



Rehire Process

**University of Wisconsin
Oshkosh**



Revision History

Date	Revision
April 20, 2018	Creation of training manual
October 1, 2018	Updated Screen Shots

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

Step 1: Log into PageUp

To log into the PageUp system, you may follow the link below:

Oshkosh.pageuppeople.com

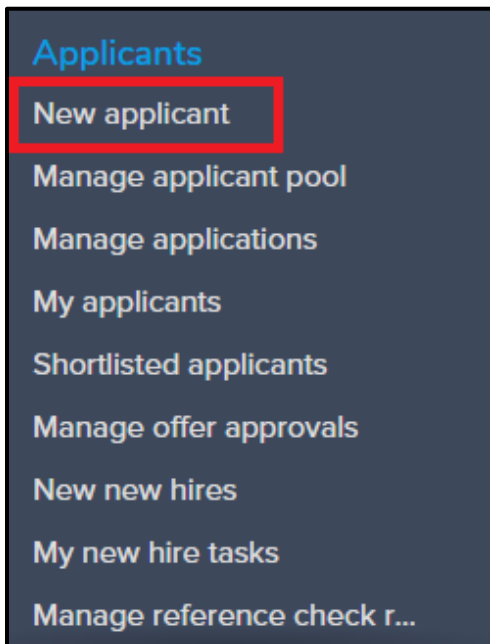
Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

Step 2: Establish your rehire list

Your first step is to establish your rehire list. You only need to add people to your rehire list one time, as once they are listed in your rehire pool, they will always be there. There are two different ways to get someone listed in your rehire pool, depending on if they were originally hired through PageUp or outside of the system. Please follow the instructions below depending on each rehire's situation.

Originally hired outside of the PageUp system:

You will need to manually create an application profile for any rehire that was originally hired outside of PageUp (remember, you only need to do this once).



Select the **new applicant** option on your expanded main menu from your home screen

Complete the following sections (anything marked with an asterisk is required to be filled in):

Personal details Single | Bulk

E-mail address:*

Title: First name:* Last name:* Preferred name:

Home address:

City:

ZIP:

Country:

State:

Phone No.: Cell No.: Work No.:

☐ SMS text notification

Employment status:

Resume: Upload

Other document: Upload

Other document: Upload

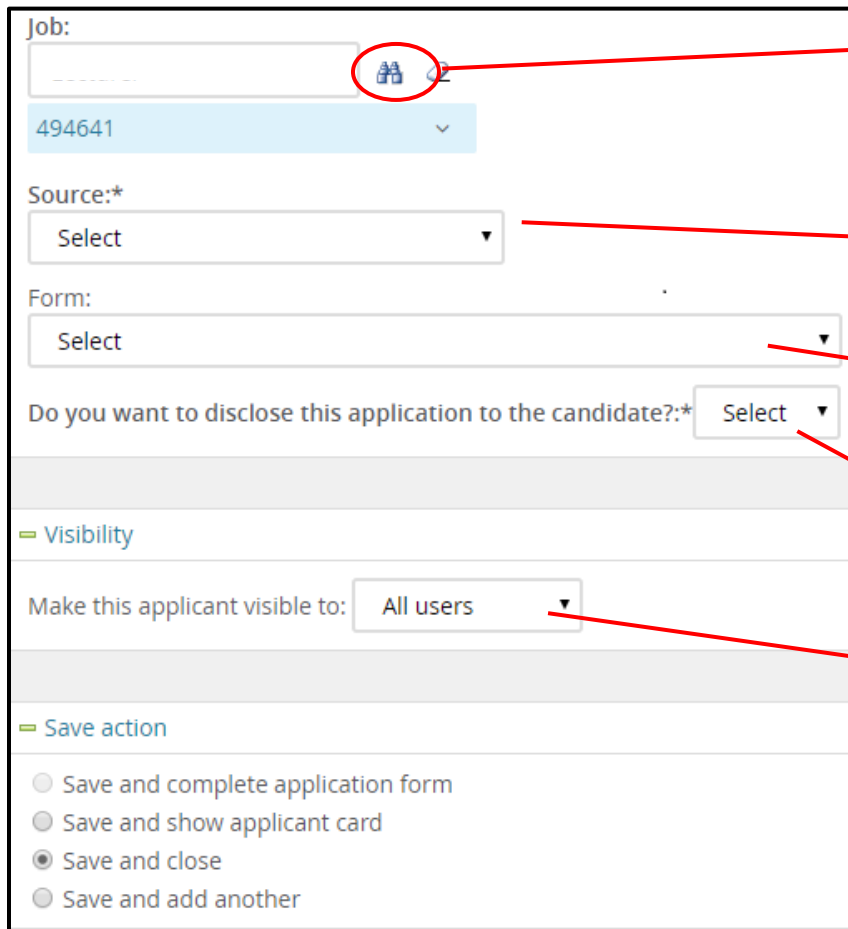
Please use a personal email address, **NOT** an employee's UWO email address

