

# PAGEUP

## TRAINING MANUAL

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JANUARY 2020

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# Introduction to PageUp

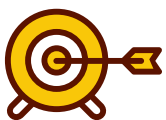
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PageUp is Rowan University's applicant tracking system that is used to facilitate the end-to-end recruitment process from job requisition, candidate management, and online offer through the onboarding process for most new hires. The system provides a more streamlined experience for both Rowan University end users and applicants.



This manual covers information for Employees, Search Committee Members, and Search Committee Chairs.



## Objectives

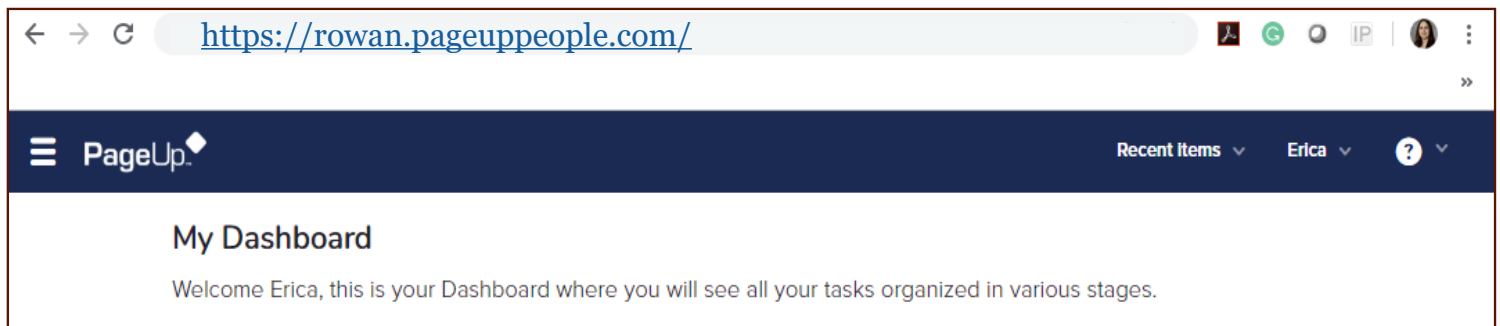
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By the end of this manual the user will be able to:

1. Log in to PageUp.
2. Navigate the Dashboard.
3. Begin and complete a Job Card.
4. Establish a Search Committee.
5. Understand the Applicant Experience.
6. Serve as a Search Committee Member.
7. Serve as a Search Committee Chair.
8. Complete the Appropriate Forms.
9. Understand Next Steps for Chosen Candidates.

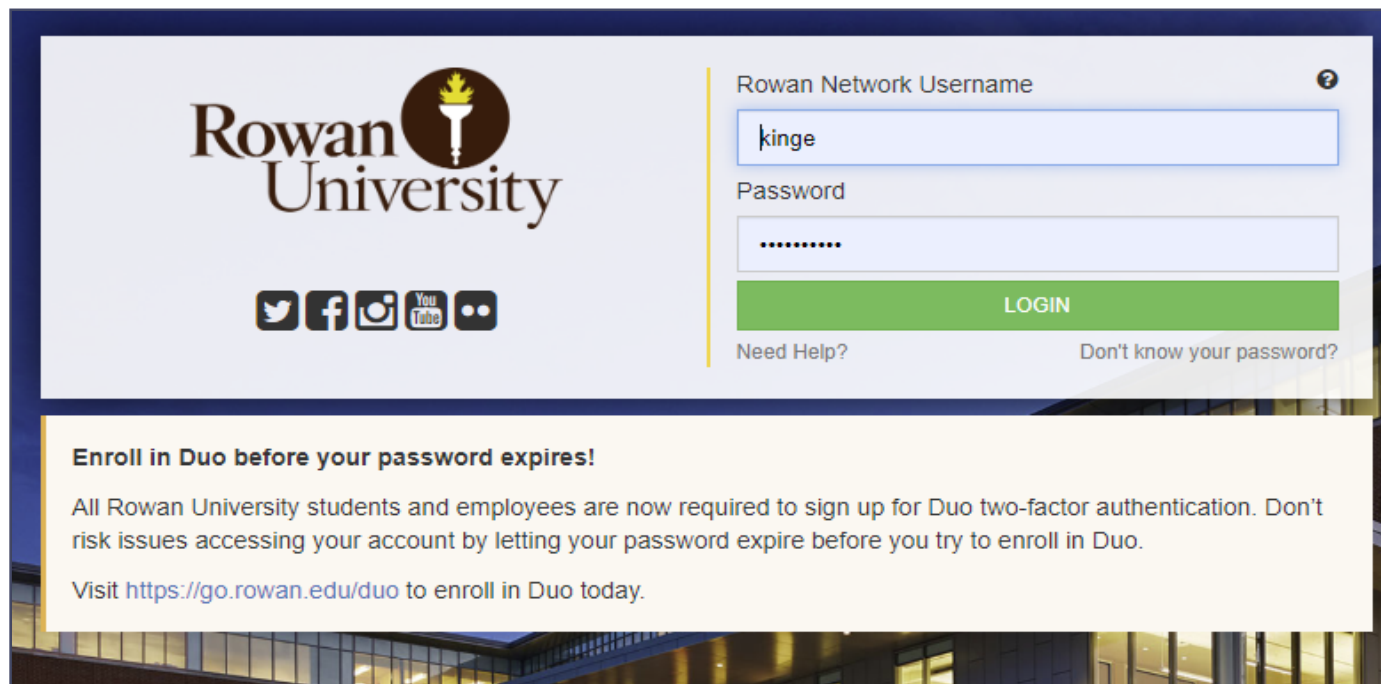


# PAGEUP LOGIN



## PAGEUP HOME SCREEN

To enter PageUp, open Google Chrome, the preferred browser for PageUp, and enter <https://rowan.pageuppeople.com/> and hit return.



