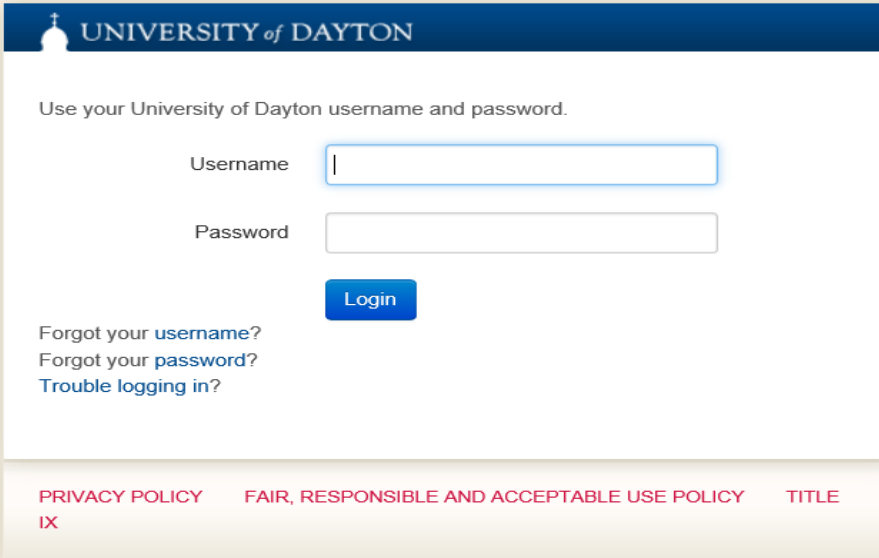


PageUp Recruitment System – Creating a Hiring Proposal & Hiring Proposal Progress

- To login go to: go.udayton.edu/employment (if redirect doesn't work, use: udayton.dc4.pageuppeople.com)
- You will see the following screen. Login using your UD username and password.



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

UNIVERSITY of DAYTON

Use your University of Dayton username and password.

Username

Password

Login

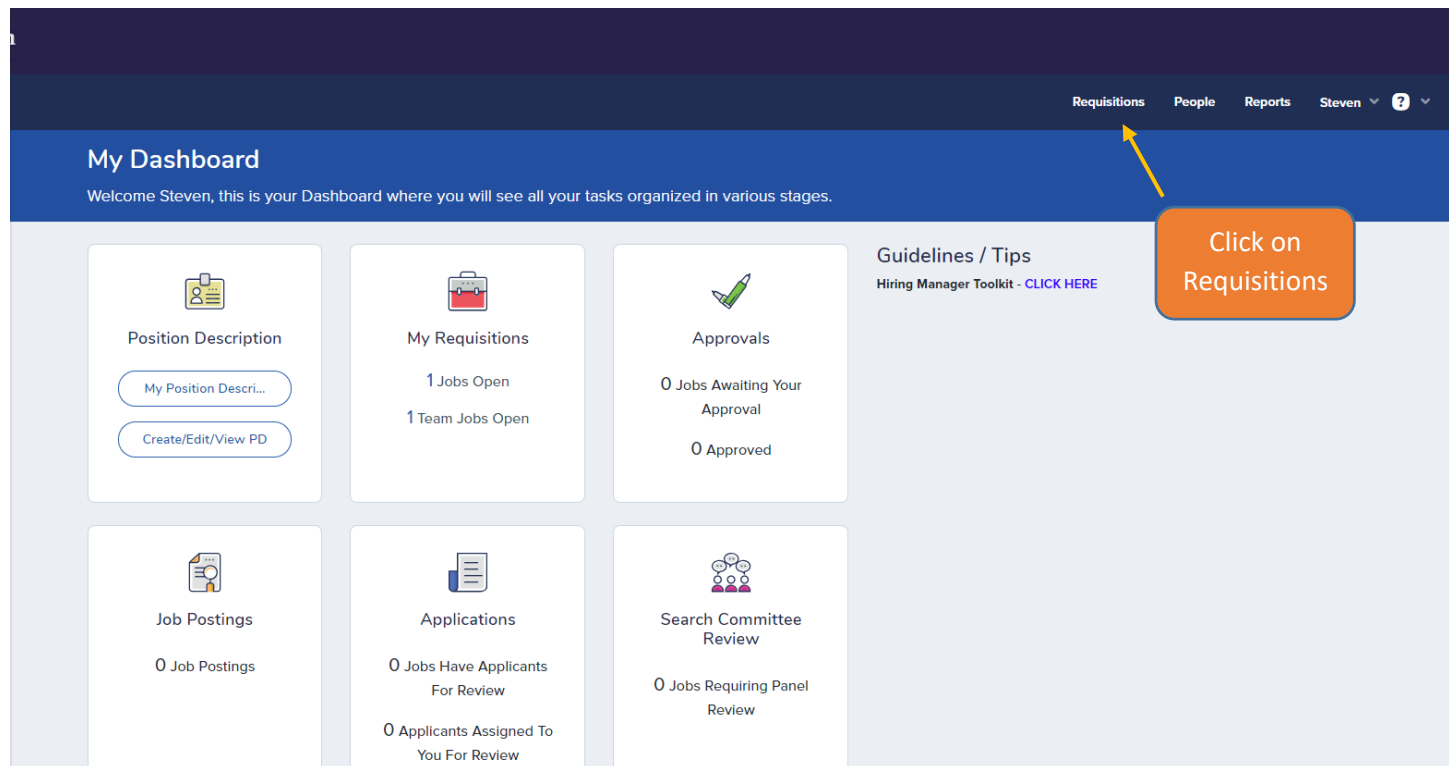
[Forgot your username?](#)
[Forgot your password?](#)
[Trouble logging in?](#)

