

PageUp Training For Non-Academic Hiring Managers



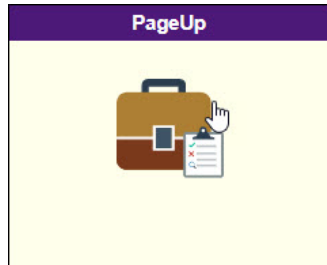
Last update 08/21/2020

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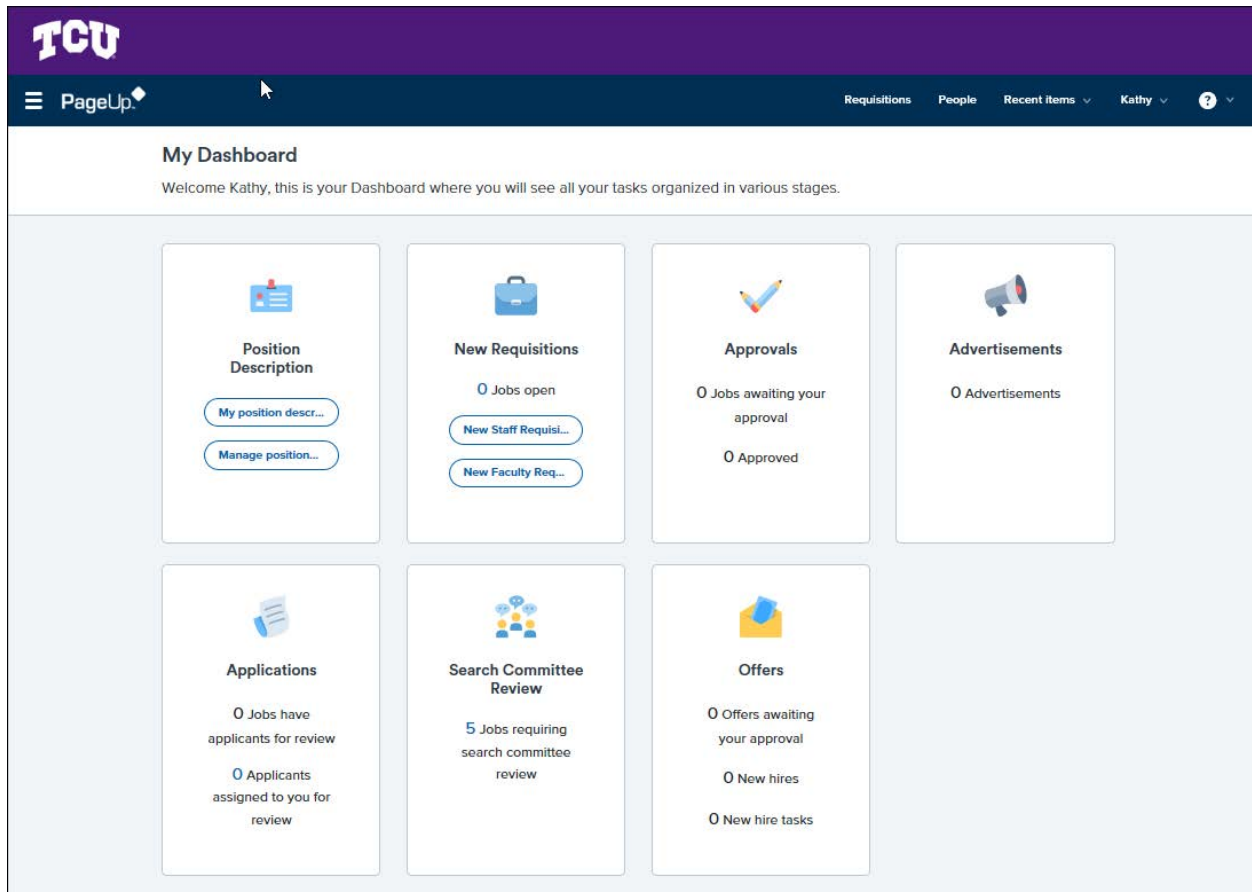
Login and Navigation

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



Dashboard

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



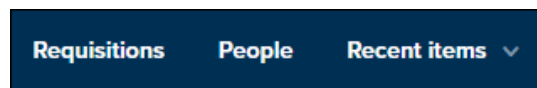
Top Navigation Bar



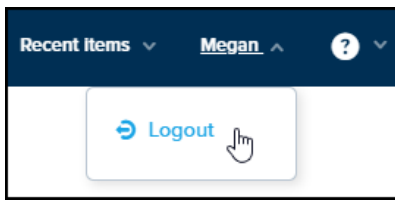
- Click the **PageUp icon** located in the upper left corner of the screen to return to the Dashboard at any time.



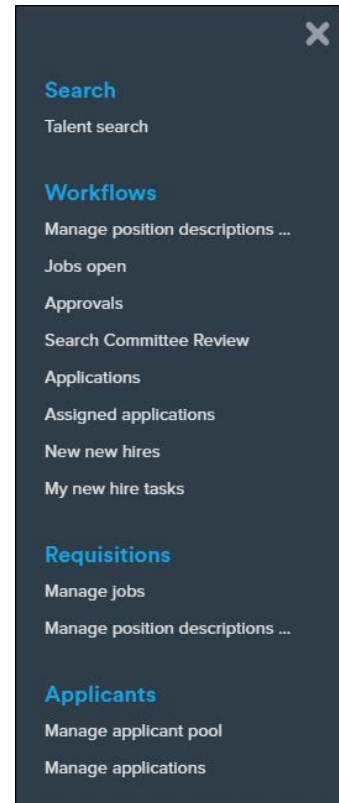
- Use **Quick Links** on the top navigation bar for easy access to frequently used items. Click the **Requisitions** Quick Link to go to **Open Jobs**. Select the **People** Quick Link to see **Open Applications**.



