

# Rehire Process

University of Wisconsin  
Oshkosh



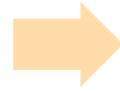
## Maintain rehire pool

- Can be done one of two ways depending how the employee was originally hired



## Create job requisition EACH semester

- One job requisition can be used for the whole semester and for multiple hires



## Attach the rehired employees to the job requisition EACH semester

- "Apply" your employee that you want to rehire for that semester/academic year from the rehire pool to the created job requisition



## Submit offer card for each rehire

- The offer card is where you indicate title, pay, FTE, etc. for each individual rehired employee

**Review the step-by-step guide below to help navigate the rehire process in PageUp.**

Questions? The recruitment team is happy to assist. Contact us at: [recruitment@uwosh.edu](mailto:recruitment@uwosh.edu) or (920) 424-1166.

1. Everyone is encouraged to read through our PageUp manuals and/or attend one of our weekly open lab sessions (Wednesdays from 3:30pm - 4:30pm in the IdeaLab in Polk Library)
2. Establish your rehire list in PageUp. Can be achieved two different ways depending on if the employee was originally hired in the PageUp system
3. Complete job requisition in PageUp **every** semester and submit for approval (one job requisition can be used for the whole semester and for multiple hires)
4. "Apply" your employee that you want to rehire for that semester/academic year from the rehire pool to the created job requisition (can be done individually or a bulk move)
5. Complete offer card for each employee in PageUp and submit for approval (this replaces the paper rehire form)
6. Hiring supervisor extends verbal offer to the employee
7. Employee verbally accepts the offer
8. Immediately notify the recruitment team of accepted verbal offer
9. Recruitment team sends out the contract/offer of employment
10. Employee electronically reviews/accepts offer of employment through the PageUp system