following fields and options:

- HR Representative:** A search field containing 'HR Talent Acquisition' with a magnifying glass icon. Below it, a dropdown menu shows 'Email address: hrtalentacquisition@tcu.edu'.
- Hiring Manager:\*** A search field containing 'Hiring Manager - Academic Test' with a magnifying glass icon. Below it, a dropdown menu shows 'Email address: tcuputest+hiringmanagerfaculty@gmail.com'.
- Approval process:\*** A dropdown menu showing 'Fac - AddRan College of Liberal Arts'.
- 1. Department Chair:** A search field that is empty, with a magnifying glass icon. Below it, a dropdown menu shows 'No user selected.'.
- 2. Dean:** A search field containing 'Frank Schoelmaster' with a magnifying glass icon. Below it, a dropdown menu shows 'SATestStu@tcu.edu'.

After completing the Job Posting, select one of the following options: **Save a draft**, **Save**, or **Save and exit**.

The screenshot shows four buttons in a row: 'Save a draft' (highlighted with a blue border), 'Save', 'Save & exit', and 'Cancel'.

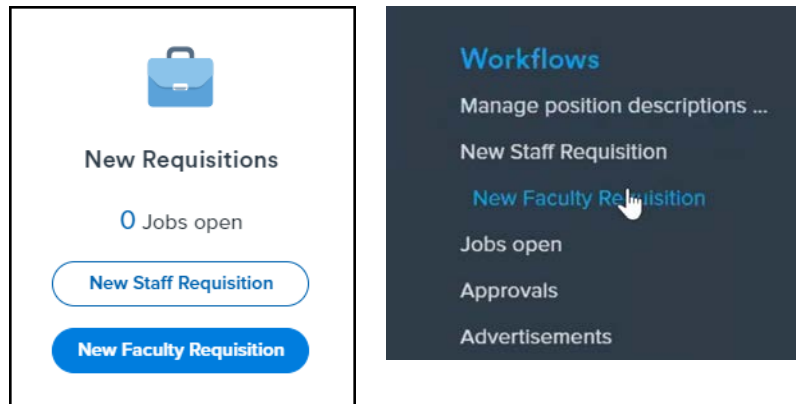
If unable to complete all of the required information, choose **Save a draft** and return later to complete. Note: If **Save a draft** is selected, any updates to fields in the Approvals section will not be saved. Return at any time to complete the required fields and enter information for the Approval fields.

When clicking on **Save** or **Save and exit**, the **Position Description** is now considered a **Requisition** and is ready to begin moving through the approval process.

## Faculty Job Posting

Launching the faculty recruitment process is different from the staff recruitment process. Initiate the faculty recruitment process with **Requisitions**. (Unlike staff, faculty do not have position descriptions, so faculty recruitment begins with Requisition instead of at the Position Description Library.) Use one of these options to get started:

- ➔ Option 1: Click the **New Faculty Requisition** link on the **New Requisitions** tile
- ➔ Option 2: Select **New Faculty Requisition** from the hamburger menu



### Select a Job Template section:

- **Position number:** Type in or search for position number using the **Binoculars icon**. Search by position number or position title. Entering the Position number will automatically populate other fields. (Only on rare occasions would the Position number be blank.)

The screenshot shows a form titled 'Select a job template'. It contains the following text: 'Enter the position number for the faculty position to be hired.', 'If the department desires to hire a lecturer on an interim basis, please input the faculty position number which will be the primary source of funding for the lecturer.', and 'For the already-approved instances in which a lecturer is not funded by an existing faculty position, please leave position number blank.' Below this is a section for '1. Position' with a search input field containing a binoculars icon and the number '2'. A dropdown menu below the search field shows 'No position selected'. Below that is a section for '2. Organization' with a dropdown menu showing '--No organization--' and 'Princeton University School'.

- For detailed information, use the drop-down arrow to expand the Position number.

1. Position

Asoc Professor

00000349

Position no: 00000349

Position: Asoc Professor

Organization: Texas Christian University

Business Unit: VC/Provost Academic Affairs

Business Unit 2: College of Fine Arts (School/College)

Department Number: 76000

EEO 1 Job Category: Professionals

Incumbent:

Direct Supervisor/Manager:

- **Organization:** Brite or TCU
- **Business Unit:** Select the appropriate Business Unit from the list
- **Template:** Select the appropriate Template

2. Organization

--No organization--

Brite Divinity School

Texas Christian University

3. Business Unit

VC Human Resources

VC Marketing and Communication

VC Student Affairs

VC University Advancement

VC/Provost Academic Affairs

4. Template

--No template--

AddRan College of Liberal Arts

Bob Schieffer College of Communication




College of Education

College of Fine Arts

- Click the **Next button**



**Position Information:**

Most fields will automatically populate when the position number is entered or selected. Complete the appropriate information.

POSITION INFORMATION	
Reason for Posting Position:	<input type="text" value="Vacancy"/>
If Lecturer Search is selected please state the reason for the lecturer:	<input type="text"/>
Position Number:	<input type="text" value="00000349"/>   <span>Position no: 00000349</span> 
Current Rank:	<input type="text" value="Associate Professor"/>
Requested Rank:	<input type="text" value="Associate or Assistant Professor"/>
	Note: If an open rank search is requested please indicate the appropriate ranks here.
Job Title:*	<input type="text" value="Associate or Assistant Professor of Fine Arts"/>
Is this an endowed chair or endowed professor?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes enter the full name of the endowed chair or endowed professor:	<input type="text"/>
Name of Person Last in Position:	<input type="text"/>
Appointment Type:	<input type="text" value="9-month Faculty"/>
Full-time or Part-time:	<input type="text" value="Full-time"/>
Expected FTE:	<input type="text"/>
Current Budgeted Salary:	<input type="text"/>
Requested Salary Range Minimum:	<input type="text"/>
Requested Salary Range Maximum:	<input type="text"/>

**Search Committee Details:**

- **Search Committee Chair:** Enter or search for name of Committee Chair
- **Add Search Committee Members:** Add one or multiple search committee members

SEARCH COMMITTEE DETAILS	
Search Committee Chair:	<input type="text"/>   <span>No user selected</span>
Search Committee Members:	<input type="button" value="Add Search Committee Member"/>
Recipient	<span>Remove all</span>
	No Search Committee Member selected.
Search Committee Member information:	

**Advertising Details:**

Enter appropriate information.