- 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.



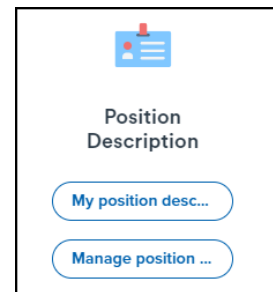
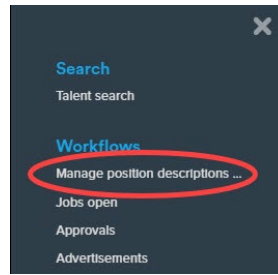
Staff Job Posting

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.

Navigate to the Position Descriptions to begin. 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 navigation tabs: Requisitions, People, Recent Items, and Hiring Manager - Non Academic. Below the navigation is a search and filter section with the following fields:

- Position Title:
- Position Number:
- Job Code:
- Employee Name:
- Supervisor Name:
- Work Type:
- Organization:
- Business Unit:
- School/College/Unit Head:
- Approval status:
- Status:

Buttons for 'Clear' and 'Search' are located to the right of the filters. 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-2272	00000858	Assistant Director Building Maintenance	14700			Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2273	00000864	Structural Maintenance Technician	65014			Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2378	00000871	Structural Maintenance Technician	65014			Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2409	00000877	Sign Maker and Installer	65044			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.

Position Title ▲
Assistant Director Building Maintenance
Carpenter
Carpenter
Carpenter

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** to begin a new search.

Position Description

Position Title Position Number Job Code Employee Name

Supervisor Name Work Type Organization Business Unit

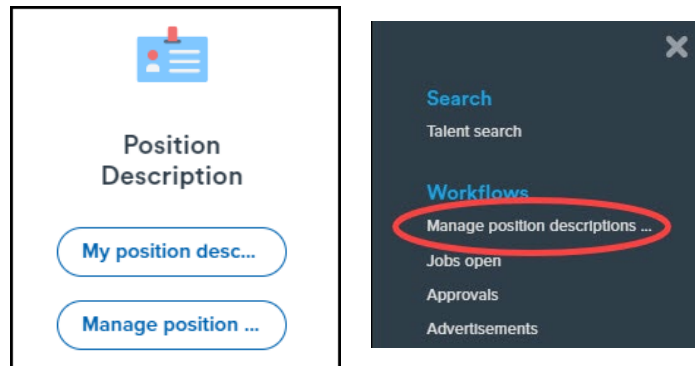
School/College/Unit Head Approval status Status

PD No.	Position Number	Position Title ▲	Job Code	Employee Name	Supervisor Name	Date modified	Approval status			
PD-2272	00000858	Assistant Director Building Maintenance	14700			Mar 10, 2020	Approved	View	Recruit for position	Archiv
PD-2837	00000853	Carpenter	65022			Mar 10, 2020	Approved	View	Recruit for position	Archiv
PD-3071	00000860	Carpenter	65022			Mar 10, 2020	Approved	View	Recruit for position	Archiv
PD-3291	00000866	Carpenter	65022			Mar 10, 2020	Approved	View	Recruit for position	Archiv

Post a Job

Navigate 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 a navigation bar with 'PageUp' and several menu items: 'Requisitions', 'People', 'Recent Items', and 'Hiring Manager - Non Academic'. Below this is a 'Position Description' search form with fields 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 form is a table of position descriptions. The first row is circled in red, highlighting the 'Recruit for position' link.

PD No.	Position Number	Position Title	Job Code	Employee Name	Supervisor Name	Date modified	Approval status	View	Recruit for position	Archive
PD-2272	00000858	Assistant Director Building Maintenance	14700			Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2273	00000864	Structural Maintenance Technician	65014			Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2378	00000871	Structural Maintenance Technician	65014			Mar 10, 2020	Approved	View	Recruit for position	Archive
PD-2409	00000877	Sign Maker and Installer	65044			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"/>
	Leave blank to automatically create a reference No.
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.

Structural Maintenance Tech

Job Code Title: Structural Maintenance Tech ^

Job Code No: 65014

00000864



Position no: 00000864 ^

Position: Structural Maintenance Tech
Organization: Texas Christian University
Business Unit: VC Finance & Administration
Business Unit 2: AVC Plant Management (School/College)
Department Number: 23320
EEO 1 Job Category: Craft Workers
Incumbent:
Direct Supervisor/Manager: Hollis Dyer

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:*  
Building & Equipment Maint v

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

The screenshot shows a form titled "SEARCH COMMITTEE DETAILS". It includes a search field for the "Search Committee Chair" with a magnifying glass icon and a dropdown menu showing "No user selected". Below this is a section for "Search Committee Members" with a button labeled "Add Search Committee Member". A table with one row labeled "Recipient" is shown, with a "Remove all" link on the right. Below the table, it says "No Search Committee Member selected." and "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 will auto-populate.

