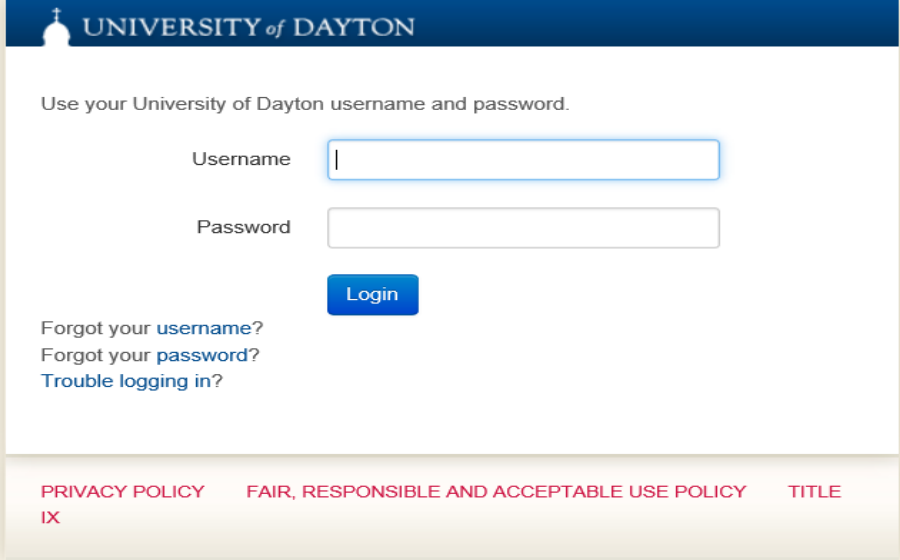


PageUp Recruitment System – Getting Started

- To login go to: go.udayton.edu/employment (if redirect doesn't work, please use: udayton.dc4.pageuppeople.com)
- We recommend using Google Chrome as your browser for access to PageUp.
- You will see the following screen. Login using your UD ID and password.



The screenshot shows the login interface for the University of Dayton. At the top, there is a dark blue header with the University of Dayton logo and name. Below the header, the text reads "Use your University of Dayton username and password." There are two input fields: "Username" and "Password". Below the "Password" field is a blue "Login" button. Underneath the button are three links: "Forgot your username?", "Forgot your password?", and "Trouble logging in?". At the bottom of the page, there are three links in red text: "PRIVACY POLICY", "FAIR, RESPONSIBLE AND ACCEPTABLE USE POLICY", and "TITLE IX".

HOME PAGE

- Once logged in, you will be taken to the Home Screen. You can navigate in PageUp using the **Dashboard Tiles**, the **Sidebar** on the left of the screen or the **Menu** items in the top right corner. These three navigation options have similar functionality and links. The user can determine their preferred method of navigation in the PageUp system.

The screenshot displays the home page of the PageUp Recruitment System. On the left, a dark sidebar contains a list of navigation options: Search (Applicant Search), Workflows (My Position Description, Create/Edit/View PD, Jobs Open, My New Hires, My New Hire Tasks), Requisitions (Manage Jobs, Create/Edit/View PD), Applicants (Manage Applications), and More... (Reports). A red callout box labeled 'Sidebar' points to this menu. At the top right, a navigation bar includes 'Requisitions', 'People', 'Reports', and a user profile for 'Steven' with a help icon. An orange callout box labeled 'Menu items' points to this top navigation bar. The main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome Steven, this is your Dashboard where you will see all your tasks organized in various stages.' Below this, there are six dashboard tiles: 'Position Description' (with buttons for 'My Position Descri...' and 'Create/Edit/View PD'), 'My Requisitions' (1 Jobs Open, 1 Team Jobs Open), 'Approvals' (0 Jobs Awaiting Your Approval, 0 Approved), 'Job Postings' (0 Job Postings), 'Applications' (0 Jobs Have Applicants For Review, 0 Applicants Assigned To You For Review), and 'Search Committee Review' (0 Jobs Requiring Panel Review). A green callout box labeled 'Dashboard Tiles' points to the grid of these tiles. On the right side, there is a 'Guidelines / Tips' section with a link to 'Hiring Manager Toolkit - CLICK HERE'.

Home Screen – Dashboard Tiles




The tile features a document icon with a person silhouette at the top. Below the icon, the text reads "Position Description" and "My Position Description - Under Review". At the bottom, there is a rounded rectangular button labeled "Create/Edit/View PD".

Create new position descriptions, Edit/Modify current positions or view existing position descriptions on your team.



