Rowan University
Information Resources & Technology

PageUp

Information Resources and Technology Training Services
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856-256-4400

Download the latest version of this document at rowan.edu/irt-training

January 2018

Learning Objectives

The learner will be able to:

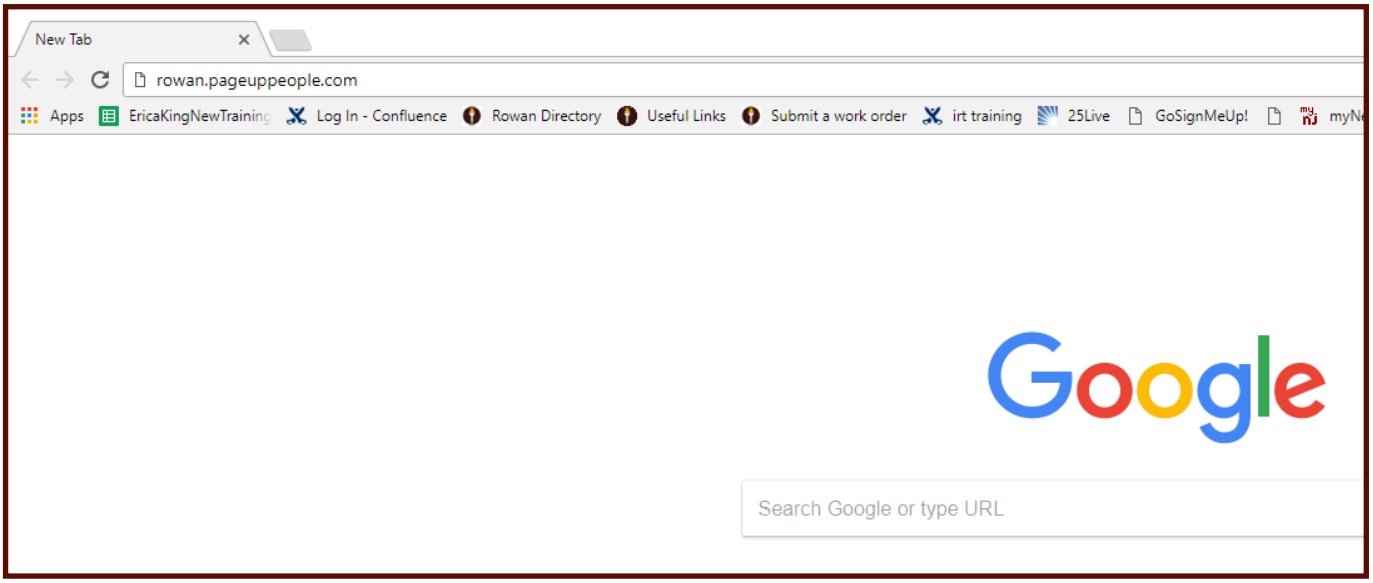
1. Log into PageUp.
2. Navigate through the site and use the menus.
3. Complete a job card.
4. Establish a search committee.
5. Add a chair person and committee members.
6. Understand the Applicant Services Portal.
7. Review applicants for a job.
8. Add notes during the interview process.
9. Initiate a reference check.
10. Select a candidate.
11. Identify next steps in the process.

Table of Contents

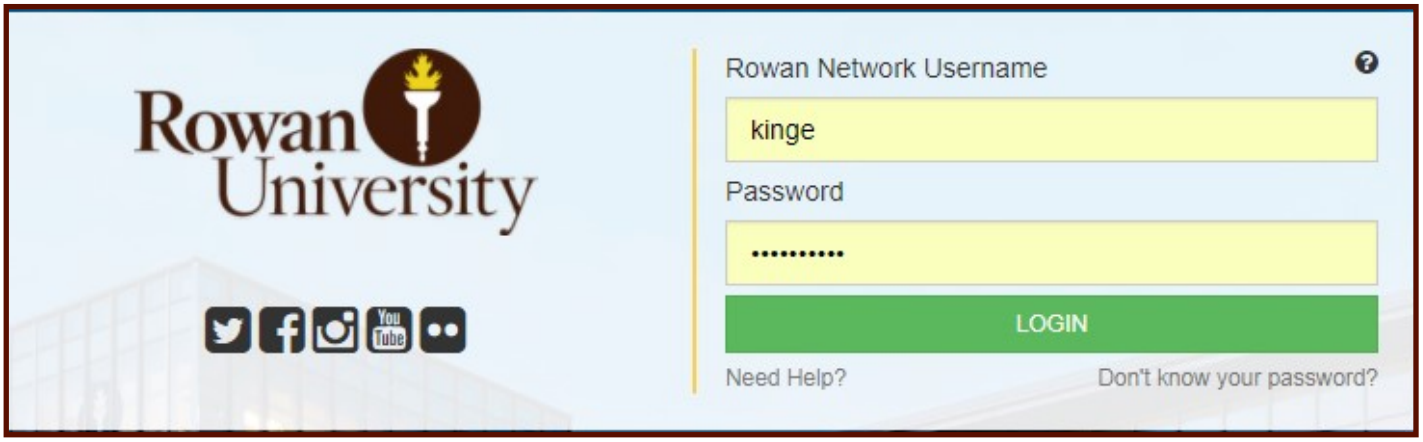
Introduction to PageUp

Log On to PageUp

To get to the PageUp hiring system open the Google Chrome web browser, the preferred browser for PageUp, and type rowan.pageuppeople.com in the address bar at the top of the screen. Then press **Enter**.



Enter your Rowan user name and password. This will be the same information you use to log on to your computer.



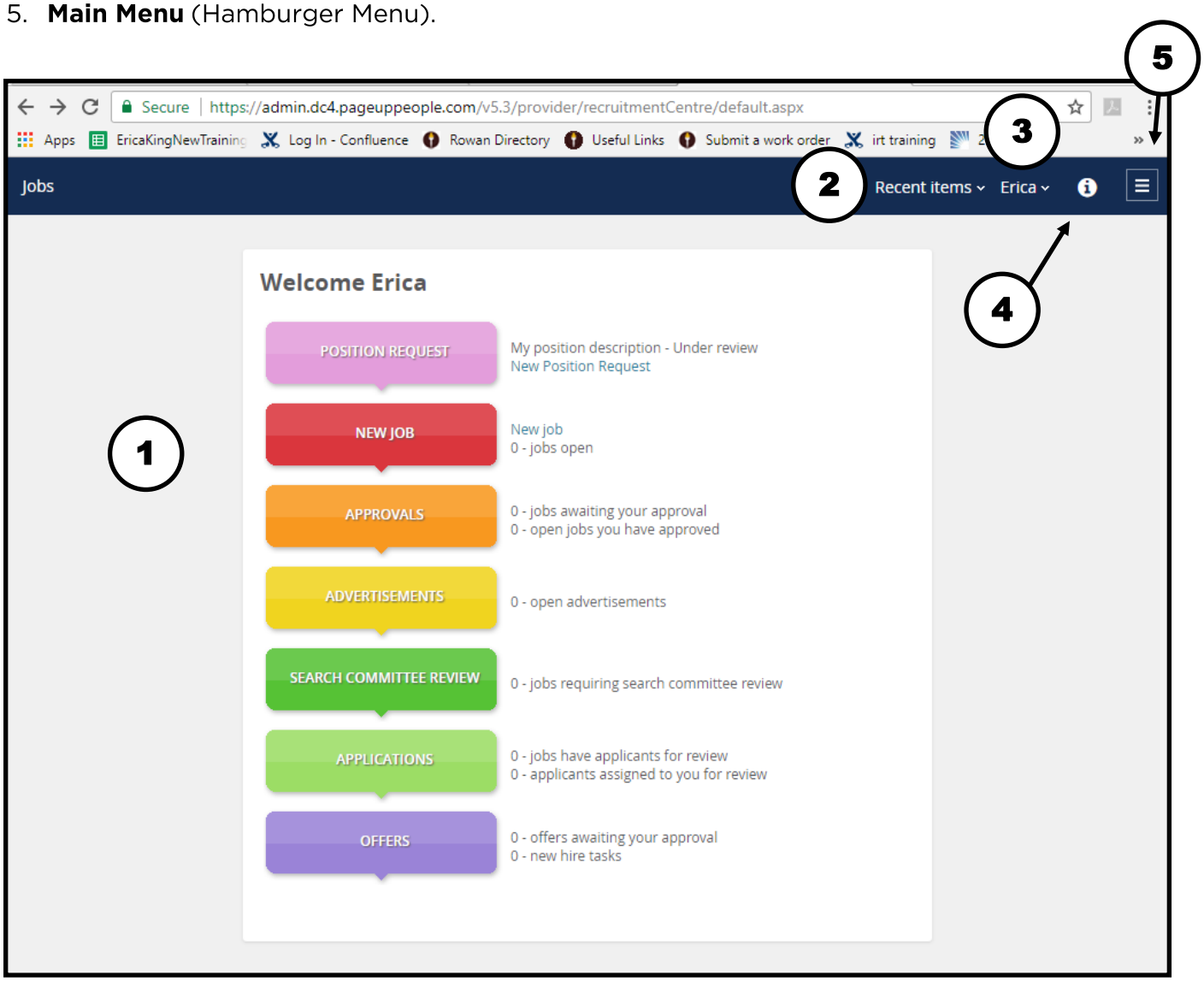
All new positions will be posted in PageUp.

Make sure popup blockers are turned off for this website.
If you are not sure how to do that, contact support@rowan.edu 856-256-4400

Navigate PageUp

The Welcome Screen:

1. Home Screen
2. **Recent Items** you may want to view.
3. Button to **Log Out**. You can also close the browser to log out.
4. **Help** and **Information** menu.
5. **Main Menu** (Hamburger Menu).



These are the **Search** and **Clear** Buttons:

Navigate PageUp

The home screen will give you most of the options you will need. **New Job**, **Approvals**, **Advertisements, Search Committee Review** and **Applications** are also available on the **Main Menu (Hamburger Menu)**. Select the button or the hyperlink to open that page.

New Job - To initiate a new **Job Card,** this process replaces a Request to Hire paper form (green form).

Approvals - Job Cards awaiting your approval or jobs you have approved.

Advertisements - Ads for Jobs that are still open.

Search Committee Review - Open jobs where you are on the search committee.

Applications - Applicants for jobs that you are on the search committee.

Navigate PageUp

When the hamburger menu is clicked, you will have access to the same menu you have at log in. If you are in another screen it is often easier to navigate through your options using this menu.

The **Home** icon will bring you back to the home screen.

1. New job - Start a new **Job Card**.

which replace the Request to Hire forms used previously.

2. Jobs open - Jobs that you created that are currently open.

3. Approvals - Job Cards awaiting your approval or jobs you have approved.

4. Search Committee Review - Open jobs where you are on the search committee.

5. Applications - Applicants for jobs that you are on the search committee.

Start a Job Card

When there is a position that must be filled, you will log in to PageUp and fill out a **Job Card**. In previous systems, the first step would be to fill out a Request to Hire (green) paper form. **Job Cards** replace this process with a digital form that is easier to track and easier to approve.