The screenshot shows a form titled "ADVERTISING DETAILS". It includes dropdown menus for "Recruitment Process:*" (set to "TCU - Staff") and "Posting Location:*" (set to "TCU Main Campus"). Below these is a text area for "Advertising Summary:". At the bottom, there is a rich text editor for "Advertisement Text:" with a toolbar containing bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, table, and code icons. The text area contains a list of five job functions under the heading "Duties & Essential Job Functions:".

Duties & Essential Job Functions:

1. Maintains buildings by completing preventive maintenance schedules; following policies and procedures; reporting needed changes.
2. Ensures operation of structure and systems by replacing and repairing structural elements, fixtures, and equipment.
3. Complies with federal, state and local building codes by adhering to requirements; advising management on needed actions.
4. Ensures operation of tools and equipment used in the job by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
5. Maintains continuity between work teams by documenting maintenance actions; noting system or

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 include:
 - Staff – Athletics
 - Staff – Grant Funded
 - Staff – Non Academic
 - Staff – TCU and UNTHSC SOM
 - Staff – Temporary
- **Status:** Status is automatically updated by system

The screenshot shows a form titled "APPROVALS" with the following fields and options:

- HR Representative:** A search box containing "HR Talent Acquisition" with a magnifying glass icon. Below it, a dropdown menu shows "Email address: hrtalentacquisition@tcu.edu".
- Hiring Manager:*** A search box containing "Hiring Manager - Non Academic" with a magnifying glass icon. Below it, a dropdown menu shows "Email address: tcuputest+hiringmanager@gmail.com".
- Approval process:*** A dropdown menu with "Staff - Non Academic" selected.
- 1. Department Chair:** A search box with "No user selected." displayed below it.
- 2. Dean:** A search box with "SAtestStu@tcu.edu" displayed below it.
- 3. Associate Provost:** A search box with "@tcu.edu" displayed below it.
- Status:*** A dropdown menu with "Select" selected.

At the bottom of the form, there is a "Next page >" button and a note: "Please fill in all mandatory fields marked with an asterisk (*)."

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", "Save", "Save & exit", and "Cancel".

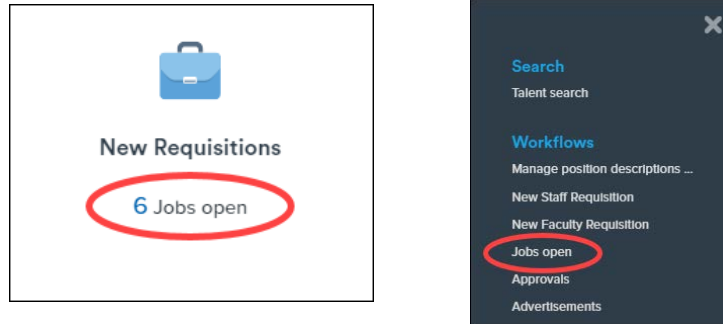
If unable to complete all of the required information, choose **Save a draft** and return later to complete. Note: If **Save a draft** is selected, any updates to fields in the Approvals section will not be saved. Return at any time to complete the required fields and enter information for the Approval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

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 6 search results. The table has columns for Job number, Title, Market Average Salary, School/College/Unit Head, Date added, Status, Request Provider, Reporting to Manager, Team, and a View link.

Job number	Title	Market Average Salary	School/College/Unit Head	Date added	Status	Request Provider	Reporting to Manager	Team	View
496504	Structural Maintenance Tech		AVC Plant Management	May 19, 2020	Approved	Michael	Hollis	Building & Equipment Maint	View
496503	Structural Maintenance Tech		AVC Plant Management	May 19, 2020	Approved	Michael		Building & Equipment Maint	View
496475	Payroll Analyst		VC Human Resources	May 4, 2020	Declined	Michael	Michael	Human Resources	View
496474	Adm Asst - UAT Testing - Budget Approval		M.J. Neveley School of Business	May 4, 2020	Approved	Michael		MBA Grad Career Service Center	View

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						
6 search results						Settings
Job number	Title	School/College/Unit Head	Date added	Status	Team	
496504	Structural Maintenance Tech	AVC Plant Management	May 19, 2020	Approved	Building & Equipment Maint	View

- 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**.

Notification:

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

Subject: Job Requisition Approval Request - Action Required

Hi Hiring Manager - Non Academic,

A job requisition for position **Structural Maintenance Tech** - Job Number: 496504, has been allocated to you for approval. You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the "Hiring Manager". You can also decline the job if this requisition is not approved.

Quick reference job details

Job Title: Structural Maintenance Tech

Department: VC Finance & Administration

Manager: Hiring Manager - Non Academic Test,

Worktype: Full-time

Duration:

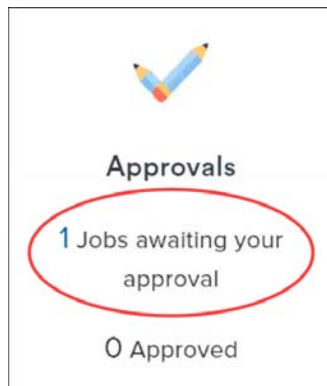
Payscale: 8

To view the job requisition in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so: [View requisition](#)

Kind regards,

Human Resources

- 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.