ADVERTISING DETAILS	
Application Deadline:	<input type="text" value="July 15, 2020"/>
Position Details:	<input type="text"/>
Department Details:	<input type="text"/>
Required Application Materials & Application Instructions:	<input type="text"/>
School/College Description:	<input type="text" value="The TCU College of Fine Arts is home to six units: the School of Art, the School for Classical &amp; Contemporary Dance, the School of Music, the Department of Design, the Department of Fashion Merchandising, and the Department of Theatre. The college offers 33 undergraduate degree programs and 24 advanced degree programs to help prepare the next generation of creative leaders in the arts. Approximately 850 undergraduate students and 120 graduate and"/>
University & Fort Worth Description:	<input type="text" value="ABOUT TCU&lt;br/&gt;Founded in 1873, Texas Christian University sits on 299 acres nestled in a primarily residential part of Fort Worth, just minutes away from downtown. The University includes eight schools and colleges, in addition to the John V. Beach Honors College and the new TCU and UNTHSC"/>
AA/EEO Statement:	<input type="text" value="As an AA/EEO employer, TCU recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law."/>
Recruitment Process:	<input type="text" value="TCU - Faculty"/>
Advertising Summary:	<input type="text"/>

Click the link at the bottom of the Advertising Details section to **Generate Advertisement Text**. The Advertisement Text is generated from the information given. The Advertisement is shown on the Career Web Site.

Recruitment Process: TCU - Faculty

Advertising Summary: Great advertising summary.

[Generate Advertisement Text](#)

Advertisement Text:\*

the Department of Design, the Department of Fashion Merchandising, and the Department of Theatre. The college offers 33 undergraduate degree programs and 24 advanced degree programs to help prepare the next generation of creative leaders in the arts. Approximately 850 undergraduate students and 120 graduate and professional program students pursue their passions in the TCU College of Fine Arts. These talented students study under renowned professors and guest artists, annually present more than 350 public performances and presentations, and display art and design work in juried exhibitions and competitions, among other creative activities. The college also offers a minor in Arts Leadership & Entrepreneurship and oversees two on-campus art galleries.

**University & Fort Worth Description**  
ABOUT TCU

Founded in 1873, Texas Christian University sits on 299 acres nestled in a primarily residential part of Fort Worth, just minutes away from

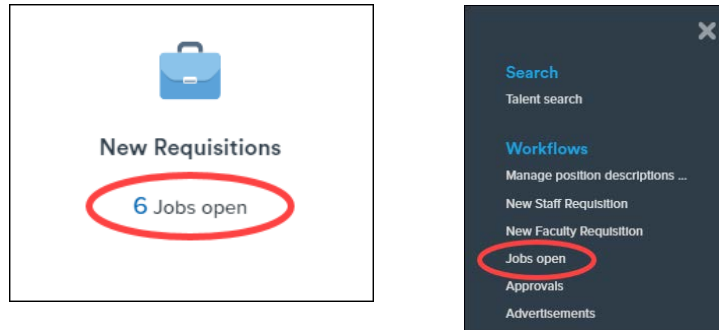
Advertising Sites:  HERC  Chronicle of Higher Education  
 Academic Jobs Online



## Manage the Approval Process for a Job Posting

To complete an open job posting and kick-off the Approval Process, navigate to the list of jobs that are currently open. Use one of these options:

- Option 1: From the **Dashboard** in the **New Requisitions Tile**, select **Jobs open**
- Option 2: From the left hamburger drop down menu, select **Jobs open**



After selecting **Jobs Open**, the **My requisitions** screen appears. The **My requisitions** screen shows all job postings where you are listed as the Hiring Manager.

The screenshot shows the 'My requisitions' screen with a table of job postings. The table has columns for Job number, Title, Market Average Salary, School/College/Unit Head, Date added, Status, Request Provider, Reporting to Manager, and Team. Two rows are visible, both for 'Adm Ast' positions at the 'College of Fine Arts'.

Job number	Title	Market Average Salary	School/College/Unit Head	Date added	Status	Request Provider	Reporting to Manager	Team
496508	Adm Ast		College of Fine Arts	May 21, 2020	Draft	Hiring Manager - Academic Test	Paul Cortese	School of Music
496507	Adm Ast		College of Fine Arts	May 21, 2020	Approved	Hiring Manager - Academic Test	Hiring Manager - Academic Test	School of Music

Alternatively, navigate to open job postings by selecting **Manage Jobs** from the hamburger menu. The **Manage Jobs** screen appears instead of the **My Requisitions** screen. At **Manage Jobs**, view all job postings that you have permission to access, whether or not you are listed as the Hiring Manager.



From the **My requisitions** screen, select the **View** link located on the right side of the row of the job posting and complete the required fields to initiate the Approval Process.


**My requisitions**

78 search results Settings

Job number	Title	School/College/Unit Head	Date added	Status	Team	
496582	Academic Support	College of Education	Jun 9, 2020	Approved	Student Support	<a href="#">View</a>
496553	Accounting Faculty Adjunct Pool	M.J. Neeley School of Business	Jun 2, 2020	Approved	Human Resources	<a href="#">View</a>

- Select the appropriate Approval process.
- Enter the names of **Approver(s)**. Either type the name in the field or use the Magnifying glass icon to search. Search by name or email address.

**Tip:**  
Use the **magnifying glass icon** to lookup a person. Select the **eraser icon** to clear the field.



- Select **Save** or **Save and exit** to initiate the **Approval Process**.
- If any required fields are blank, follow the prompts to complete those fields. The mandatory fields will be marked with a red asterisk. After completion, click **Save** or **Save and exit** again to **initiate the Approval Process**.
- A notification will be shown indicating the Approval status is now **Pending approval**.

**TCU**

PageUp Requisitions People Recent Items Hiring Manager - Academic ?

**My requisitions**

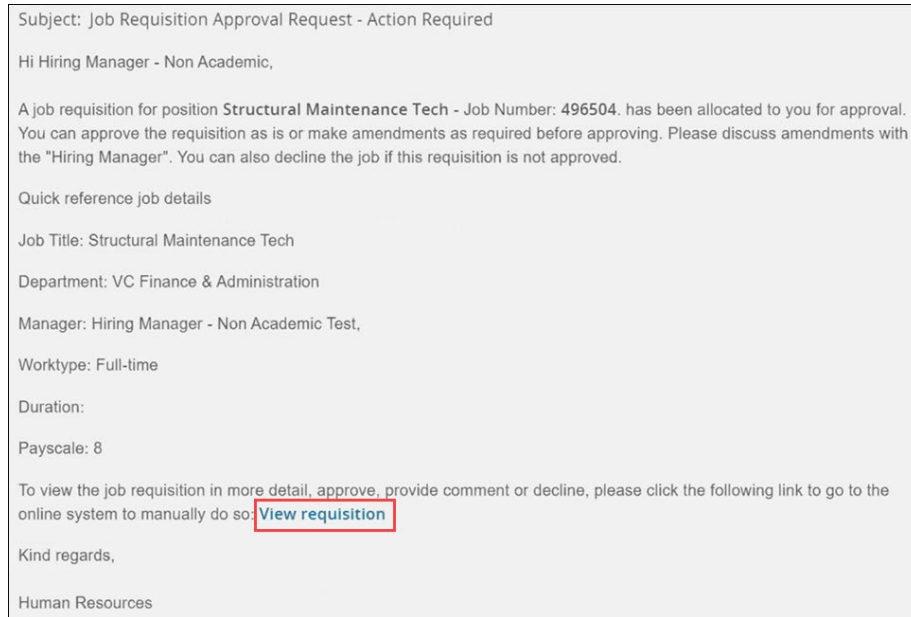
Visibility:   Status:

6 search results Settings

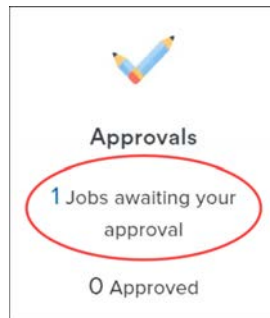
Job number	Title	Market Average Salary	School/College/Unit Head	Date added	Status	Request Provider	Reporting to Manager	Team
496508	Adm Ast		College of Fine Arts	May 21, 2020	Pending approval	Hiring Manager - Academic Test	Paul Cortese	School of Music
496507	Adm Ast		College of Fine Arts	May 21, 2020	Approved	Hiring Manager - Academic Test	Hiring Manager - Academic Test	School of Music

**Notification:**

- Each approver is notified of the **Pending Approval status** via email. The email notifications include a **link for quick access** to the job approval screen.



- Alternatively, the Approver can return to the **Dashboard Approvals tile** and see the change in number of **Jobs awaiting your approval** in **Pending approval** status. Then click the **Jobs awaiting your approval** link to return to the job and view the status.

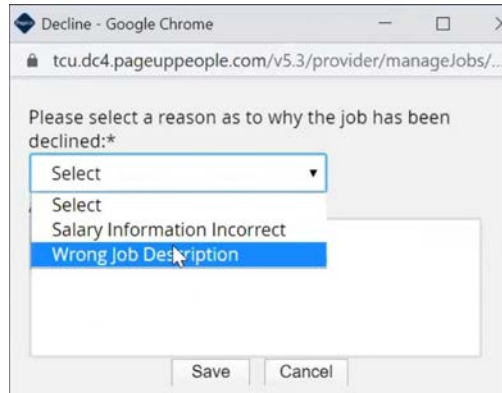


- The most efficient way to make an approval is to simply **reply to the email notification** and place the text "Approve" in the subject of the email. However, this will produce an error if the email currently has an Out-of-Office or some kind of auto-reply active.

### Approve the Job Posting:

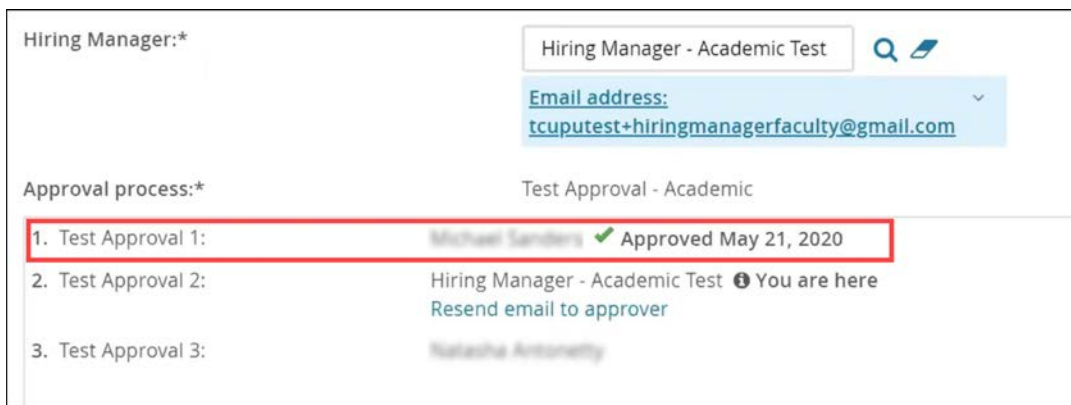
To complete an approval, locate the job listing in **My requisitions** and click the **View link** for the job. While viewing the Job Postings, the Approver can view job details, make any edits (as dictated by their permission level) and then click the **Approve** button.

- Note: If wanting to decline approval, click the **Decline button** and follow the prompts to enter a Reason for Decline. Notifications will go out if the job is declined.





### Track Status of Approval Process:

- **Track the status of the Approval Process** by viewing the job posting. The Approvals section will show the date that approval was given.





- Use the **Resend email to approver** link to notify an Approver that has not responded.

Hiring Manager:\* Hiring Manager - Academic Test  

Email address: [tcuputest+hiringmanagerfaculty@gmail.com](mailto:tcuputest+hiringmanagerfaculty@gmail.com)

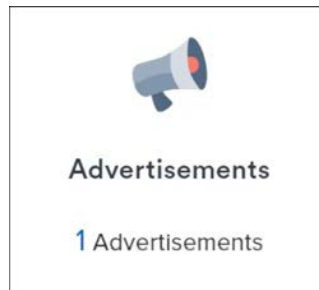
Approval process:\* Test Approval - Academic

1. Test Approval 1:	Michael Sanders  Approved May 21, 2020
2. Test Approval 2:	Hiring Manager - Academic Test  You are here <a href="#">Resend email to approver</a>
3. Test Approval 3:	Natasha Antoinette

- Once all approvals have been made, the **Approval Status** changes from **Pending** approval to **Approved** and the Hiring Manger and HR Representative will receive notification of final approval. At this point, the HR Representative will post the job to the TCU Career site and any additional sites and applicants can begin the process to apply for the job.

**Advertisement:**

Once approved, Hiring Managers can view the information about the job posting. Click the **Advertisements** link from the Advertisements tile on the Dashboard to see Requisition Number, Source, Opening and Closing dates, and to preview the text for the job ad.



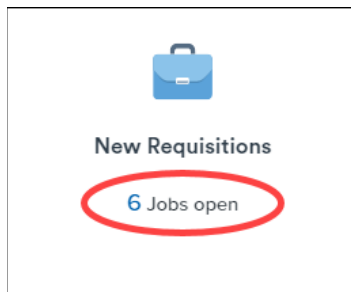
My sourced jobs					
Requisition Number 	Title	Sourced to	Opening date	Closing date	
496503	Structural Maintenance Tech	TCU External Website	May 19, 2020	May 22, 2020	<a href="#">Preview job ad</a>

# Manage Applicants

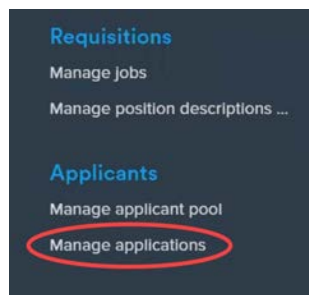
## Navigate to Applicants

To view applicants, navigate to the job. Begin by using one of these options:

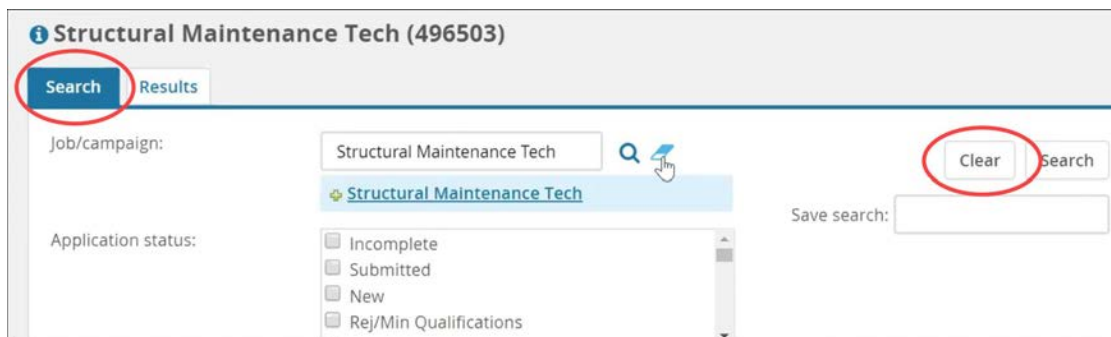
- ➔ Option 1: From the **Dashboard** in the **New Requisitions** tile, select **Jobs open**.



- ➔ Option 2: From the left hamburger drop-down menu, select **Manage applications**.



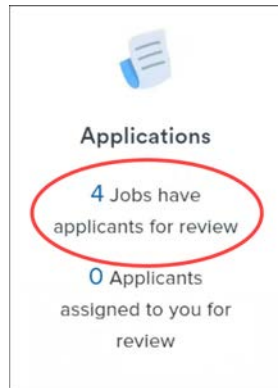
Note: When selecting **Manage applications** from the hamburger menu, the last job viewed will show. To start a new search, use the **Search tab** to **clear the search** and perform a **new search**.



- ➔ Option 3: Click the **People** link from the top navigation bar.



➔ Option 4: From the **Dashboard** in the **Applications** tile, select **Jobs have applicants for review**.

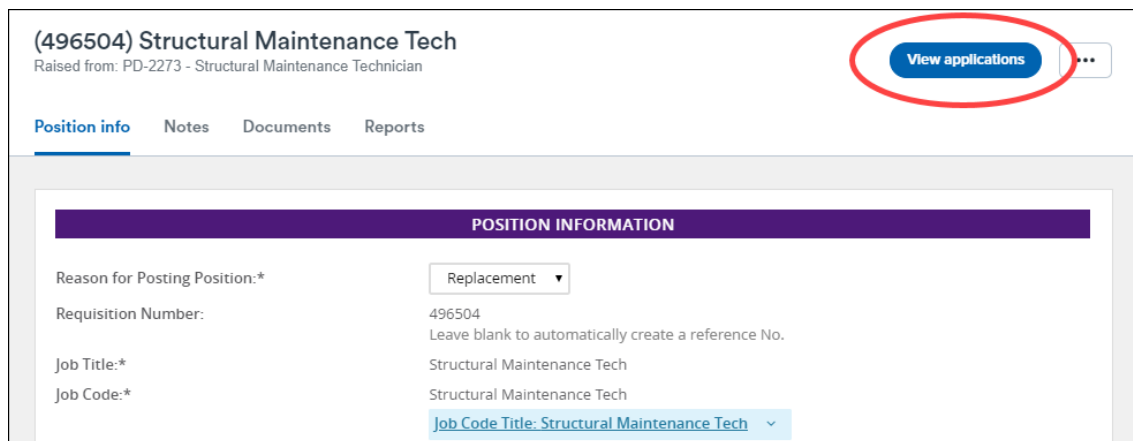


Note: When selecting **Jobs have applicants for review** from the Application tile, the **Shortlisted applicants screen** is shown. The Shortlisted applicant screen is different from the Manage applicant screen in that it shows all job postings that require action by the Hiring Manager.

Shortlisted applicants						
Requisition Number	Title	Date added ▲	Status	Owner		
496503	Structural Maintenance Tech	May 19, 2020	Approved	Natasha Anttonetty		<a href="#">View shortlisted applicants (4)</a>
496474	Adm Ast - UAT Testing - Budget Approval	May 4, 2020	Approved	Natasha Anttonetty		<a href="#">View shortlisted applicants (3)</a>

## View Applicants

- After navigating to the list of jobs, click on a row to **select the specific job**.
- Then select the **View applications** button.



- View the list of applicants who have applied for this particular position.

Structural Maintenance Tech (496503)													
Search		Results											
Select	Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Rel
<input type="checkbox"/>	May 19, 2020	First Re	Amari	Amari	Cooper		555321456	55532156	tcuputest+applicant2@gmail.com	United St	Texas	Fort'	
<input type="checkbox"/>	May 19, 2020	First Re	CeeDee	CeeDee	Lamb		555123789	55532145	tcuputest+testapplicant7@gmail.cc	United St	Texas	Fort'	
<input type="checkbox"/>	May 19, 2020	First Re	Dak	Dak	Prescott		555741112	55599644	tcuputest+applicant1@gmail.com	United St	Texas	Fort'	
<input type="checkbox"/>	May 19, 2020	First Re	Ezekiel	Ezekiel	Elliot		555123456	55523264	tcuputest+applicant5@gmail.com	United St	Texas	Fort'	

- Click on the **Green dot icon** next to the First Name of the applicant to view the Applicant Card.
- The **Applicant Card** is your main source of information about an applicant. The top of the Applicant Card shows information such as name, address, phone, email address and Original source. **Original source** indicates how the applicant heard about the job.

### Mr CeeDee Lamb

[View profile](#) [Add flags](#) Print Actions

Address: 123 Cowboys Way, 2020 Fort Worth, Texas 76104, United States

Phone: +1 5551237894

Cell Number: +1 5553214567

E-mail: tcuputest+testapplicant7@gmail.com

Original source: TCU Careers Website

e-Zines comms hold:  Yes

[Applications](#) [History](#) [CRM](#) [Resume or CV](#)

