Getting Started with the PageUp Recruitment System

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  - **Home Screen**
    - Manage Position Descriptions and Create Requisition Screen
- **Home Screen – Bubble Key**
- **Sidebar Key**
- **Glossary of Terms**
Standard Hiring Process Steps

1. Establish a position description with a classification and pay grade (with appropriate approvals)
2. Create a requisition from the position description (with appropriate approvals)
3. Requisition is posted to jobs.ua.edu
4. Applicants apply to the open requisition
5. Requisition closes
6. Applicants are screened and interviewed
7. Finalist is selected
8. Background check, MVR, and reference checks are completed (only on finalist)
9. Offer card is created (with appropriate approvals)
10. Online offer is made to applicant
11. Applicant accepts online offer
12. Applicant is requested to provide personal information (Given Name, SSN, Emergency Contact)
13. Applicant and Hiring Manager receive onboarding tasks for the new hire
Standard Applicant Statuses (Steps an Applicant will Go Through)

1. Forward to Department  (Moves the applicant into the Departments View)
2. Not Selected for Interview/Not Hired (Moved by the Department- A Reason is Required)
3. Selected for Interview (Moved by the Department)
4. Interview Invite (Moved by the Department-Requires an Event to be Setup)
5. Interview Accepted (Moved by the applicant’s online response)
6. Interview Declined (Moved by the applicant’s online response)
7. Interview Completed  (Moved by the Department)
8. Interview Unsuccessful (Moved by the Department – A Reason is Required)
9. Alternate Finalist Recommendation (Moved by the Department- To Identify the 1stAlternate)
10. Request Background Check (and MVR, if required) (Moved by the Department-Finalist only)
11. Background Check (and MVR, if required) Submitted  (Moved by HR- Removes Applicant from Department’s View)
12. Finalist Recommendation (Moved by HR- Moves an Applicant with an Approved Background Check back into the Department’s View)
13. Not Hired (Moved by the Department- A Reason is Required)
14. Create Offer for Approval (Moved by the Department-Requi res Offer Card Details and Approval)
15. Online Offer Made (Moved by HR- Once the Offer has been Approved and Sends Out the Online Offer)
16. Offer Declined (Moved by HR- Once the Offer has been Approved and Sends Out the Online Offer)
17. Offer Accepted (Moved by the applicant’s online response)
18. Offer Accepted Form Complete (Moved by the applicant’s online response, once additional personal information has been collected. This status gives the applicant access to the On-boarding Portal.)
19. Offer Accepted Form Complete (Moved by the applicant’s online response, once additional personal information has been collected. This status gives the applicant access to the On-boarding Portal.)
Staff Recruitment System

- To **login** go to [jobs.ua.edu/hr](http://jobs.ua.edu/hr)

- You will see the following screen. Login using your MyBama ID and password.
Home Screen

- Then you will see the following **Home Screen**. The bubbles displayed will vary, depending on the type of access you have. Contact your HR Recruiter if you have questions regarding what you see on the home screen.
Manage Position Descriptions & Create Requisitions Screen

- All position descriptions and requisition actions will be initiated from the Manage position descriptions & create requisitions screen. You can get to this screen from the link on your Home Screen or from the Sidebar.
- From the Manage position descriptions and create requisitions screen you will see all of the position descriptions that you have access to. From here, you will have the ability to create a new position description, copy an existing position description, edit an existing position description, or create a requisition from an approved position description.

You can search using any single or combined criteria in the search boxes. For example: Classification title and Department/Organization

Be sure to clear your search criteria before beginning a new search. The system stores the search criteria from the previous search.

<table>
<thead>
<tr>
<th>Position description</th>
</tr>
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<tbody>
<tr>
<td>PD No.</td>
</tr>
<tr>
<td>Employee Name</td>
</tr>
<tr>
<td>College</td>
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<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Working Title</th>
<th>Position</th>
<th>Employee</th>
<th>Supervisor</th>
<th>Date modified</th>
<th>Approval status</th>
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<tbody>
<tr>
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<td>Copy position description</td>
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<td>997805</td>
<td>11 Apr 2014, 12:40pm</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>11 Apr 2014, 11:18am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clear | Search
The home screen, **bubble view** displays actions requiring review and/or approval.

- **POSITION DESCRIPTION**
  - My Position Description
  - Manage position descriptions & create requisitions

- **OPEN REQUISITIONS**
  - 1 - requisitions open

- **PENDING APPROVALS**
  - 2 - jobs awaiting your approval

- **POSTING SUMMARY**
  - 0 - open advertisements

- **SEARCH COMMITTEE**
  - 0 - jobs requiring panel review

- **SCHEDULED INTERVIEWS**
  - 0 - scheduled interviews

- **PENDING OFFERS**
  - 2 - offers awaiting your approval
  - 1 - new hires
  - 0 - new hire tasks

**Requisitions with search committees**

**Requisitions with interviews scheduled online through the PageUp system**
**Sidebar Key**

- **My Position Description**
  Select my position description to view your position description.

- **Manage position descriptions & create requisitions**
  Select manage position descriptions and create requisitions; to view the library of position descriptions you have access to. This is also where you go to create a new position from a blank position description template, copy an existing position description to create a new position, view an existing position, edit (update) an existing position, or create a requisition from an approved position description.

- **Open Requisitions**
  Select open requisitions to view requisitions currently posted at jobs.ua.edu.

- **Pending approvals**
  Select pending approvals to view position descriptions and/or requisitions pending your approval.

- **Search committee**
  Select search committee to view your requisitions that have been assigned a search committee.

- **Scheduled interviews**
  Select scheduled interviews to view your requisitions with interviews scheduled online through the PageUp system.

- **Pending offers**
  Select pending offers to view offers pending your approval.

- **My new hires**
  Select my new hires to view offer details associated with applicants recently hired.

- **My new hire tasks**
  Select my new hire tasks to view and manage onboarding tasks assigned to applicants you recently hired.
  Select manage requisitions to view requisition details and applicant details.
Select manage requisitions to view requisition details and applicant details.

Select manage position descriptions and create requisitions, to view the library of positions, descriptions you have access to. This is also where you go to create a new position from a blank position description template, copy an existing position description to create a new position, view an existing position, edit (update) an existing position, or create a requisition from an approved position description.

Select manage applications to view applicant details associated with a specific requisition.

Select new event to create to create interview options for applicants.

Select manage events to view details of interview events and to add the event to your Outlook calendar.

Select report to view reports that have been assigned to you.
**Glossary of Terms**

**Hiring Manager** – An employee that is responsible for managing position descriptions and requisitions in the online recruitment system.

**HR Compensation and Classification Specialist** – A department’s assigned contact within Human Resources for matters related to position descriptions and classification.

**HR Recruiter** – A department’s assigned contact within the Human Resources Recruitment Office for matters related to staff recruitment.

**Position Description** (also referred to as “pd”) – The form used to record the duties, responsibilities, essential qualifications, and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.

**Requisition** – The form that is filled out and managed through the online staff recruitment system in order to post a position for recruitment and hire staff employees.