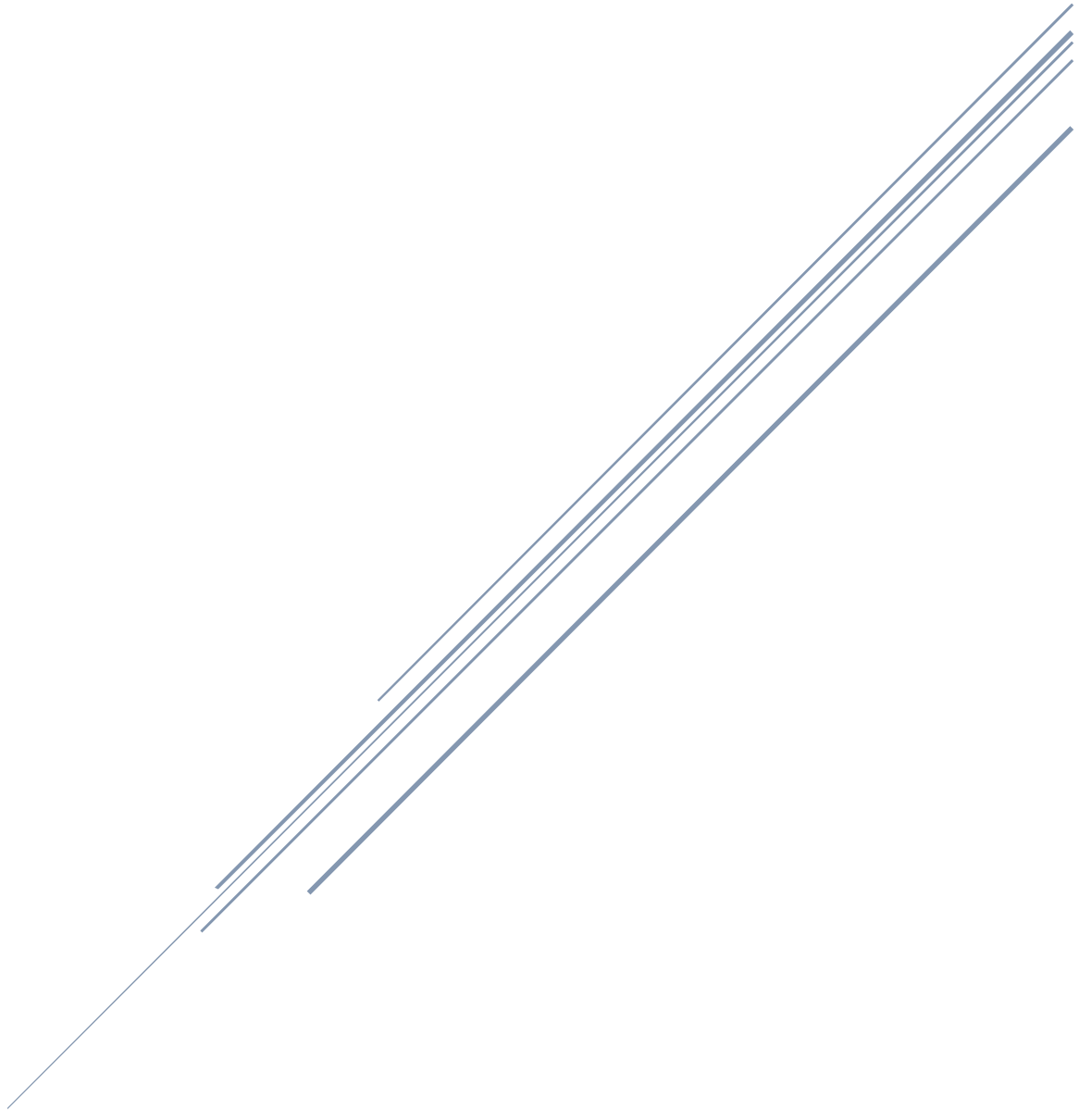


# OZARKS TECHNICAL COMMUNITY COLLEGE



PageUp Guide

# Content Links

*Click on the heading below to jump to each section.*

[PageUp Guidelines](#)

[General FAQ](#)

[Hiring Manager](#)

[Search Committee Member](#)

## PageUp Guidelines:

### Guidelines:

Access PageUp via an internet browser.

Session will time-out after 120 minutes of inactivity.