**496503 - Structural Maintenance Tech**

Date submitted: May 19, 2020

Applied via: TCU Careers Website

Status changed: May 19, 2020

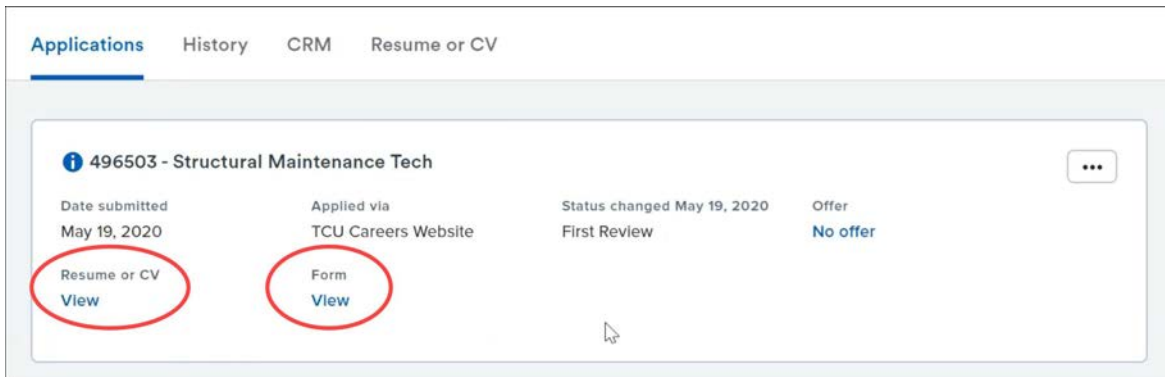
Offer: No offer

Close Navigation icons

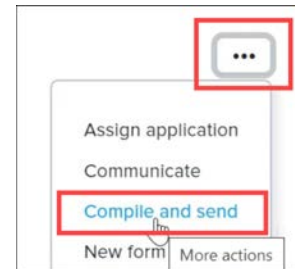


## Parts and Features of the Applicant Card:

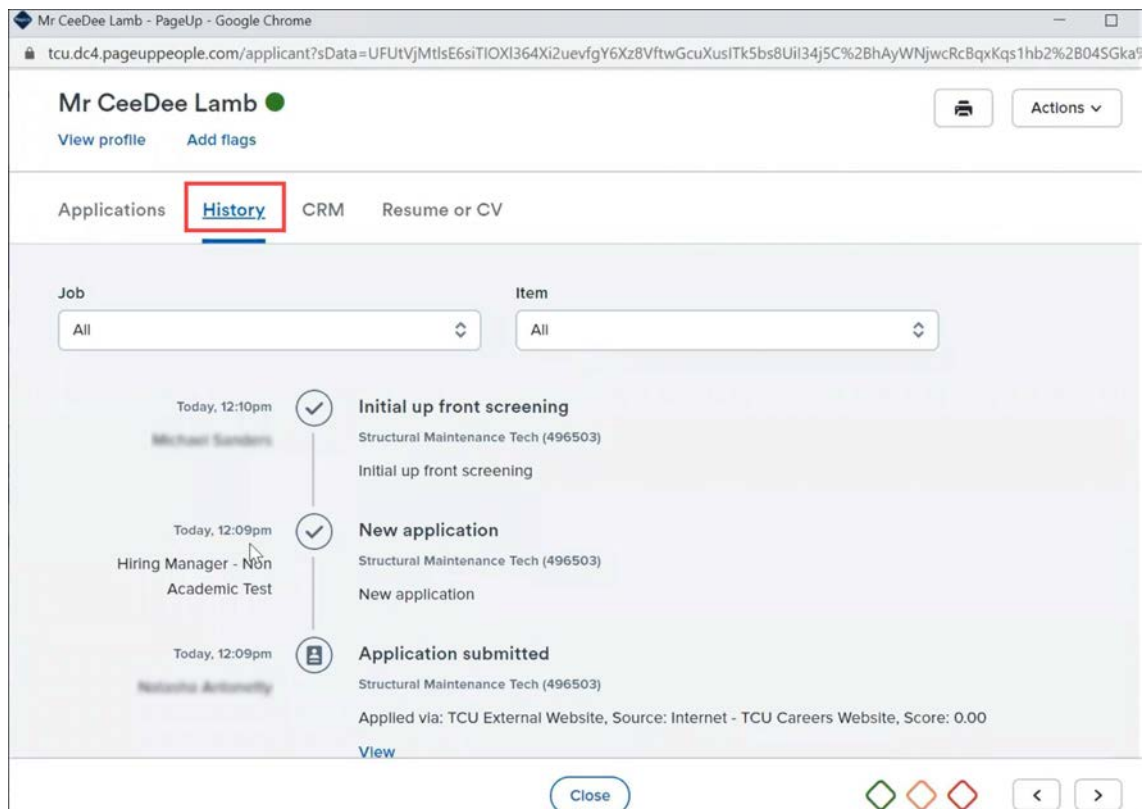
- Use the links to **View Resume/CV** and **View application form**.



- Use the **More Action** menu to accomplish different tasks such as **send communication** or **Compile and send**. **Compile and send** is a useful feature that compiles all of the applicant's materials, including the resume and application form, into a PDF document and emails the document.

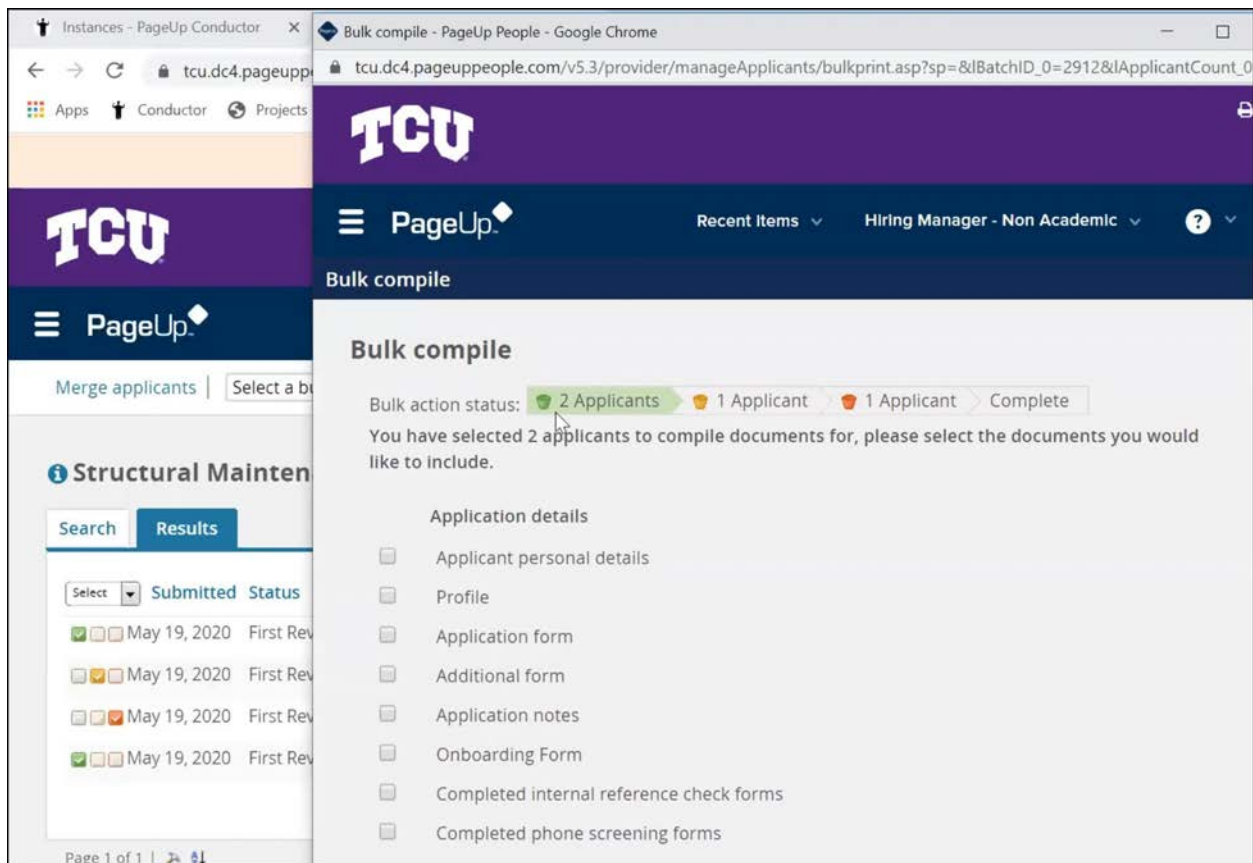
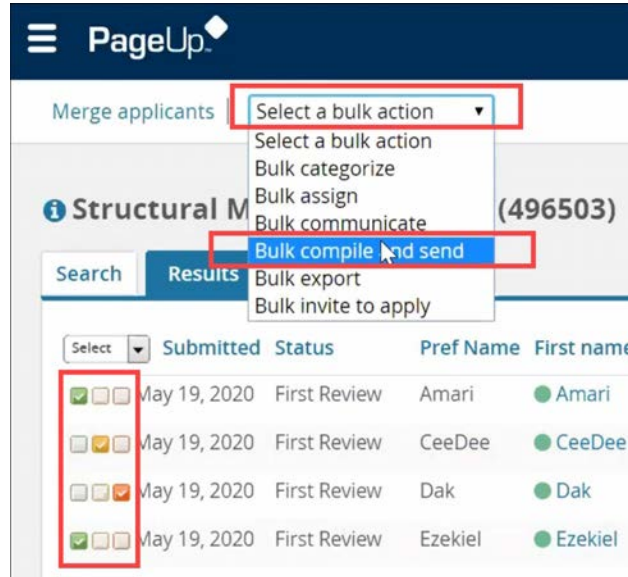


