Temporary Employment Recruitment Process

University of Wisconsin Oshkosh

Revision History

Date	**Revision**
November 20, 2017	Creation of training manual
October 5, 2021	Updated for TTC

Introduction

The Office of Human Resources has implemented this system in order to automate all tasks relating to the recruitment process for all professional positions on campus. This system will **not** house student positions. This training manual focuses on the following actions in PageUp:

1. Create/review/approve your job opening
2. Connecting your applicant to your approved job opening
3. Create/edit/approve an electronic offer of employment
4. General onboarding/orienting a new hire

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Chrome, Firefox, Internet Explorer 5.5 or above, for optimal results Internet Explorer 8 is suggested. The system also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com. To ensure the security of the data provided by applicants, the system will automatically log you out after 120 minutes of inactivity. However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the Logout link located on the top right side of your screen.

Access Within the System

Each user on campus has been categorized into a particular user group, which provides them certain permissions in the PageUp system. Please see below for a brief overview of access granted to different types of users for the actions covered in this guide.

Role	Access Level
Dean's/Directors	Approve job requisitions; view positions
Hiring Supervisors	Create/edit/approve job requisitions; view positions
Administrative Support/Search Assistants	Create/edit job requisitions; view positions; view applicants

Modes of Training

The recruitment team in the Office of Human Resources understands that every individual has a different learning style. Please see below for the various modes of training offered on this piece of the PageUp system:

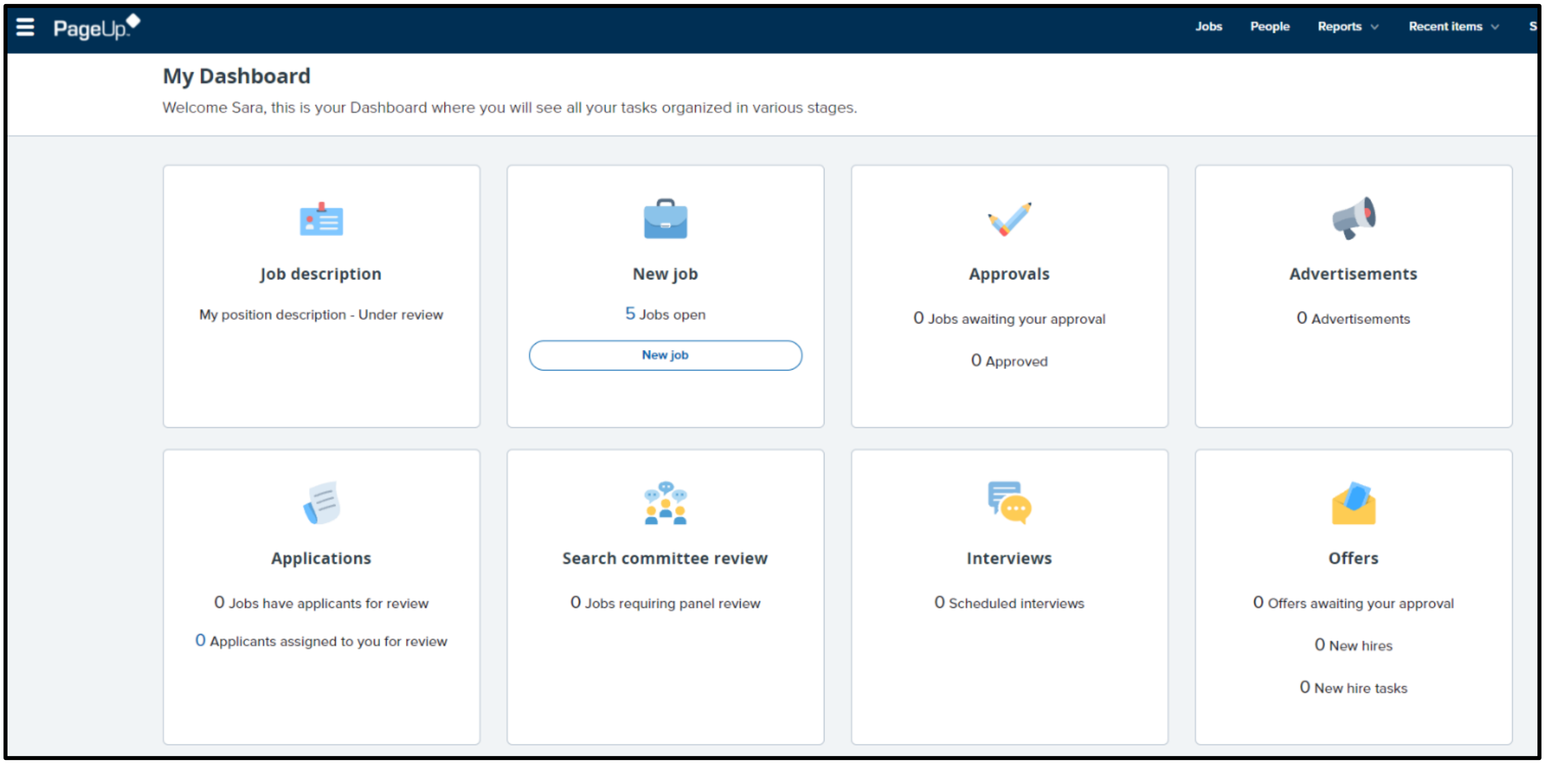
Online training videos can be viewed at any time. These videos walk you through the various scenarios in PageUp and are located on our recruitment webpage.

If you would like to have a member of the recruitment team walk you through creating your position over the phone, please call the Office of Human Resources at 920-424-1166 and schedule a time for this phone call.

If you feel comfortable solely using this training guide to fill your temporary employee vacancy, this is acceptable. Please know that a member of the recruitment team may reach out to you if there are any follow up items up for discussion.

Homepage Tips

When you log in to PageUp, you should see a homepage similar to this one. Familiarize yourself with the options on this page.



My Dashboard

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

Job description

My position description - Under review

New job

5 Jobs open

New job

Approvals

0 Jobs awaiting your approval

0 Approved

Advertisements

0 Advertisements

Applications

0 Jobs have applicants for review

0 Applicants assigned to you for review

Search committee review

0 Jobs requiring panel review

Interviews

0 Scheduled interviews

Offers

0 Offers awaiting your approval

0 New hires

0 New hire tasks

Helpful tips

You are able to access an expanded action menu by clicking the hamburger (three lines) on the top left side of the homepage.