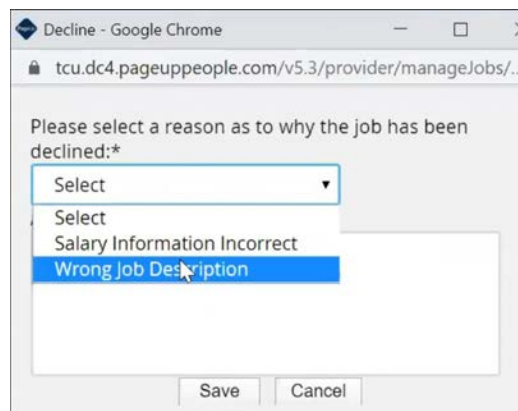


- The most efficient way to make an approval is to simply **reply to the email notification** and place the text “Approve” in the subject of the email. However, this will produce an error if the email currently has an Out-of-Office or some kind of auto-reply active.

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 Posting, 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.

Approval process:*	Test Approval - Non Academic	
1. Test Approval 1:		✓ Approved May 19, 2020
2. Test Approval 2:	Hiring Manager - Non Academic Test	✓ Approved May 19, 2020
3. Test Approval 3:		✓ Approved May 19, 2020

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

Approval process:*	Test Approval - Non Academic	
1. Test Approval 1:	Michael Sanders	✓ Approved May 19, 2020
2. Test Approval 2:	Hiring Manager - Non Academic Test	🔔 You are here
	Resend email to approver	
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

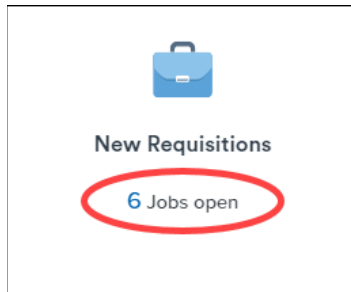
[Preview job ad](#)

Manage Applicants

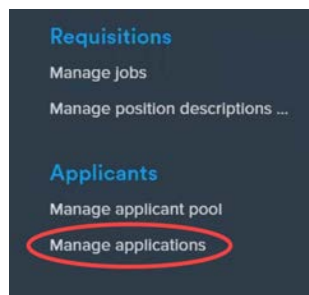
Navigate to Applicants

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

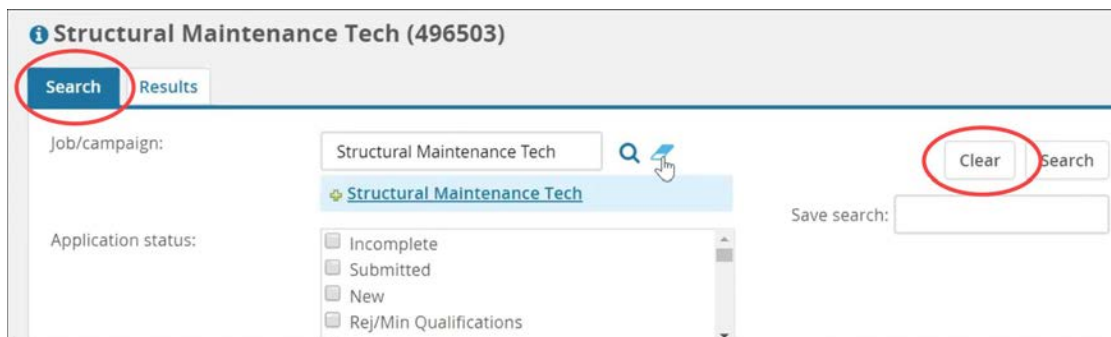
- ➔ Option 1: From the **Dashboard** in the **New Requisitions** tile, select **Jobs open**.



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



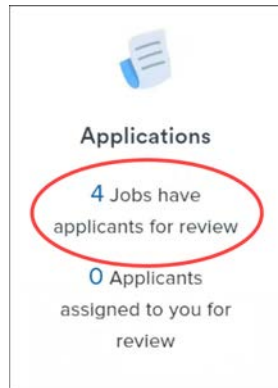
Note: When selecting **Manage applications** from the hamburger menu, the last job viewed will show. To start a new search, use the **Search tab** to **clear the search** and perform a **new search**.



- ➔ 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 Antorrelly		View shortlisted applicants (4)
496474	Adm Ast - UAT Testing - Budget Approval	May 4, 2020	Approved	Natasha Antorrelly		View shortlisted applicants (3)

View Applicants

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

The screenshot shows the details for job (496504) Structural Maintenance Tech. At the top right, a blue button labeled "View applications" is circled in red. Below the job title, there are tabs for "Position info", "Notes", "Documents", and "Reports". The "Position info" tab is active, showing a "POSITION INFORMATION" section with the following details:

Reason for Posting Position:*	Replacement ▼
Requisition Number:	496504 Leave blank to automatically create a reference No.
Job Title:*	Structural Maintenance Tech
Job Code:*	Structural Maintenance Tech Job Code Title: Structural Maintenance Tech ▼