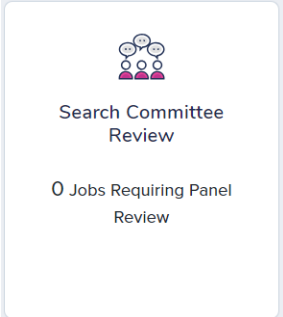
The tile features a briefcase icon at the top. Below the icon, the text reads "My Requisitions", "21 Jobs Open", and "40 Team Jobs Open".

View requisitions, postings and applicants for job postings.



The tile features a pencil icon at the top. Below the icon, the text reads "Approvals", "2 Jobs Awaiting Your Approval", and "10 Approved".

View and approve position descriptions




Search Committee Review

0 Jobs Requiring Panel Review

This dashboard card features a group of five stylized human icons at the top. Below the icons, the text reads "Search Committee Review" and "0 Jobs Requiring Panel Review".

View postings/applications as a search committee member or chair



Hiring Proposals

0 Hiring Proposals Awaiting Your Approval

15 New hires

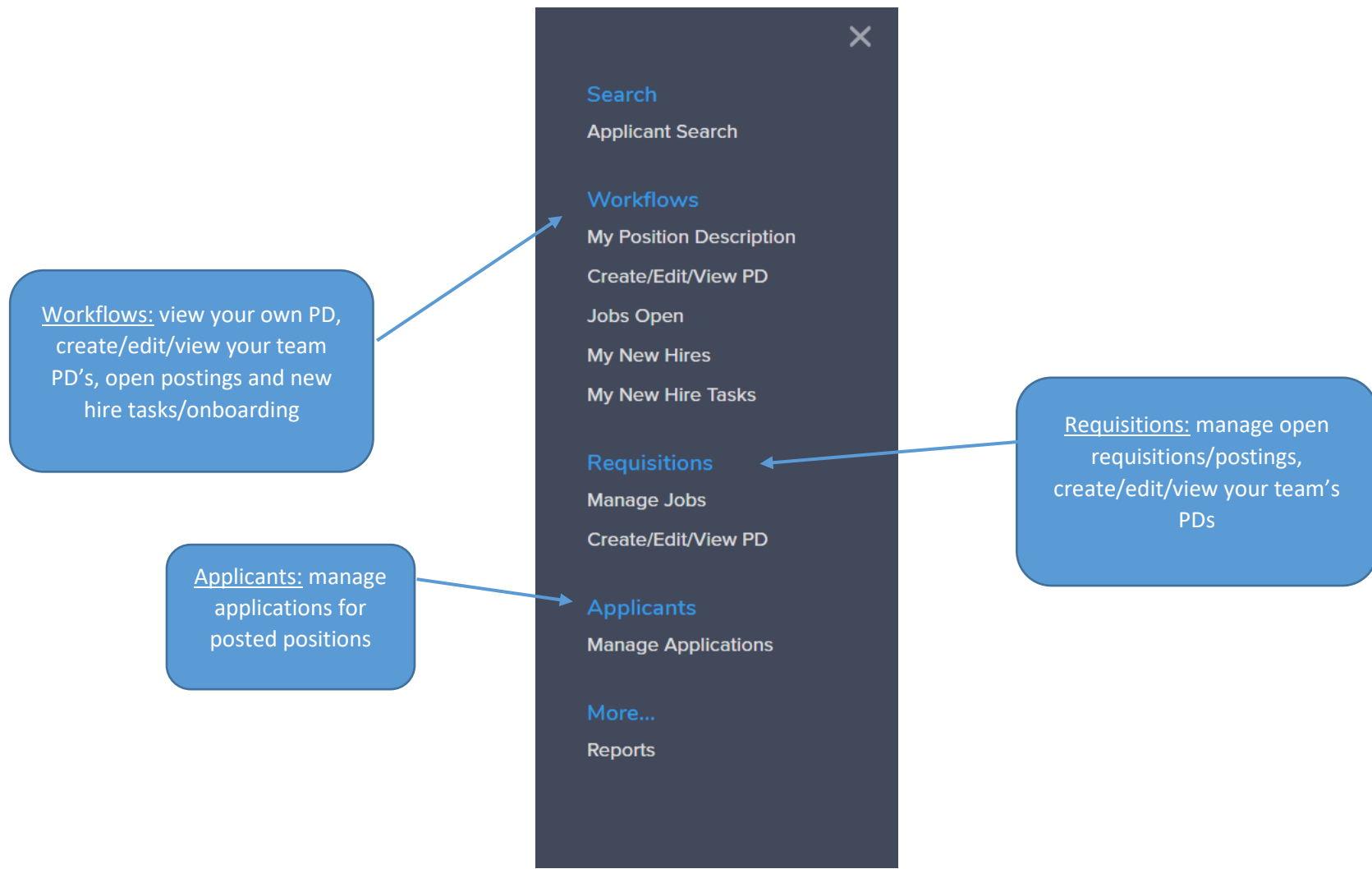
6 New hire tasks

This dashboard card features an icon of a green envelope with a document inside at the top. Below the icon, the text reads "Hiring Proposals", "0 Hiring Proposals Awaiting Your Approval", "15 New hires", and "6 New hire tasks".