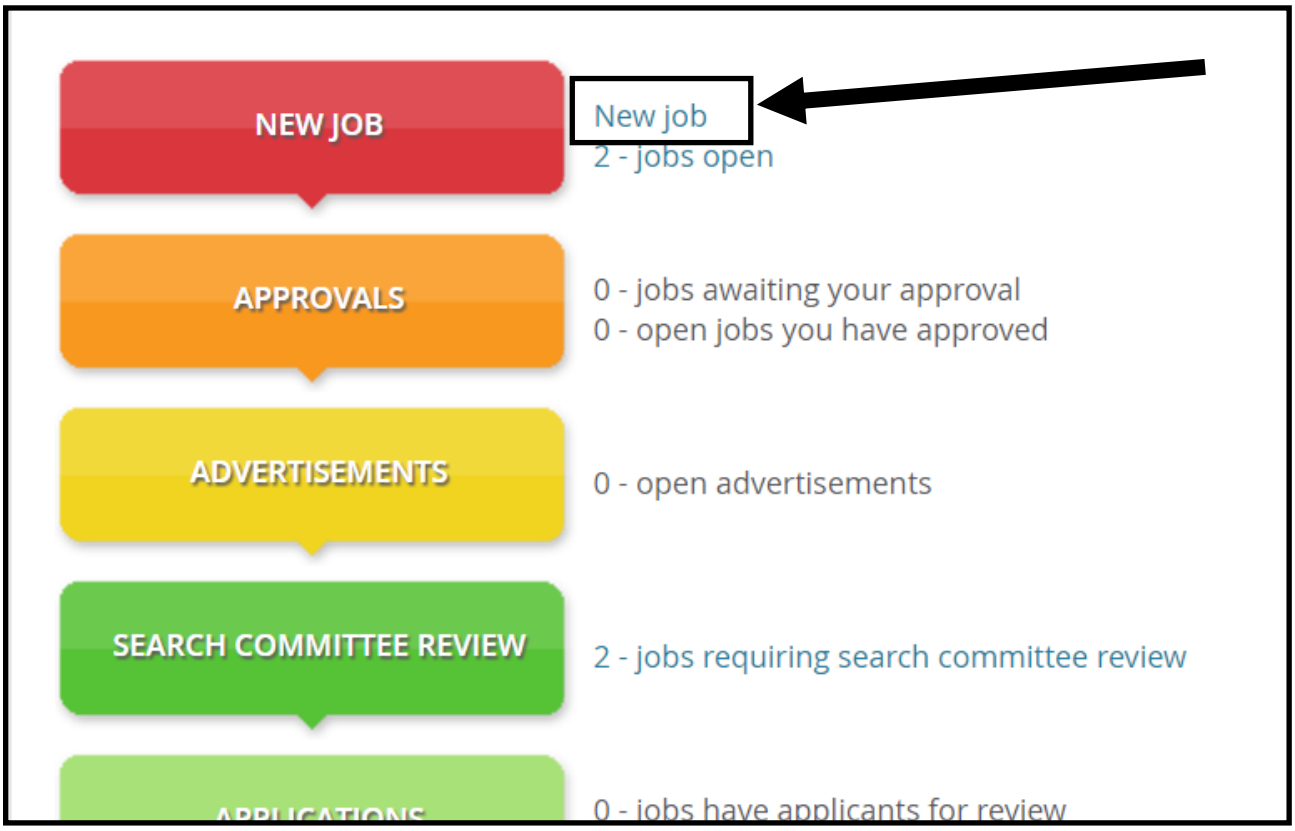
Position Number:

To initiate a **Job Card** you will need a position number. If you do not have a position number:

- Contact the Budget office for new or revised positions
- Contact Human Resources for replacement positions.
- Contact OSP for grant positions.

If you have received a position number, that position number will be available the following day to use on a **Job Card**.

Once you have a position number, click on the words **New Job** to the right of the red button.



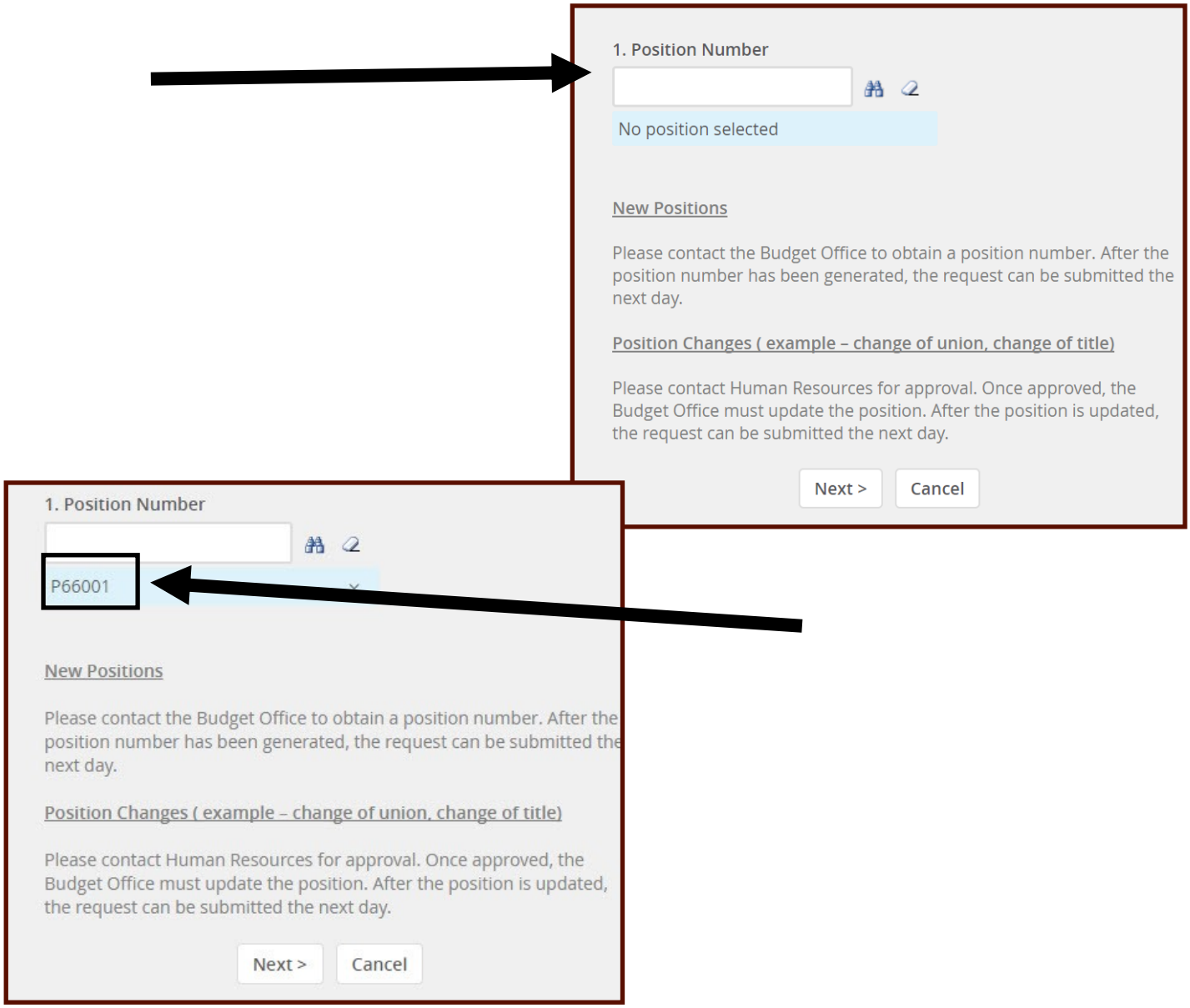
Job Card - Position Number

Type the position number given to you by HR or the Budget office (see the previous page).

a. Press the tab key on your keyboard and the position number will automatically fill in the blue area under the text box.

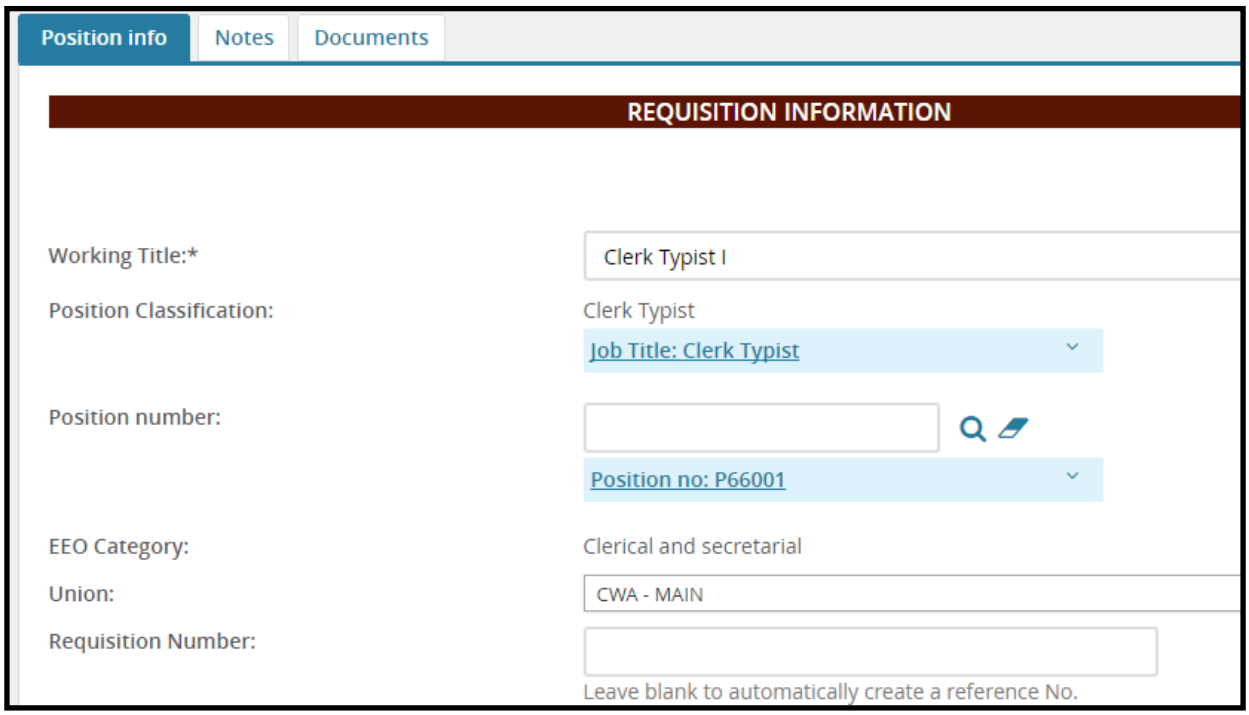
b. Make sure the position number is correct and that it is the position number that was approved for your vacancy.

c. Select Next.



Job Card - Requisition Information

You will see certain fields pre-populated when you fill out the **Job Card**. Fill out the form making sure to complete any necessary fields marked with an asterisk.



Working Title - enter the title you would like to see when the job posts.

Position Classification is auto-populated. This is also considered the State Title.

Position number - will auto-populate in the blue area underneath the text box. If a mistake is made or a field needs to be changed in this form the **clear button** can be used.

Union - The union should be selected if known but is not required to save the job.

Requisition Number - will auto-populate,

Job Card - Funding Information

Positions - Leave the **New** and **Replacement** fields blank unless you are adding multiple positions with the same title and identical job descriptions.

Current/previous incumbent name - This is the name of the person who was in the position prior (if applicable).

Position Type - Choose from the drop down menu (Regular full time etc).

Hours per Week - For regular part time specify hours per week.

If it is temporary specify duration - Type in dates or duration.