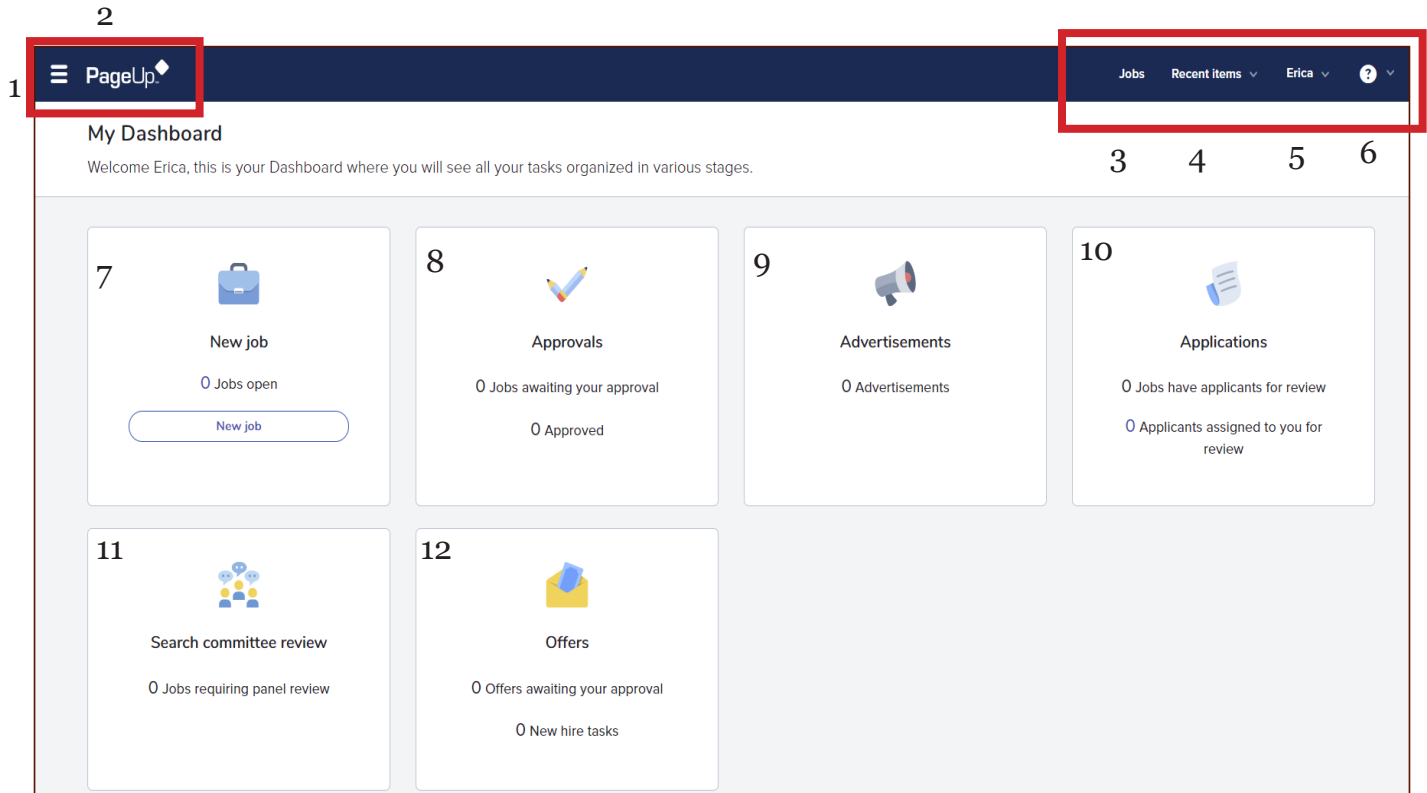
## ROWAN LOG IN SCREEN

Prior to the PageUp system loading, you will be required to verify your credentials by entering your Rowan user name and password, and entering duo authentication information.

1. Enter your Rowan network user name and password.
2. Click Login.
3. Enter Duo Authentication information when prompted.
4. The PageUp system should now load.

PageUp uses pop-up windows. Make sure your pop-up blocker is turned off. If you are unsure how to turn off your pop-up blocker, contact support at [support.rowan.edu](mailto:support.rowan.edu) for assistance.

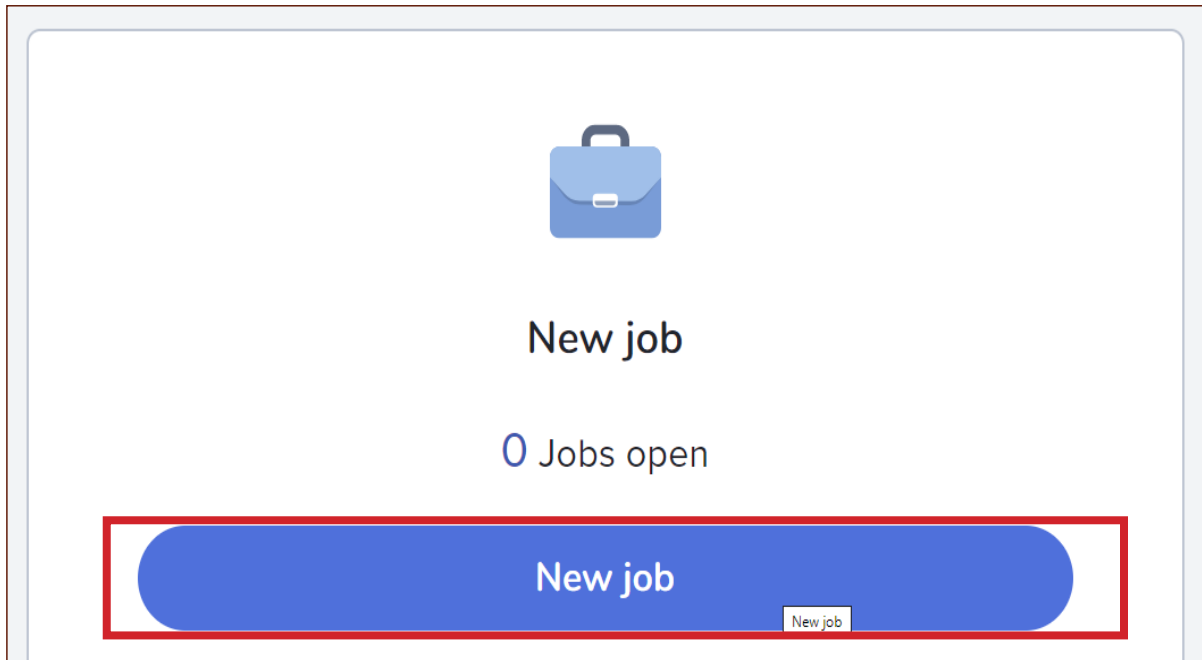
# NAVIGATION



## PAGEUP HOME SCREEN

1. Main Menu - Access new job cards, view your open positions, view applicants for your open positions, and manage open positions
2. PageUp Logo - When you are in a screen and you need to return to the Dashboard, choose this logo
3. Jobs - View your open positions
4. Recent Items - Items you have viewed recently
5. Profile - Logout from this menu
6. Help Menu - Help options such as Live Support, Knowledge Portal, Support Cases, Feedback, and Print Options
7. New Job - Begin a new job card
8. Approvals - Positions requiring your approval
9. Advertisements - Position advertisement
10. Applications - Applications for positions that you must review
11. Search Committee Review - Positions requiring search committee review
12. Offers - Job offers awaiting your approval as well as outstanding tasks for new hires

# BEGIN A JOB CARD



## BEGIN A NEW JOB SCREEN

When there is an open position that must be filled, and you have a position number, begin a new **Job Card**. To begin a new **Job Card**, choose the **New Job** icon on the **Dashboard**.