Approve hiring proposals, view new hires and new hire onboarding tasks

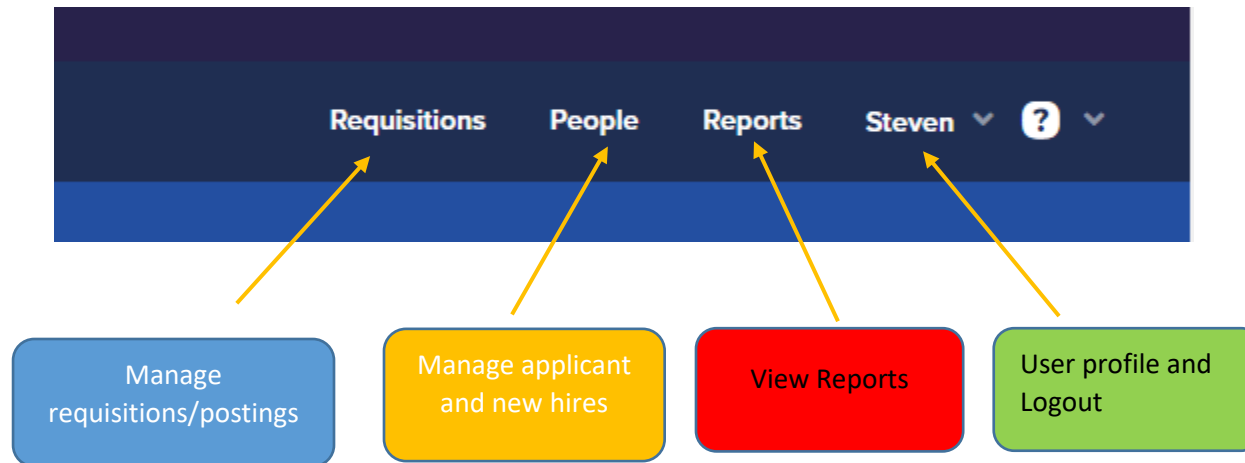
Home Screen - Sidebar Key

- The sidebar provides similar functionality to the dashboard tiles and menu items

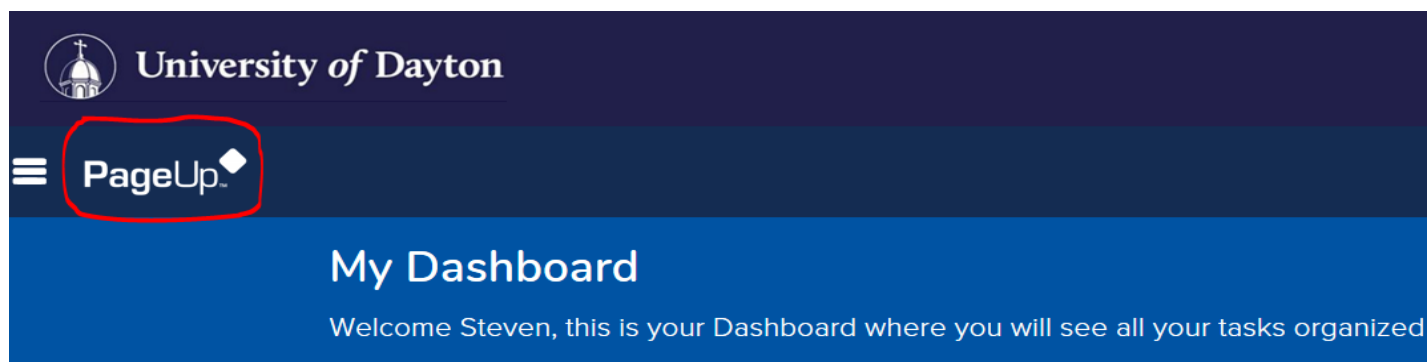


Home Screen – Menu Items

- The menu in the top right corner provides additional options for accessing the requisitions/postings and new hires.

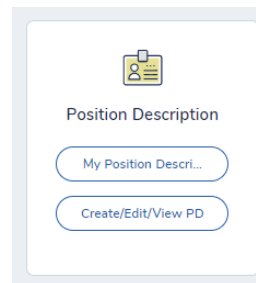


- You can navigate back to the “home” screen at any time by clicking on the PageUp logo.