Fund, Org, Account...etc - Automatically fills in based on the position number

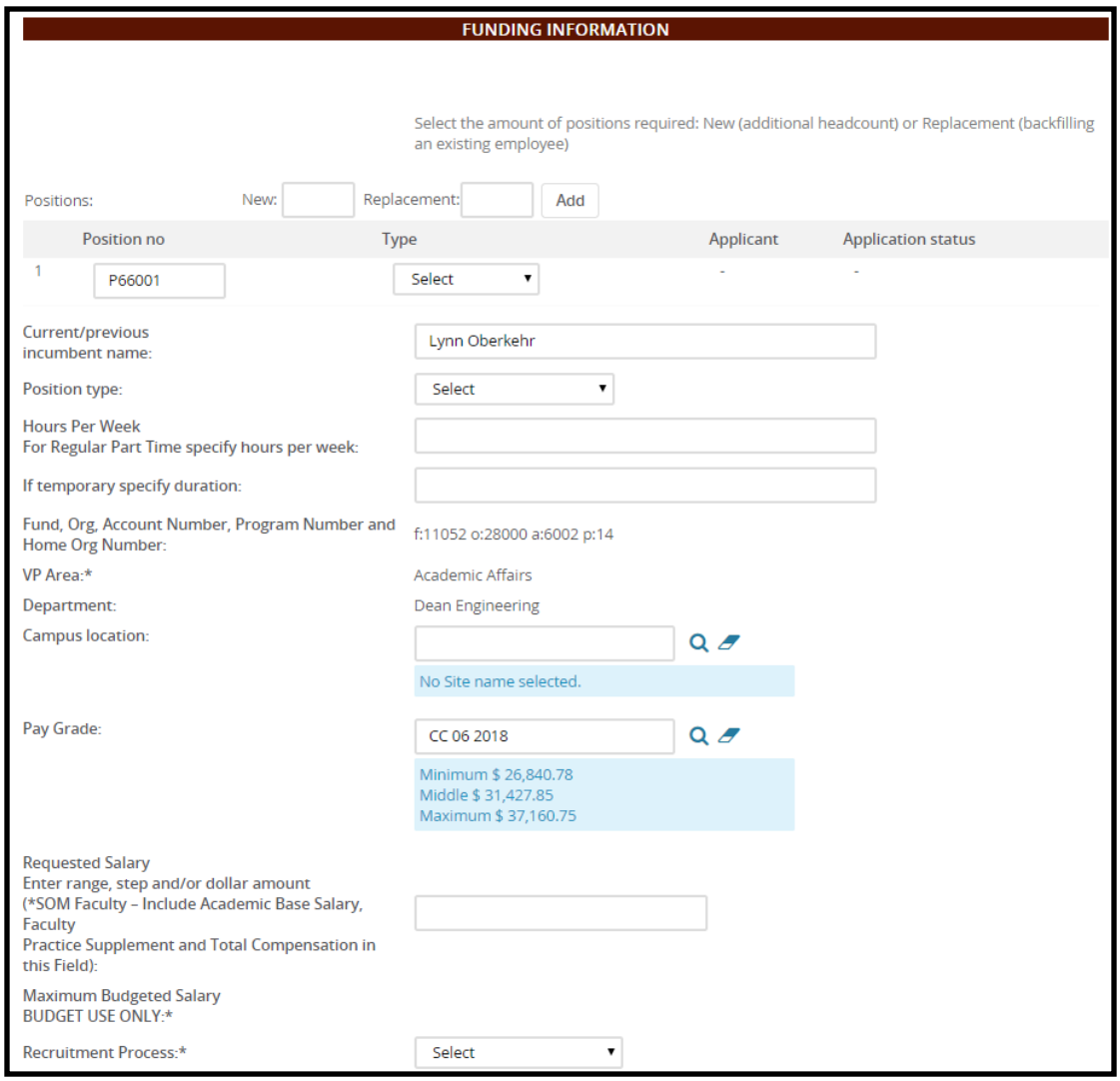
VP Area and **Department** - Will auto-populate.

Campus Location - Use the magnifying glass to choose location.

Pay Grade - will auto-populate.

Requested Salary. This can be a range, step, or dollar amount. This is subject to approval.

Recruitment process will be General Recruitment or Faculty Recruitment.



Job Card - Search Committee

It is preferred to have the Search Committee Chair and **Committee Members entered while the Job Card is being completed.** If they need to be added later, an email with the information as well as the position number will need to be sent to **OED@rowan.edu** for approval.

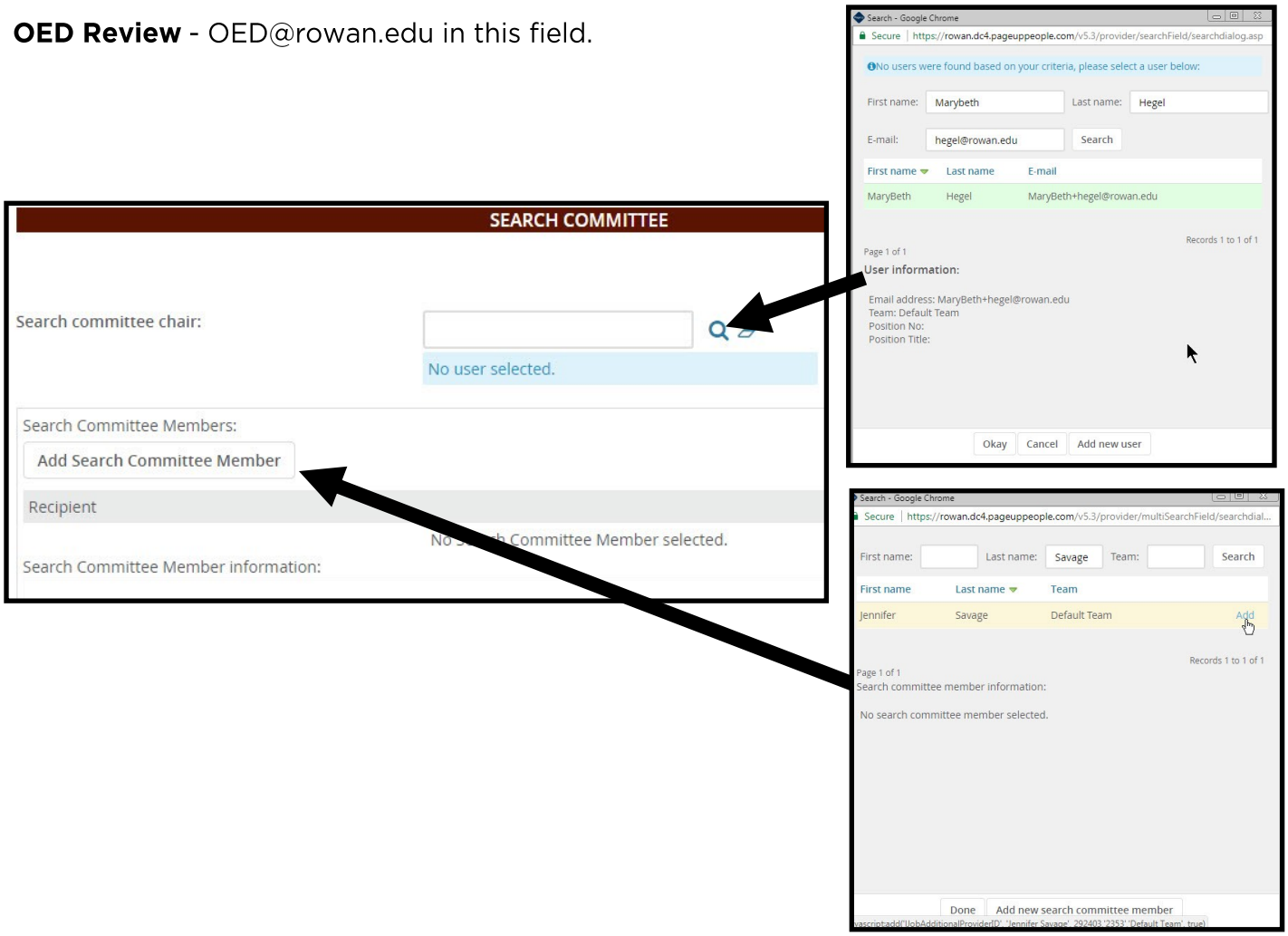
All Search Committee members are subject to approval and **must complete the required Search Committee Training once a year** located in Banner Self Service in the Employee section, under Professional Development.

Search Committee chair - Use the search icon to find the employee's name. Select Okay.

Add Search Committee Member - Use the button to find the committee members.

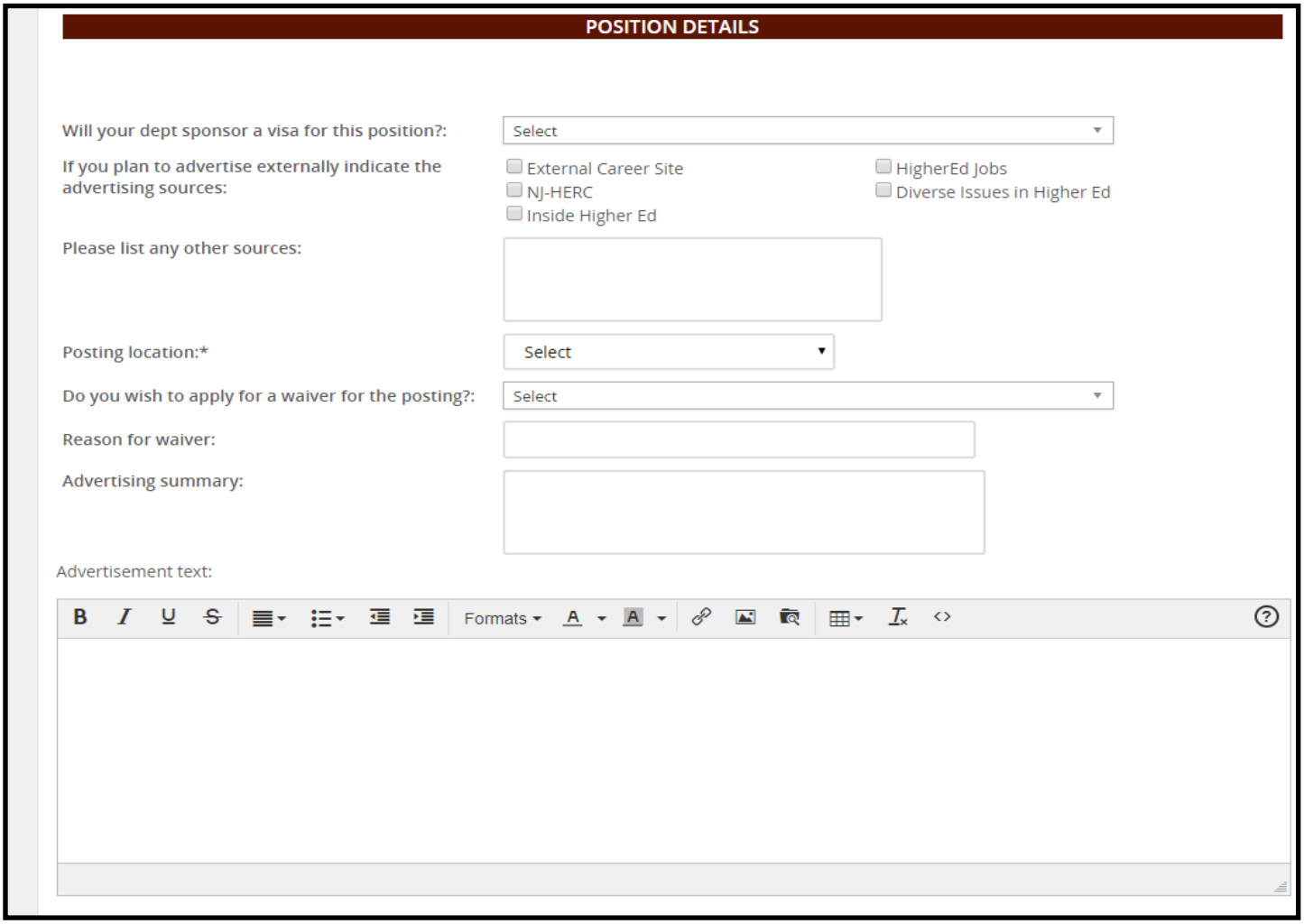
Select **Add**. Then select **Add new search committee member** or **Done**, when finished.

OED Review - OED@rowan.edu in this field.



Job Card - Position Details

This is the section where you will add your requests for where the job will be advertised. You will enter a summary of the job and what you are looking for, as well as the full job posting to be entered into recruitment sites. For an explanation and breakdown turn to the next page.



Job Card - Position Details

Will your dept sponsor a visa for this position? - Yes or No.

If you plan to advertise externally indicate the advertising sources: Select the check boxes.

Please list any other sources: Such online professional organizations etc..

Posting location:* Where the job will be located.