Please skip if you do not know this information

SKIP

SKIP

Select the job you would like to attach to this applicant by selecting the binocular icon:



The screenshot shows a job application form with several fields and sections. A red circle highlights a binocular icon next to the 'Job:' field, which is currently set to '494641'. A red line connects this icon to a text box on the right. Below the 'Job:' field is a 'Source:*' dropdown menu with 'Select' as the current value. A red line connects this dropdown to another text box on the right. Below the 'Source:*' field is a 'Form:' dropdown menu with 'Select' as the current value. A red line connects this dropdown to a third text box on the right. Below the 'Form:' field is a 'Do you want to disclose this application to the candidate?:*' dropdown menu with 'Select' as the current value. A red line connects this dropdown to a fourth text box on the right. Below this is a 'Visibility' section with a 'Make this applicant visible to:' dropdown menu set to 'All users'. A red line connects this dropdown to a fifth text box on the right. At the bottom is a 'Save action' section with four radio button options: 'Save and complete application form', 'Save and show applicant card', 'Save and close' (which is selected), and 'Save and add another'.

Job:

494641

Source:*

Select

Form:

Select

Do you want to disclose this application to the candidate?:*

Select

Visibility

Make this applicant visible to:

All users

Save action

- ☐ Save and complete application form
- ☐ Save and show applicant card
- ☒ Save and close
- ☐ Save and add another

The job you are attaching this person to is labeled as your department's rehire pool

Select Campaign

Warning: Do not select a form type.

Select yes, to disclose the application to the candidate.

Select all users

Click the save button:



The screenshot shows two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle.

Save Cancel

The employee will now be listed in your rehire pool.

Originally hired in the PageUp system:

My Dashboard
Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

Jobs People

Job description
My position description - Under review
Manage position de...

New job
0 Jobs open
10 Team jobs open
New job

Approvals
0 Jobs awaiting your approval
0 Approved

Advertisements
0 Advertisements

Find a job or campaign that the employee was originally hired for:

Home Jobs People

New job | New campaign

Manage jobs

Status: Current recruitment Clear Search

Types: All

Show other search criteria

Job No.	Date created	User	Title	Area	Department	Status	Applications
496046	16 Jan 2018	CONHR	Assistant Director	F11 - Academic Affairs	Nur-Undergraduate Programs	Declined	0
496049	17 Jan 2018	CONHR	Lecturer	F11 - Academic Affairs	Nur-Undergraduate Programs	Offer	1
496050	17 Jan 2018	CONHR	Lecturer	F11 - Academic Affairs	Nur-Undergraduate Programs	Offer	3
496188	18 Apr 2018	CONHR	CON Rehire Pool	F11 - Academic Affairs	Dean Of Nursing Office	Rehire	0

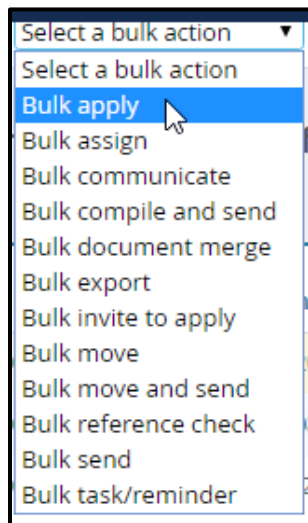
Select the employee by checking one of the boxes on the left side of their row from the list.

College of Business Instructional Academic Staff Open Pool (494455)

Search Results

Select	Submitted Status	Pref Name	First name	Last name	Phone	Mobile	Email
<input checked="" type="checkbox"/>	1 May 2017 New	Mary	Mary	Weber	920-60'	920-60'	weberm@uwosh.e

Click **Bulk apply** from the dropdown on the top of the page labeled **Select a bulk action**.



A new window will appear asking follow-up questions to confirm the application to the new position. Once you've answered all questions as listed below, click **Next**.