Manage Position Descriptions/Create Requisitions

- All position descriptions and requisition actions will be initiated from the “Create/Edit/View PD” screen. You can get to this screen from your Home Screen or from the Sidebar. You can also view your own position description by clicking on “My Position Description.”
- From the “Create/Edit/View PD” screen you will see all of the position descriptions that you have access to. From here, you will have the ability to create a new position description, copy an existing position description, modify/edit an existing position description, or request a posting from an approved position description.



- You can search using any single or combined criteria in the search boxes. For example: Classification title and Department/Organization. Be sure to clear your search criteria before beginning a new search. The system stores the search criteria from the previous search.

Position Description Search

Posting Number	Working Title	Position Number	PClass Code	Employee Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Type	Area	Department	Sub department	Approval status
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>

- Select edit to modify an existing position description or click view to see the current position.
- After a position description has been updated and approved, a hiring manager can select “request posting” to complete a requisition.

PD No.	Working Title ▲	Position Number	Employee Name	Date Modified	Approval status	
PD-36	HR Customer Service Rep	007632	Gloria Schober	14 Aug 2018	Approved	Edit View Request Posting Archive
PD-77	Interim Super Hero	2143		1 Oct 2018	Approved	Edit View Request Posting Archive
PD-87	Professor Gadget			10 Oct 2018	Draft	Edit View Request Posting Archive

- Please note: The picture of the hammer tool in the bottom left corner will allow the user to select and update the columns in their view

The screenshot shows the PageUp Recruitment System interface. The main content area is titled "Manage Jobs" and includes a search filter for "Current recruitment" and "All" types. A table of job listings is visible, with columns for Job No., Date Created, User, and Title. A red circle highlights a hammer icon in the bottom left corner of the main interface, which is used to edit the view settings.

The "Edit settings - Google Chrome" modal window is open, showing the "Columns" section where users can select the columns to display on the grid. The selected columns are Job No., Date Created, User, Title, Area, and Department. The "Records per page" section allows users to select the number of records per page (20, 50, or 100). The "Save" and "Cancel" buttons are visible at the bottom of the modal.

Manage Requisitions/Postings and View Applicant Pools

- Requisitions/job postings and applicants can be viewed from the home page tiles, sidebar or menu bar. Click on the “Jobs Open” link in the “My Requisitions” tile to view



- To open the requisition, click “view”

My Jobs

Visibility: All jobs | **My Jobs** | Team jobs Status: All | **Current** | Non-current

1 search results Settings

Job number	Title	Department	Date Added	Status	Request Provider	Search Chair	Team	View
492343	Interim Super Hero	1120 - HR	2 Oct 2018	Approved	Steven Perucca	Jess Brown	1120C - VP HR	View

Records 1 to 1 of 1 Page 1 of 1 Jump to page Go

- View the requisition details or select “view applications” in the top right corner to review applicant materials.

PageUp Requisitions People Reports Settings

[View applications](#)

Interim Super Hero Print History Revision History

Position info Notes Documents Reports

JOB REQUISITION INFORMATION

Working Title:* Interim Super Hero
 Position Summary:* Able to solve all problems all the time.
 Minimum Qualifications:* Must have graduated from Sky High School.

Manage Hiring Proposals and New Hires Onboarding Tasks

- The supervisor can manage and approve hiring proposals by clicking on the “hiring proposals” tile. Select “view offer details” to view or approve the hiring proposal.

Applicant name	Requisition Number	Title	Application status	
Road Runner	492716	Assistant Professor of Health	Recommend for Hire (Offer Card Launched)	View offer details
Andy Ableton	492216	Assistant Professor of Health	Recommend for Hire (Offer Card Launched)	View offer details
Tyler Miller	492217	Research Assistant - College of Medicine	Search committee review	View offer details
Brook Staples	492217	Research Assistant - College of Medicine	Send Offer Letter/IHP (Online Offer Made)	View offer details
Kelsey Carter	492218	Recruitment Administrator	Offer Accepted	View offer details View all tasks

- Once a hiring proposal is approved and the verbal offer is accepted, the new hire will have access to an onboarding portal where they will have a list of tasks to complete.
- Only the supervisor can access the task list for their new hire. They can select “view all tasks” to view their progress in completing paperwork and

New hire tasks

Road Runner

Start date: 27 Aug 2018
Associate Professor of Education

Before your first day

- Ohio IT-4 Form
24 Aug 2018 - Overdue
- Complete Federal W-4 Tax Form
Completed: 15 Aug 2018, 10:00am
- I-9 Form - Section 1
20 Aug 2018 - Overdue
- Payroll Direct Deposit Form
26 Aug 2018 - Overdue
- Background Verification
22 Aug 2018 - Overdue

New hire task actions

- Manager task
- Employee task
- Group task
- Complete task

This concludes the training document for “Getting Started.” If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!