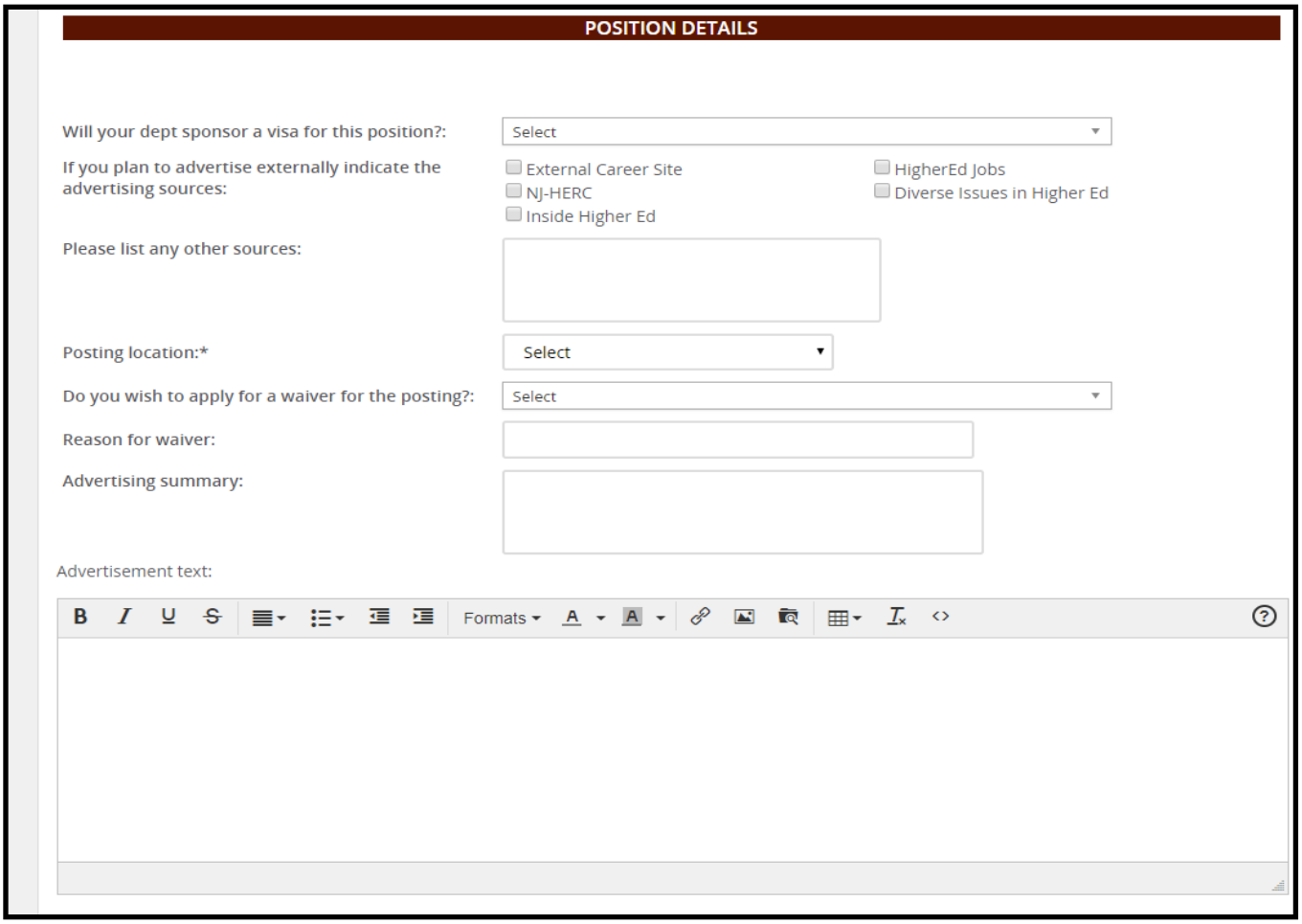
Do you wish to apply for a waiver for the posting?: Yes or no.

Reason for waiver: Contact Human Resources for guidance in a rare case where you would request a waiver.

Advertising summary: Summary of the job description.

Advertisement text: Enter the full job description here, requirements etc.. You can type directly in the boxes or copy and paste from a document. You can also attach a document in the document tab.

All summaries and full job descriptions are subject to approval by Human Resources prior to the job being posted.



Job Card - Users and Approvals

Search Representative: Enter the Search Committee Chair or their designated proxy. In previous systems this would be who you would link to.

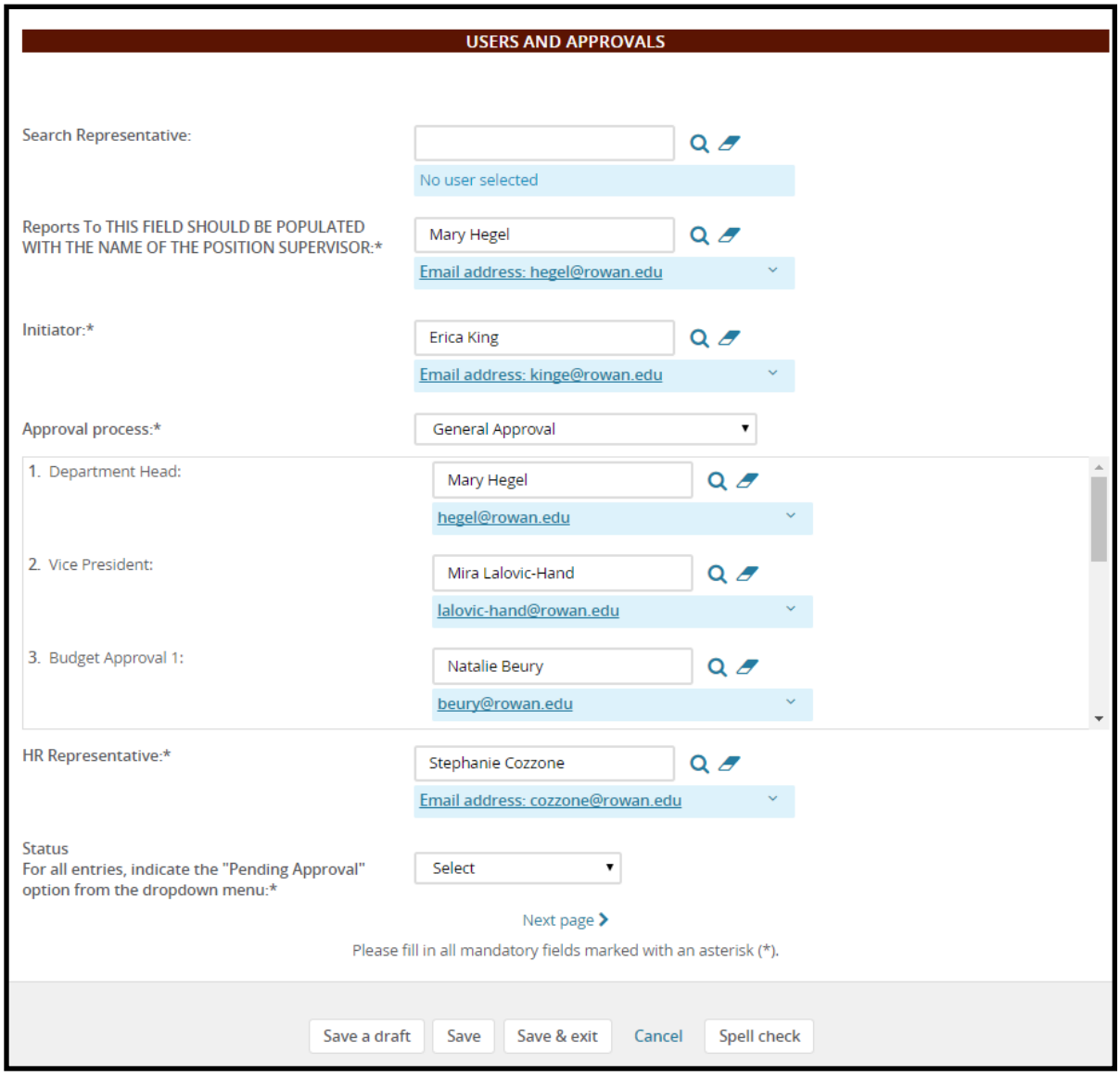
Reports To: Enter the supervisor of the for the position for which you are hiring. The system will always enter your name if you are filling out the job card. You must hit the clear button and type in the appropriate Supervisor

Approval process: This field will be dependent on the position you are hiring for. For example, if the **Approval Process** is **AFT or Managerial**, enter the **Department Manager** for the position as well as the **Division Head** and fields like **Recruiter** will auto-populate. When you are training or testing the system, use **Test Approve.**

HR Representative: Will auto-populate.

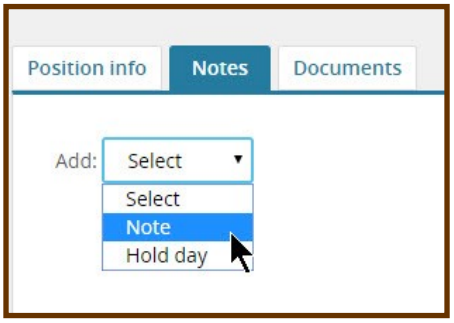
Status: Select Pending Approval from the dropdown menu.

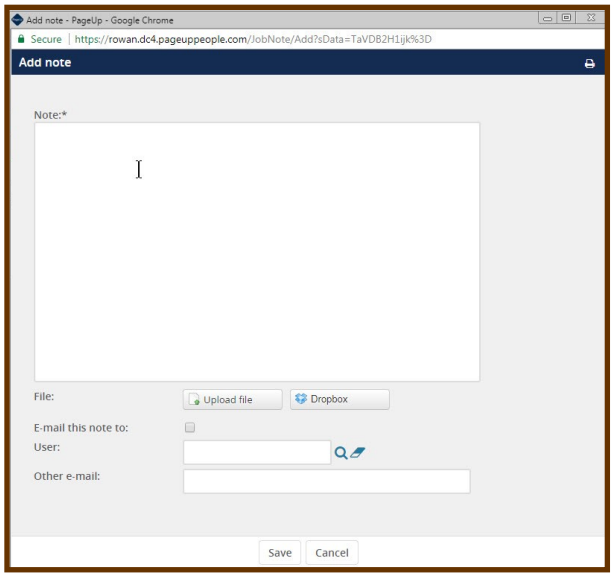
Select: Next page >



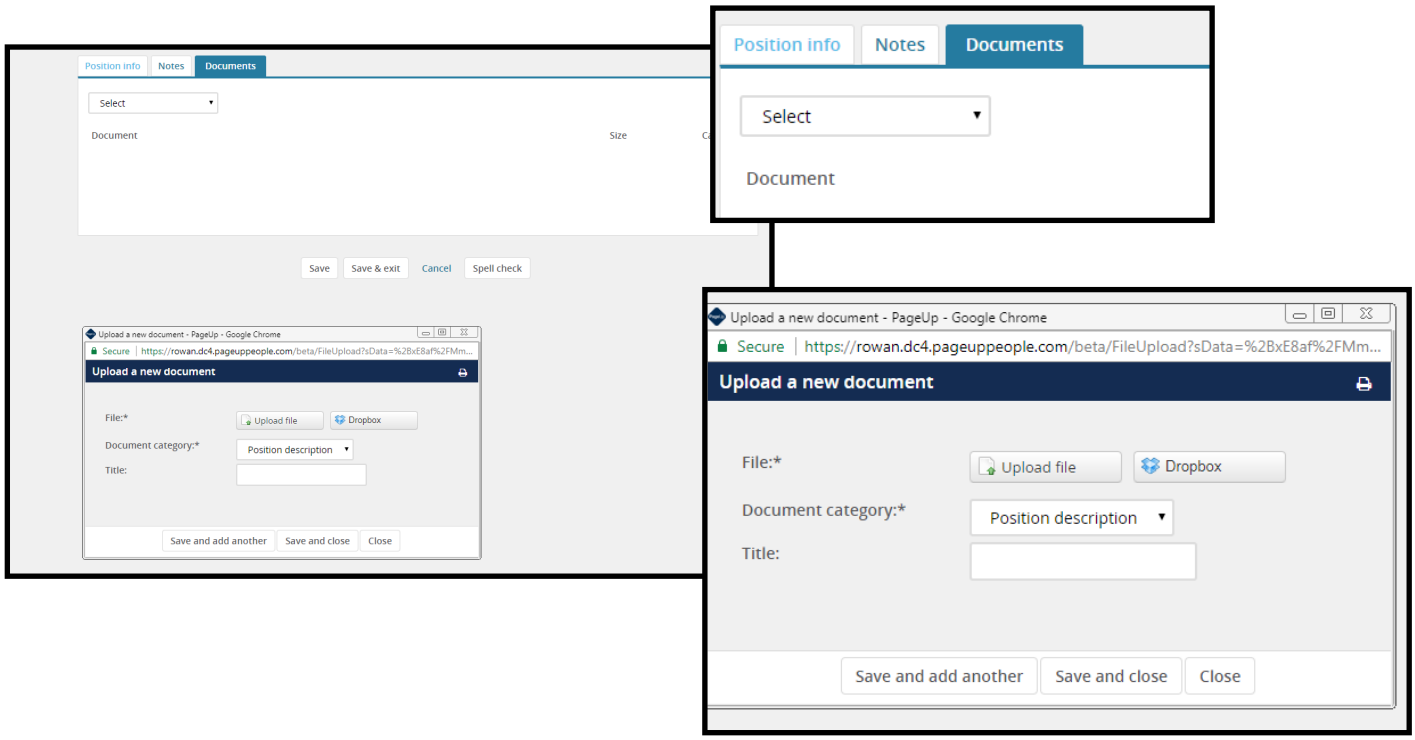
Job Card - Notes and Documents

You can create a note for Human Resources in the Notes tab, select Note from the drop down menu, enter the note and Save.