Disable pop-up blocker software.

### General FAQ: *(Click on each question to take you to the answer.)*

How do I update my PageUp profile?

How do I navigate between pages in PageUp?

How do I change the width of a column?

How can I show/hide columns?

How do I change the number of records to display?

How do I show all records?

How can I “quick search”?

How can I view recent history?

How can I print a page?

What do I need to know about entering data on a form?

### Hiring Manager: *(Click on the title below to jump to the appropriate section.)*

Hiring Manager Dashboard

Filling out the Job Card

Rating Applicants

Viewing Committee Member Responses

Viewing Applicant Card

Applicant Card Features

Reviewing Applications

Changing Applicant Status

Phone Screen

Offer Card

Flag Key

New Hires

### Search Committee Member: *(Click on the title below to jump to the appropriate section.)*

Search Committee Dashboard

Rating Applicants

## How do I update my PageUp Profile?

- 1) Click on your name in the top right corner, then select **View Profile**:

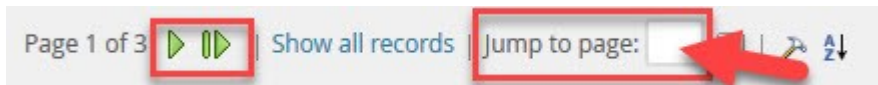


- 2) Make any changes you need to make, then select **Save** at the bottom of the page:



## How do I navigate between pages in PageUp?

Use the appropriate navigation icon at the bottom of the page, or enter the page number in the **Jump to page** box:



## How do I change the width of a column?

- 1) Hover the mouse over the edge of a column until the arrow appears:



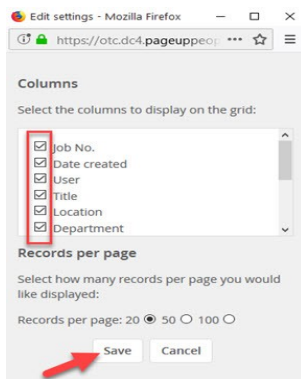
- 2) Click and hold the mouse button while moving to the left or right until desired column width.
- 3) Release the mouse button.

## How can I show/hide columns?

- 1) Click the **hammer icon** (settings) at the bottom of the page:



- 2) Select the columns you would like to show by checking/unchecking the boxes. **Save**.

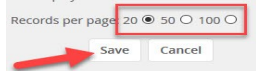


## How do I change the number of records to display?

- 1) Click on the **hammer icon** (settings) at the bottom of the page:

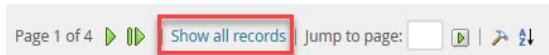


- 2) Select the number of records to be displayed, then **Save**:



## How do I show all records?

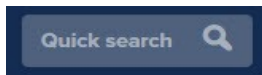
Click the **Show all records** link at the bottom of the page:



*Note: If there are more than 500 records, a warning will be displayed.*

## How can I quick search?

- 1) Place the applicant's first or last name, job number, or job title in the **Quick search** box at the top of the page:



- 2) Hit **enter**.
- 3) Search results will display.

## How can I view recent history?

- 1) Click on the **Recent items** link at the top of the page:



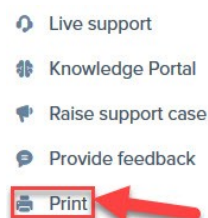
- 2) The drop-down will display the last 10 applicants and/or jobs viewed.
- 3) Click on the item you wish to view. The information will display.

## How can I print a page?

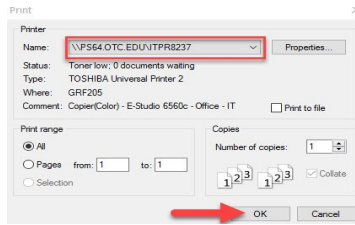
- 1) Click the question mark at the top of the page:



- 2) Select **Print** from the menu:




3) Choose the appropriate printer and then **OK**:



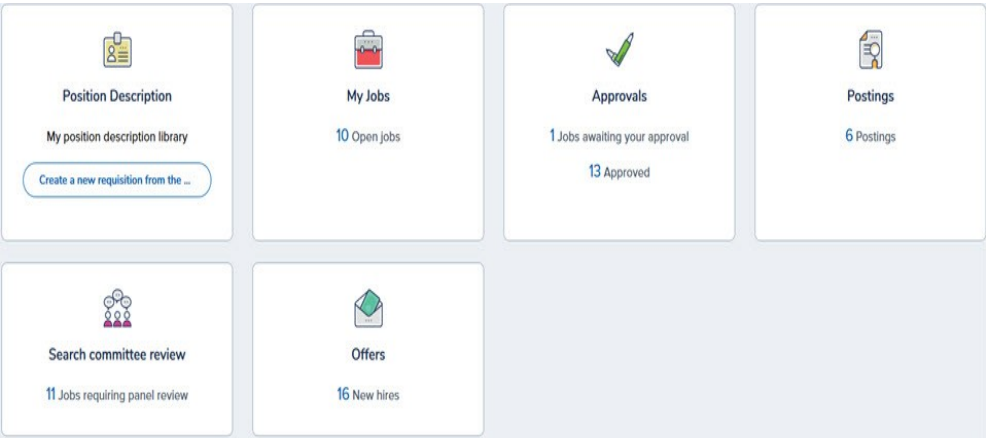
*Note: To print a list of all the record names, not just the current page, first click the **Show all records** link at the bottom of the page.*

## What do I need to know about entering data on a form?

- 1) Fields that are mandatory have a \* beside the title. **When a mandatory field is not complete the page will not save.**
- 2) Enter data directly, from a drop-down, or from a lookup list.
- 3) Use the **magnifying glass** (  ) next to the field to pull information from a list.

# Hiring Manager

## Hiring Manager Dashboard View:



### Position Description:

In this area, you can view all position descriptions and start the posting process.



### My Jobs:

The **My Jobs** area shows all of your past and present job openings. You can also view applications in this area, however, the preferred way is through the **Jobs** tab.



### Approvals:

Under this area, you can approve jobs/offers waiting for your approval or see what jobs/offers have been approved:



### ***Postings:***

Under this area, you can view your currently posted vacancies.



Postings

6 Postings

### ***Search Committee Review:***

Under **Search committee review**, you can rate applicants and view the responses of your search committee members.



Search committee review

11 Jobs requiring panel review

### ***Offers:***

Under **Offers**, you can see your new hires and view the progress of their onboarding.



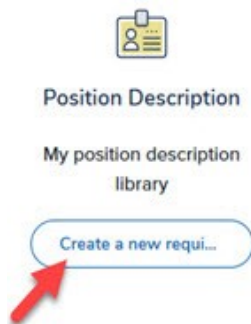
Offers

4 New hires



## Filling out the Job Card:

- 1) View all position descriptions in the library by selecting **Create a new requisition** in the **Position Description** box:



- 2) Search for the position using the boxes at the top of the page, then click **Search**:

Title	Location	Department	Approval status	Clear	Search
<input type="text"/>	All	All	All		

- 3) Make sure you have the correct position by clicking on the **View** link next to the position. Then, view the **Details** blue box area:

PD No.	Title	Position Number	Date modified	Approval status	
PD-32	Academic Advisor	SSADVIADFT	13 Sep 2018	Approved	<a href="#">View</a>

### ACADEMIC ADVISOR

#### Details

Position no: SSADVIADFT  
Position: ACADEMIC ADVISOR  
Department: ADVISING  
Contract Length: 12 Months  
Grant Funded: No  
FLSA: Exempt  
Position Type: Full-Time Staff / Administration  
Location: Springfield Campus  
Retirement Plan: PEERS  
Salary Range:

**Note:** Pay close attention to **FLSA, Location, Retirement, etc.**

- 4) Once the correct position has been located, start recruiting for this position by selecting **Recruit for position** to the far right of the position title:

PD-3	Eagles Professor	15 Jun 2018	Approved	View	Recruit for position
------	------------------	-------------	----------	------	----------------------

5) Fill out all **required fields** and any other **applicable fields** at the top of the next page:

**REQUISITION INFORMATION**

Job Title\*: ASSOCIATE VICE CHANCELLOR - HUMAN RESOURCES & WORKFORCE DEV  
Requisition Number: Leave blank to automatically create a reference No.  
Preferred start date\*: 18 Oct 2018  
If temporary, specify duration:  
Reason\*: Resignation  
If other, please specify:  
Please list the employee you are replacing, or enter "N/A" if you are not replacing an employee: Billy Bob  
If applicable, please list their last day of employment: 10/15/18  
Department\*: HUMAN RESOURCES  
Location: Springfield Campus  
Contract Length: 12 Months  
Retirement Plan: PERS  
Grant Funded: ☐ Yes ☒ No  
Position Type: FTS  
Recruitment Process\*: Full-time Hire

**Auto Populate**

**Note:** The **Department, Location, Contract Length, Retirement Plan, Grant Funded, and Position Type** fields will auto populate and cannot be changed.