A screenshot of a web form titled 'You are creating a new job application for 1 applicants.' The form contains several fields and buttons. A red box highlights the 'Job title or job number' field, which has a search icon and a dropdown menu showing '494496'. A red line points from this box to a yellow callout box that says 'The job you are attaching this person to is labeled as your department's rehire pool'. Another red box highlights the 'Do you want to disclose this application to the candidate?' field, which has a dropdown menu set to 'Yes'. A red line points from this box to a red callout box that says 'Select Yes'. A third red box highlights the 'Application status' field, which has a dropdown menu set to 'New'. A red line points from this box to a red callout box that says 'Select New'. At the bottom of the form, there is a checkbox labeled 'Link past applications to this job' which is checked. Below the checkbox are two buttons: 'Next' and 'Cancel'.

To finalize the request, select the application from the list that was completed for the campaign in which the person originally applied for. To complete, click **Next**.

Bulk action status: 1 Applicant Complete

You have requested to apply one applicant to the Lecturer job.

Please select an application form for the following applicants:*

Mary Weber

-- No application form --

494455: College of Business Instructional Academic Staff Open Pool

Next Cancel

The employee will now be listed in your rehire pool.

Step 3: Create job requisition (every semester)

(Remember, this is separate from the rehire pool)

Click on jobs

Jobs People

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

Job description

My position description - Under review

Manage position de...

New job

0 Jobs open

10 Team jobs open

New job

Approvals

0 Jobs awaiting your approval

0 Approved

Advertisements

0 Advertisements

Click on new job

Home Jobs People

New job New campaign

Manage jobs

Status: Current recruitment Clear Search

Types: All

Show other search criteria

Job No.	Date created	User	Title	Area	Department	Status	Applications
496046	16 Jan 2018	CONHR	Assistant Director	F11 - Academic Affairs	Nur-Undergraduate Programs	Declined	0
496049	17 Jan 2018	CONHR	Lecturer	F11 - Academic Affairs	Nur-Undergraduate Programs	Offer	1
496050	17 Jan 2018	CONHR	Lecturer	F11 - Academic Affairs	Nur-Undergraduate Programs	Offer	3
496188	18 Apr 2018	CONHR	CON Rehire Pool	F11 - Academic Affairs	Dean Of Nursing Office	Rehire	0

Fill out the applicable job requisition information

REQUISITION INFORMATION	
General Position Information (applicable to all positions)	
Date Created:	<input type="text" value="20 Apr 2018"/>
Position number:	<input type="text"/>
	No position selected.
Position title:*	<input type="text" value="History Rehire (Fall 2018)"/>
	Position Title is the official UW system title
Working Title:	<input type="text" value="History Rehire (Fall 2018)"/>
EMPL Class:	<input type="text" value="Academic Staff"/>
Divison:*	<input type="text" value="F03 -Academic Affairs (COLS)"/>
Department:	<input type="text" value="Mathematics"/>
Recruitment process:*	<input type="text" value="Rehire"/>
Requisition Number:	<input type="text"/>
	Leave blank to automatically create a reference No.
Reason:	<input type="text" value="Rehire"/>
Former Incumbent (if applicable):	<input type="text" value="NA"/>
FTE:	<input type="text" value="Varies"/>
FLSA Status:	<input type="text" value="Exempt"/>
Supervisory Position:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Account Number:	<input type="text" value="102-345678-9"/>
Was this position part of the Retirement Incentive Program?:	<input type="radio"/> Yes <input checked="" type="radio"/> No

The official title should be listed as department/area rehire (semester date). Please use a specific official title such as lecturer or senior lecturer on an individual's offer card

The working title should be listed as department/area name rehire (semester date)

Budgeting Information (completed by Budget Office)
UW System Range:
CUPA Code:
Budget Approved Maximum:
Additional comments:

Position Description

Faculty and Instructional Academic Staff positions only need to complete "Headcount" and "Job Summary" fields of the position description. The remaining fields are optional.

HEADCOUNT MANAGEMENT

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Position Openings: New: Replacement:

Position no	Type	Applicant	Application status
1	<input type="text" value="Replacement"/>	-	-

Cancel

Make sure to put enough headcount/slots to cover all rehires for the semester. We can always cancel unused slots and add more if needed.