- Click the **History** link on the top navigation bar to view detailed history as the applicant progresses through the system.



## Bulk Actions and Buckets:

- **Bulk actions** allow you to perform actions on multiple applicants at once. First, use the **green/yellow/red check boxes** to separate applicants into buckets. Then choose a **Bulk action** from the drop-down menu.



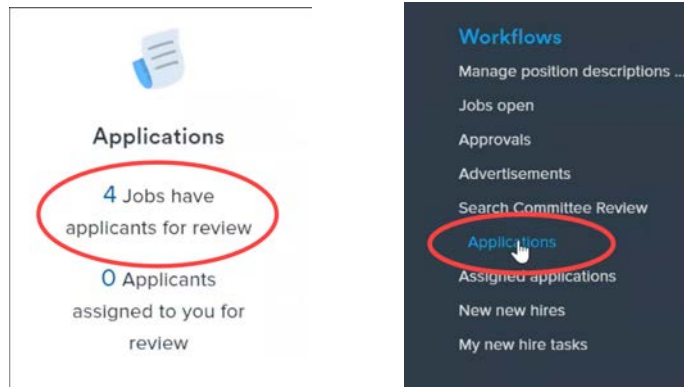
- The **Bulk communications action** is very useful for sending email to multiple applicants at once. Merge fields are available to personalize and customize the email.

The screenshot displays the PageUp interface for managing applicants. On the left, a sidebar shows the TCU logo, a 'PageUp' header, and a search filter for 'Structural Maintenance' with a table of results. The main area is titled 'You can communicate using the methods below:' and features a blue bar for 'E-mail: Applicants' with 'Yes' selected. Below this are input fields for 'From:\*' (tcuputest+hiringmanager@gmail.com) and 'Subject:\*'. A 'Message:' section contains a rich text editor with a toolbar and the text 'Dear {FIRSTNAME},'. A 'Merge fields' link is visible in the top right of the message area. The bottom of the page shows a signature: 'Regards, Texas Christian University Careers'.

## Change Applicant Status

First, navigate to the Applications. Begin by using one of these options:

- Option 1: From the **Dashboard** in the **Applications** tile, select **Jobs have applicants for review**
- Option 2: From the left hamburger drop down menu, select **Applications** under the Workflows section



Find the job and select the **View shortlisted applicants** link.

Requisition Number	Title	Date added ▲	Status	
496503	Structural Maintenance Tech	May 19, 2020	Approved	<a href="#">View shortlisted applicants (4)</a>
496474	Adm Ast - UAT Testing - Budget Approval	May 4, 2020	Approved	<a href="#">View shortlisted applicants (3)</a>
496466	Sr HRIS Consultant - Exempt Staff Test 2	Apr 20, 2020	Offer	<a href="#">View shortlisted applicants (3)</a>
496452	Spv Service Ast	Mar 25, 2020	Approved	<a href="#">View shortlisted applicants (7)</a>

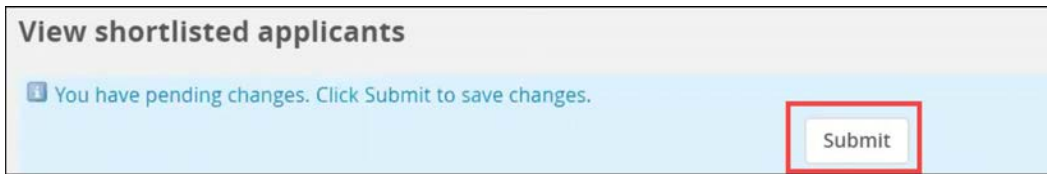
At the list of applicants, the **Reviewed** column green check mark indicates if the application has been viewed.

Changing the **Status of the applicant** involves two steps:

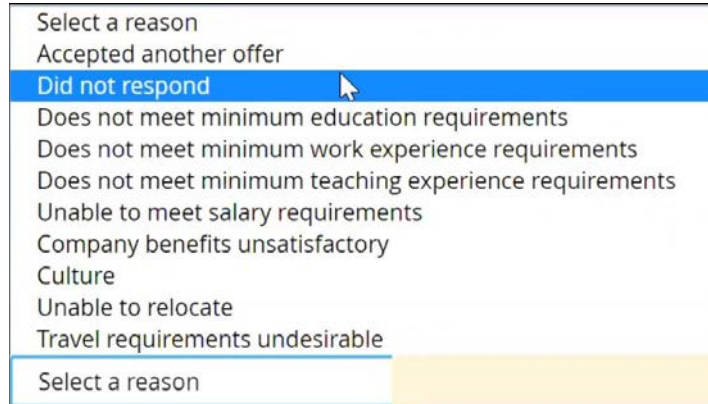
1. Choose the appropriate **Selection Criteria Outcome** from the drop-down box.

Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed
<input type="checkbox"/>	Dak Prescott	5559964413	May 19, 2020	First Review	Select an outcome	✓
<input type="checkbox"/>	Ezekiel Elliot	5552326474	May 19, 2020	First Review	Select an outcome	✗
<input type="checkbox"/>	CeeDee Lamb	5553214567	May 19, 2020	First Review	Select an outcome	✗
<input type="checkbox"/>	Amari Cooper	5553215678	May 19, 2020	First Review	Select an outcome	✗

2. Click the **Submit** button.



If **Not Selected** is chosen for the Selection Criteria Outcome, a **reason** must be added, as well.



After **Submitting** the status change, the screen will update with the new **Current application Status**.

View shortlisted applicants						
Structural Maintenance Tech						
Select	Applicant name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Review
<input type="checkbox"/>	Dak Prescott	55599644	May 19, 2020	Phone Interview	Select an outcome	✓
<input type="checkbox"/>	Ezekiel Elliot	55523264	May 19, 2020	Phone Interview	Select an outcome	✓
<input type="checkbox"/>	CeeDee Lamb	55532145	May 19, 2020	First Review	Select an outcome	✗
<input type="checkbox"/>	Amari Cooper	55532156	May 19, 2020	Not Selected	Not Selected - Does not meet minimum work experien	✗

**Note:** The options available from the **Selection Criteria Outcome drop-down menu** are based on the current status. In other words, if the status is currently **First Review**, the status cannot be changed to the **Recommend to Hire** status. Instead, choose from a list of appropriate options for the next status change. For example, move from **First Review** to **Phone interview** to **Second Interview** to **Reference Check** before selecting **Recommend to Hire**.

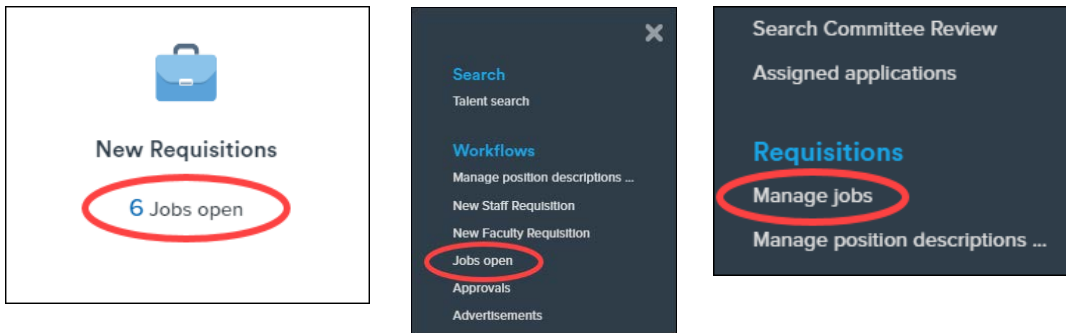
When a candidate is moved to **Recommend to Hire** status, notifications will be sent to the appropriate people and the **Offer process** can begin.

# Manage Offers

## Make an Offer

To start the offer process for an applicant, begin by navigating to the job using one of these options:

- Option 1: From the **Dashboard** in the **New Requisitions** tile, select **Jobs open**
- Option 2: From the left hamburger drop down menu, select **Jobs open**
- Option 3: From the left hamburger drop down menu, select **Manage Jobs**

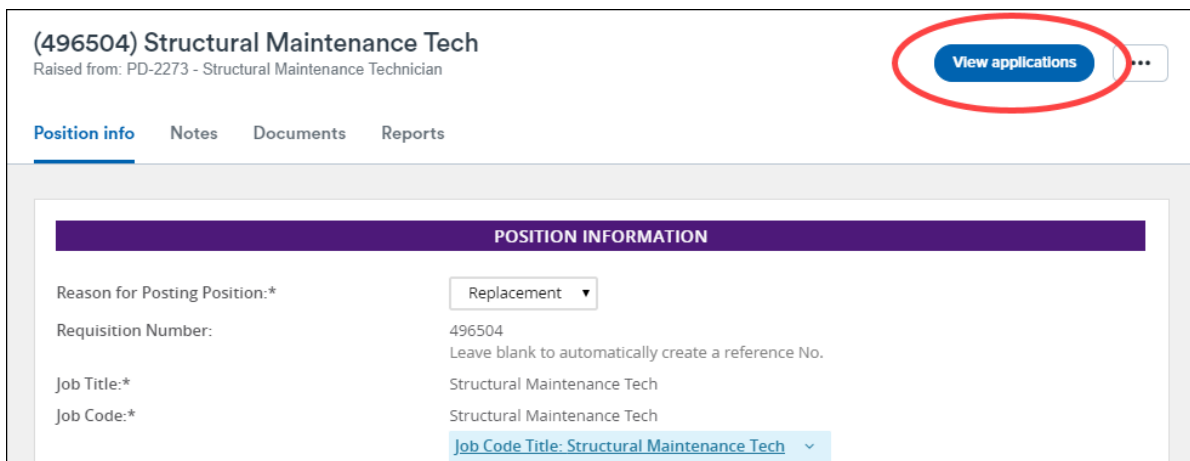


At the open job list (My requisitions screen), find the specific job and move to the right side of the row to select the **View** link for the job.

The screenshot shows the 'My requisitions' screen with 78 search results. A table lists job details, and the 'View' link for the first job is circled in red.

Job number	Title	School/College/Unit Head	Date added	Status	Team	View
496582	Academic Support	College of Education	Jun 9, 2020	Approved	Student Support	View
496553	Accounting Faculty Adjunct Pool	M.J. Neeley School of Business	Jun 2, 2020	Approved	Human Resources	View

Select the **View applications** button.





Find the applicant from the list and select the **View Application** link located on the right side of the applicant's row. Then select the **Offer** link.

496474 - Adm Ast - UAT Testing - Budget Approval					
Date submitted May 5, 2020	Applied via TCU Careers Website	Status changed May 7, 2020 Phone Interview	Offer No offer	Resume or CV View	Form View



On the **Offer Card**, fill in the required fields. See descriptions below.

**Tip:**  
Use the **calendar picker icon** to select a date. Use the **magnifying glass icon** to lookup a person. Select the **eraser icon** to clear the field.

**Offer Details:**

- **Offer Type** – Options include Hire, Promotion, Rehire, Transfer
- **Start Date** – Enter start date of employment
- **End Date** – Optional entry. May be needed for temporary staff positions.