6) Continue filling out information under the **HEADCOUNT MANAGEMENT** section. Use the drop-down box to select if the position is **New** or **Replacement**:

**Positions:\***

Position no	Type:*	Applicant	Application status
1	EXVICEWDT		

New: Replacement: Add more

**Note:** If the position requires more than one hire, use the **New** and **Replacement** boxes at the bottom to fill in the number, and select **Add more**.

7) Fill in the boxes under **ADVERTISING INFORMATION** (if additional posting length or sources are needed):

**ADVERTISING INFORMATION**

Please specify here if you would like any additional sources or posting date: Please leave posted for 30 days  
Posting Location\*: Springfield, MO  
Advertisement fees: This is a great job. Please apply.

8) Under **SEARCH COMMITTEE**, add yourself as the **Search Committee Chair**, then add **Search Committee Members** according to the guidelines:

**SEARCH COMMITTEE**

Search Committee Chair: Harry Hire  
Email address: alexal-1@pageuppeople.com  
Search Committee Members:  
Rules - Five committee members minimum for faculty and director level (or above) positions;  
Three committee members minimum for all other positions.  
Add Search Committee Member  
Recipient: Ozark  
Jennifer Marshall-Hoggatt  
Andrew Aberle  
Search Committee Member information:

9) In the **SELECTION CRITERIA** area, choose **Select Criteria**, and use the drop-down box to fill in items matching the requirements on the job description. Select **Add**.

#### SELECTION CRITERIA

Add

Needs to be able to calculate numbers.

Analytical Skills

Add

Select Criteria

**Note:** This criteria will be used by the committee to review applicants. All quantifiable required criteria for the position should be added. Preferred criteria is optional to add.

10) Under **USERS AND APPROVALS**, fill in the **Hiring Manager** and select the appropriate **Approval process**:

USERS AND APPROVALS

Department Admin (in lieu of Hiring Manager):

Hiring Manager:\*

Jennifer Marshall-Hoggatt

Email address: marshalj@otc.edu

Approval process:\*

Full-time Hire (Replacement)

**Note:** If you have an administrative assistant (or someone who assists with the hiring/onboarding), please list them in the **Department Admin** box.

11) After the **Approval process** has been selected, enter the appropriate individuals. Depending on the **Approval process** chosen, please do not change the default for HR, Finance, Chancellor, or HR Representative. Select **Save** at the bottom of the page:

1. Committee Chair:

Jennifer Marshall-Hoggatt

marshalj@otc.edu

2. Area Vice Chancellor:

Harry Hire

alexal-1@pageuppeople.net

3. Human Resources:

Tim Baltes

baltest@otc.edu

HR Representative:\*

Joanna Urton

Email address: urtonj@otc.edu

Save a draft

Save

Save & exit

Cancel

**Note:** Once **Save** has been selected, changes cannot be made to the job card.

12) After saving the job card, look in the **USERS AND APPROVALS** area to see where the posting is in the approval process:

Approval process:\*

Full-time Hire (Replacement)

1. Committee Chair:

Harry Hire

Approved 10 Oct 2018

2. Area Vice Chancellor:

Harry Hire

You are here

Resend email to approver

3. Human Resources:

Tim Baltes

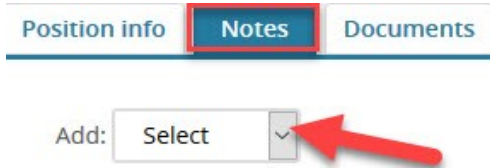
Cancel

**Note:** The listed approver will receive an email notification. The job can be approved three ways: 1) Reply to the email with the word **Approve** 2) Open the job card and **select Approve** 3) Visit the **Approval** box on the dashboard.