If a document is needed in your **job card**, select the tab **Documents** at the top of the page. Choose the **Select** drop down menu and select **Document from file** to upload a document from your computer. Do not use **Document from library.**

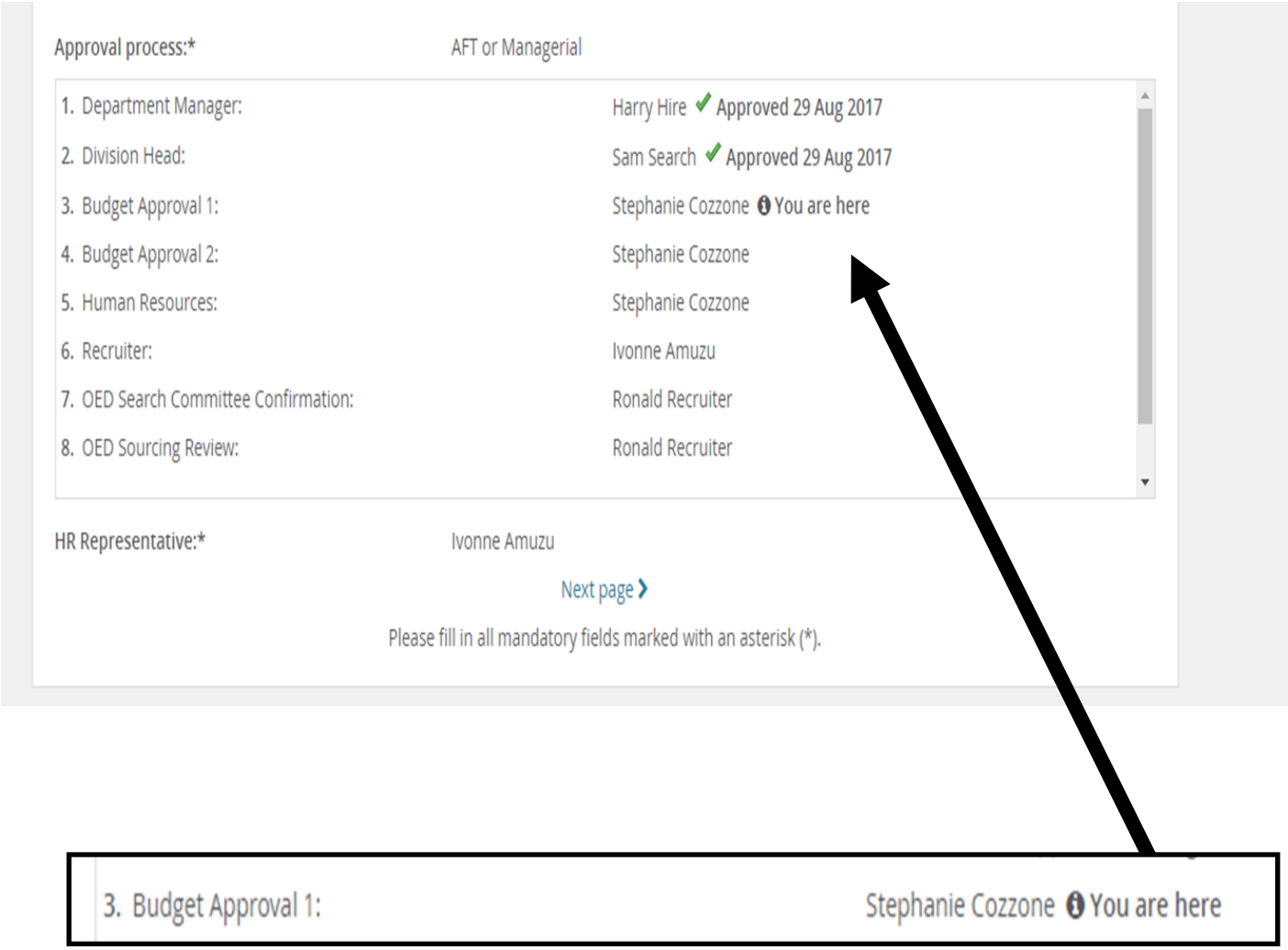


When the job card is complete choose **Save & exit.** This will push the job to the approver for approval. You will receive an email indicating the job has been approved once this is complete.

A **Job Card** can be initiated by anyone, but is subject to the approval process.

Approvals

Once you have submitted a **Job Card,** it will go through the approval process. In previous systems you would have to call multiple people to see where your Request to Hire paper form was in the approval process. In PageUp you will be able to view the **Job Card** and see the progress of your request.

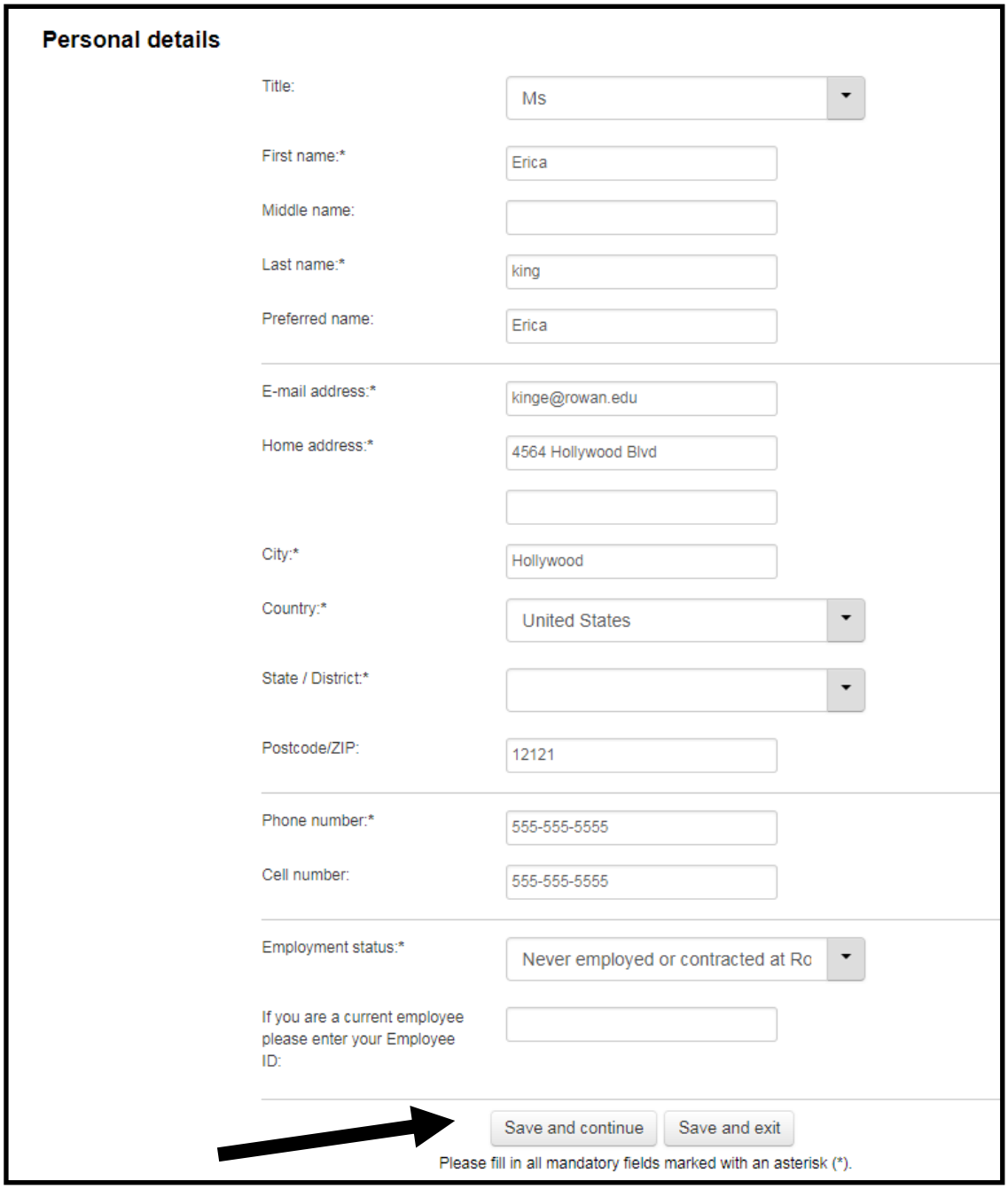


Green check marks show you who has approved your **Job Card**.

You will see a grey mark that says You Are Here which tells you where the **Job Card** is in the approval process.

Applicant Profile

The applicant can view open positions on the Human Resources web site. When they select to apply for a position, the application will open,. The applicant then creates a profile on the site. When they complete this form, they can **Save and continue** to the next screen or they can **Save and exit** and return to the application at a later time.



Personal details

Title:	Ms
First name:*	Erica
Middle name:	
Last name:*	king
Preferred name:	Erica
E-mail address:*	kinge@rowan.edu
Home address:*	4564 Hollywood Blvd
City:*	Hollywood
Country:*	United States
State / District:*	
Postcode/ZIP:	12121
Phone number:*	555-555-5555
Cell number:	555-555-5555
Employment status:*	Never employed or contracted at Ro
If you are a current employee please enter your Employee ID:	

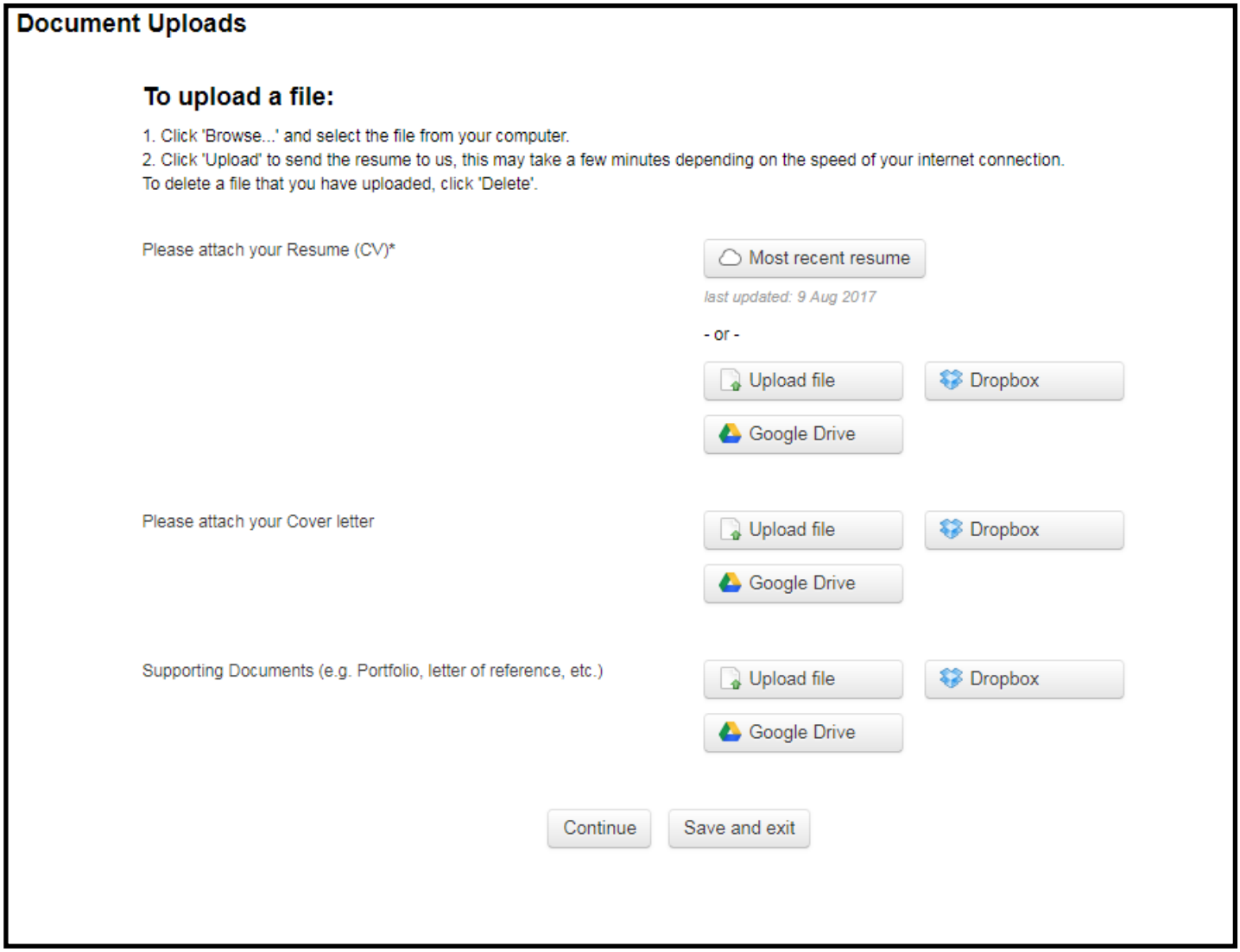
Save and continue Save and exit

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

Applicant Profile

When the applicant continues they will have the opportunity to upload their resume from a variety of different places; for example, their computer, Dropbox or Google Drive. They can also use the most recent resume from the last time they applied for a job if they have previously done so. When they complete this screen, they can **Continue** to the next screen or they can **Save and exit** and return to the application at a later time.