### Position Number:



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

- Contact the Provost office for new or revised Faculty (Adjunct through Tenure Track) and Managerial positions in Academic Affairs, or the Budget office for all other new or revised positions.
- Contact Human Resources for replacement positions.
- Contact OSP for grant positions.

If you have received a position number, for a new or revised position, that position number will be available to initiate a job card in PageUp one business day after the position creation/updates are completed in Banner.

# JOB CARD

1. Position Number

No position selected

New Positions

Please contact the Budget Office to obtain a position number. After the position number has been generated, the request can be submitted the next day.



Position Changes ( example – change of union, change of title)

Please contact Human Resources for approval. Once approved, the Budget Office must update the position. After the position is updated, the request can be submitted the next day.

Next >

Cancel

1. Position Number

621008

▼

## POSITION NUMBER

To begin a Job Card follow the steps below:

1. Type the position number given to you by HR or the Budget office. If the position is a replacement, you may use the existing position number. Press tab on the keyboard and the position number will automatically appear in the blue area under the text box. **Do not use either of the buttons next to the position number field.**
2. Make sure that the position number is correct and that it is the position number approved for the vacancy.
3. Choose **Next**.

# COMPLETING A JOB CARD

New job

Position info   Notes   Documents

**REQUISITION INFORMATION**

Working Title:\*

Position Classification: Prof Serv Spec3 Admin Serv  
[Job Title: Prof Serv Spec3 Admin Serv](#) ▼

Position number:    
[View Details:](#) ▼

EEO Category: Other professionals

Union:

Requisition Number:   
Leave blank to automatically create a reference No.

## JOB CARD POSITION INFO

You will see some fields are automatically populated when you fill out a **Job Card**. The tab key on the keyboard will help you navigate from field to field. 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 position posts.

**Position Classification** - Automatically populated, this is considered the state title.

**Position Number** - Automatically populated in the blue area underneath the text box. If a mistake is made or a field needs to be changed in this form, use the **Clear Button**.

**Union** - The union should be selected, if known, but is not required to save the **Job Card**.

**Requisition Number** - Automatically populated, do not enter any information in this field.

The **Search** and **Clear** buttons appear next to many of the fields in a **Job Card**.



# COMPLETING A JOB CARD

## New job

[Position Info](#) [Notes](#) [Documents](#)

### REQUISITION INFORMATION

Working Title:*	<input type="text"/>
Position Classification:	Prof Serv Spec3 Admin Serv <a href="#">Job Title: Prof Serv Spec3 Admin Serv</a> ▼
Position number:	<input type="text"/> <a href="#">View Details:</a> ▼
EEO Category:	Other professionals
Union:	Select ▼
Requisition Number:	<input type="text"/> Leave blank to automatically create a reference No.

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

#### Positions:

Position no	Type:	Applicant	Application status
1 <input type="text"/> <a href="#">View Details:</a> ▼	Select ▼	-	-

New:  Replacement:  [Add more](#)

Current/previous incumbent name:	<input type="text" value="Jose Garcia-Cruz"/>
Position type:	Select ▼
Hours Per Week For Regular Part Time specify hours per week:	<input type="text"/>
If temporary specify duration:	<input type="text"/>
Fund, Org, Account Number, Program Number and Home Org Number:	f:13000 o:80004 a:6002 p:16
VP Area:*	Research
Department:	Sponsored Programs/Main
Campus location:	<input type="text"/> <a href="#">No Site name selected.</a>

Pay Grade:	<input type="text" value="CC 21 2019"/> Minimum \$ 53,611.83 Middle \$ 63,518.00 Maximum \$ 75,900.73
------------	--

Pay Rate:	Select ▼
-----------	----------

Requested Salary Enter range, step and/or dollar amount (*SOM Faculty – Include Academic Base Salary, Faculty Practice Supplement and Total Compensation in this Field):	<input type="text"/>
--	----------------------

Maximum Budgeted Salary  
BUDGET USE ONLY:\*

Recruitment Process:*	Select ▼
-----------------------	----------

## JOB CARD

## Funding Information

**Positions** - You must indicate if each listed position number is a **New Position** or a **Replacement Position**.

**Current / Previous Incumbent Name** - This is the name of the person who occupied the position prior (if applicable). For any replacement positions, indicate the current/previous incumbent name if it is not automatically populated.

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

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

**If Temporary Specify Duration** - Choose dates or the duration of the temporary position.

**Fund, Org, Account Number, Program Number** - Automatically populated, based on the position number.

**VP Area and Department** - Automatically populated, there is no need to enter any information in this field.

**Campus Location** - Use the magnifying glass to choose a location. Make sure your pop-up blocker is disabled to make a selection. See page 4 for help with a pop-up blocker.

**Pay Grade** - Automatically populated, there is no need to enter any information in this field.

**Pay Rate** - Choose from the drop down menu (001, etc.). If not applicable, skip this step.

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

**Recruitment Process** - Select the applicable process. If **Faculty Recruitment - Automatic Reference Check (Main Campus Only)** is chosen, all candidates who complete applications will have automatic emails sent to their listed references upon application submission. The emails will be sent regardless of whether or not the candidate is currently being considered for employment. Please ensure if selecting this status automatic emails are desirable, as any recruitment process selection cannot be changed once a job card is submitted for approval.

# JOB CARD SEARCH COMMITTEE

It is preferred to have the Search Committee Chair and Committee Members established and entered in the Job Card. If they need to be established later, send an email with the appropriate information to your HR representative or to [OEE@rowan.edu](mailto:OEE@rowan.edu) for approval. Include the requisition number in the email.

All search committee members are subject to approval and must annually complete the required **Search Committee Training** located in Banner Self Service in the employee section, under **Professional Development**.