The purpose of the temporary employment open pool campaign (blanket ad) is to make a general advertisement to gather applications for positions that are being continuously hired for. Once there is a specific position you'd like to fill, a separate job must be created and sent through for approval before moving forward. Once the job has been approved, the applications pertaining to this specific role must be applied to this job. If the finalist has already been identified, only the finalist's application would need to be applied to the position. From here, the finalist may be sent through the offer and onboarding process. Please reference the directions below for step-by step directions for this process

Creating a Job Requisition

Important: Please discuss your recruitment plans and FTE availability with the appropriate Vice Chancellor and obtain verbal approval to move forward with the recruitment BEFORE initiating the job requisition in PageUp. Vice Chancellors are not included as approvers in the PageUp system unless the position is in direct supervision of the Vice Chancellor.

Step 1: Log into PageUp

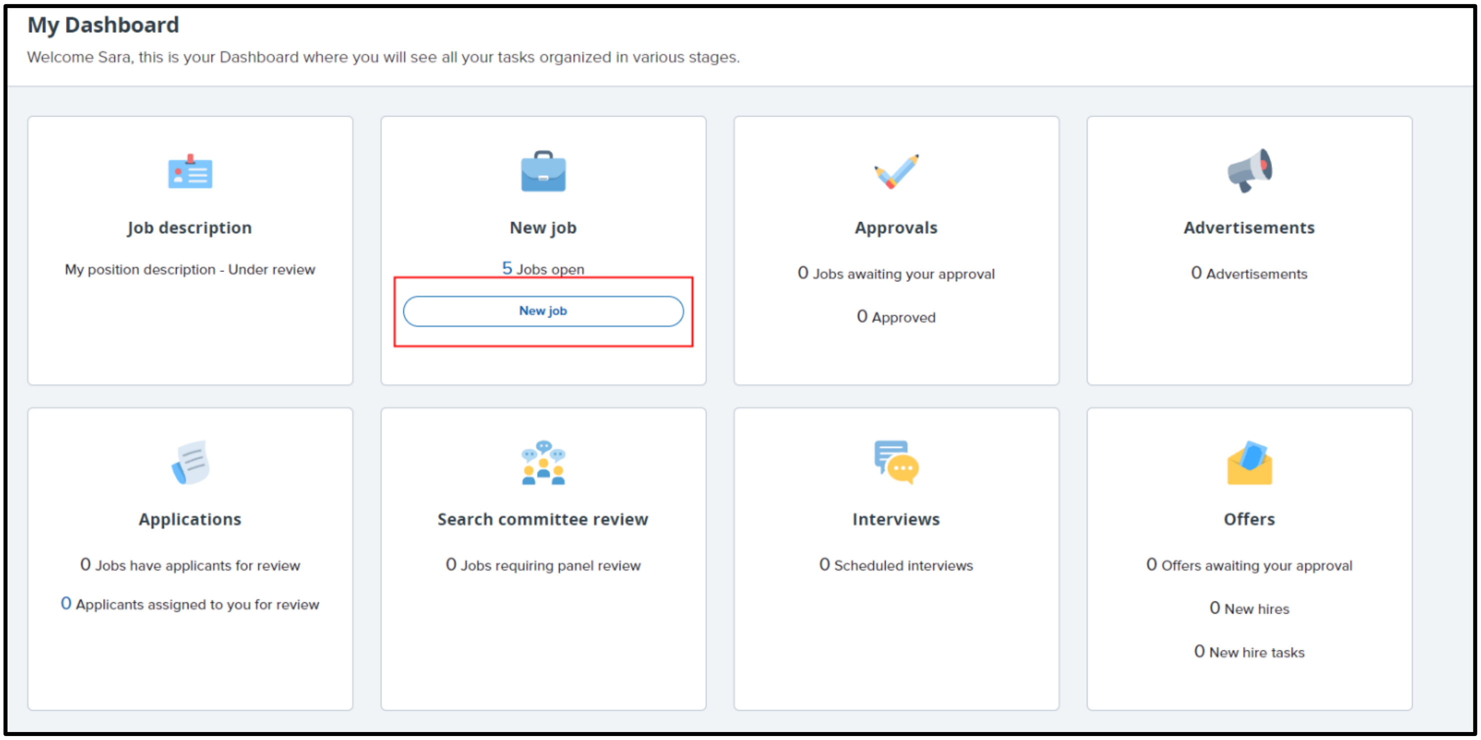
To log into the PageUp system, you may follow the link below:

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: Open a new job requisition

Click on new job from the home screen:



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0 Approved

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0 Jobs have applicants for review
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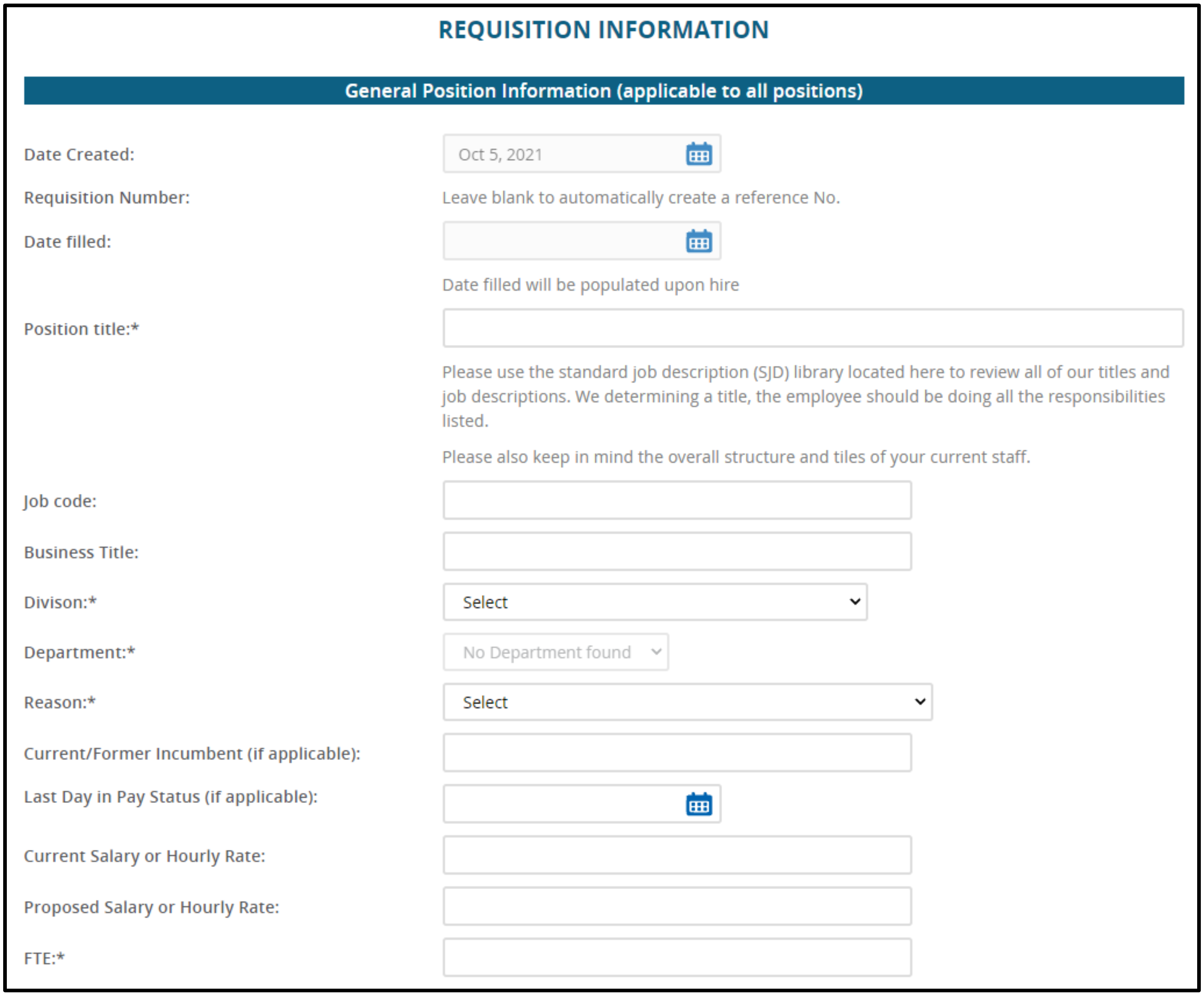
Search committee review
0 Jobs requiring panel review