- 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 the 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	+1 5553214567	E-mail	tcuputest+testapplicant7@gmail.com
Number	5162	Original source	TCU Careers Website

e-Zines comms hold Yes

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

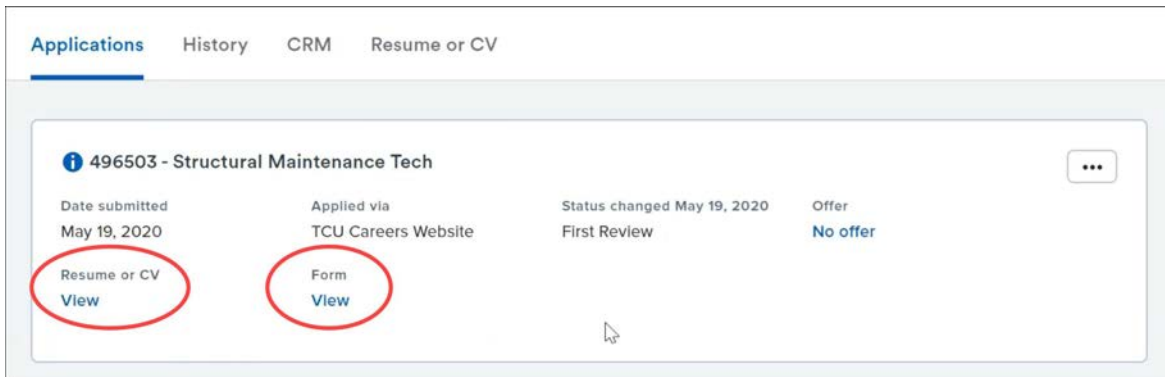
496503 - Structural Maintenance Tech

Date submitted	Applied via	Status changed	Offer
May 19, 2020	TCU Careers Website	May 19, 2020 First Review	No offer

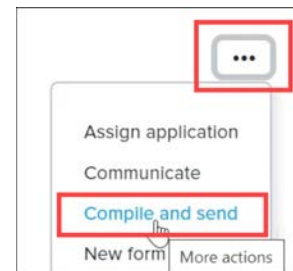
Close Navigation icons

Parts and Features of the Applicant Card:

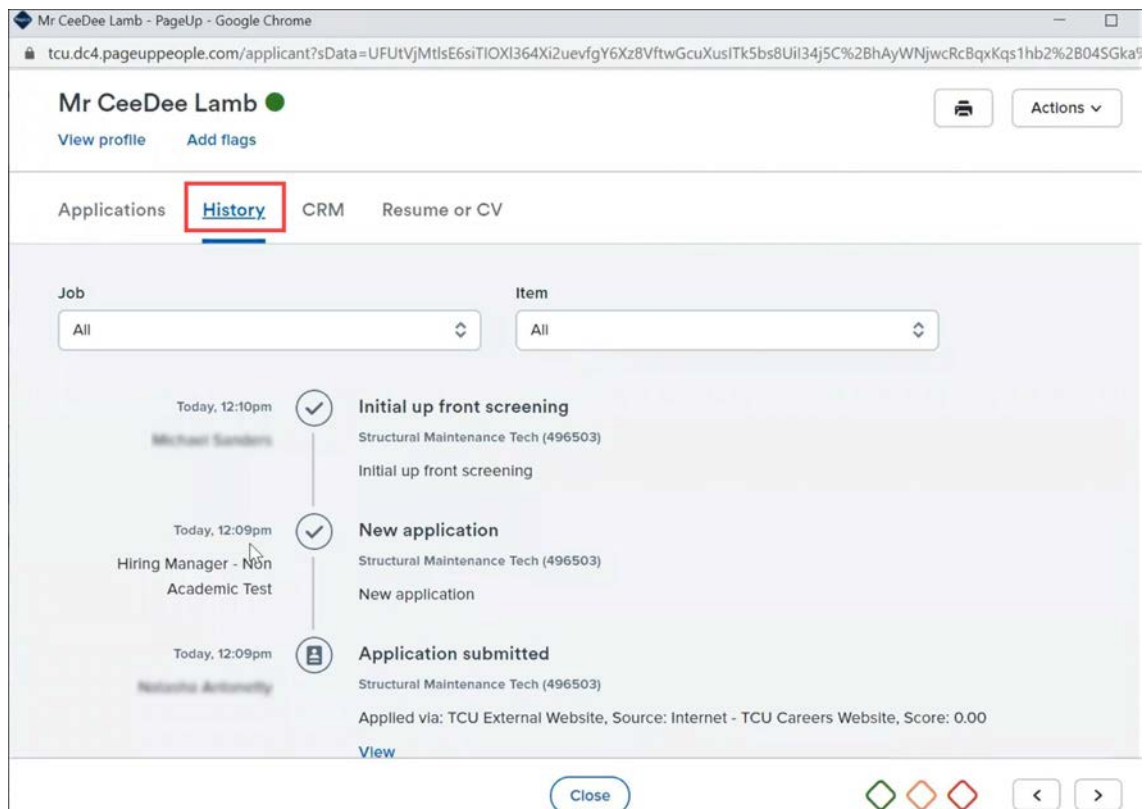
- Use the links to **View Resume/CV** and **View application form**.



- 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 information, including the resume and application form, into a PDF document and emails the document.