**Search Committee Chair** - Choose the search icon, then enter the employee's name and email to find an employee. Select the person you would like as your **Search Committee Chair**, and choose **Okay**.

**Add Search Committee Member** - Choose the **Add Search Committee Member** button. Enter the employee's last name and choose **Search**. Select the correct employee and choose **Add**. Keep repeating the process until all the search committee members have been added. Choose **Done** when all the appropriate employees are added to the search committee.

**OEE Review** - [oe@rowan.edu](mailto:oe@rowan.edu) must be entered in this field, proceeded by the tab key on the keyboard.

The screenshot displays the 'SEARCH COMMITTEE' interface. On the left, the 'Search committee chair:' field is empty, with a search icon button next to it. Below it, the 'Add Search Committee Member' button is highlighted with a red box. The 'Search Committee Member information:' field is also empty. On the right, a search results panel shows a table with one entry: MaryBeth Hegel, with email MaryBeth+hegel@rowan.edu. The 'Search' button is highlighted with a red box. Below the table, the 'User information:' section shows details for MaryBeth Hegel. The 'Okay' button is highlighted with a red box. At the bottom right, another search results panel shows a table with one entry: Jennifer Savage, with email Jennifer+Savage@rowan.edu. The 'Search' button is highlighted with a red box. Below the table, the 'Search committee member information:' section is empty. The 'Done' button is highlighted with a red box.

**SEARCH COMMITTEE**

Search committee chair:

No user selected.

**Add Search Committee Member**

Search Committee Member information:

No Search Committee Member selected.

OEE Review  
Please enter OEE@rowan.edu for all entries:\*

No user selected.

No users were found based on your criteria, please select a user below:

First name:  Last name:  E-mail:  **Search**

First name	Last name	E-mail
MaryBeth	Hegel	MaryBeth+hegel@rowan.edu

Page 1 of 1 Records 1 to 1 of 1

User information:

Email address: MaryBeth+hegel@rowan.edu  
Team: Default Team  
Position No:  
Position Title:  
Date:

**Okay** Cancel Add new user

First name:  Last name:  Team:  **Search**

First name	Last name	Team
Jennifer	Savage	Default Team

Page 1 of 1 Records 1 to 1 of 1

Search committee member information:

No search committee member selected.

**Done** Add new search committee member

# JOB CARD POSITION DETAILS

## JOB CARD POSITION DETAILS

**Will Your Department Sponsor a Visa for This Position?** - Yes or No.

**If You Plan to Advertise Externally Indicate the Advertising Sources** - Choose which sources you would like to use to advertise your position by checking the boxes next to the external advertising sources.

**Please list any other sources** - List other sources like online professional organizations and sites.

**Posting Location** - Where is the position physically located?

**Do You Wish to Apply for a Waiver for This Posting?** - Yes or No.

**Reason for Waiver** - Contact Human Resources for guidance in the rare case where you would request a waiver.

**Advertising Summary** - Insert a summary of the position description here.

**Advertising Text** - Enter a full description of the position here including the requirements. You can type directly in the box or copy and paste from a document. You can also attach a document in the **Document** tab, listed at the top of the **Job Card** screen.

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

# JOB CARD USERS AND APPROVALS

USERS AND APPROVALS

Search Representative:

Q

No user selected.

Reports To THIS FIELD SHOULD BE POPULATED WITH THE NAME OF THE POSITION SUPERVISOR:\*

Q

No user selected.

Initiator:\*

Erica King

Q

Email address: kinge@rowan.edu

Approval process:\*

None

HR Representative:\*

Q

No user selected.

Status

For all entries, indicate the "Pending Approval" option from the dropdown menu:\*

Select

Next page >

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

Save a draft

Save

Save & exit

Cancel

**Search Representative** - Enter the search committee chair or their designated proxy. This field is for someone who needs access to the search.

**Reports to** - The supervisor the position will report to.

**Approval process** - Select the applicable process. Most lines will automatically populate. For the blank approval lines for approval levels such as **Department Head**, **Division Approval**, and **Dean**, you may use the search button or enter the applicable email address and then the **Tab** key. Please note that all fields will automatically populate with your most recent entry if you have previously initiated a job card. Review the approval lines to ensure accuracy before submission.

**HR Representative** - This field will automatically populate.

**Status** - You must choose **Pending Approval** from the drop down menu if you want the approval process to begin once you save the card. Choose **Draft** if you would like to add information or confirm information after saving the job card without beginning the approval process.

**Next Page** - will advance to the next screen to continue the job card.

The next section of the job card is for **Notes**. **Notes** are used to add information to the job card that is important. For example, *“this position was approved for internal and external posting simultaneously by ...”*.

# JOB CARD NOTES

To create a note for Human Resources choose **Next Page** or at the top of the job card choose the **Notes** tab.

The 'New job' form has three tabs: 'Position info', 'Notes', and 'Documents'. The 'Notes' tab is active. Below the tabs is a section with an 'Add:' dropdown menu set to 'Select'. To the right of this section is a 'Next page >' link. At the bottom of the form are four buttons: 'Save a draft', 'Save', 'Save & exit', and 'Cancel'.

A close-up of the 'Add:' dropdown menu. The options are 'Select', 'Select', 'Note', and 'Hold day'. The 'Note' option is highlighted with a red rectangular box.

The 'Add note' form has a title bar with a lock icon. Below the title bar is a large text area for the note, labeled 'Note:\*'. Below the text area are three input fields: 'File:' with an 'Upload file' button, 'E-mail this note to:' with a checkbox, and 'User:' with a search icon. Below these is an 'Other e-mail:' field. At the bottom are 'Save' and 'Cancel' buttons.

If a document is needed in your job card, choose the **Documents** tab 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**. If you need to upload another document, choose **Save and add another**.

The 'New job' form has three tabs: 'Position info', 'Notes', and 'Documents'. The 'Documents' tab is active. Below the tabs is a section with a 'Select' dropdown menu. The dropdown menu is open, showing options: 'Select', 'Select', 'Document from a file', and 'Document from library'. The 'Document from a file' option is highlighted with a red rectangular box. To the right of this section are columns for 'Date', 'Size', and 'Category'. At the bottom of the form are four buttons: 'Save a draft', 'Save', 'Save & exit', and 'Cancel'.