[PRIVACY POLICY](#) [FAIR, RESPONSIBLE AND ACCEPTABLE USE POLICY](#) [TITLE IX](#)

CREATING A HIRING PROPOSAL

1. Once logged in, you will be taken to the Home Screen. To create a hiring proposal, click on '**Requisitions**'.

Please note: that the user can determine their preferred method of navigation in the PageUp system. Please user guide “Getting Started for more information about navigation in PageUp.



2. From here, you will now be able to view all of your requisitions, postings and applicants. Find the job and click directly on the number of applications to view applicants.
 - a. If you are unable to find your job just by scrolling, you can always click on the **'Show other search criteria'** and type in the working title, etc.

Manage Jobs

Status:

Types:

[+ Show other search criteria](#)

Job No.	Date Created	User	Title	Area	Department	Status	Applications	Site	Opening Date	Closing Date	Hiring Manager	Source
492343	2 Oct 2018	TL	i Interim Super Hero	University of Daytor	Fin Admin	Approve	2	Main Campu	2 Oct 2018	9 Oct 2018	Steven Perucca	x

Page 1 of 1 |

Records 1 to 1 of 1

3. To move the applicant into a status of Recommend for Hire, click directly on his/her *current status*. This will open a 'Change application status' screen.

Interim Super Hero (492343)

Search

Results

<div>Select</div>	Submitted	Status	Pref Name	First Name	Last Name	Ranking	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Em
<div><div></div><div></div><div></div></div>	5 Oct 2018	Recommend	Jess	Jessica	Brown		93742656		jessbrown3894@gmail.cc	United St	Ohio	Beavercre	0			False	<div></div>

Page 1 of 1

Click directly on the current status

4. Select '**Recommend for Hire**', then click the **NEXT** button and then **MOVE NOW**. This will launch the '**Hiring Proposal**'.

Change application status

- Under Review by Department (New)
- Phone Screen
- Onsite interview
- No Interview - Unsuccessful
- Interviewed, not selected
- Recommend for Hire (Offer Card Launches)**
- Withdrawn

Select
Recommend
for Hire, then
click on NEXT

Submit Next > Cancel

Confirm status change - Google Chrome

udayton.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtfrMrLK_GnXCDKNP...

Confirm status change

You are about to move **Michael Morell** to a different status:

From status: Confidential Employee Data Record Completed
To status: Recommend for Hire (Hiring Proposal Launches)

Communication template: -- No template --

E-mail: Applicant: ☐ Yes ☒ No

i No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: ☒ Yes ☐ No

Additional users from Job

<input type="checkbox"/> Department Admin	<input type="checkbox"/> PD Owner
<input checked="" type="checkbox"/> HR Representative	<input type="checkbox"/> Search Committee Chair
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member

Additional users from Offer

<input type="checkbox"/> Department Admin	<input type="checkbox"/> Originator
<input type="checkbox"/> Supervisor	

Then click on **MOVE NOW** to launch the hiring proposal

Move now Cancel

5. Fill out all of the required fields on the Hiring Proposal.
 - a. Please note that you will be required to submit a **'Narrative Interview Summary'** outside of the system via email per instructions within the Hiring Proposal.