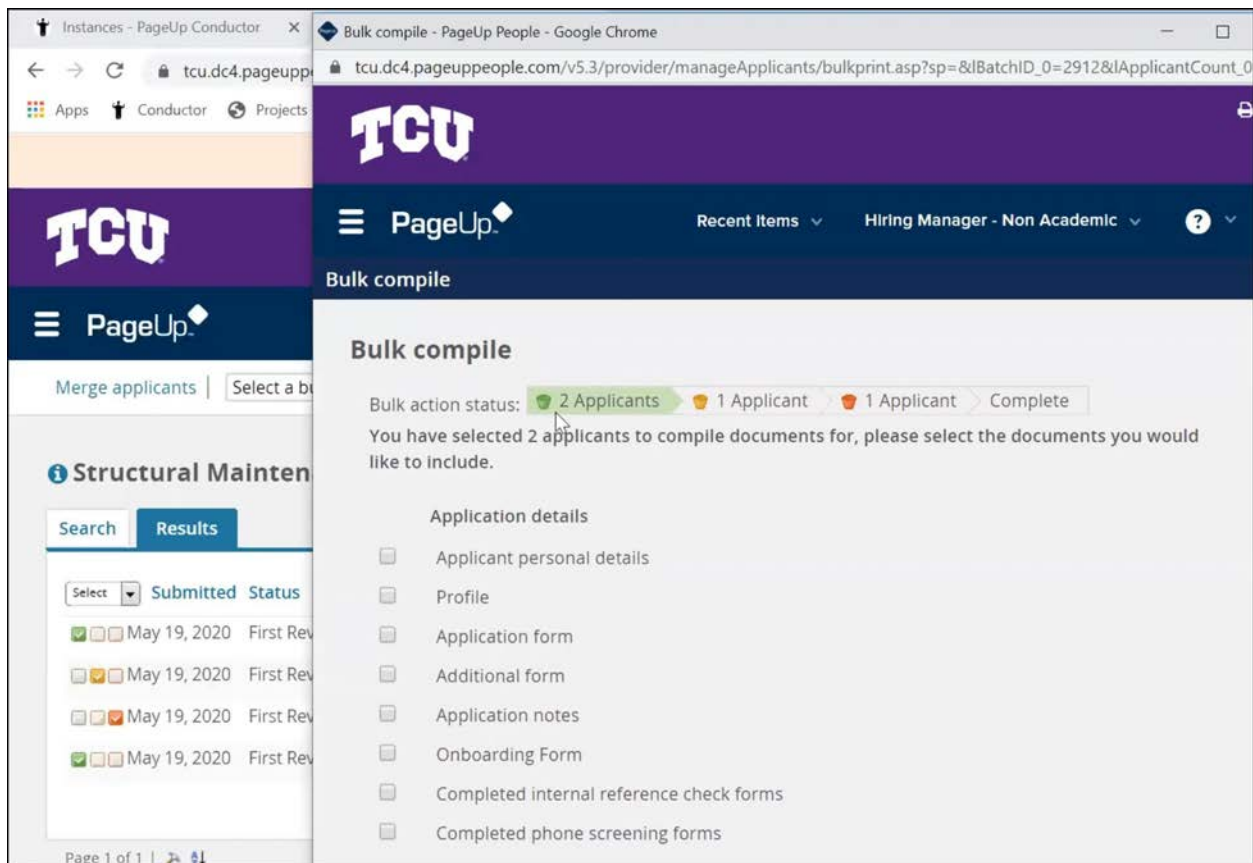
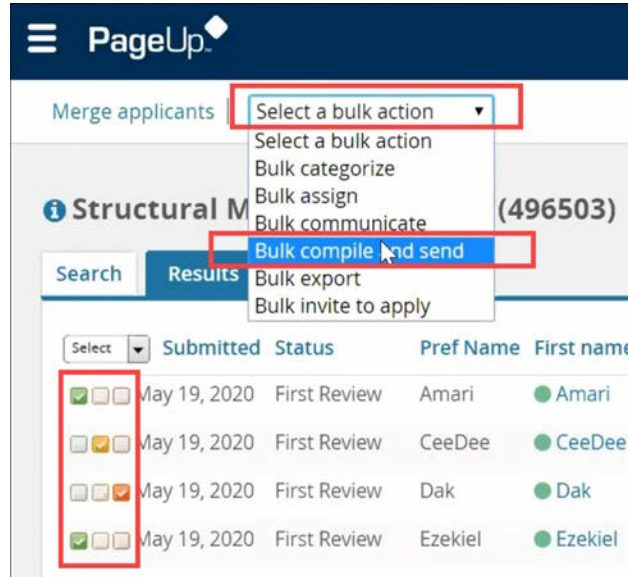


- Click the **History** link on the top navigation bar to view detailed history as the applicant progresses through the system.



Bulk Actions and Buckets:

- **Bulk actions** allow actions to be performed 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.



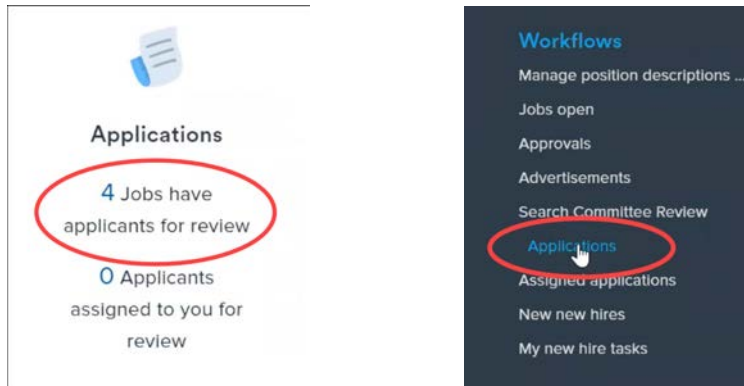
- The **Bulk communications action** is very useful for sending email to multiple applicants at once. Merge fields are available to personalize and customize the email.