Job Summary:

SKIP

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
<div> <div>New</div> <div>Click 'New' to add job duties and responsibilities</div> </div>		

KNOWLEDGE / SKILLS / ABILITIES

Required Knowledge, Skills, and Abilities:

SKIP

Preferred Knowledge, Skills, and Abilities:

SKIP

Essential Functions (if applicable):

☐ Walks, sits, stands
 ☐ Bends, kneels

☐ Subject to lifting over 50 pounds
 ☐ Uses computer and can type

☐ Empties trash/recycling, vacuums/mops/sweeps floor
 ☐ Uses heavy equipment (i.e. vacuum, floor cleaner)

☐ Files documents; stand, bend, open and lift filing

Academic and University Staff Positions Only

University Staff:

Select

OR

Academic Staff:

Instructional Academic Staff

Terms of Appointment:

fixed term-terminal

Contract Period:

one semester

If "Other" please specify:

Faculty Positions Only

Faculty Terms of Appointment:

Select

If "Other" please specify:

Create Your Posting

Search Type:

Are you requesting this position to be hired as a waiver?:*

What type of Waiver?:

If requesting a waiver of recruitment you must attach the required form in the documents tab, which may be found on the equity.uwosh.edu website.

Automatic advertising sources. Please select from the following options:



Please list any additional sources you will be posting to (to be paid for and posted by your department):

Advertising summary:*

Advertisement text:*

Search Chair:

SKIP

No user selected.

Each search and screen committee must consist of 3 members including the Search Chair. If the search is for a Dean level position or higher, the Search Committee must include at least 2 members including the Search Chair.

Search committee members:

Add Search committee member

Recipient



No Search committee member selected.

Search committee member information:

SKIP

Compliance Panel Facilitator:

SKIP

No user selected.

The screenshot shows a web form for creating a job requisition. It includes fields for Administrative Support/Search Assistant, Approval process, approvers (Human Resources, Budget Office, Dean/Director), Hiring Supervisor, and Status. Red callout boxes provide specific instructions:

- Administrative Support/Search Assistant:** A callout box points to the 'CON HR' selection, stating: "This person will also be initiating the offer card".
- Approval process:** A callout box points to the 'Rehire' dropdown, stating: "Select the **REHIRE** approval process (unless you work in COLS or COB as there are separate approval processes listed for these areas)".
- Status:** A callout box points to the 'Pending approval' dropdown, stating: "Always select pending approval".

Warning: The Human Resources and Budget Office approval fields will auto populate. Do **NOT** change the approvers in these fields

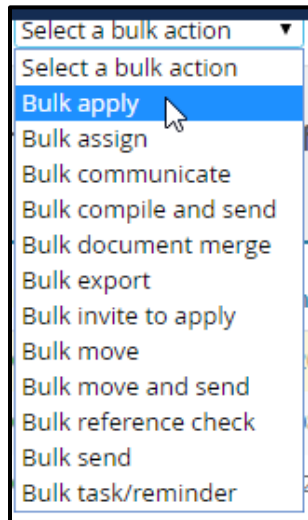
Click **Save** or **Save & Exit** to initiate the approval process.

A row of five buttons: "Save a draft", "Save", "Save & exit", "Cancel", and "Spell check".

What is the difference between save a draft and save or save & exit?

Save a draft allows you to start a job requisition, save your progress, and come back to finish your work at a later time. An approval process can **Not be** selected when saving a draft. Save or save & exit should be chosen when the job requisition is complete and you are ready to send your request through the approval process.

Click **Bulk apply** from the dropdown on the top of the page labeled **Select a bulk action**.



A new window will appear asking follow-up questions to confirm the application to the new position. Once you've answered all questions as listed below, click **Next**.

A screenshot of a web form for creating a new job application. The form has a light blue header bar with the text "You are creating a new job application for 1 applicants." Below this, the "Bulk action status" is shown as "1 Applicant" with a green arrow pointing to "Complete". The "Job title or job number" field is empty, with a search icon and a dropdown menu showing "494496". The "Application source" is set to "Campaign". The "Job sourcing channel" is set to "-- No Job Sources Found --". The "Do you want to disclose this application to the candidate?*" question has a "Yes" dropdown menu. The "Application status" is set to "New". A checkbox labeled "Link past applications to this job" is checked and circled in red. At the bottom are "Next" and "Cancel" buttons. Red callout boxes with arrows point to specific elements: one points to the job number dropdown with the text "The job you are attaching this person to is the job requisition you created for the semester"; another points to the "Yes" dropdown with the text "Select Yes."; and a third points to the "New" dropdown with the text "Select New.".

To finalize the request, select the application from the list that was completed for the campaign in which the person originally applied for. To complete, click **Next**.