Interviews
0 Scheduled interviews

Offers
0 Offers awaiting your approval
0 New hires
0 New hire tasks

Step 3: Complete all required fields

Complete all required fields on the form:



REQUISITION INFORMATION

General Position Information (applicable to all positions)

Date Created: Oct 5, 2021

Requisition Number: Leave blank to automatically create a reference No.

Date filled:

Date filled will be populated upon hire

Position title:*

Please use the standard job description (SJD) library located here to review all of our titles and job descriptions. We determining a title, the employee should be doing all the responsibilities listed.

Please also keep in mind the overall structure and tiles of your current staff.

Job code:

Business Title:

Divison:* Select

Department:* No Department found

Reason:* Select

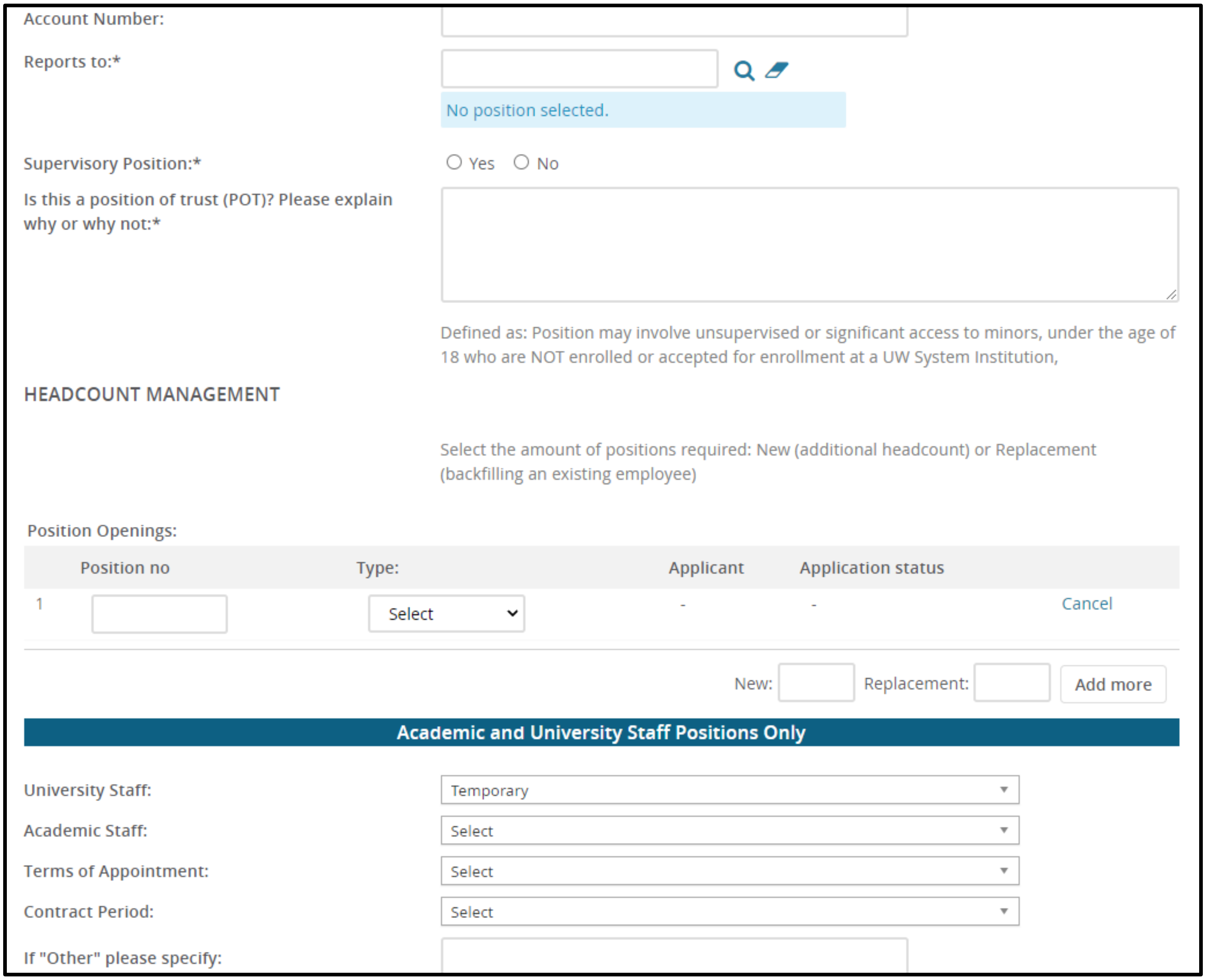
Current/Former Incumbent (if applicable):

Last Day in Pay Status (if applicable):

Current Salary or Hourly Rate:

Proposed Salary or Hourly Rate:

FTE:*



Account Number:

Reports to:*

No position selected.