The screenshot displays a web interface for managing communications. On the left, a sidebar shows the TCU PageUp logo and a 'Merge applicants' button. The main area is titled 'You can communicate using the methods below:'. A blue bar at the top of this section is labeled 'E-mail: Applicants:' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are input fields for 'From:*' (filled with 'tcuputest+hiringmanager@gmail.com') and 'Subject:*'. The 'Message:' field is a rich text editor containing the text 'Dear {FIRSTNAME},' and 'Regards, Texas Christian University Careers'. A 'Merge fields' button is located in the top right corner of the message editor. The sidebar also shows a search bar and a table with columns for 'Submitted' and 'Status', listing several entries dated 'May 19, 2020' with a 'First Rev' status.

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	View shortlisted applicants (4)
496474	Adm Ast - UAT Testing - Budget Approval	May 4, 2020	Approved	View shortlisted applicants (3)
496466	Sr HRIS Consultant - Exempt Staff Test 2	Apr 20, 2020	Offer	View shortlisted applicants (3)
496452	Spv Service Ast	Mar 25, 2020	Approved	View shortlisted applicants (7)

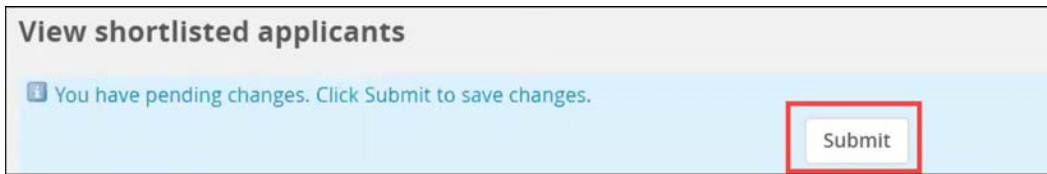
At the list of applicants, the **Reviewed** column green check mark indicates if the application has been viewed.

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

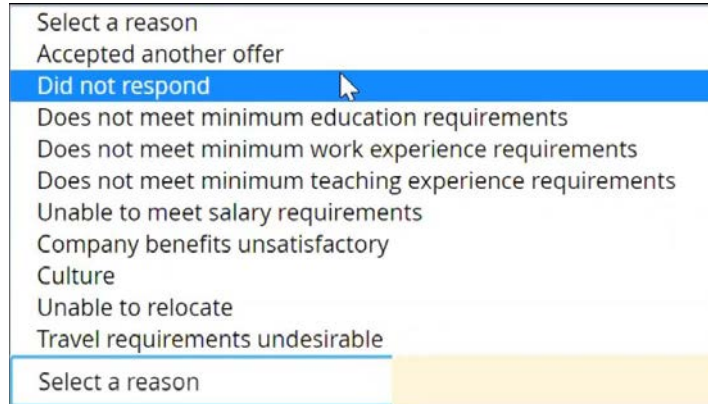
1. Choose the appropriate **Selection Criteria Outcome** from the drop-down box.

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	Phone Interview	✗
<input type="checkbox"/>	Amari Cooper	5553215678	May 19, 2020	First Review	Not Selected	✗
					Withdrawn	✗
					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**.

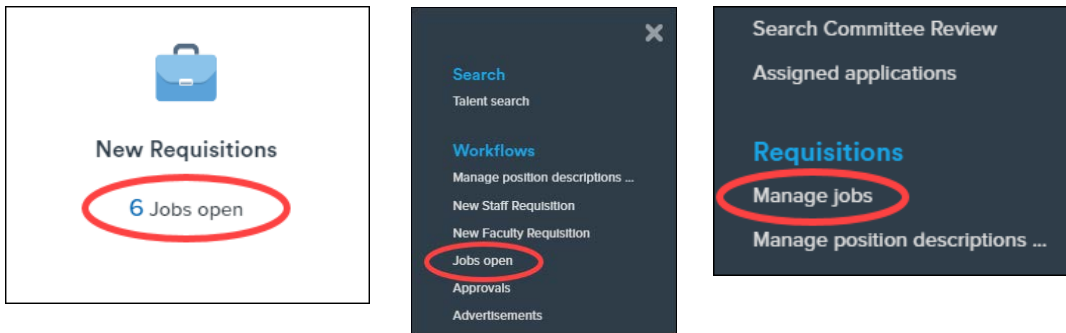
When a candidate is moved to **Recommend to Hire** status, notifications will be sent to the appropriate people and the **Offer process** can begin.

