Ozarks Technical Community College

PageUp Guide

Content Links

Click on the heading below to jump to each section.

PageUp Guidelines:

Guidelines:

Access PageUp via an internet browser.
Session will time-out after 120 minutes of inactivity.
Disable pop-up blocker software.

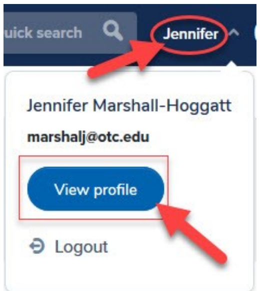
General FAQ: ***(Click on each question to take you to the answer.)***

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

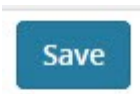
Search Committee Member: ***(Click on the title below to jump to the appropriate section.)***

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:

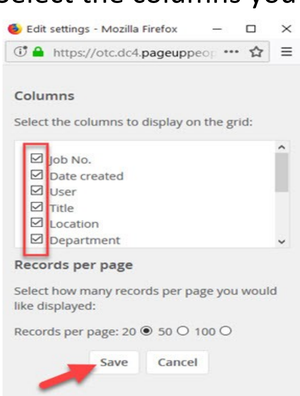
2) Click and hold the mouse button while moving to the left or right until desired column width.

3) Release the mouse button.

How can I show/hide columns?

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

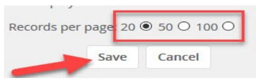
2) Select the columns you would like to show by checking/unchecking the boxes. **Save**.



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**:



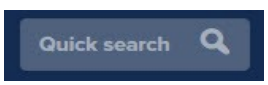
How do I show all records?

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:

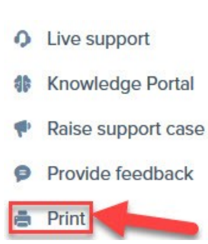
2) The drop-down will display the last 10 applicants and/or jobs viewed.

3) Click on the item you wish to view. The information will display.

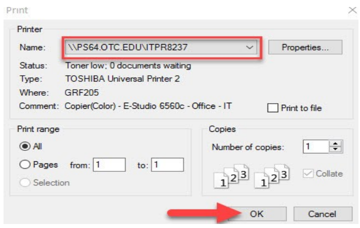
How can I print a page?

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?

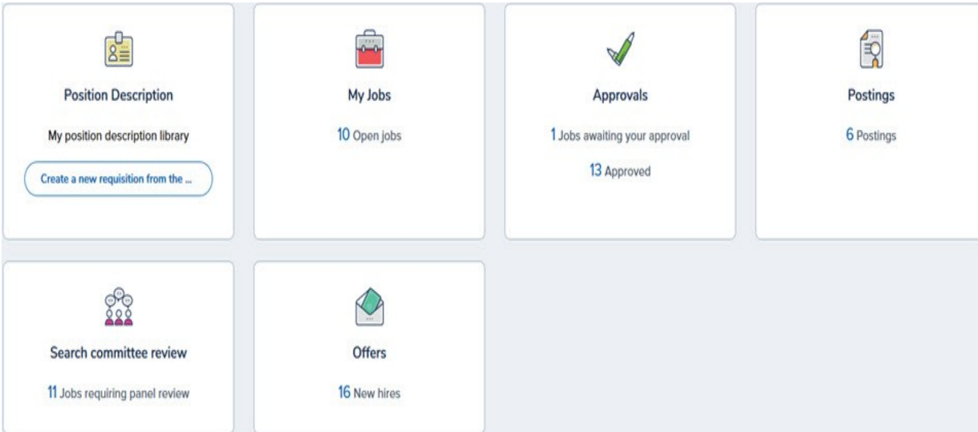
1) Fields that are mandatory have a * beside the title. **When a mandatory field is not complete the page will not save.**

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:

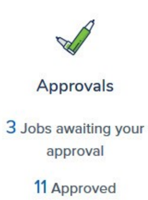
In this area, you can view all position descriptions and start the posting process.

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:

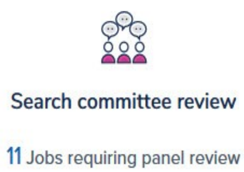


Postings:

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

Search Committee Review:

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

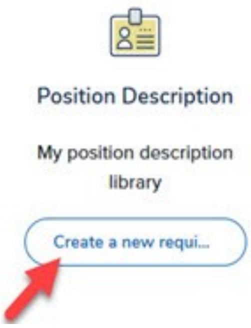


Offers:

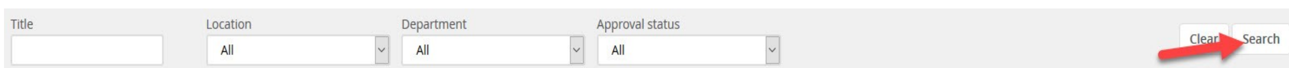
Under **Offers**, you can see your new hires and view the progress of their onboarding.

