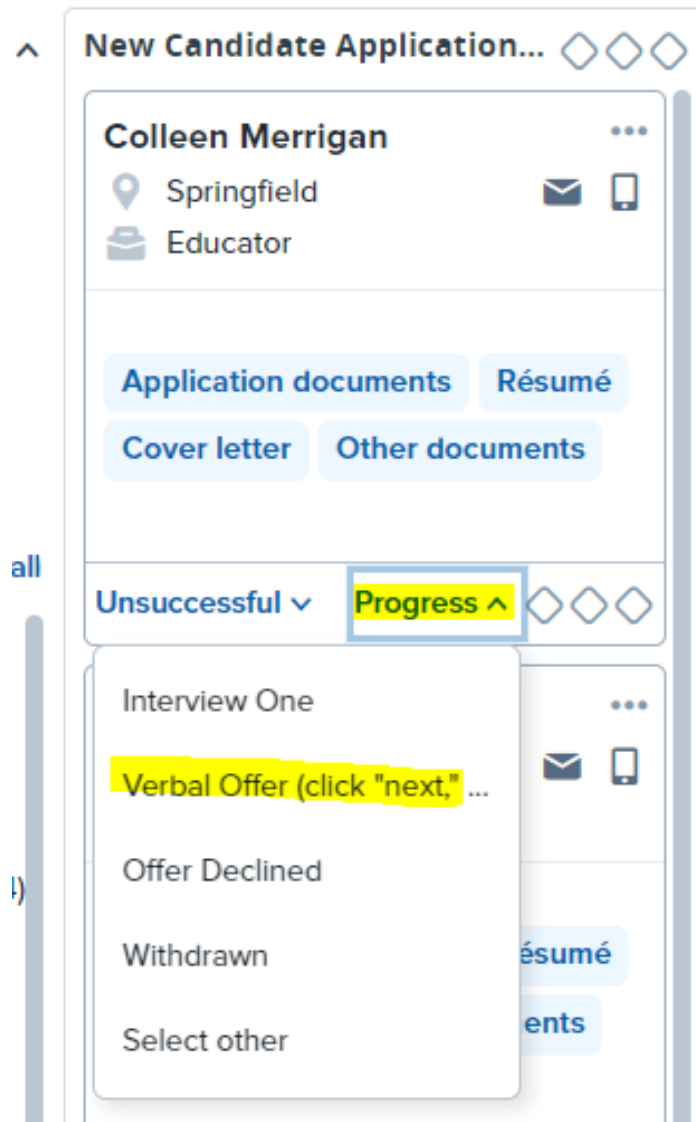


PageUp Verbal Offer How to Guide

When you're ready to hire a candidate!

Step 1 Select your Candidate in Page Up and [click on the "progress" arrow](#). Select the status change to **Verbal Offer**.



Step 2 When the screen pops up, scroll down and click **Move Now** at the bottom (*all settings are pre-filled, do not adjust automated settings*).


The screenshot shows a web form interface. At the top, there is a search bar with a magnifying glass icon and a dropdown menu. Below the search bar is a "Show all" link with a plus icon. The main section is titled "Note" and contains the text "The following will be added to the applicant notes for administrators to view:" followed by a large empty text area. At the bottom of the form, there is a blue bar with the text "Update job status from Approved to Offer:" and two radio buttons labeled "Yes" and "No".

Move now Cancel

Step 3 The **offer details** box will open. **Fill out** the offer details card with information such as **start date, salary, and Time Clock Plus approvers**. (*The budget field is required for part-time and full-time positions*).

HIRE RECOMMENDATION

Employment Status:*

Preferred start date: 

Replacement for:

Has hire previously worked for OTC?:*

FLSA:

Salary Range:

Recommended annual salary (if not hourly):

Recommended hourly pay rate (if not salary):

Salary chart step and level (for Faculty only):

Grant funded: Yes No

Immediate supervisor:




























First TCP approver:

Second TCP approver:

Step 4 Make sure you fill in the **appropriate approvers** in the **workflow** and select the correct workflow (*Adjunct Hire, Part-Time Hire, Full-Time Hire*) This must be completed before onboarding can begin! **You will then need to click SAVE/SAVE AND CLOSE.**

(Depending on the workflow selected, you may need to approve the offer once you saved it).

Approval Process: Full-Time Hire

1. Human Resources:	<input type="text" value="Marissa Stewart-cain"/>  
	Email address: stewarma@otc.edu 
2. Committee Chair:	<input type="text" value="Kimberly Berry"/>  
	Email address: berryk@otc.edu 
3. Your Immediate Supervisor:	<input type="text" value="Andrew Aberle"/>  
	Email address: aberlea@otc.edu 
4. Area Vice Chancellor:	<input type="text" value="Tracy Mcgrady"/>  
	Email address: mcgradyt@otc.edu 
5. Human Resources:	<input type="text" value="Melissa Lloyd"/>  
	Email address: lloydm@otc.edu 
6. Finance:	<input type="text" value="Drew Courtway"/>  
	Email address: courtwad@otc.edu 
7. Chancellor:	<input type="text" value="Hal Higdon"/>  
	Email address: higdonh@otc.edu 
8. Human Resources:	<input type="text" value="Marissa Stewart-cain"/>  
	Email address: stewarma@otc.edu 
9. Human Resources CC :	<input type="text" value="Carolyn Cantrell"/>  
	Email address: cantrelc@otc.edu 

Save and close Save Cancel