Bulk action status: 1 Applicant Complete

You have requested to apply one applicant to the Lecturer job.

Please select an application form for the following applicants:*

Mary Weber

-- No application form --

494455: College of Business Instructional Academic Staff Open Pool

Next Cancel

The employee will now be listed in your rehire pool.

Step 5: Complete offer card in PageUp and submit for approval (this replaces the paper rehire form)

Jobs People

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

Job description

My position description - Under review

Manage position de...

New job

0 Jobs open

10 Team jobs open

New job

Approvals

0 Jobs awaiting your approval

0 Approved

Advertisements

0 Advertisements

Home Jobs People

New job | New campaign

Manage jobs




Status: Current recruitment Clear Search

Types: All

Show other search criteria

Job No.	Date created	User	Title	Area	Department	Status	Applications
496046	16 Jan 2018	CONHR	Assistant Director	F11 - Academic Affairs	Nur-Undergraduate Programs	Declined	0
496049	17 Jan 2018	CONHR	Lecturer	F11 - Academic Affairs	Nur-Undergraduate Programs	Offer	1
496050	17 Jan 2018	CONHR	Lecturer	F11 - Academic Affairs	Nur-Undergraduate Programs	Offer	3
496188	18 Apr 2018	CONHR	CON Rehire Pool	F11 - Academic Affairs	Dean Of Nursing Office	Rehire	0

Find the employee you intend to offer the position to. To change the applicant's status and initiate the offer details, click on the **status** of the application.

Search		Results					
Select	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile
  23 Jan 2017		New application	Karen	 Karen	Steinhofer	920360110	

A box will appear where you are prompted to change the status of the application. Select **Request offer approval** and click **Next**.

Change application status

- Campus interview unsuccessful
- Basic Reference check
- Faculty Recommendation Request (Letter of Recommendation Request)
- Reference check unsuccessful
- Hiring Manager review unsuccessful
- Request offer approval**
- Online offer made
- Online offer accepted
- Online offer declined
- Background check request
- Background check pending
- Background check complete
- Background check unsuccessful

Save
Next >
Cancel

You will be directed to a page where the system will document your updates. There is no need to select a communication template. Select **No** when asked to **E-mail Applicant**.


You are about to move Karen Steinhofer to a different status:

From status: New application


To status: Request offer approval

Communication template: -- No template --

E-mail: Applicant: ☐ Yes ☒ No

 No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: ☐ Yes ☒ No

Status	Date	Time	User
 New application	23 Jan 2017	9:25 am	Karen Steinhofer
<input checked="" type="checkbox"/> Pre-offer check	23 Jan 2017	4:17 pm	Shawna Kuether

Click **Move now**.

You will now be directed to complete the **offer card**. This is a form in the system that is replacing the paper rehire form.

Warning: The information entered into the fields on the offer card will eventually be merged directly into the official contract. The accuracy of this information is very important. You will notice that certain fields will be pre-filled based on the information gathered in the beginning of the process. Please complete all applicable fields of the offer card. (see below for helpful tips)

Offer details

Approval status: Pending

Recruiter: Recruitment HR

Date entered: 23 Jan 2017, 9:08 am

Application source: UWO Careers Website - UWO Careers page [Edit](#)

Position Openings:

Position no	Type	Applicant
1293858	New	Titus Titan
<input type="radio"/>	Replacement	-
<input type="radio"/>	Replacement	-

Position Title: Academic Department Associate

Position Type:* Select

Effective date (start date):* dd mmm yyyy

End date (if applicable): dd mmm yyyy

The title should be changed to reflect the individual's title held on campus, such as lecturer, senior lecturer, outreach specialist, etc.

An **end date** is necessary for any positions on a contractual basis, temporary positions, project appointments, limited appointments, etc. This information is required for the contract/offer letter.

EMPL Class: Academic Staff

Division:* F06 - Academic Affairs

Department:* Small Business Dev Center

Salary or hourly rate: 60,000
Example: 50,000 or 15.00

Account Number: 123-45618-9

FTE(s):* 1.0

Work Schedule: 7:45am to 4:30pm; Monday through Friday
Additional evenings might be necessary
Example format: 7:45am to 4:30pm; Monday through Friday

Supervisor Name/Department Chair:* Colleen Merrill
Email address: merrillc@uwosh.edu

Previous Incumbent: Greg Miller

New Staff/Faculty Campus Phone Number: 920-424-4631

Position of Trust: ☐ Yes ☒ No

Position requires unsupervised or significant access to minors under the age of 18 who are enrolled or accepted for enrollment at a UW System Institution and medical patients (vulnerable populations); property access; financial/fiduciary duties; and all executive positions

Certain fields require specific formatting, which is stated directly below the open field, if applicable.