Filling out the Job Card:

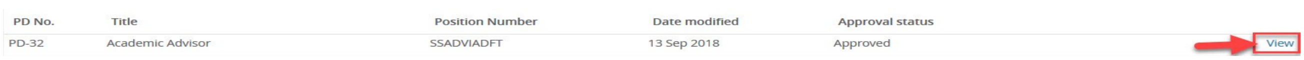
1) View all position descriptions in the library by selecting **Create a new requisition** in the **Position Description** box:



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



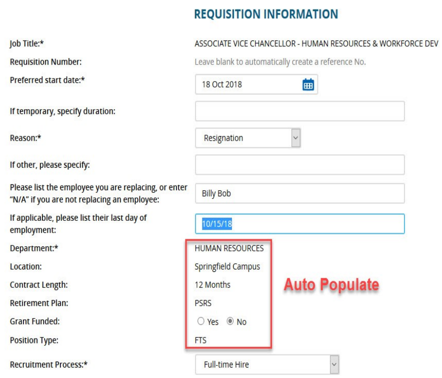
3) Make sure you have the correct position by clicking on the **View** link next to the position. Then, view the **Details** blue box area:



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:

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



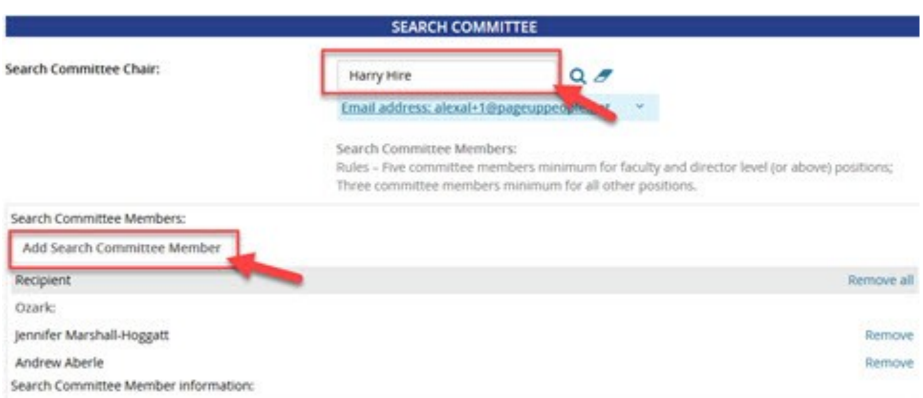
***Note:** The **Department, Location, Contract Length, Retirement Plan, Grant Funded, and Position Type** fields will auto populate and cannot be changed.*

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

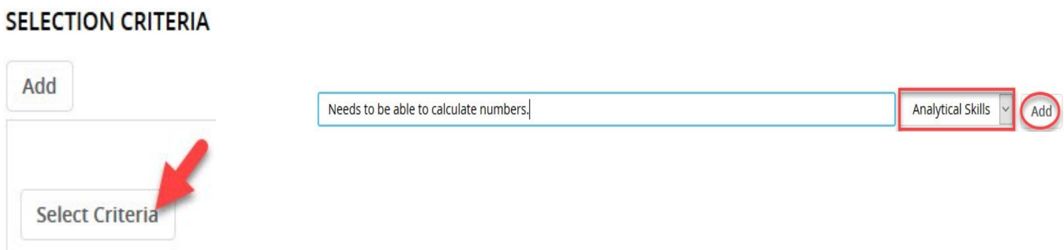
***Note:** If the position requires more than one hire, use the **New** and **Replacement** boxes at the bottom to fill in the number, and select **Add more**.*

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

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



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**.