The 'Upload a new document' form has a title bar with a lock icon. Below the title bar is a section with a 'File:\*' input field and an 'Upload file' button. Below this is a 'Document category:\*' dropdown menu set to 'Position description'. Below that is a 'Title:' input field. At the bottom are three buttons: 'Save and add another', 'Save and close', and 'Close'. The 'Save and add another' button is highlighted with a red rectangular box.

When the job card is complete choose **Save and close**. This will push the job card to the approver for approval. You will receive an email indicating the job has been approved once this is complete. While a job card can be initiated by anyone, the position is subject to the approval process.

# APPROVALS

Approval process

Originator:\*  
Approval process:

Mary Schultes  
AFT or Managerial

Approval workflow initiated: Dec 16, 2019, 1:10pm EST

1. Human Resources:

Stephanie Cozzone

✓ Approved Dec 17, 2019

2. Reports to:

Marybeth Hegel

✓ Approved Dec 17, 2019

3. Department Head:

Robin Kincaid

📍 You are here

4. Division Head:

Mira Lalovic-Hand

5. Budget Approval:

Natalie Beury

6. Human Resources VP:

Theresa Drye

Edit

Cancel

## JOB CARD APPROVAL PROCESS

Once you have submitted a job card, it will go through the approval process. In PageUp you can see where the job card is in the approval process.

Green check marks show who has approved the position, and a gray mark will show where the position is currently within the approval process.

# APPLICANT PROFILE AND EXPERIENCE



# APPLICANT PROFILE

When positions are available, they will be posted on the Rowan career website, <https://jobs.rowan.edu/>. An applicant can read the position description and choose to apply from the website. Once the applicant chooses to apply they will be prompted to enter some basic information and select a password. The email the applicant uses will serve as their username. This allows the applicant to fill in some information and save the application for later if it is not complete. Throughout the application they will have the opportunity to **Save and Continue** to the next section, or **Save and Exit** and complete the application later.

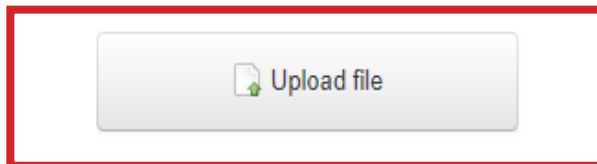
The applicant will be prompted to upload a resume, making it easier to complete a job application. If the upload is successful, many of the application fields will be automatically completed based on the information in the resume.



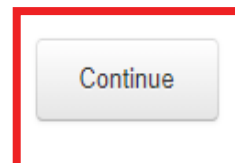
## Save time on your application

We can help fill out the application by pre-filling some of the information:

Attach resumé from:



Prefill using:



Pre-filling of your applicant profile was successful!

## UPLOAD YOUR RESUME SCREEN

# APPLICANT PROFILE NAVIGATION

Applicants can move through the application using the breadcrumbs at the top of each screen. They can choose to fill in the information they have and save the application for another time. When the applicant returns to the website they will log in and see an application they have begun and have the opportunity to continue working on it. An applicant can also choose to withdraw the application from the system. In process applications that have not been completed will be logged in the PageUp candidate pool, but will not be viewable by the search committee until they have been completed by the candidate.

Save and jump to: Home > Personal details > Document Uploads > Rowan University > Personal Information > Education > Work Experience > References > Voluntary Demographic Questions > Military - Veterans' Preference > Voluntary Self-Identification of Disability > Jeanne Clery Disclosure > Residency Requirements > Agreement > Submit

## Personal details

Pre-filling of your applicant profile was successful!

Title:	<input type="text" value="Ms"/>
First name:*	<input type="text" value="Erica"/>
Middle name:	<input type="text"/>
Last name:*	<input type="text" value="King"/>

### Referee 1

First name:*	<input type="text" value="Joe"/>
Last name:*	<input type="text" value="Smith"/>
Type of reference:*	<input type="text" value="Manager"/>
Organization:	<input type="text" value="Rowan University"/>
Reference position:*	<input type="text" value="Supervising Manager"/>
Phone Number:*	<input type="text" value="8562564458"/>
E-mail address:*	<input type="text" value="smithJoe@rowan.edu"/>

Applicants may ask about this field. The **Reference Position** should be the job title of the referee.

## You have saved a draft of your application

Please remember you need to return and submit your form.

[Back to home](#)

Welcome Erica

[Home](#) [Update profile](#) [Update resumé](#) [Account](#)

Just so we can get to know you better, we'd like for you to tell us more about yourself.

So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course – you can always provide us your resume.

To return to the Rowan University Career Portal Click here: [Career Site](#)

PROFILE



### Incomplete applications

▶ Certified Medical Assistant - Geriatrics (494213)

Health Sciences

Applications close 26 Dec 2019 at 11:55pm Eastern Standard Time.

[Complete application](#) [Withdraw](#)

### Submitted applications

You have no completed applications.

## CANDIDATE NAVIGATION SCREENS

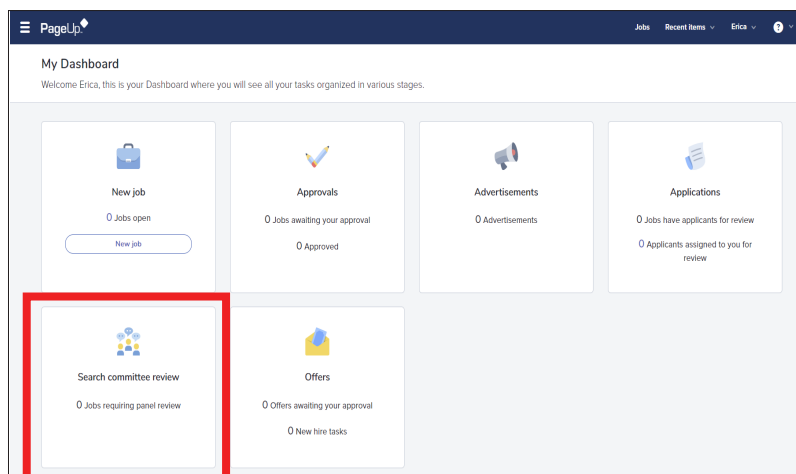


RowanUniversity

INFORMATION RESOURCES & TECHNOLOGY

p.18

# SEARCH COMMITTEE REVIEW APPLICANTS



As a search committee member, you will need to review candidates. Choose Search Committee Review from the dashboard. If you are on a search committee, the position will be listed.

## SEARCH COMMITTEE DASHBOARD

The screenshot shows the 'My search committee jobs' table. A red box labeled '1' highlights the top navigation bar. Another red box labeled '2' highlights the 'View Applicants' link in the 'Your role' column.