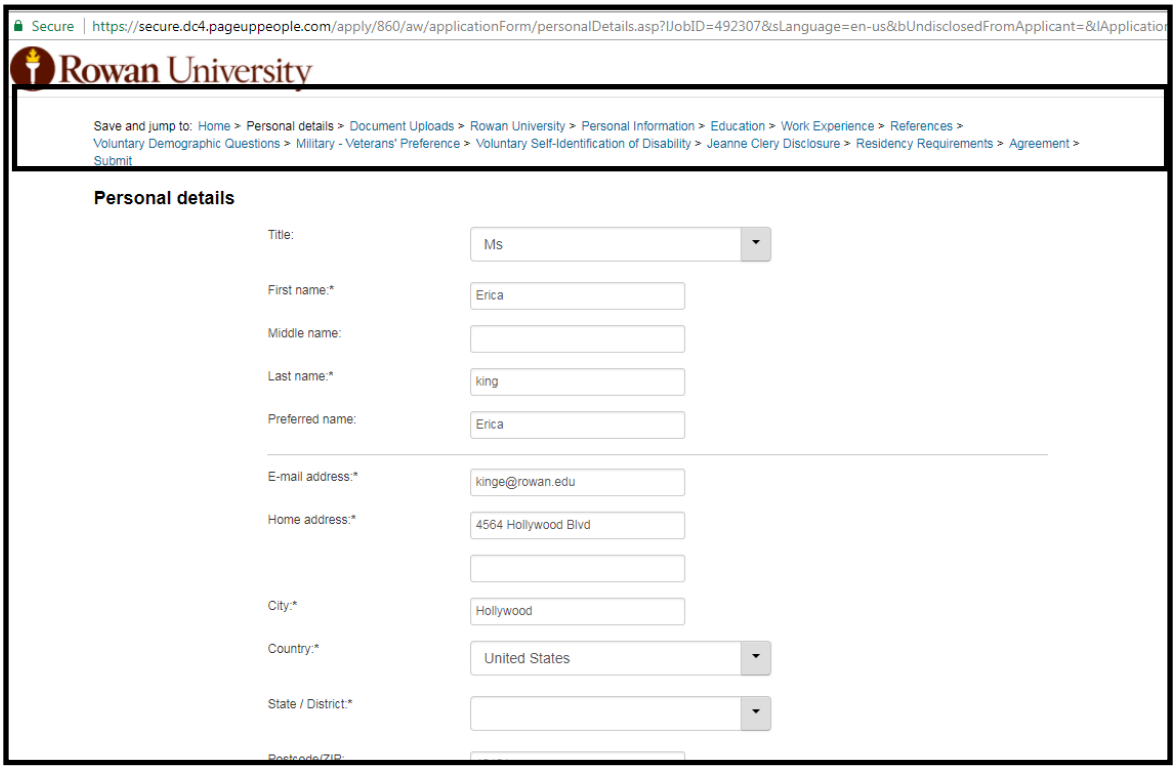
There is no size limit for the files that are uploaded in this application.



When they choose **Continue** they will be advanced to the next screen. **Applications will vary depending on the job that they are applying for.**

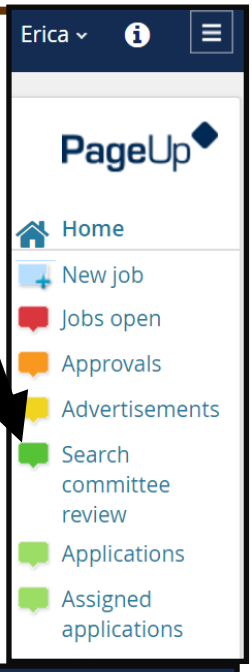
Applicant Profile

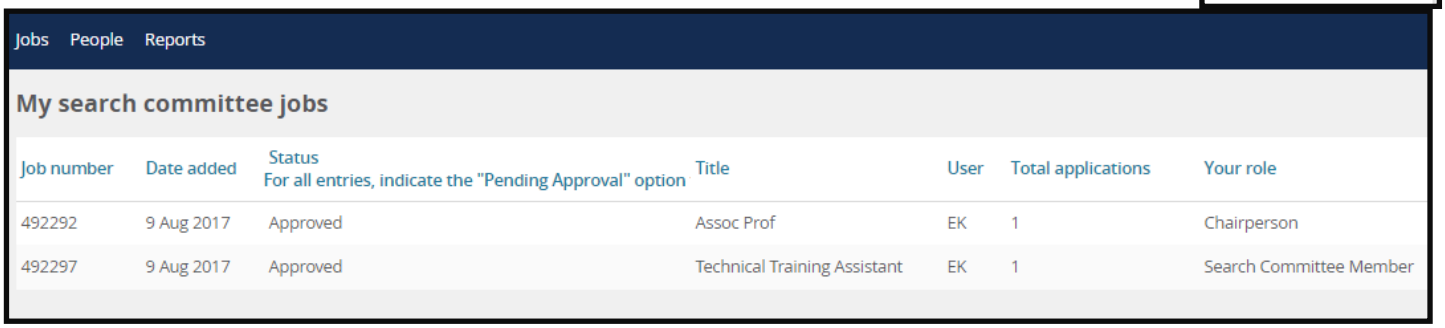
There are several sections the candidate will complete and the menu of each screen of the application will be at the top of the screen. It may differ for each position. For **References**, the **Reference Position** refers to the professional title of the person being used as a reference.

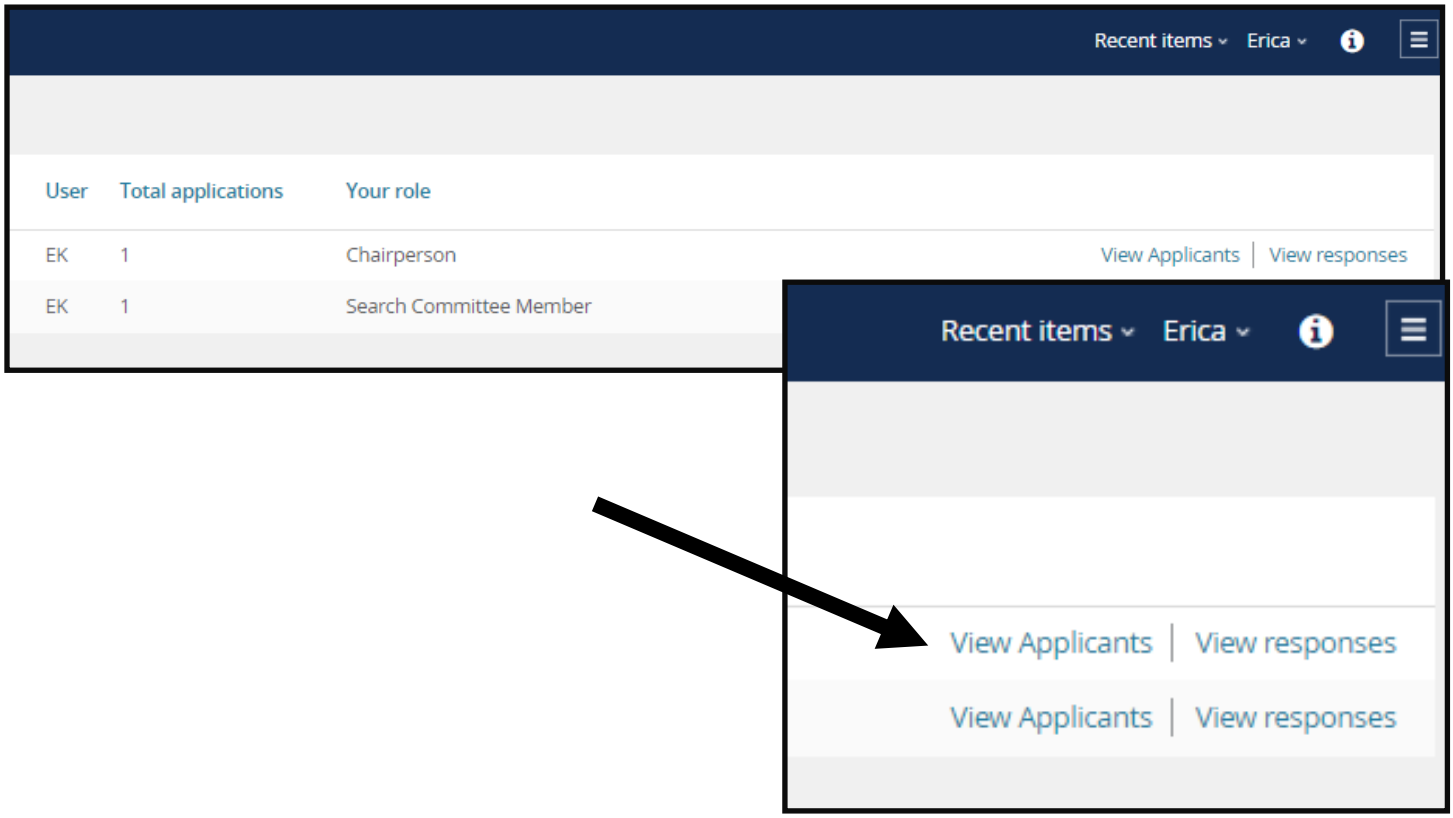


Search Committee - Review Applicants

As a search committee member, you will need to review candidates once the position has closed. Log in to PageUp and choose **Search Committee Review** from main menu or the home page. There will be a list of jobs in which you are on the search committee. You will see how many applicants there are for a given position under the total applications column. If you would like to view the applicants that have applied for a job click on the words **View Applicants** on the right-hand side of the screen. This will take you to the screen where you can view applicants and their job materials for consideration. The system might show a total number of candidates on this screen, however when you view applicants, the system will only show you those in a complete and viewable status.