Is doctorate required for position?: ☐ Yes ☒ No

(If the doctorate is required and the candidate has not received it) What are the requirements for the degree and the expected completion date?:

Will the candidate be a time approver?:* ☐ Yes ☒ No

(if yes) Please list the individuals (not including students) that will be approved:

If this position will serve as a time approver, please list the names of those current employees who will be reporting their time to this employee. If you are not yet sure who will be reporting their time to the employee, you must report this to the Office of Human Resources once it has been determined.

Faculty Positions Only

Type of Appointment:

College of:

Academic Years of Appointment:

Example format: Fall 2017 to Spring 2018

Rank/Position Title:

Base Salary:

Actual Salary:

Non-renewal notice period:

This section is for faculty positions only and can be skipped.

Applicable solely to Instructional Academic Staff positions, complete the details of the position in order for the contract to be generated.

Instructional Academic Staff Positions Only

Type of Appointment:

College of:

Contract Period:

Academic Years of Appointment:

Example format: Fall 2017 to Spring 2018

Base Salary:

Actual Salary:

Applicable solely to Non-Instructional Academic Staff positions, complete the details of the position in order for the contract to be generated.

Non-Instructional Academic Staff Positions Only	
Type of Appointment:	<input type="text" value="Select"/>
Term of Appointment:	<input type="text" value="Select"/>
If academic year please provide dates:	<input type="text"/>
	Example format: Fall 2017 to Spring 2018
Base Salary:	<input type="text"/>
Actual Salary:	<input type="text"/>




You may use the **Additional Comments** section to justify any piece(s) of information provided on the offer card. **This would also be a great place to list the classes and credits for instructional academic staff positions.**

Additional Comments	
Additional Comments:	<input type="text"/>

The **Offer Progress** section provides an automated status update regarding whether the offer has been electronically accepted or declined by the candidate. **Nothing needs to be entered/edited in this section,** it simply serves as a status update.

Offer Progress	
The following fields will be automatically updated by the system	
Offer accepted:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date offer accepted:	<input type="text"/>
Offer declined:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date offer declined:	<input type="text"/>

On the bottom of the offer card, begin by assigning an Originator. The **Originator** should be listed as the person who will receive an email once the offer card is approved and will also be notified once the employee electronically accepts their contact in the PageUp system.

Approval process	
Originator:*	<input type="text" value="Shawna Kuether"/>  
 Email address: kuethers@uwosh.edu	

Warning: The Human Resources and Budget Office approval fields will auto populate. Do **NOT** change the approvers in these fields.

Approval process: Rehire Offer Card Approval

1. Human Resources: Recruitment HR Q ✎
[Email address: recruitment@uwosh.edu](mailto:recruitment@uwosh.edu)

2. Dean/AVC/Director: Q ✎
No user selected.

3. Budget Office: Budget Office Q ✎
[Email address: budgetoffice@uwosh.edu](mailto:budgetoffice@uwosh.edu)

4. Vice Chancellor : Q ✎
No user selected.

5. Human Resources: Recruitment HR Q ✎
[Email address: recruitment@uwosh.edu](mailto:recruitment@uwosh.edu)

Select the **REHIRE** approval process (unless you work in COLS or COB as there are separate approval processes listed for these areas)

Once you've completed all fields of the offer card, have assigned your Users and Approvers and have reviewed the offer details, click **Save or Save and Close**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The Originator of the offer card will be notified by email once all approvers have approved the offer. If an approver declines the offer approval request, the Originator of the offer card will be notified, including a justification as to why it was declined.

Save and close Save Cancel

Step 8: Once offer request approved, verbally offer the position

Once you receive an automated email from PageUp stating that the offer has been fully approved, review the offer card to understand what has been approved in case any updates have been made by the approvers. You may verbally offer the position to the employee.

Step 9: Once verbal offer has been accepted, notify the Recruitment team A.S.A.P. (recruitment@uwosh.edu or 920-424-1166)

Once an offer has been accepted, the hiring supervisor or administrative support staff **must** immediately notify the Office of Human Resources. This will allow HR to send a formal contract right away to solidify the start date and request an electronic signature. The person listed in the originator spot will also receive an email once the contract has been electronically signed.