Supervisory Position:* ○ Yes ○ No

Is this a position of trust (POT)? Please explain why or why not:*

Defined as: Position may involve unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution,

HEADCOUNT MANAGEMENT

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

Position Openings:

	Position no	Type:	Applicant	Application status	
1		Select	-	-	Cancel

New: Replacement: Add more

Academic and University Staff Positions Only

University Staff: Temporary

Academic Staff: Select

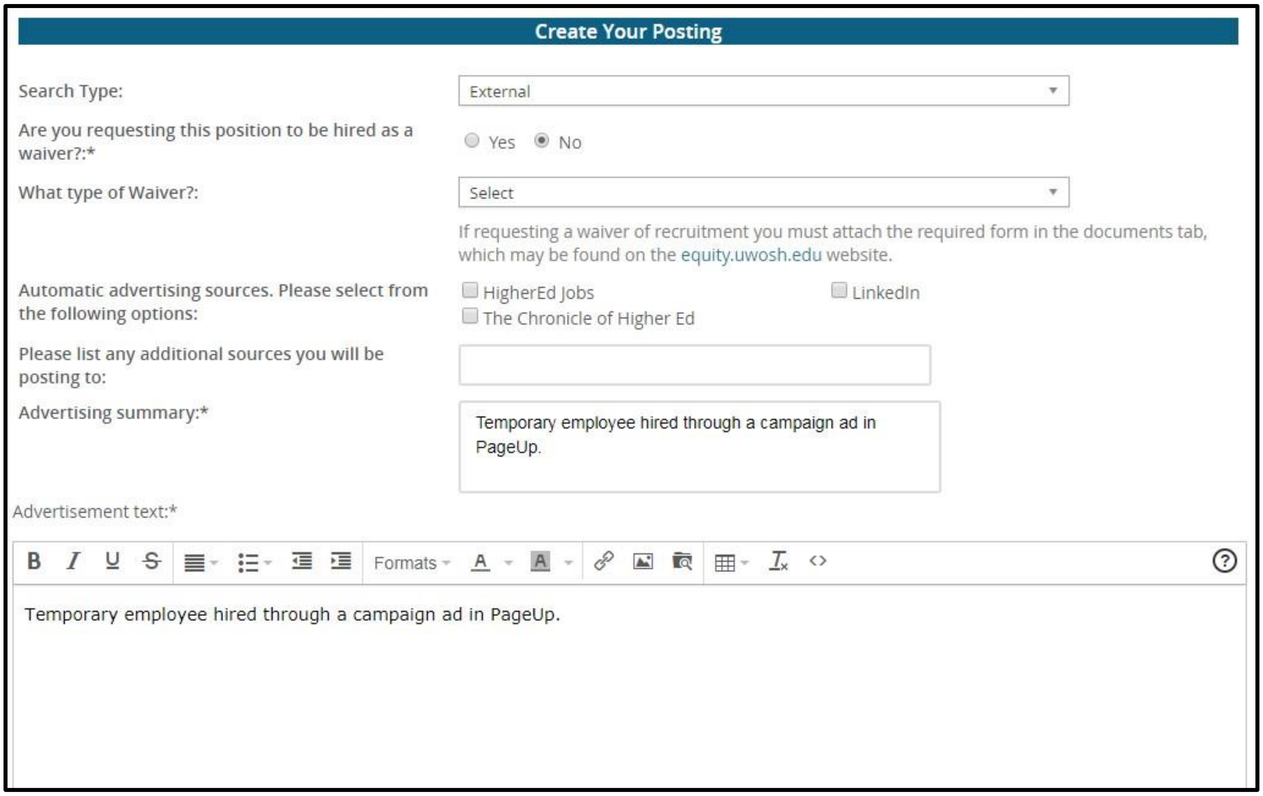
Terms of Appointment: Select

Contract Period: Select

If "Other" please specify:

Helpful tips

The HR and Budgeting Information section will be completed by the Budget Office and the Office of Human Resources. This information will be visible to you once your job requisition has been approved. When approving the position, the Budget Office will be providing the maximum wage allotted in the department budget for the position.



Create Your Posting

Search Type: External

Are you requesting this position to be hired as a waiver?:* ○ Yes ● No

What type of Waiver?: Select

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.

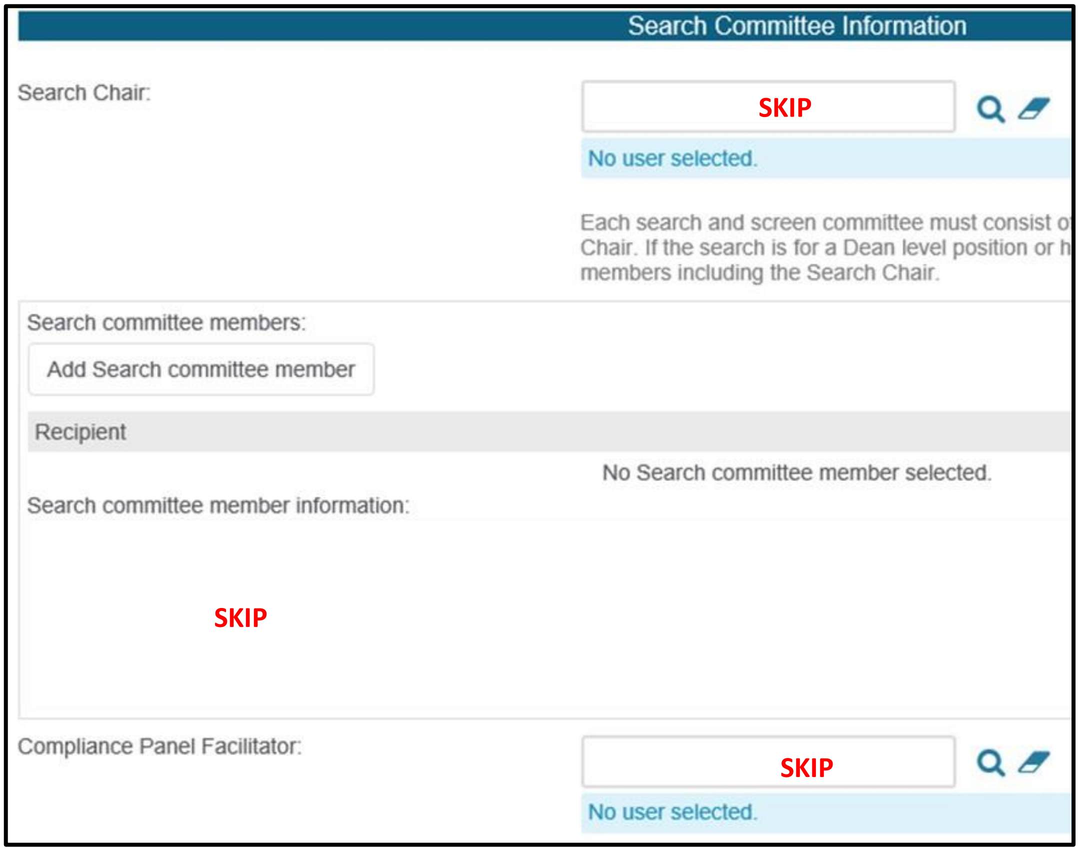
Automatic advertising sources. Please select from the following options: ☐ HigherEd Jobs ☐ LinkedIn ☐ The Chronicle of Higher Ed

Please list any additional sources you will be posting to:

Advertising summary:* Temporary employee hired through a campaign ad in PageUp.