Job number	Date added	Status	Title	User	Total applications	Your role	
492978	Jun 18, 2018	Approved	Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)	CC	9	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>

## SEARCH COMMITTEE JOBS

1. You can see how many applicants there are for a given position under the total applications column.
2. Choose **View Applicants** to see the current candidates. The system will show the total number of candidates on this screen, however, when you view applicants, the system will only show you those in a complete and active status. Applicants who have begun an application for the position but have not completed and submitted the application, those who have withdrawn their application, or those deemed ineligible will be counted in this number but will not show when **View Applicants** is chosen.
3. This position is listing 9 total applications. When **View Applicants** is chosen, there is only one candidate to view. This means 8 other applicants are not in an active, viewable status. For those with incomplete applications, they have until the job closing to complete and submit their application. Once the closing date and time has been reached, no applicant can submit their application, even if they began it prior to the job closing date and time.

# SEARCH COMMITTEE REVIEW APPLICANTS

PageUp

Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only) (492978)

Role: Campus Police Officer Recruit

Bulk compile and send

Select all Sort: Outcome

Search Committee Review

Mary Schultes

View resume

## VIEW RESUME

PageUp

Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only) (492978)

Role: Campus Police Officer Recruit

Bulk compile and send

Select all Sort: Outcome

Search Committee Review

Mary Schultes

View answers

## VIEW ANSWERS



**View Resume** will open the candidate's resume.

**View Answers** will open the candidate's application. They do not always have the same information.

Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only) (492978)

Role: Campus Police Officer Recruit

Bulk compile and send

Sort:

Outcome

Outcome

First name (A-Z)

First name (Z-A)

Last name (A-Z)

Last name (Z-A)

Date submitted (First to Last)

Date submitted (Last to First)

For a position with many candidates, PageUp offers a way to sort. Candidates can be sorted in alphabetical order by first or last name, by the date the application was submitted, or by outcome. 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, and choose Selection Criteria Outcome. The outcomes include **Does not meet criteria**, **Meets criteria**, and **Exceeds criteria**. Committee members will add appropriate notes and choose whether the candidate meets criteria or does not.

Jobs Recent Items Erica ?

Role: Campus Police Officer Recruit

Saved: ✓

Summary

Candidate does not meet qualifications, based on degree.

Selection Criteria Outcome: Select

**Anything written in the comments can be used if the search is challenged. The notes should be simple and appropriate. Do not write something you wouldn't want the anyone to see!**

# SEARCH COMMITTEE REVIEW APPLICANTS

1

Mrs Mary Schultes ●

[View profile](#) [View references](#) [Add flags](#)

2

Address Glassboro, New Jersey 08028, United States

Phone +1 856-256-5249

E-mail [schultesm@rowan.edu](mailto:schultesm@rowan.edu) Number 3061

Original source Employee referral e-Zines comms hold ☐ No

3

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

4


492978 - Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)

Date submitted Nov 25, 2019 Applied via Careers website Status changed Nov 25, 2019 Search Committee Review Offer No offer

Resume View Form View

## CANDIDATE SCREEN

2

 [Actions ^](#)

Invite to apply

Add note

Add document

Merge

3

Mrs Mary Schultes ●

[View profile](#) [View references](#) [Add flags](#)

E-mail [schultesm@rowan.edu](mailto:schultesm@rowan.edu) Number 3061

Original source Employee referral e-Zines comms hold ☐ No

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

Job All Item All

Monday, Nov 25, 2019, 10:51am

**Communication**  
Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)  
E-mail: Application received. To: mrschultesm@rowan.edu, From: Rowan University Careers employment@rowan.edu  
[View](#)

Monday, Nov 26, 2019, 10:50am

**Note**  
Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)  
Applied to Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only) by Courtney Chabaglio (bulk apply)  
[View](#)

Monday, Nov 25, 2019, 10:50am

**New application**  
Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)  
New application  
[View](#)

Monday, Nov 25, 2019, 10:50am

**Application submitted**  
Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)  
Applied via Website, Source: Internet - Careers website  
[View](#)

There are no more items to show.

[Close](#)

If you select the applicant's name, you will see their personal information and any current or past positions they have applied for. Past positions will only show if you were also on that search committee and have permission to view the information associated with the search. The applicant's resume will also be available if the link is chosen.

1. Candidate information
2. Action and print menu
3. Candidate Applications, Candidate History, Resume
4. The current position and application

# CHANGE STATUS

Mrs Mary Schultes

View profile

View references

Add flags

Address

Glassboro, New Jersey  
08028, United States

Phone

+1 856-256-5249

E-mail

[schultesm@rowan.edu](mailto:schultesm@rowan.edu)

Number

3061

Original source

Employee referral

e-Zines comms hold

☐ No

Applications

History

CRM

Resume

492978 - Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)

...

Date submitted

Nov 25, 2019

Resume

View

Applied via

Careers website

Form

View

Status changed Nov 25, 2019

[Search Committee Review](#)

Offer

No offer

## CANDIDATE SCREEN

The Committee Chairperson or HR representative will change the status of each candidate and move ahead with candidates from reviewing to interviewing. The Chair will be responsible for this task, not the committee members. Select the applicant's name and a pop-up screen will appear with the candidate's information. To change the status, choose **Search Committee Review**.

Change application status - PageUp People - Google Chrome

adminuat.dcl4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?Data=UFUUVjMtD5kAb4J\_w...

Change application status

Search Committee Review

Phone Screen

Phone Screen Unsuccessful

Onsite Interview Scheduled

Onsite Interview Successful

Onsite Interview Unsuccessful

Save

Next >

Cancel

**Search Committee Review Unsuccessful** - The candidate will not be progressing in the search. Choose **Save**.

The candidate's status needs to be updated throughout the process. For each candidate that progresses past a phone screen, in addition to changing the status of the candidate, an **Interview Feedback** form must be filled out for any interviews conducted with the candidate. Changing the status of the candidate is a separate process from filling out an **Interview Feedback** form. Both processes must be completed.