Manage Offers

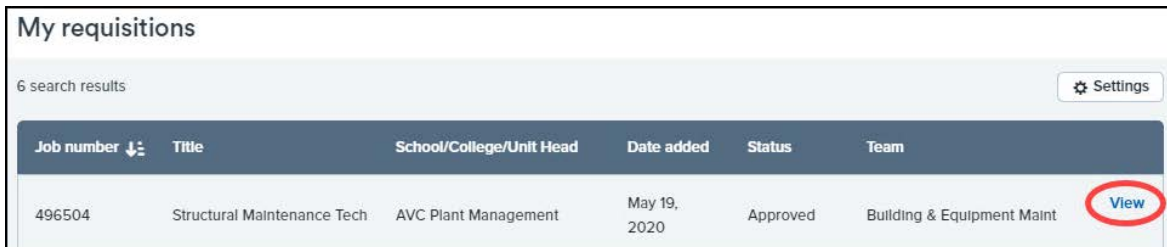
Make an Offer

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

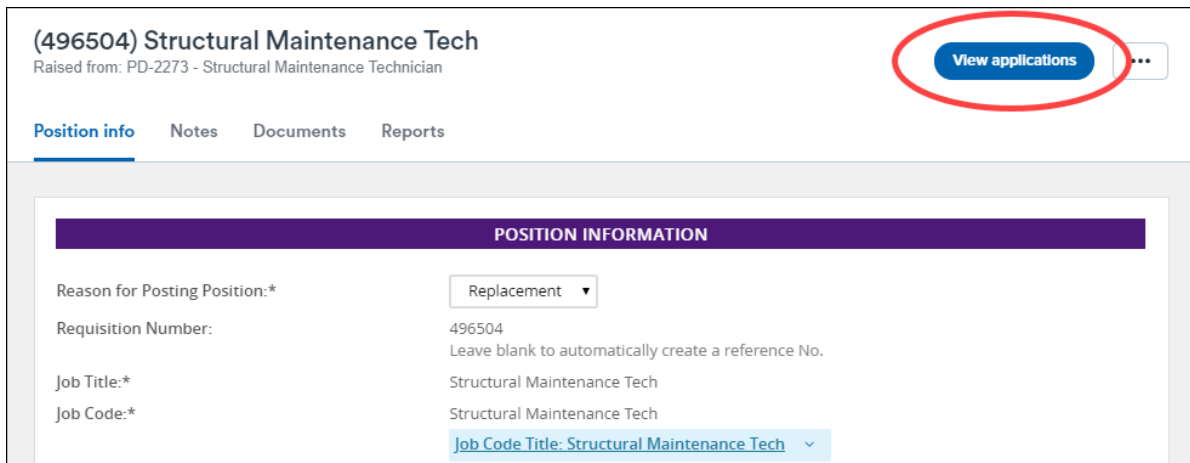
- Option 1: From the **Dashboard** in the **New Requisitions** tile, select **Jobs open**
- Option 2: From the left hamburger drop down menu, select **Jobs open**
- Option 3: From the left hamburger drop down menu, select **Manage Jobs**



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.



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 first 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:	MTH - Monthly Fac/Staff
Annual salary:*	60,000.00
Monthly Pay Rate:	5,000.00
Hourly Pay Rate:	
Salary & Budget Notes:	

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:*	TCU - Staff - External - No MVR
Onboarding Workflow:*	TCU - Staff
Reports to manager:*	<input type="text"/>   Email address: SAsteststu@tcu.edu
Onboarding Delegate:	<input type="text"/>   Email address: :@tcu.edu
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.

The screenshot shows a web form titled "Approval process". At the top, there is a section for "Originator:*" with a dropdown menu set to "Hiring Manager - Non Academic". Below this, a blue box displays "Email address: tcuputest+hiringmanager@gmail.com". The "Approval process:" dropdown is set to "Staff - Non Academic". Below these are four numbered approver roles, each with a search field and a dropdown menu:

- 1. Supv/Manager: Search field is empty; dropdown shows "No user selected."
- 2. Vice Chancellor/Provost: Search field is empty; dropdown shows "No user selected."
- 3. Talent Acquisition: Search field contains "HR Talent Acquisition"; dropdown shows "Email address: hrtalentacquisition@tcu.edu".
- 4. Compensation: Search field contains "HR Compensation"; dropdown shows "Email address: hrcompensation@tcu.edu".

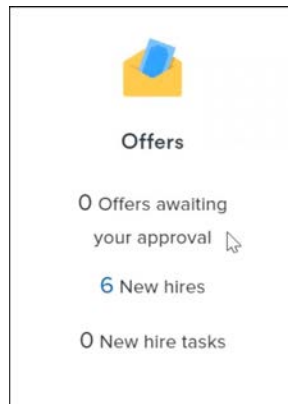
Click the **Save and close button** to start the approval process.

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	View all tasks
Dak Prescott	496541	Adm Ast	Formal Offer Accepted	View all tasks

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

Task | **Assigned to** | **Due date** | **Status**

Task	Assigned to	Due date	Status
Before you first day			
I-9 Documentation	Dak Prescott	05 Jul 2020	Open
Your first day			
Welcome to TCU!	Dak Prescott	05 Jul 2020	Open
TCU Account Activation and Setup	Dak Prescott	05 Jul 2020	Open
Your first week			
TCU ID Card	Dak Prescott	05 Jul 2020	Open
Parking permit	Dak Prescott		Open

- 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: Merge fields

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: Select

Task allocated to*: Both Manager Employee

Add to favorites

Buttons: Cancel | Update

- 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**.