Advertisement text:*

Temporary employee hired through a campaign ad in PageUp.



Search Committee Information

Search Chair: SKIP

No user selected.

Each search and screen committee must consist o
Chair. If the search is for a Dean level position or h
members including the Search Chair.

Search committee members:

No Search committee member selected.

Search committee member information:

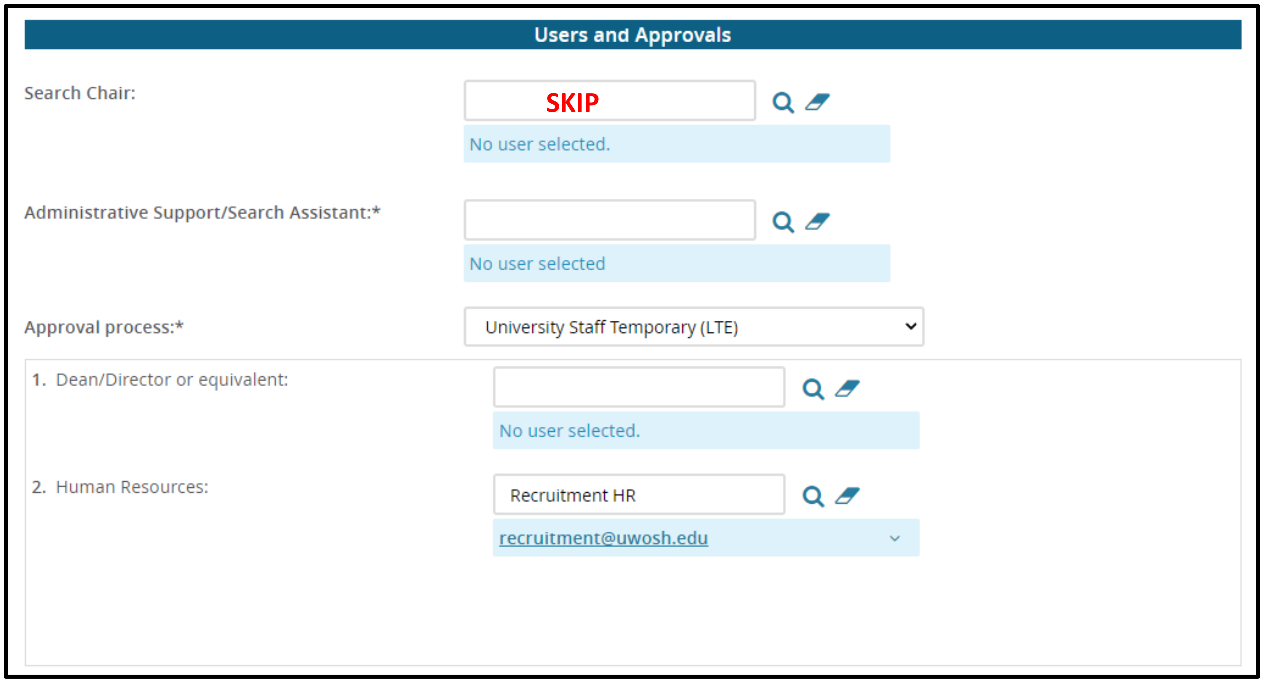
SKIP

Compliance Panel Facilitator: SKIP

No user selected.

Step 4: Assign users and approvers

Assign the Users and Approvers to the job requisition and initiate the approval process.



Users and Approvals

Search Chair: SKIP

No user selected.

Administrative Support/Search Assistant:*

No user selected

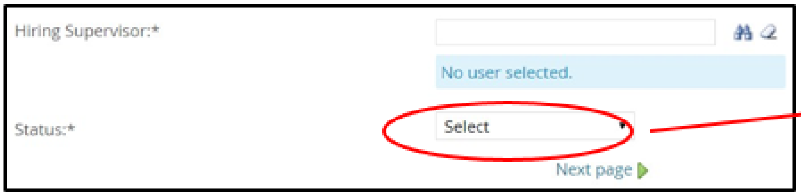
Approval process:* University Staff Temporary (LTE)

1. Dean/Director or equivalent:

No user selected.

2. Human Resources: Recruitment HR

recruitment@uwosh.edu



Hiring Supervisor:*

No user selected.

Status:* Select

Change the Status of the position to **Pending approval**.

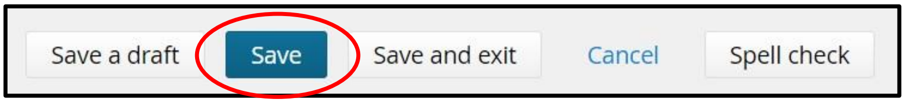
Helpful tips

Select the University Staff Temporary (LTE) approval process. Some names have been prepopulated in the approver spots, such as HR, Budget, and EOEAA. Please do not change those.

An Approver is one who will receive a request to review and approve before moving onto the next approver. A User is one who will be notified of the status of the job requisition and who will have access to view the job throughout the process.

Once you've completed all fields of the job requisition, have assigned your Users and Approvers and have reviewed the page, click **save or save and exit**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The creator of the job requisition will be notified by email once all approvers have approved the job requisition.

If an approver declines the job requisition approval request, the creator of the job requisition will be notified, including a justification as to why it was declined. Updates may be initiated and the approval process may then be restarted.


Save a draft
Save
Save and exit
Cancel
Spell check

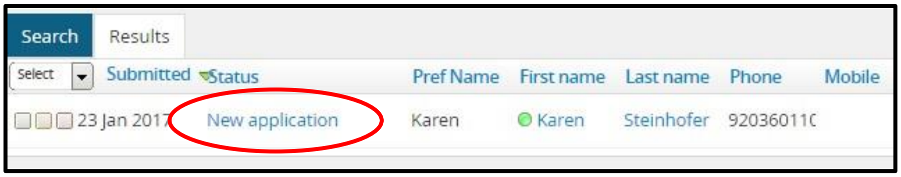
Step 5: Apply applicant(s) to the job from campaign

Once your job has been fully approved, the applicants who have applied to the Temporary Employment Open Pool campaign must be applied to the job you just created. **Please reach out to the recruitment team with the name of the applicant you would like to hire and we will assign them to the job you created.**

You will now be directed to complete the **offer card**. This is a form in the system that will allow you to make requests for the offer you would like to make. The offer card must be completed and approved **before** making a verbal offer.