# PHONE SCREEN STATUS

**Confirm status change**

You are about to move **Mary Schultes** to a different status:

From status: Search Committee Review  
To status: Phone Screen

Communication template: -- No template --

E-mail: Applicant: ☒ Yes ☐ No

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

Additional users from Job: ☒ Yes ☐ No

Status	Date	Time	User
<input checked="" type="checkbox"/> Interview 2	Dec 24, 2019	9:53 am	Erica King
<input checked="" type="checkbox"/> New application	25 Nov 2019	10:50 am	Courtney Cifaloglio
<input checked="" type="checkbox"/> Phone screen 1	Jan 6, 2020	2:30pm	Erica King
<input type="checkbox"/> Interview 1			--
<input type="checkbox"/> Interview 3			--
<input type="checkbox"/> Line manager review 1			--
<input type="checkbox"/> Offer accepted			--
<input type="checkbox"/> Offer declined			--
<input type="checkbox"/> Offer made			--
<a href="#">Show all</a>			

**Note**

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Shortlisting: ☒ Yes ☐ No

**Move now** Cancel

When you move a candidate to the status **Phone Screen**, you will enter the date of the phone screen, add appropriate notes if necessary, update the status and choose **Move Now**.

To enter dates, click the calendar icon and choose the correct date.

Remember to keep notes appropriate and do not add any notes you would not want someone to see.

## PHONE SCREEN STATUS CHANGE

# PHONE SCREEN UNSUCCESSFUL

When you move a candidate to the status **Phone Screen Unsuccessful**, you will enter the date of the unsuccessful phone screen, choose a reason, add appropriate notes if necessary, update the status and choose **Move Now**.

To enter dates, click the calendar icon and choose the correct date.

Choose a reason from the drop down menu.

Remember to keep notes appropriate and do not add any notes you would not want someone to see.

## SCREEN UNSUCCESSFUL REASONS

The screenshot shows a 'Confirm status change' form. At the top, it says 'You are about to move Mary Schultes to a different status:'. Below this, it shows 'From status: Phone Screen'. There are sections for 'Communication template', 'E-mail: Applicant', 'SMS', and 'Additional users from job'. A table lists the candidate's history: Interview 2 (Dec 24, 2019), New application (25 Nov 2019), Phone screen 1 (Jan 6, 2020), and 'Unsuitable - at this time' (Jan 3, 2020). The 'Unsuitable - at this time' row is highlighted with a red box. Below the table is a 'Phone Screen Unsuccessful reason' dropdown menu, also highlighted with a red box. There is a 'Note' section for additional comments. At the bottom, there is a button to 'Update job status from Approved to Phone screening' and a 'Move now' button, both highlighted with red boxes.

Status	Date	Time	User
Interview 2	Dec 24, 2019	9:53 am	Erica King
New application	25 Nov 2019	10:50 am	Courtney Cifaloglio
Phone screen 1	Jan 6, 2020	2:30 pm	Erica King
Unsuitable - at this time	Jan 3, 2020	2:32 pm	Erica King
Interview 1			--
Interview 3			--
Line manager review 1			--
Offer accepted			--
Offer declined			--
Offer made			--

This screenshot shows the dropdown menu for 'Phone Screen Unsuccessful reason'. It lists various reasons such as 'Accepted another offer', 'Not aligned with career goals', 'Personal reasons', 'Company benefits unsatisfactory', 'Remuneration unsatisfactory', 'Roster unsatisfactory', 'Travel requirements unsatisfactory', 'Unable to relocate', 'Staying with current employer', 'Continuing study', 'Ineligible', 'Does not meet qualifications', 'Did not fit with company culture', 'Other candidates more suitable', 'Does not fit job requirements', 'Background / Reference check requirements not met', 'Medical / Police check requirements not met', 'Visa requirements not met', and 'Position filled'. The 'Select' option is at the bottom of the list.

## PHONE SCREEN UNSUCCESSFUL

When you move a candidate to the status **Onsite Interview Unsuccessful**, you will see the same type of screen. You will choose a reason, add appropriate notes if necessary, update the status and choose **Move Now**. For **Onsite Interview Unsuccessful** you must also complete an **Interview Feedback** form.



# ONSITE INTERVIEW SCHEDULED

When you move a candidate to the status **Onsite Interview Scheduled**, you will enter the date of the interview, add appropriate notes if necessary, update the status and choose **Move Now**.

To enter dates, click the calendar icon and choose the correct date.

Remember to keep notes appropriate and do not add any notes you would not want someone to see.

**Confirm status change**

You are about to move Mary Schultes to a different status:

From status: Search Committee Review  
To status: Onsite Interview Scheduled

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

Status	Date	Time	User
<input checked="" type="checkbox"/> Interview 2	Dec 24, 2019	9:53 am	Erica King
<input checked="" type="checkbox"/> New application	25 Nov 2019	10:50 am	Courtney Cifaloglio
<input checked="" type="checkbox"/> Phone screen 1	Jan 6, 2020	2:30 pm	Erica King
<input checked="" type="checkbox"/> Interview 1	Jan 3, 2020	3:30 pm	Erica King
<input type="checkbox"/> Interview 3			--
<input type="checkbox"/> Line manager review 1			--
<input type="checkbox"/> Offer accepted			--
<input type="checkbox"/> Offer declined			--
<input type="checkbox"/> Offer made			--

Show all

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Interviewing: ☒ Yes ☐ No

**Move now** Cancel

ONSITE INTERVIEW SCHEDULED

# ONSITE INTERVIEW SUCCESSFUL

When you move a candidate to the status **Onsite Interview Successful**, you will enter the date of the interview, add appropriate notes if necessary, update the status and choose **Move Now**.

To enter dates, click the calendar icon and choose the correct date.

Remember to keep notes appropriate and do not add any notes you would not want someone to see.

**Confirm status change**

You are about to move **Mary Schultes** to a different status:

From status: Search Committee Review  
To status: Onsite Interview Successful

Commissioner template: No template

E-mail: Applicant: ☐ Yes ☐ No

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

Additional users from Job: ☐ Yes ☐ No

Status	Date	Time	User
✓ New application	25 Nov 2019	10:50 am	Courtney Cifaloglio
✓ Phone screen 1	Jan 6, 2020	2:30 pm	Erica King
✓ Interview 2	Dec 24, 2019	9:53 am	Erica King
Interview 1			--
Interview 3			--
Line manager review 1			--
Offer accepted			--
Offer declined			--
Offer made			--

Show all

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Interviewing: ☐ Yes ☐ No

**Move now** Cancel

## ONSITE INTERVIEW SUCCESSFUL

When you move a candidate to the status **Onsite Interview Successful**, you must also complete an **Interview Feedback** form.

# FORMS

In addition to changing the status, a form must be completed for all interviewed candidates. Select the applicant's name and a pop-up screen will appear with the candidate information. Choose the three dots. Then choose **New Form**.