OFFER DETAILS	
Offer Type:	<input type="text" value="Hire"/>
Faculty Start Dates: 09/18/2019 01/22/2020 09/21/2020 End date is used for temporary staff, visiting lecturer, and adjunct faculty hires only	
Start date:*	<input type="text" value="Jun 1, 2020"/> 
End date if applicable:	<input type="text"/> 

**Salary & Budget Details:**

- **Pay Group** - Options include BTP-Biweekly Temp, BWK-Biweekly, MTH-Monthly and MTP-Monthly Temp
- **Annual Salary** - Enter salary amount
- **Monthly Pay Rate** - Enter monthly rate or hourly rate, depending on the job type
- **Hourly Pay Rate** - Enter monthly rate or hourly rate, depending on the job type
- **Salary and Budget Notes** - Enter any notes

SALARY & BUDGET DETAILS	
Pay Group:	<input type="text" value="MTH - Monthly Fac/Staff"/>
Annual salary:*	<input type="text" value="60,000.00"/>
Monthly Pay Rate:	<input type="text" value="5,000.00"/>
Hourly Pay Rate:	<input type="text"/>
Salary & Budget Notes:	<input type="text"/>

**Onboarding Details:**

- **New Starter Form** - Select the appropriate option from the list
- **Onboarding Workflow** - Select the appropriate option
- **Reports To Manager** - Enter the immediate supervisor of the candidate. Look for the email address that shows below the entry.
- **Onboarding Delegate** – Optional entry. If someone other than the Reports To Manager is responsible for onboarding the candidate, enter the person here.

ONBOARDING DETAILS	
New Starter Form:*	<input type="text" value="TCU - Staff - External - No MVR"/>
Onboarding Workflow:*	<input type="text" value="TCU - Staff"/>
Reports to manager:*	<input type="text"/> <a href="#">Email address: SATestStu@tcu.edu</a>
Onboarding Delegate:	<input type="text"/> <a href="#">Email address: @tcu.edu</a>
Offer Signed By (Vice Chancellor):	<input type="text"/> No user selected.
Offer Signed By Position Title:	<input type="text"/>



The next section, **Offer Progress**, tracks the progress of the offer. The fields are automatically updated by the system.

In the Approval process section, depending on the Approval process chosen, many of the **Approver** fields will be automatically filled. If not automatically filled or if a change is needed, update approvers as needed.

**Approval process**

Originator:\*

Email address:

Approval process:

1. Supv/Manager:

2. Vice Chancellor/Provost:

3. Talent Acquisition:    
Email address:

4. Compensation:    
Email address:

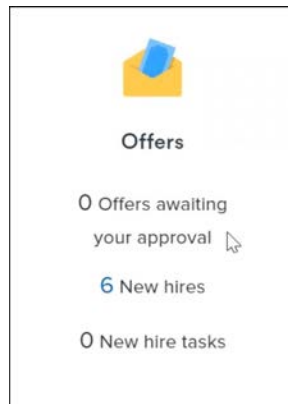
Click the **Save and close button** to start the approval process.

The Hiring Manager can view the Job Card to see the status of the job as it progresses through the approval process.

## Approve an Offer

To complete the offer process, begin by navigating to the offer:

- Option 1: From the **Dashboard** in the **Offers tile**, select **Offers awaiting your approval**
- Option 2: Select **Manage offer approvals** from the left side hamburger menu



After reviewing the details of the offer, the approver navigates to the bottom of the screen, clicks the **Approve button**, and clicks **Save**.

After all approvers have completed the Offer process, the Offer Card will show **Offer Incomplete** until it has been accepted by the candidate.



## Restart an Offer Approval Process

If an Offer does not make it through the approval process and is declined for any reason, the Hiring Manager can **restart the Offer Approval Process**.

Steps to restart the offer approval process:

- Return to the approval section of the Offer Card
- Click **Cancel**
- Enter a **Reason for cancelling**
- Select **Restart**
- Fill in the appropriate fields and select a new **Approval Process**

# Onboarding

## Applicant Perspective

Once an offer has been accepted, the new hire will be taken to the Onboarding Welcome Screen. The new hire will be prompted to complete the **New Starter Form** and several tasks will be assigned to the new hire to complete.

## Hiring Manager Perspective


To manage the Onboarding process, the Hiring Manager or Onboarding Delegate begins by navigating to New hires:

- ➔ From the **Dashboard** in the **Offers tile**, select **New hires link**



- Select **View all tasks**.

New new hires				
Applicant name	Requisition Number	Title	Application status	
Ezekiel Elliot	496541	Adm Ast	Formal Offer Accepted	<a href="#">View all tasks</a>
Dak Prescott	496541	Adm Ast	Formal Offer Accepted	<a href="#">View all tasks</a>

Page 1 of 1 |  Records 1 to 2 of 2

- View the list of tasks and the status of tasks. Use the top navigation to choose **Tasks** for the Manager, the Employee or All Tasks.

**New hire tasks**

Dak Prescott  
Position  
Adm Ast  
Start date  
Jul 6, 2020

Assigned to  
 All tasks   
 Manager   
 Employee   

Notify updates

Add optional tasks ^

No tasks

My Favorite Tasks v

Task	Assigned to	Due date	Status
Before you first day <input type="button" value="+ Add"/>			
I-9 Documentation	Dak Prescott	05 Jul 2020	Open <input type="button" value="edit"/>
Your first day <input type="button" value="+ Add"/>			
Welcome to TCU!	Dak Prescott	05 Jul 2020	Open <input type="button" value="edit"/>
TCU Account Activation and Setup	Dak Prescott	05 Jul 2020	Open <input checked="" type="button" value="edit"/>
Your first week <input type="button" value="+ Add"/>			
TCU ID Card	Dak Prescott	05 Jul 2020	Open <input type="button" value="edit"/>
Parking permit	Dak Prescott		Open <input type="button" value="edit"/>

- Click on the “pencil icon” next to the task to **view details** or **edit a task**.

**Edit task**

Due date: Jul 5, 2020

Due time: --:--

Description

**B I U**

**1. TCU account activation:**

- Go to <https://newuser.tcu.edu/> to create your TCU username, password and email address. Use your ID # when logging in.
- If you do not have your TCU ID, please contact the Human Resources Department at 817-257-7790.

**2. Verify TCU account credentials:**

Activity type:

Task allocated to\*  
 Both   
 Manager   
 Employee

Add to favorites

- Click the **Add New Task** button to create a new task for the Manager or for the Employee. For example, in the screen pictures below, a new task has been created to “welcome and introduce the new hire to the team”.

**New task** [X]

**Title\***  
Introduce New Hire to the Team

**Group\***  
Your first day

**Due date** Jul 6, 2020 **Due time** --:--

**Description** Merge fields  
B I U S [List Icons] ... ?  
Introduce New Hire to the team with donuts and coffee in the break room.

**Activity type**  
Select

**Task allocated to\***  
 Both  Manager  Employee

Cancel Create

For any questions regarding PageUp or the job posting process, please contact the HR Talent Acquisition Team at **HRTalentAcquisition@tcu.edu**.