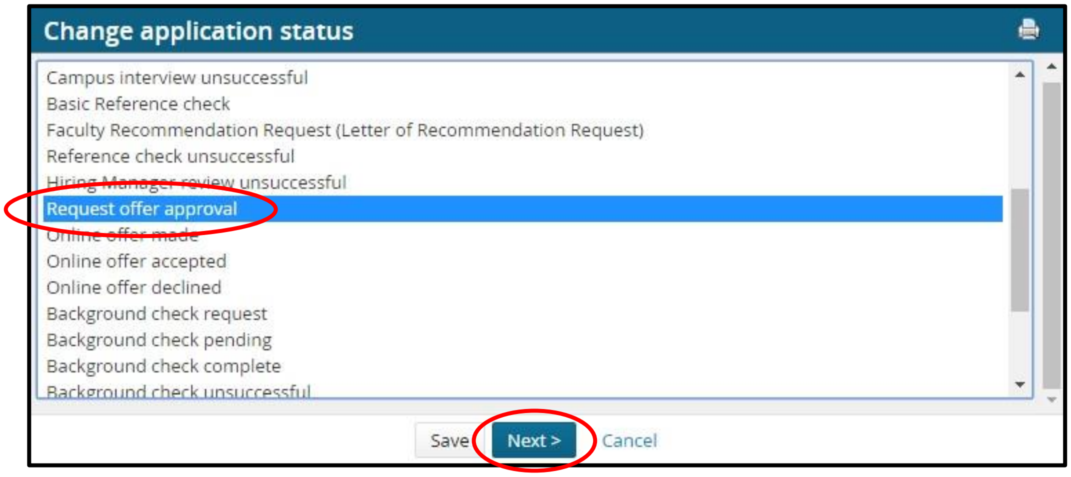
Step 6: Change the status of the applicant

Find the applicant 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.

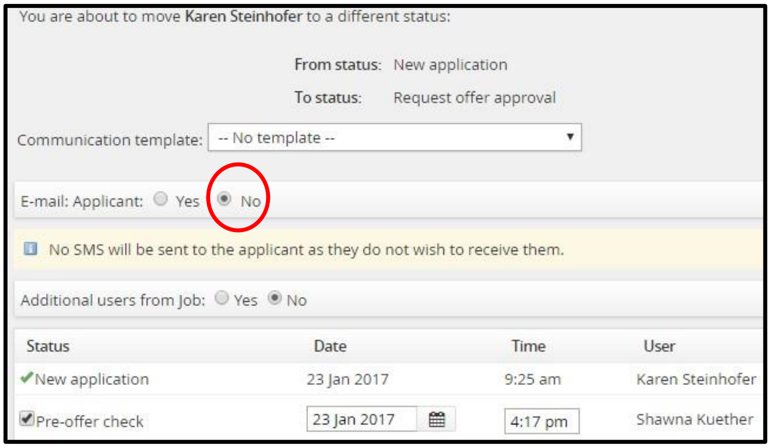

Search
Results

Select	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile
☐☐☐	23 Jan 2017	New application	Karen	● Karen	Steinhofer	92036011	

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 --

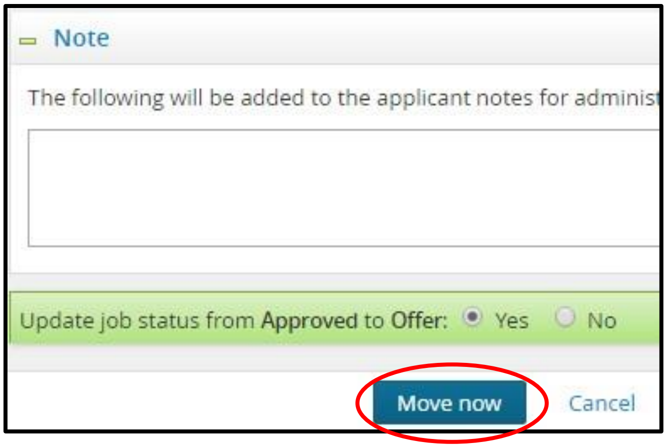
E-mail: Applicant: ○ Yes ● No

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
☑ Pre-offer check	23 Jan 2017	4:17 pm	Shawna Kuether

Click **Move now**.



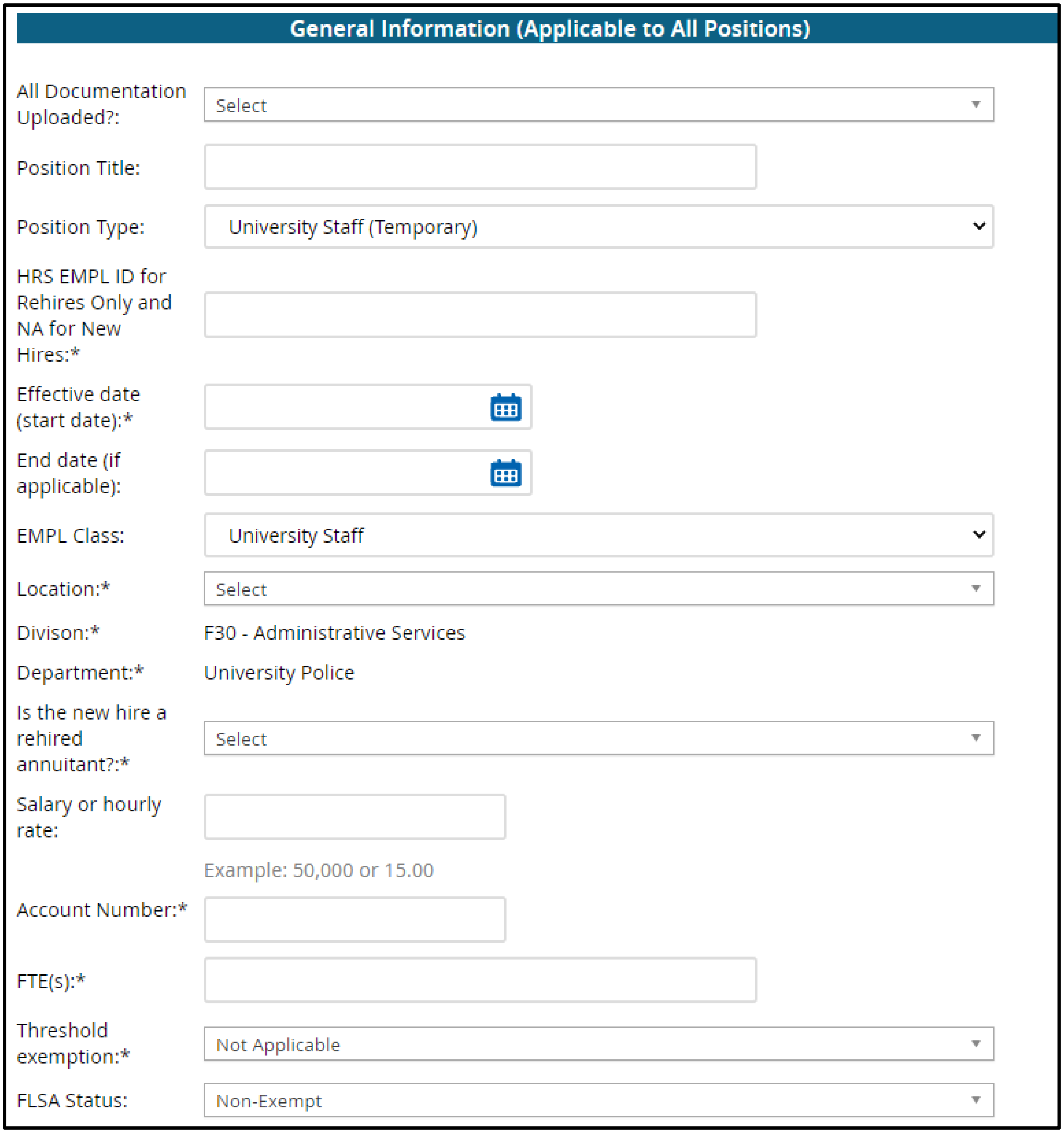
The following will be added to the applicant notes for adminis