**Mrs Mary Schultes** ●

[View profile](#) [View references](#) [Add flags](#)

**Address** Glassboro, New Jersey 08028, United States

**Phone** +1 856-256-5249

**E-mail** schultesm@rowan.edu

**Number** 3061

**Original source** Employee referral

**e-Zines comms hold** ☐ No

**Applications** History CRM Resume

**492978 - Campus Police Officer Recruit, Department of Public Safety (Internal Candidates Only)**

**Date submitted** Nov 25, 2019

**Applied via** Careers website

**Status changed Dec 24, 2019**  
**Onsite Interview Successful**

**Offer** No offer

**Resume** [View](#)

**Form** [View](#)

**Actions**

- Add activity
- Add document
- Add document from file
- Add note
- Assign application
- New form**
- View references
- Undisclose application

**NEW FORM OPTION**

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

# SEARCH COMMITTEE CHAIRPERSON

Additional information form

Select an additional information form:

- Internal form
- Interview Feedback form**
- Phone screening form
- Rationale Form

Form preview

**Next >** Cancel

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.

Chose **Next** and it will enlarge the form.

Each interview must be followed by a **Interview Feedback Form**.

Additional information form

Select an additional information form:

- Internal form
- Interview Feedback form
- Phone screening form
- Rationale Form**

Form preview

**Next >** Cancel

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.

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

# FORMS

**Interview Feedback form**

Completed date:\* 24 Dec 2019

Position:\*

Candidate Name:\*

**Interviewer Name:\***

Interview Date:\*

Interview Location:\*

Candidate's Strengths:

Candidate's Weaknesses:

Additional Information (presentation, work sample, hands-on exercises):

Move to recommended list?:\* ☐ Yes ☐ No

Total score: 0

**Save** Save draft Cancel

**Search Committee** can be chosen for **Interviewer Name**. The form must be completed and saved.

\* If you are unsure how to complete the form or have a question about the content, please contact HR for assistance.

## INTERVIEW FEEDBACK FORM

**Rationale and Interview Feedback Form**

Completed date:\* 24 Dec 2019

Position:\*

Candidate Name:\*

Search Committee Chair Name:\*

Rationale for Selection:\*

Total score: 0

**Save** Save draft Cancel

Checking references is suggested when hiring a candidate for a new position. If you would like to initiate a reference check through PageUp, contact your Human Resources Recruiter.

Please note that if the recruitment process chosen in the job card was **Faculty Recruitment - Automatic Reference Check (Main Campus Only)**, reference checks will automatically begin as soon as an applicant completes and submits their application.

## RATIONALE FORM

# OFFER

Welcome [Home](#) [Update profile](#) [Update resumé](#) [Account](#)


You have been made an employment offer for your Department of Environmental Science, Assistant Professor, Tenure Track application.  
[View Offer](#)

Just so we can get to know you better, we'd like for you to tell us more about yourself.

So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course – you can always provide us your resume.

To return to the Rowan University Career Portal Click here: [Career Site](#)

PROFILE



**Incomplete applications**  
You have no incomplete applications.

**Submitted applications**  
▶ Department of Environmental Science, Assistant Professor, Tenure Track (493979)  
*Academic Affairs*  
*Application submitted 1 Oct 2019 at 4:02pm EST.*  
*Current status: Offer*

[View application](#) [Update references](#) [Update your application](#) [Withdraw](#)

## APPLICANT OFFER ALERT

After a candidate has been chosen and the **Rationale Form** has been submitted, the recruiter will generate an offer card. Upon final approval of the offer card, the candidate will be emailed instructions to review the offer in their account. The candidate will be able to view the offer letter from the applicable link on this screen. When the candidate reads and agrees to the offer as provided in the **Applicant Portal**, they must check the appropriate box. The offer must be accepted in the portal before onboarding commences. Most or all of the onboarding forms will be available in the **Employee Portal**, accessible to the new hire prior to their start date. Some forms may need to be submitted in person.



**Employment offer**

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your Department of Environmental Science, Assistant Professor, Tenure Track application.

Please review the following documents before accepting or declining your offer.

Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.


[Offer Letter](#)

By clicking "I accept", I confirm:

☐ I have read and agreed to the terms of the offer.


[I accept](#) [I decline](#) [Back to home](#)

If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.



## OFFER LETTER LINK FOR APPLICANT

# EMPLOYEE PORTAL



## HOME

[Home](#)[About Us](#)[Benefits](#)

Welcome to the Rowan University **Taylor!**

We're glad you'll be joining the team of faculty, staff and students that make up the campus community at Rowan University. We would like to give you a warm welcome to the university and provide you with some helpful information regarding your new job. You may explore each page of this portal to learn more about your first week at Rowan, your benefits (if eligible), and more.

[Contact Information](#)[Privacy Statement](#)

Call Rowan University: (856) 256-4134 | Email: [employment@rowan.edu](mailto:employment@rowan.edu) | © PageUp People

### Your task list

Before your first day

Complete New Starter Form	Due: 14 Jan 2020
Affidavit of Pension Form	Due: 14 Jan 2020
Certificate of Non-Residence	Due: 14 Jan 2020
NJ State Policy - Discrimination in the Workplace	Due: 14 Jan 2020
Right to be Free of Gender Inequity Policy	Due: 14 Jan 2020

## EMPLOYEE PORTAL

Your task list	
Before your first day	
Complete New Starter Form	Due: 14 Jan 2020
Affidavit of Pension Form	Due: 14 Jan 2020
Certificate of Non-Residence	Due: 14 Jan 2020
NJ State Policy - Discrimination in the Workplace	Due: 14 Jan 2020
Right to be Free of Gender Inequity Policy	Due: 14 Jan 2020

When a new employee logs into the Employee Portal they will see a checklist of documents under the **Task List**. As each form is completed, a check mark will appear to the right of the form name and a line will appear through the name of the form. The **Task List** serves as a confirmation of the documents a new employee needs before the onboarding process begins.

## TASK LIST

# ADDITIONAL RESOURCES

## Helpful Email Addresses

Recruitment and Staffing [employment@rowan.edu](mailto:employment@rowan.edu)  
[support@rowan.edu](mailto:support@rowan.edu) (technical questions about Banner/Network/your computer)  
[irt-training@rowan.edu](mailto: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://irt.rowan.edu/services/training/index.html>  
Free Online Training Library <http://irt.rowan.edu/services/training/linkedinlearning.html>