13) Select **Next page**:

[Next page >](#)

14) You will be taken to the **Notes** tab. Under this area you can add a **Note**. If the job card was approved by email, it will be listed in this area. **Disregard the Hold day option.**



**Note:** The **Notes** tab can only be viewed by Human Resources and the Hiring Manager.

15) Select **Next page**:

[Next page >](#)

16) The **Documents** tab will open. You can add a **document from a file, from library, or generate a selection report.**

**Note:** The **Documents** tab can only be viewed by Human Resources and the Hiring Manager.

17) Once the job has been approved, Human Resources will post the job. To see if your job has been posted, click on the Jobs tab in the top right of your screen:



18) You can see if the job has been posted in the **Sourced** column:

Date created	User	Hiring manager	Sourced
23 Feb 2018	RR	Harry Hire	✓
29 May 2018	RR	Harry Hire	✓
9 Jul 2018	JU	Greyson Foresee	✗
11 Sep 2018	JU	Harry Hire	✗

**Note:** The green check mark shows that the job has been posted.

## Search Committee Review:

As a hiring manager, you will need to **rate applicants** and **view responses**. You can do this in the **Search committee review** area of the dashboard:



Search committee review

11 Jobs requiring panel review

### Rate Applicants:

1) In the **search committee review** area, locate the position to rate, and click on **View Applicants** to the right:

492221	29 May 2018	Offer	Eagles Professor	HH	20	Search Committee Member	<a href="#">View Applicants</a>	<a href="#">View job</a>
--------	-------------	-------	------------------	----	----	-------------------------	---------------------------------	--------------------------

2) Select the outcome (*Meets criteria, Does not meet criteria, Exceeds criteria*) for each criteria:

Selection Criteria	Outcome
Did this person have good analytic skills? (Analytical Skills)	<div>Meets criteria</div>

**Note:** View resume' or application by clicking the icons next to the individual's name:

<input type="checkbox"/>		Kayla Lewis
<input type="checkbox"/>		3 Aug 2018

3) Fill in the summary (if available) and **Selection Criteria Overall Rating**:

Summary
This person has a lot of teaching experience.
Selection Criteria Overall Rating: <div>Meets criteria</div>

4) Choose **Close** (*one applicant/finished*), or **Save and next** (*more than one applicant*).

**Note:** Applicable candidates will need to be rated at each stage. (*New, Phone Screen, Interview, etc.*)

### View Responses:

1) In the **search committee review** area, locate the position, and click on **View responses** to the right:

492321	5 Oct 2018	Approved	COORDINATOR - EMPLOYEE BENEFITS	HH	2	Chairperson	<a href="#">View responses</a>	<a href="#">Edit job</a>
--------	------------	----------	---------------------------------	----	---	-------------	--------------------------------	--------------------------

2) Feedback from all committee members will display:

Application status: New Candidate Application/Hiring Committee Review

#### Bachelor's degree (Education Level)

Joanna Urton

"Meets criteria"

Tim Baltes

"Meets criteria"

#### Four years (preferred) (Relevant Experience)

Joanna Urton

"Does not meet criteria"

Tim Baltes

"Meets criteria"

## Applicant Selection Process:

As a hiring manager, you will need to **review applications**, and move each individual through the different stages of the hiring process.

### Viewing Applicant Card:

1) To view the applicant card for each applicant, select **Jobs** on the top toolbar:



2) Locate the position. Click on the **number** (# of applications for the position) listed in the **Applications** column:

Title	Location	Department	Status	Opening date	Closing date	Applications	Job
Recruitment Administrator		Human Resources	Declined	1 Aug 2017		7	492

3) All of the applications for the position will be listed. To view an **applicant card**, select the **first** or **last name** of the applicant.

Submitted	Status	Pref Name	First name	Last name
	Withdrawn	Billy	Billy	Cyrus
23 Feb 2018	Phone Screen		Amy	Anton

### Applicant Card Features:

When you click on the name, the **applicant card** will open. You will see their **profile** (address, e-mail, phone, & source), **flags** (flags will show as icons—see flag key), and **history** (shows the history of prior actions):

**Billy Cyrus** Actions

You are viewing this applicant's application for the job Recruitment Administrator. Only information related to this application will be shown.

This applicant has been referred by an employee.