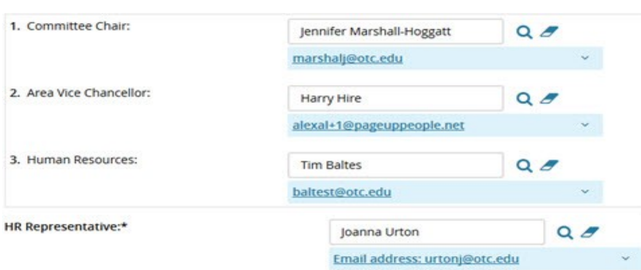


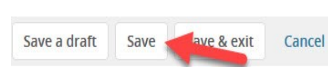
Note: *This criteria will be used by the committee to review applicants. All quantifiable required criteria for the position should be added. Preferred criteria is optional to add.*

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

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

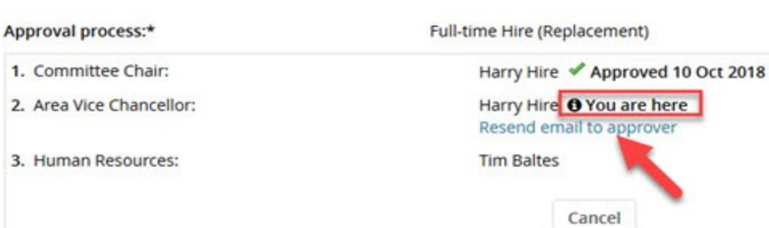
11) After the **Approval process** has been selected, enter the appropriate individuals. Depending on the **Approval process** chosen, please do not change the default for HR, Finance, Chancellor, or HR Representative. Select **Save** at the bottom of the page:





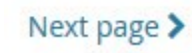
Note: *Once* ***Save*** *has been selected, changes cannot be made to the job card.*

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

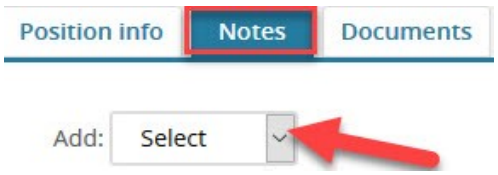


Note: *The listed approver will receive an email notification. The job can be approved three ways: 1) Reply to the email with the word* ***Approve*** *2) Open the job card and* ***select Approve*** *3) Visit the* ***Approval*** *box on the dashboard.*

13) Select **Next page**:

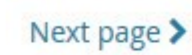


14) You will be taken to the **Notes** tab. Under this area you can add a **Note.** If the job card was approved by email, it will be listed in this area. ***Disregard the Hold day option.***



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

15) Select **Next page:**



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:

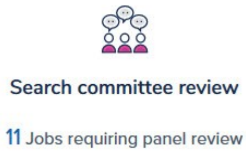
18) You can see if the job has been posted in the **Sourced** column:

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.*

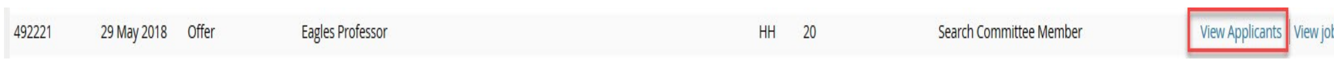
Search Committee Review:

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:



Rate Applicants:

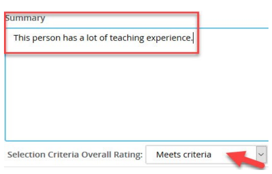
1) In the **search committee review** area, locate the position to rate, and click on **View Applicants** to the right:



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

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

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

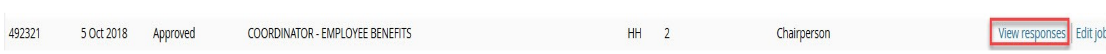


4) Choose **Close** (*one applicant/finished*), or **Save and next** *(more than one applicant).*

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:



2) Feedback from all committee members will display:

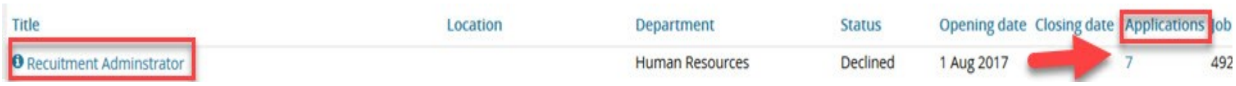
Applicant Selection Process:

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:

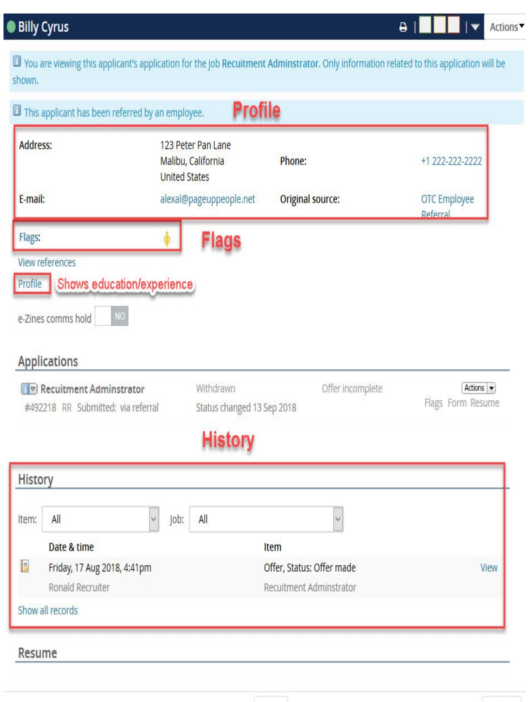
2) Locate the position. Click on the **number** (# of applications for the position) listed in the **Applications** column:



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**.