Update job status from **Approved** to **Offer**: ● Yes ○ No

You will now be directed to complete the **offer card**.

Step 7: Complete the offer card fields

Warning: The information entered into the fields on the offer card will eventually be merged directly into the official contract/offer letter. 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.



General Information (Applicable to All Positions)

All Documentation Uploaded?: Select

Position Title:

Position Type: University Staff (Temporary)

HRS EMPL ID for Rehires Only and NA for New Hires:*

Effective date (start date):*

End date (if applicable):

EMPL Class: University Staff

Location:* Select

Divison:* F30 - Administrative Services

Department:* University Police

Is the new hire a rehired annuitant?:* Select

Salary or hourly rate:

Example: 50,000 or 15.00

Account Number:*

FTE(s):*

Threshold exemption:* Not Applicable

FLSA Status: Non-Exempt

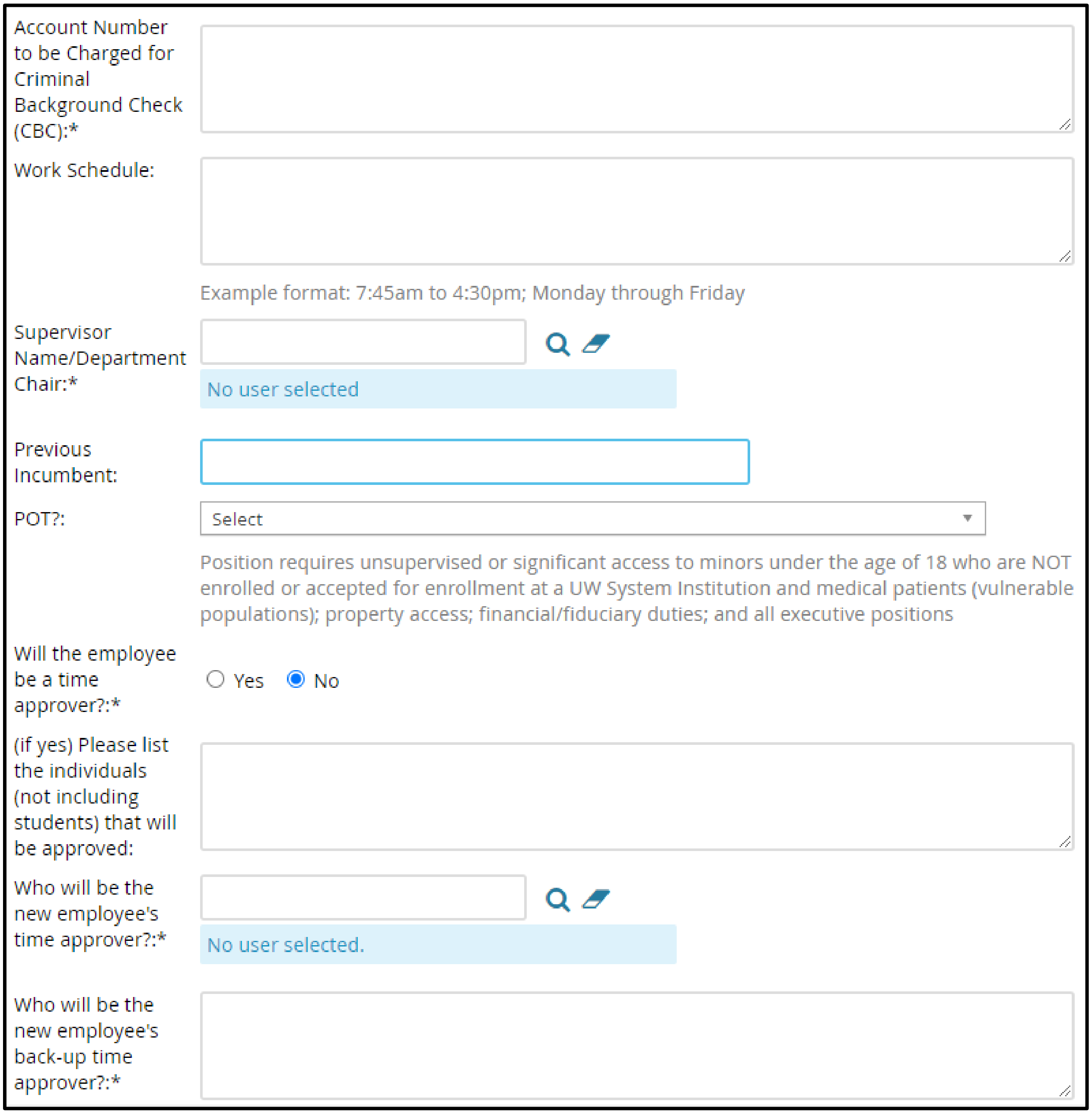
Helpful tips

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

Estimate an effective date while considering the length of time you will need for the approval process and the time span where the candidate will need to give notice to a current employer.

Skip the Faculty, Instructional Academic Staff, and Non-Instructional Academic Staff Only sections.