**Profile**

Address: 123 Peter Pan Lane  
Malibu, California  
United States  
Phone: +1 222-222-2222

E-mail: alexa@pagepeople.net  
Original source: OTC Employee Referral

Flags:

View references

Profile Shows education/experience

e-Zines comms hold ☐ NO

**Applications**

Recruitment Administrator Withdrawn Offer incomplete  
#492218 RR Submitted: via referral Status changed 13 Sep 2018 Flags: Form Resume

**History**

Item: All Job: All

Date & time Item  
Friday, 17 Aug 2018, 4:41pm Offer, Status: Offer made  
Ronald Recruiter Recruitment Administrator

Show all records

**Resume**

Done Next >

### Flag Key:

- ☐ On OTC's DO NOT HIRE list
- ☐ Special Certification/Skill
- ☐ OTC Alumni
- ☐ Bilingual
- ☐ Relative Working at OTC

**Note:** Flags can be found on the applicant card, if the candidate answered a certain way on their application. They are used to notify HR/Hiring Manager of specific or rare situations.

## Review Applications:

1) Select **Jobs** on the top toolbar:



2) Locate the position. Click on the **number** (# of applications for position) listed in the **Applications** column:

Title	Location	Department	Status	Opening date	Closing date	Applications	Job
Recruitment Administrator		Human Resources	Declined	1 Aug 2017		7	492

3) All of the applications for the position will be listed. To view an application, locate the individual, and click on the **View application** link to the right:



4) In this area, you can also view or download a resume' and view answers by clicking on the appropriate icons:



## Changing the Applicant's Status:

1) Select **Jobs** on the top toolbar:



2) Locate the position. Click on the **number** (# of applications for position) listed in the **Applications** column:

Title	Location	Department	Status	Opening date	Closing date	Applications	Job
Recruitment Administrator		Human Resources	Declined	1 Aug 2017		7	492

3) All of the applications for the position will be listed. Click **on the Status** link for each individual:

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last na
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	23 Feb 2018	New Candidate Application		Amy	Anton

4) The **Change application status** window will open. Here you can move the applicant into a **new status**:

Change application status

New Candidate Application/Hiring Commitment

Phone Screen

Interview One

Interview Two

Interview Three

Verbal Offer

Offer Accepted

Offer Paperwork

Offer Declined

Removed

Withdrawn

Ineligible

Automated Changes  
(no need to adjust)

SaveNext >Cancel



5) Select the appropriate status to move the individual. Once selected, another window with a default email communication will open. In the message of the email, make sure and adjust the time, date, and place (if applicable):

From:\* noreply@otc.edu

Subject:\* Phone screen scheduled

Message: Merge

**B** *I* U ~~S~~ Formats

Dear Amy,

I enjoyed our correspondence and look forward to talking further about the Recruitment Administrator vacancy.

Per our conversation, I will call you at 412346789 promptly at 1:00 on 10/16/18. The conversation should take no longer than 20 minutes. If you need to reschedule or have any questions in the interim, please contact me at kanen+1@pageuppeople.com

Thank you again for your interest, I look forward to our discussion.

**Note:** Default communications are sent out at each stage.

6) In the communication area, you can choose to email the applicant, adjust the correspondence (add date/time/location), drag and drop files, delay the email, choose a date and time for each status, and/or add a note. Once the appropriate information is complete, select **Move now** at the bottom of the page, to move the applicant into the desired status:

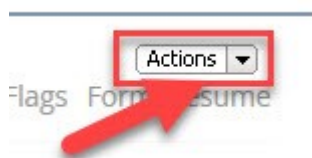
**Move now**

7) To continue to change the status of an applicant, go through each of the steps again.

### Phone Screen:

The first status change, if the applicant meets the mandatory requirements, should be a **Phone Screen**. Once you have moved an applicant to the phone screen status, and scheduled a date for the screening, follow these steps during the phone call:

- 1) Open up the individuals **applicant card** (follow the **Viewing applicant card instructions**).
- 2) Select the **Actions** drop-down box:



- 3) Choose **New form**:

Change status  
Compile and send  
Edit application flags  
Edit application source  
**New form**  
Offer details  
View references  
Onboarding  
Undisclose application



4) Select **Structured Phone Screen Guide**, then **Next**:

Structured Phone Screen Guide

5) Here you will find a place to follow structured questions to ask during the screen and an area to make notes:

**Structured Phone Screen Guide**

Please ask each candidate of interest the same series of questions from this form. You do not have to ask every question, but you must ask all questions.

You should review our most unique benefits (e.g. free employee-only medical & dental insurance, the wellness clinic, PEERS/PSRS, and accordingly).