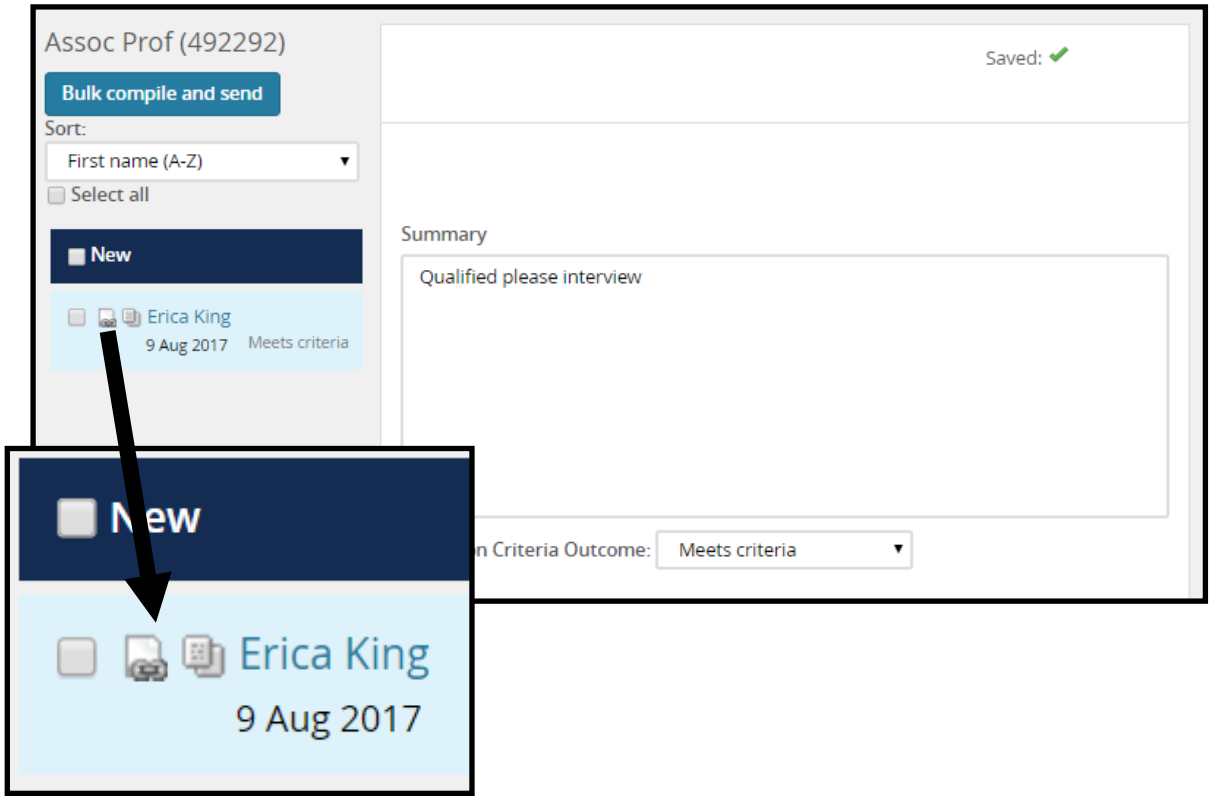


Search Committee - Review Applicants

You are able to sort candidates in alphabetical order by name. If you are looking for a particular candidate you can use the find feature of your browser by pressing the **Control F** (Mac: **Command F**) keys and typing the candidate's name in. This will locate them on the list, even if their name is not visible without scrolling down.

From this screen you can also add notes under the **Summary** section as well as choose **Selection Criteria Outcome**. The outcomes include **Does not meet criteria, Meets criteria, and Exceeds criteria**.

To the left of the applicant's name you will see two icons. One will allow you to see their application, and the other will allow you to see the applicant's resume.



If you select the applicant's name, you will see their personal information and a history associated with their application as it moves through Human Resources. The applicant's resume will also be visible.

Search Committee Chairperson - Change Status

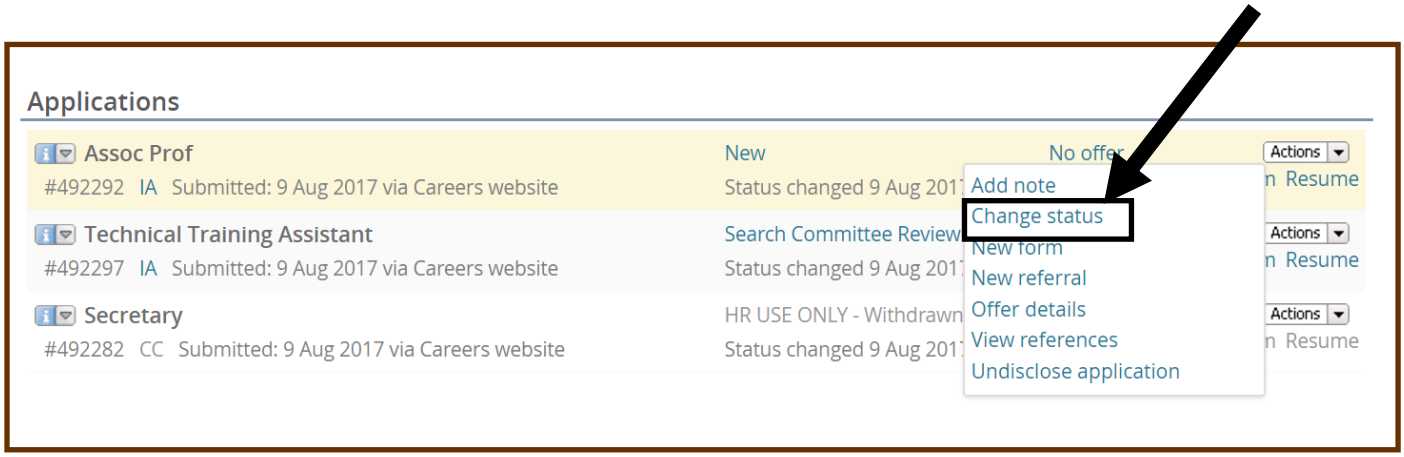
The Committee Chairperson will change the status and move ahead with candidates from reviewing to interviewing. Only the Chair will be responsible for this task.

Select the applicant's name and you will see the position and an **Actions** dropdown menu.

To change the status, click on the **Actions** dropdown and choose **Change status.**

You will then choose the correct status based on where you are in the process such as Phone Screen, Onsite Interview and Search Committee Review Successful - IED Review.

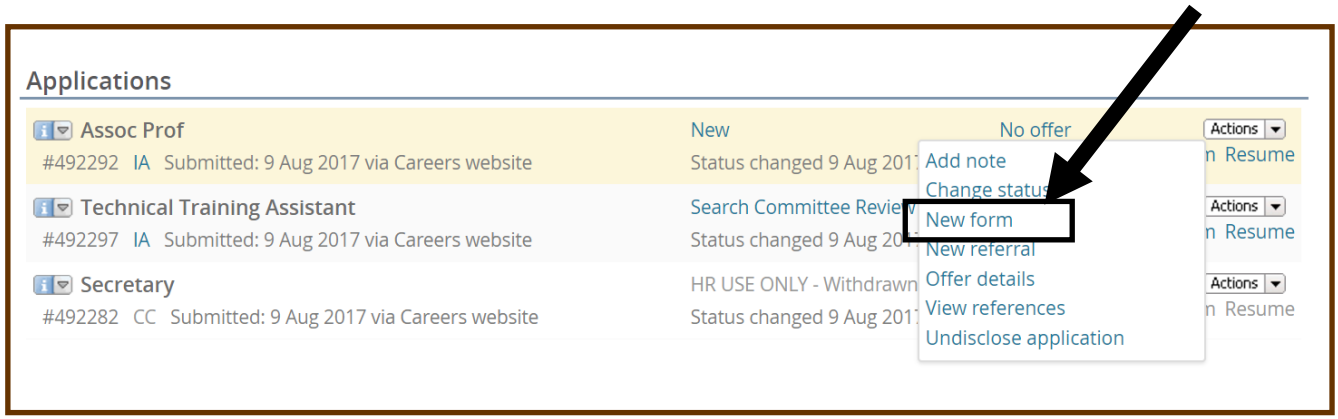
The **Change status** drop down menu might look different for each person depending on permissions. Do not worry if your menu looks different than what is pictured below.

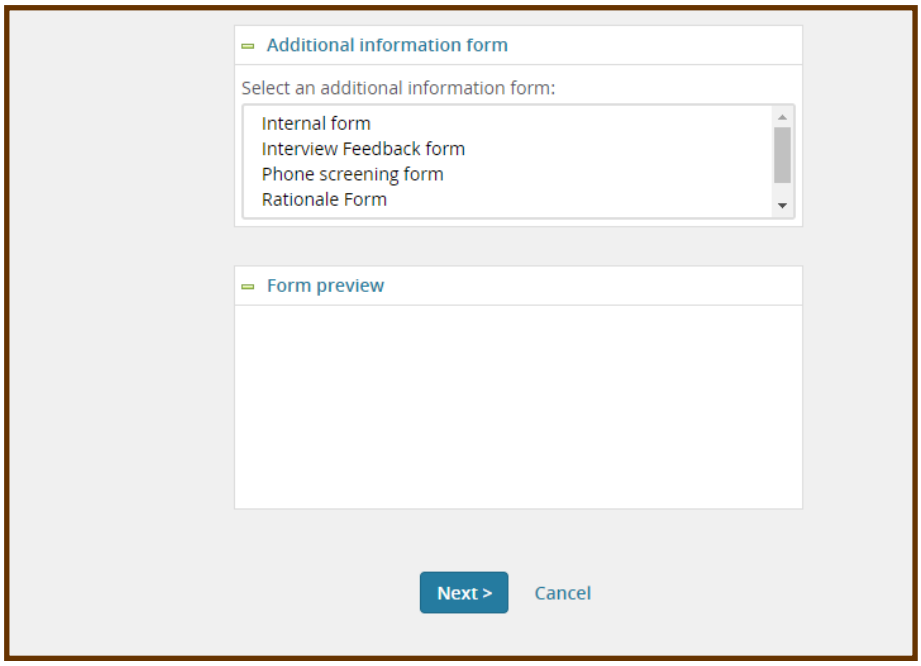


Order	Title
1	Incomplete
2	Submitted
3	New
5	Search Committee Review
6	Search Committee Unsuccessful
7	Phone Screen
8	Phone Screen Unsuccessful
11	Search Committee Review Successful - OED Review
12	OED USE ONLY - Onsite Interview Approved
13	Onsite Interview Successful
16	Onsite Interview Unsuccessful
17	HR USE ONLY - Reference Check
19	HR USE ONLY - Verbal Offer
20	HR USE ONLY - Online Offer Made
21	HR USE ONLY - Offer Accepted
22	HR USE ONLY - Offer Declined

Search Committee Chairperson - New Form

Select New Form in the **Actions** menu to generate **Interview Feedback Forms** and **Rationale forms**.





Select the **Interview Feedback Form** while you are still interviewing candidates, providing a form for each interview.

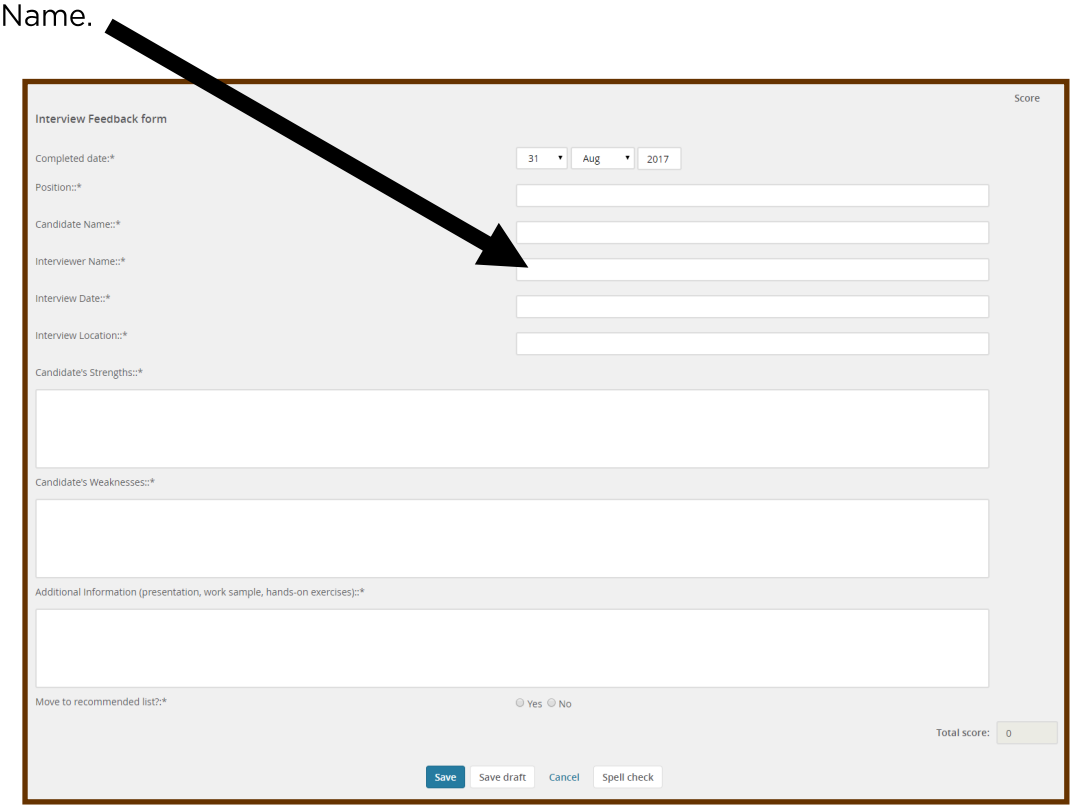
Select the **Rationale form** when the candidate desired has been chosen.