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



Account Number to be Charged for Criminal Background Check (CBC):*

Work Schedule:

Example format: 7:45am to 4:30pm; Monday through Friday

Supervisor Name/Department Chair:*

No user selected

Previous Incumbent:

POT?: Select

Position requires unsupervised or significant access to minors under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution and medical patients (vulnerable populations); property access; financial/fiduciary duties; and all executive positions

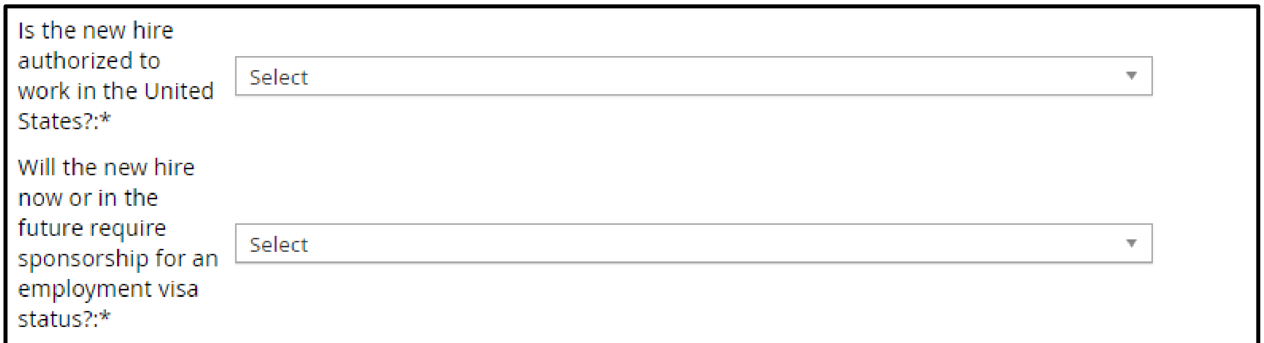
Will the employee be a time approver?:* ○ Yes ● No

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

Who will be the new employee's time approver?:*

No user selected.

Who will be the new employee's back-up time approver?:*



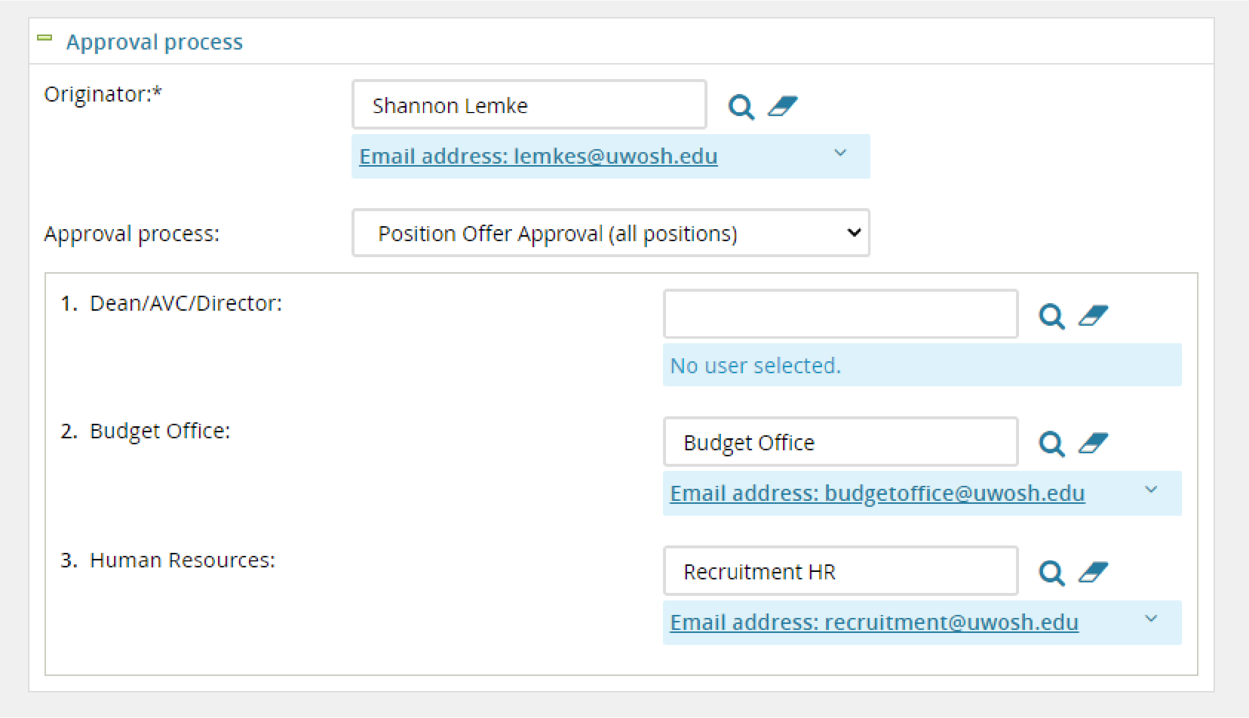
Is the new hire authorized to work in the United States?:* Select

Will the new hire now or in the future require sponsorship for an employment visa status?:* Select

*****Please make sure to scroll all the way to the bottom of the offer card to select the appropriate Approval Process*****

Step 8: Assign users and approvers

On the bottom of the offer card, begin by assigning an Originator. The **Originator** should be the person you who would like to be notified once the offer is approved, when the new employee has accepted their offer letter, and when they have completed their criminal back ground check (if applicable).



Approval process

Originator:* Shannon Lemke
Email address: lemkes@uwosh.edu

Approval process: Position Offer Approval (all positions)

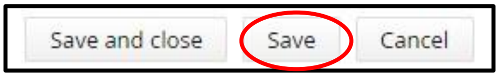
1. Dean/AVC/Director: No user selected.
2. Budget Office: Budget Office
   Email address: budgetoffice@uwosh.edu
3. Human Resources: Recruitment HR
   Email address: recruitment@uwosh.edu

Helpful tips

Select the Position Offer Approval (all positions) approval process. Some names have been prepopulated in the approver spots, such as HR and Budget. Please do not change those.

Step 9: Finalize and send offer card through approval process

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.



Step 10: Once offer request approved, verbally offer the position

Once you receive an automated email from PageUp stating that the position 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 proposed candidate.

Step 11: Once offer has been accepted, notify Office of Human Resources 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/offer letter right away to solidify the start date and request an electronic signature. Once the new employee has electronically accepted the offer of employment, they will be automatically redirected to the onboarding portal. The onboarding portal will provide them with necessary employment paperwork, a warm welcome to the campus community, and a list of general tasks that need to be completed within a particular timeframe.