Date of phone screen:\*

18

▼

Oct

▼

2018

Screened by:\*

Harry Hire

Q

Email address: [alexal+1@pageuppeople.net](mailto:alexal+1@pageuppeople.net)

Tell me the major responsibilities you have held in your past two work positions and why you left/are looking to leave?:

6) Information from the phone screen guide will be listed in the applicant's **History**.

## Offer Card:

Once you are ready to make an offer to an applicant, move them into the verbal offer status.

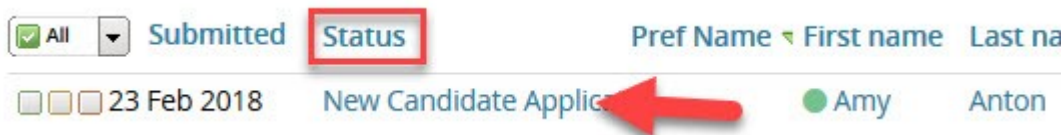
- 1) Select **Jobs** on the top toolbar.



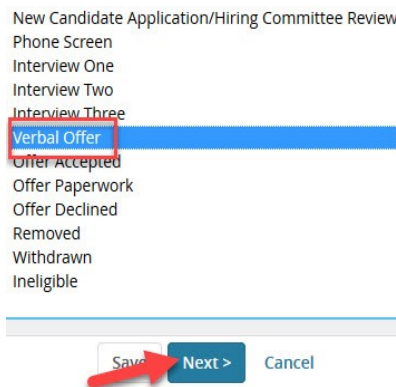
- 2) Locate the position. Click on the **number** (# of applications for position) listed in the **Applications** column.



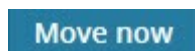
- 3) All of the applications for the position will be listed. Click on the **Status** link for the desired individual.



- 4) Select **Verbal Offer**, and then **Next**:



- 5) Select **Move now**.



**Note:** No email communication will be sent to the applicant at this stage.

- 6) On the next window, fill in the **HIRE RECOMMENDATION** fields. If the employee is an adjunct, fill out the **FOR ADJUNCTS ONLY** area as well.

- 7) Under **ONBOARDING**, fill in the **Reports to manager** area, and the **Onboarding delegate** (this could be an assistant or someone to help with onboarding.)

8) The **Application documents** section will show documents uploaded by the applicant (resume', transcripts, etc.).

9) Under **Approval Process**, use the drop-down box to select the type of process. Please do not change the defaulted names.


10) Once complete, select **Save** to initiate the offer approval process.

11) Once the offer card is approved, the applicant will be moved to the onboarding stage. You can view the applicant's onboarding progress by selecting **New hires** in the **Offers** box on the dashboard:



# Search Committee Members


## Committee Member Dashboard View:



Position Description

My position description library

Create a new requisition from the ...



Search committee review

4 Jobs requiring panel review

### Position Description:

In this area, you can view all position descriptions.




Position Description

My position description library

Create a new requisition from the ...

### Search Committee Review:

Under **Search committee review**, you can **rate applicants**.



Search committee review

11 Jobs requiring panel review

## Search Committee Review:

As a search committee member, you will need to **rate applicants**. You can do this in the **Search committee review** area of the dashboard.

### Rate Applicants:

1) In the **search committee review** area, locate the position to rate, and click on **View Applicants** to the right:

492221	29 May 2018	Offer	Eagles Professor	HH	20	Search Committee Member	<a href="#">View Applicants</a>	<a href="#">View job</a>
--------	-------------	-------	------------------	----	----	-------------------------	---------------------------------	--------------------------

2) Select the outcome (*Meets criteria, Does not meet criteria, Exceeds criteria*) for each criteria:

Selection Criteria	Outcome
Did this person have good analytic skills? (Analytical Skills)	<div>Meets criteria</div>

**Note:** View resume' or application by clicking the icons next to the individual's name:

<div><div></div><div></div></div>	Kayla Lewis
	3 Aug 2018

3) Fill in the summary (if available) and **Selection Criteria Overall Rating**:

Summary
This person has a lot of teaching experience.
Selection Criteria Overall Rating: <div>Meets criteria</div>

4) Choose **Close** (*one applicant/finished*), or **Save and next** (*more than one applicant*).

**Note:** Applicable candidates will need to be rated at each stage (*New, Phone Screen, Interview, etc.*).