Hiring Proposal - Google Chrome

https://udayton.dc4.pageuppeople.com/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMtK%2F5%2F964o...

Hiring Proposal

Please fill in all mandatory fields marked with an asterisk (*).

Mr Mickey D. Mouse (Mick)

Personal details

Address:

Walt Disney World
1111 Walt Disney Way
Orlando, Florida
11110, United States

Phone: (555) 555-5555

E-mail:

[REDACTED]

Current/Former Dayton Employee:

Never employed or contracted

[View profile](#)

Job details

Working Title:

Onboarding Coordinator.

PClass Code:

A1 Administrative Associate - 1A

Title and PClass Code: A1 Administrative Associate - 1A101

Save and close

Submit

Cancel

6. **IMPORTANT:** After you have reviewed and completed all required fields, you will then select the appropriate **'Approval Process'**, i.e., *Faculty Offer Approval* or *Staff Offer Approval*, then click the **Submit** button. This will move the hiring proposal along in the workflow for approval.

The screenshot shows the 'Hiring Proposal' form in a web browser. The form includes a table of attachments, a section for 'Approval process', and a 'Submit' button. An orange callout box with a yellow arrow points to the 'Approval process' dropdown menu and the 'Submit' button.

Attachment	Size	Type	Action
MICKEY M. References.pdf	119Kb	Other	View
Mickey Mouse Cover Letter 2018.doc *	26Kb	Cover letter	View
Mickey Mouse Cover Letter 2018.doc *	26Kb	Cover letter	View
Mickey Mouse Cover Letter 2018.doc	26Kb	Cover letter	View

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Approval process

Originator*: [Email address: beckid+Harry@pageuppeople.net](#)

Approval process: [Faculty Offer Approval](#) [PageUp Test Approval](#) [Staff Offer Approval](#)

Select appropriate approval process from the drop down then click 'Submit'.

[Save and close](#) [Submit](#) [Cancel](#)

HIRING PROPOSAL PROGRESS

1. Once the Hiring Proposal is *fully* approved through the approval process, the Hiring Manager will receive an automatic workflow email titled *Hiring Proposal Approved* when you are able to make the offer. Please make sure to follow instructions within the email to continue the onboarding process.

Dear {ORIGINATORFIRSTNAME},

At this point, we have the necessary approval for you to give the verbal offer to {FIRSTNAME} {LASTNAME} for the {JOBTITLE}. We have outlined the next steps of the process below.

1) The hiring manager should contact the candidate and give them the details of the offer notifying them it is contingent upon appropriate results of their background check, eligibility to work in the United States, and any other contingencies. When making the offer, please stay within the target range originally approved by Compensation (staff) or the Provost Office (faculty).

****If they are an internal applicant, the offer is not contingent upon the background check as it will not be conducted.**

Benefits: {JOBGENERICLIST_BENEFIT}

2) For STAFF, please send an email to Amy Tanaka atanaka1@udayton.edu and Kailee Peters kpeters1@udayton.edu with the salary and start date after receiving a verbal acceptance from the applicant.

OR

For FACULTY, please send an email to Amy Askren aaskren1@udayton.edu with salary and *any special stipulations* after receiving verbal acceptance from the applicant.

3) Once we receive the acceptance email, the appropriate office will initiate the next steps in the onboarding process (i.e., offer letter, contract, new hire paperwork, etc.) Your new hire will receive a link to an onboarding portal where they will receive further instructions prior to their start date.

Please feel free to contact Staffing, Compensation, or Office of the Provost with any questions.

Thank you,
Employment
University of Dayton

Forward
your reply
to the
appropriate
people
listed once
offer has
been
accepted.

2. Once the appropriate office has received your email, they will initiate the next steps in the onboarding process (i.e. offer letter, contract, new hire paperwork, background check, etc.). Further instructions available within the next training guide **'Tracking New Hire & Onboarding'**.

This concludes the training document for "Creating Hiring Proposals & Hiring Proposal Progress." If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!