Next > will enlarge the form.

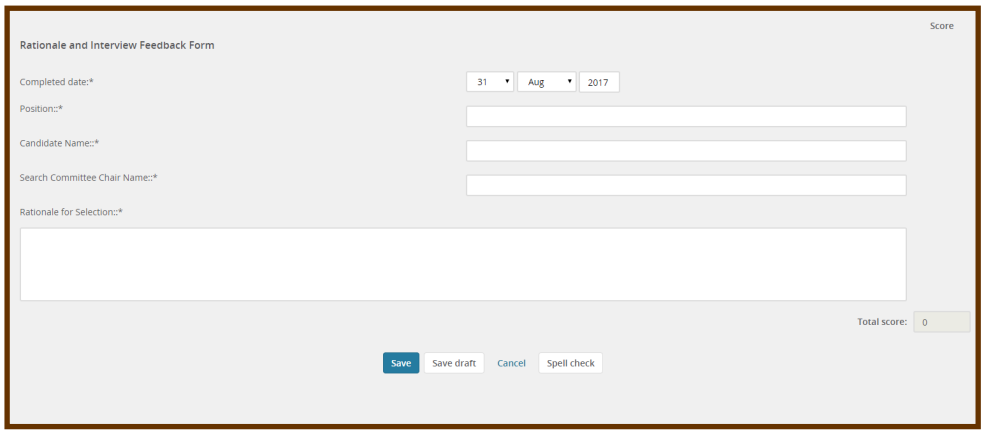
Contact your Human Resources Recruiter prior to filling out a **Rationale form.**

Search Committee Chairperson - Forms

Each interview must be followed by a **Interview Feedback Form.** Search Committee can be chosen for Interviewer Name.



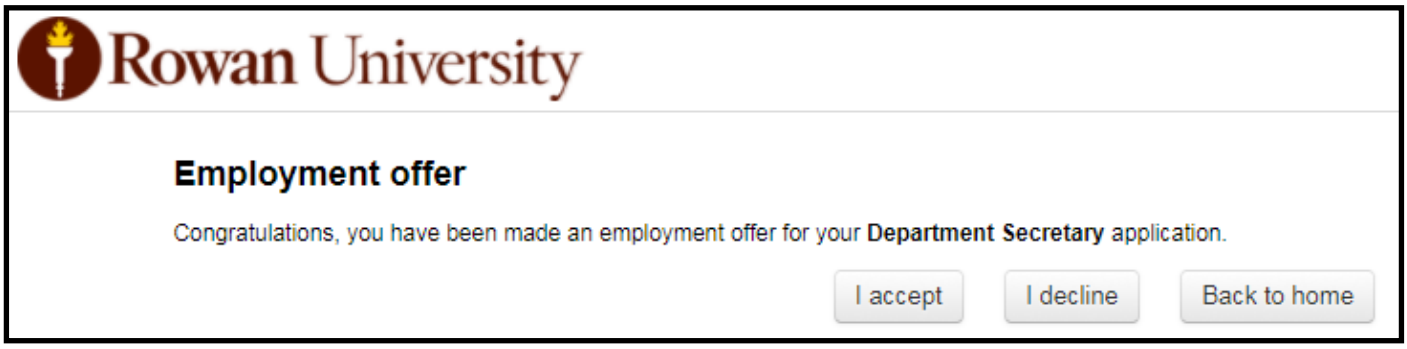
When a candidate is chosen, contact your Recruiter as a first step. Then fill out a **Rationale Form.** If you have notes you want added to your forms, contact your recruiter and they can attached the scan documents to the form.



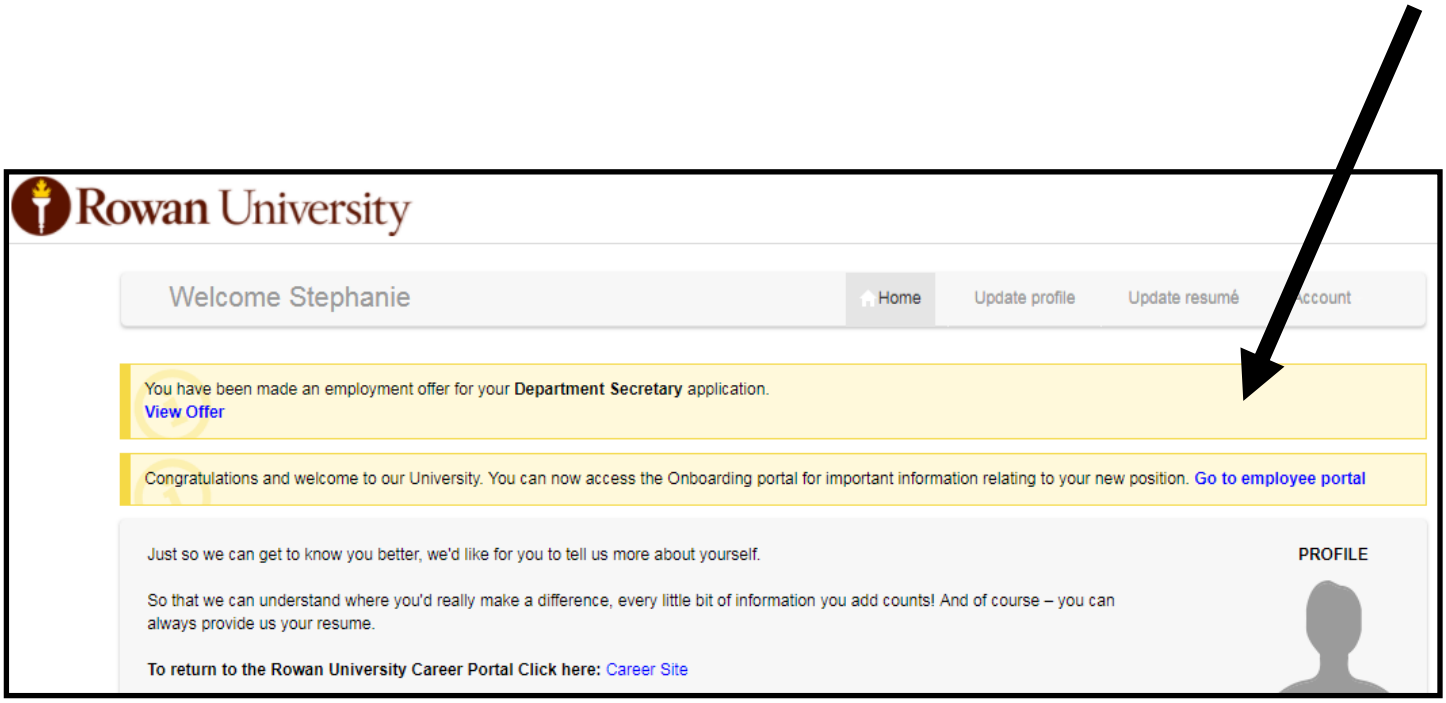
Checking references is suggested when hiring a candidate for a new position.
If you would like to initiate a reference check, contact your Human Resources Recruiter.
Please note that if the recruitment process chosen in the job card was **Faculty Recruitment ,** reference checks will automatically begin as soon as an applicant completes and submits their application.

Next Steps

In addition to automating the **Request to Hire** form, the offer letter and the onboarding process are also being automated. After a candidate has been chosen and the Rationale Form has been submitted, the recruiter will generate an offer card. The candidate will be emailed and invited to view the offer in their account. They can accept the offer in the **Applicant Portal**. Some of the onboarding forms will also will be available in the **Employee Portal**, accessible to them prior to their start date. Some forms will need to be submitted in person; for example, the I9 and W4. At this point, the recruiter will be able to begin reference checks in the system.

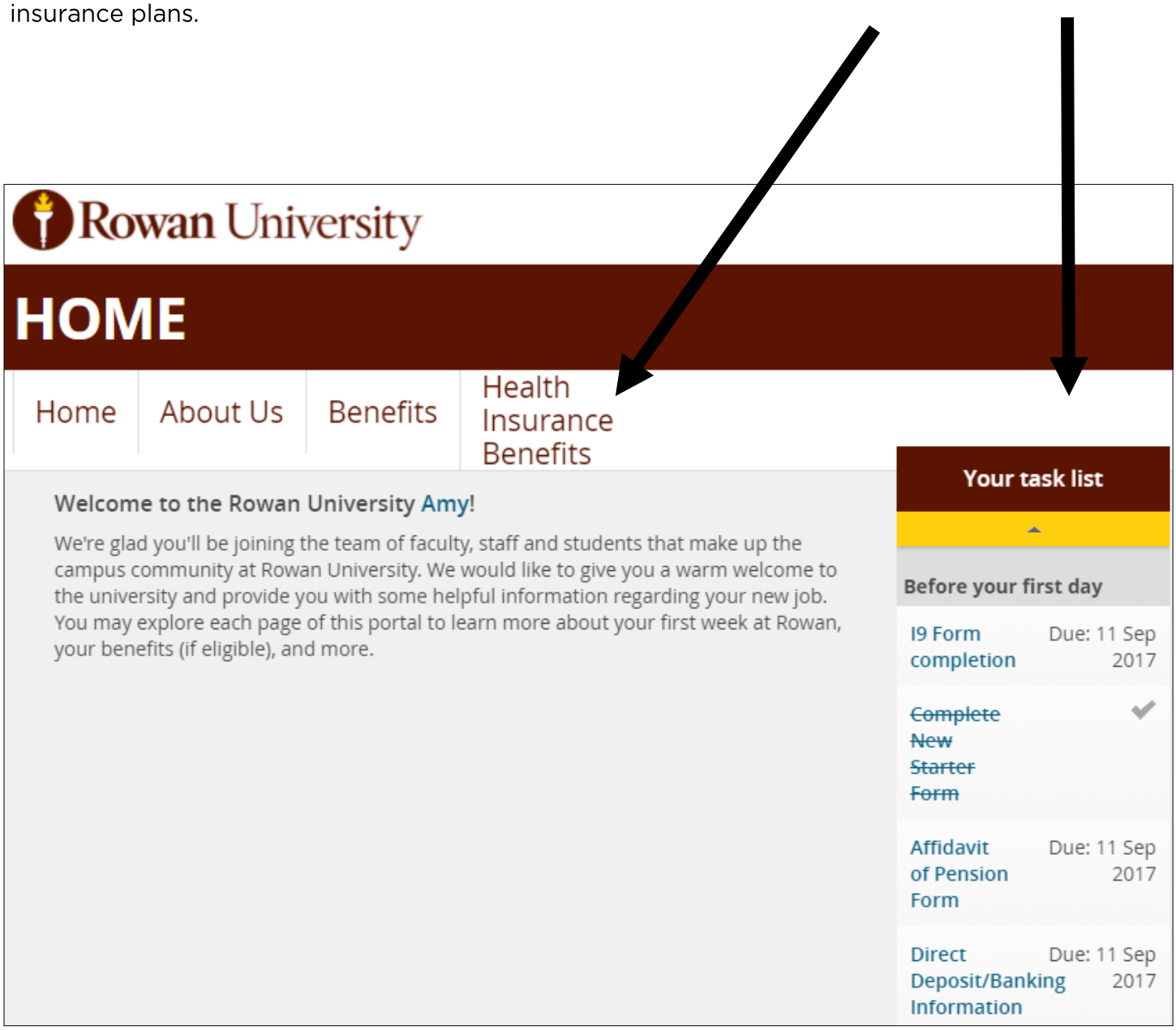


The candidate will see they have an offer, and be able to view and accept the offer. They will then be invited to the employee portal to view additional information and documents.



Next Steps

Onboarding forms are available in the **Employee Portal,** accessible to candidates prior to their start date. The forms which need to be submitted in person, such as the I9 and W4, can be printed from here. There is additional information about parking passes, benefits, and health insurance plans.



Resources for Help

Helpful Email Addresses

Recruitment and Staffing employment@rowan.edu
support@rowan.edu (technical questions about Banner/Network/your computer)
irt-training@rowan.edu (questions about training sessions or training resources)

Helpful Webpages
Human Resources: http://www.rowan.edu/hr
Budget http://www.rowan.edu/adminfinance/budget/
Information Resources and Technology http://www.rowan.edu/irt
Training Services – Information Resources and Technology
http://www.rowan.edu/irt-training
Free Online Training Library http://www.rowan.edu/lynda