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):*



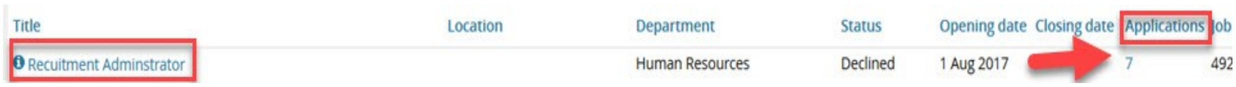
Flag Key:

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:



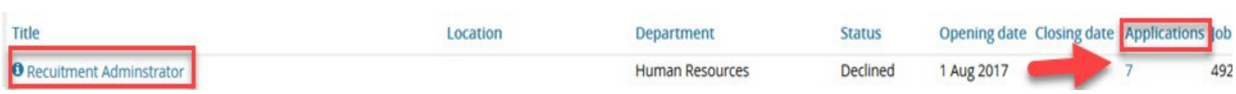
3) All of the applications for the position will be listed. To view an application, locate the individual, and click on the **View application** link to the right:

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

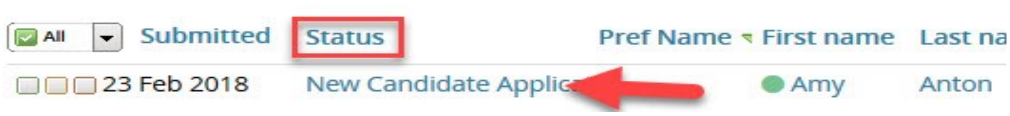
Changing the Applicant's Status:

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

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

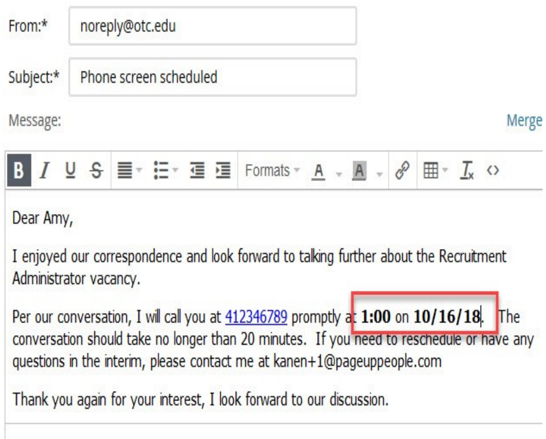


3) All of the applications for the position will be listed. Click **on the Status** link for each individual:



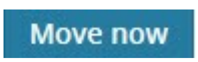
4) The **Change application status** window will open. Here you can move the applicant into a **new status**:

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):



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:



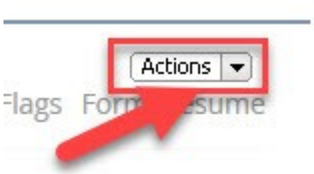
7) To continue to change the status of an applicant, go through each of the steps again.

Phone Screen:

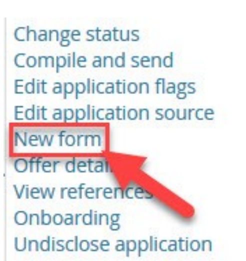
The first status change, if the applicant meets the mandatory requirements, should be a **Phone Screen**. Once you have moved an applicant to the phone screen status, and scheduled a date for the screening, follow these steps during the phone call:

1) Open up the individuals **applicant card** *(follow the **Viewing applicant card** instructions).*

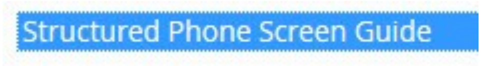
2) Select the **Actions** drop-down box:



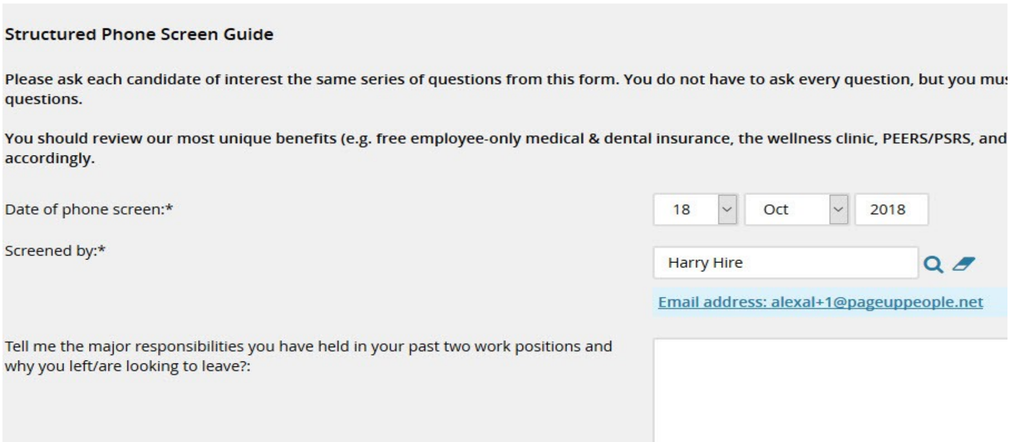
3) Choose **New form**:



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



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 mu: 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

Email address: 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.**

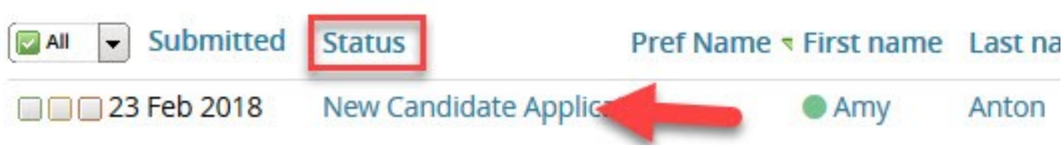
Offer Card:

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

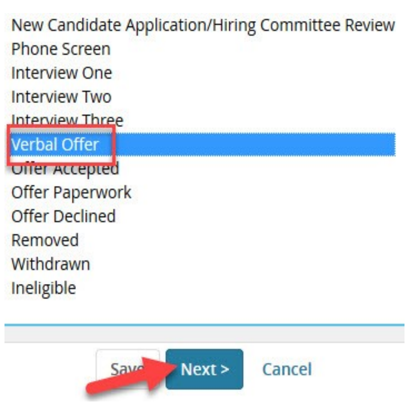
1) Select **Jobs** on the top toolbar.

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

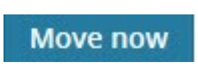
3) All of the applications for the position will be listed. Click on the **Status** link for the desired individual.



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.).

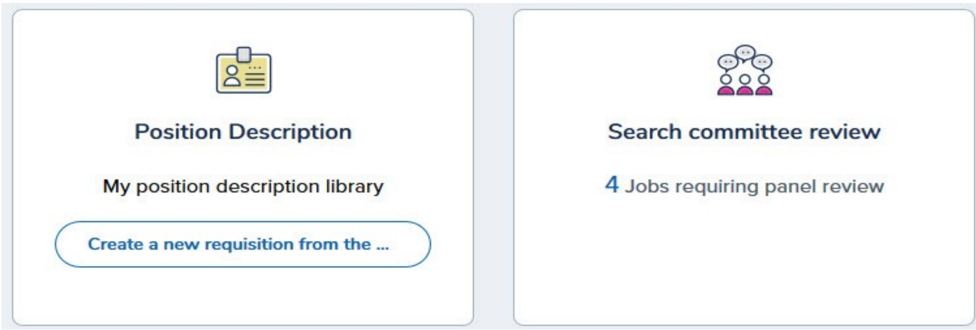
9) Under **Approval Process**, use the drop-down box to select the type of process. Please do not change the defaulted names.

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:

In this area, you can view all position descriptions.

Search Committee Review:

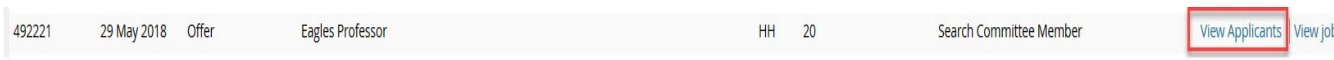
Under **Search committee review**, you can **rate applicants.**

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:

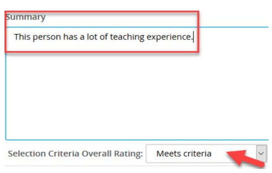
1) In the **search committee review** area, locate the position to rate, and click on **View Applicants** to the right:



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

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

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



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.).*