



PageUP: Creating An Offer Card (Graduate Student)

1. Login to your MyJaxState account.



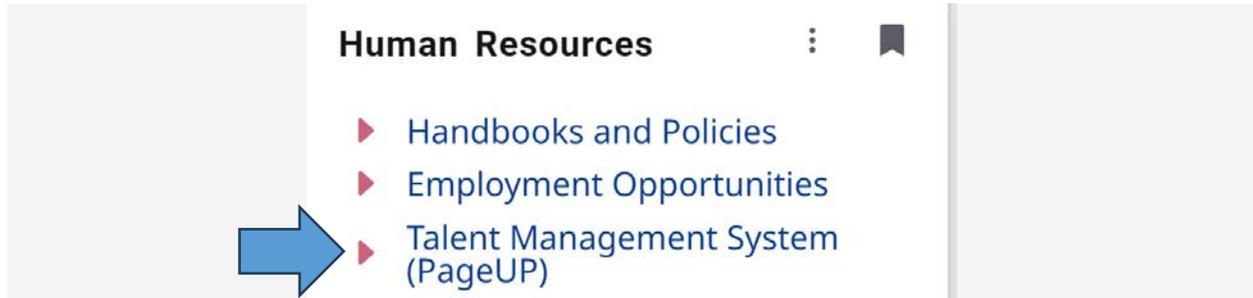
2. Select the Human Resources card
 - You may have to search in Discover More for the card.
 - You can bookmark it for later use.

Human Resources

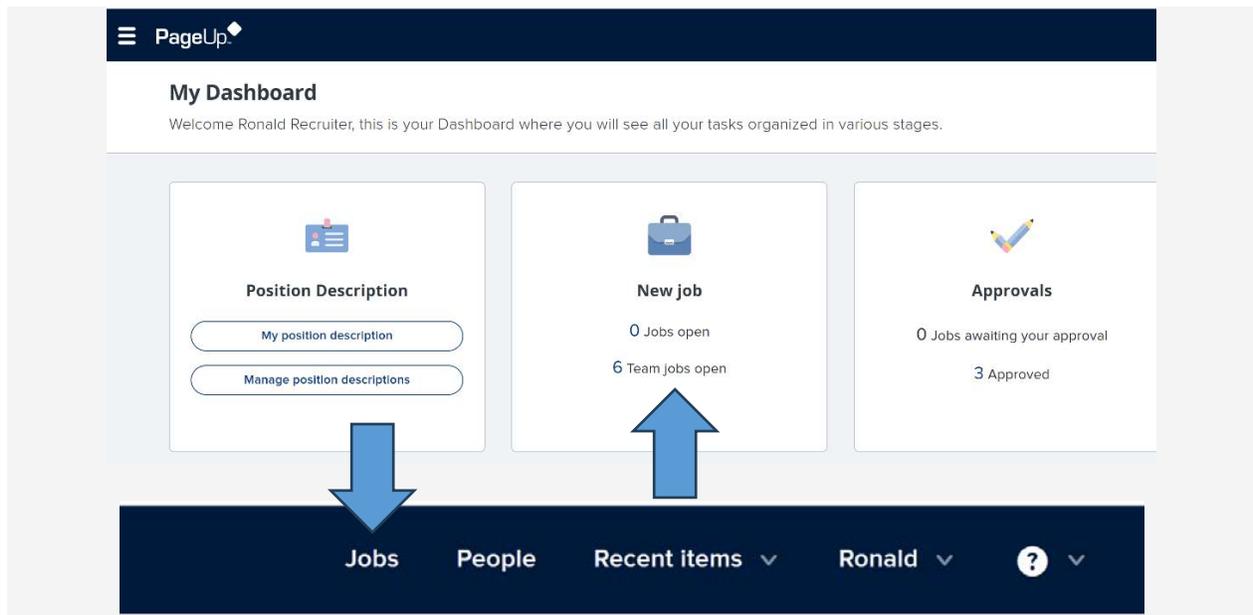
- ▶ Handbooks and Policies
- ▶ Employment Opportunities
- ▶ Talent Management System (PageUP)
- ▶ Performance Management System (PageUP)
- ▶ Employee Navigator
- ▶ Open Enrollment
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



3. Select Talent Management System (PageUP)



4. Click on your “Team jobs open” OR click on “Jobs” from the PageUP navigation bar at the top of the screen.



5. Find your job in the list.

6. Select Review Applications (on the right)

Job #	Graduate Assistant - Job Name (Semester)	Graduate Assistant	Department Name	Oct 15, 2024	Approved	Request Provider First Name	Reports to Provider First Name	Review applications View Job
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7. Find the candidate in the list of applicants.

- a. This may be in the Progress Board view or List view.



New (1)

Helen Hire
Jacksonville

Form Résumé Cover letter

Change status Progress ▾

Filters I'm looking for... All ▾

Applicant name	Flags	Application status	Screening activities	Score	Documents
Helen Hire Jacksonville shalvey@yahoo.com 222-555-6789		New		Application 0%	Resume Form Cover letter

1 - 1 results out of 1

8. Click on the candidate's name to bring up their Applicant Details page.
9. Click on the "no offer" link.

Ms Helen Hire

View profile View references

Address 122 pelham road
Jacksonville, Alabama
36265, United States

Phone +1 222-555-6789

Email shaivey@yahoo.com

Original source JSU Careers Website

e-Zines comms hold No

Applications History Scheduled emails Resume

496814 - (TEST) Human Resources Generalist

Date submitted Feb 6, 2024	Status changed Feb 6, 2024 Under Department Review	Offer No offer	Resume View
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Form View



10. Please complete the fields marked with an asterisk (*).

POSITION DETAILS

Department/Center/Unit:
No Department/Center/Unit selected

Start date:*

End date if applicable:

Please enter the 30 day break in service date for all temporary positions, unless a working retiree using the below two date fields:

Beginning Date:

Ending Date:

Academic Rank:

Tenure Track: Yes No

Recommended Salary:*

Hours per week:*

Pay ID:*

FOAP/Budget #:*

11. Skip the Offer Progress Section (this will update on its own).

OFFER PROGRESS

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted:

Offer declined: Yes No

Date offer declined:

12. Scroll to Approval Process.

13. Select Graduate Assistantship for the Approval Process.

Approval process

Originator:*
Email address:

Approval process:
None
Adjunct Faculty Approval Process
Faculty - 1 Approver
Student Assistant Approval
Faculty - 2 Approvers
Faculty - 3 Approvers
Graduate Assistantship
Staff - 1 Approver
Staff - 2 Approvers
Staff - 3 Approvers



14. Add users to open fields. You can enter their name or search by name.

Approval process

Originator:*
Email address:
email+recruiter@pageuppeople.com

Approval process:

1. Budget Manager:	<input type="text"/>	
No user selected.		
2. Controller's Office:	<input type="text"/>	
No user selected.		
3. Graduate Studies:	<input type="text"/>	
No user selected.		
4. (HR) Background Screening Initiated:	<input type="text" value="Christine Franklin"/>	
<u>Email address:</u> cmfranklin@jsu.edu		
5. Offer Letter Initiated:	<input type="text" value="Christine Franklin"/>	
<u>Email address:</u> cmfranklin@jsu.edu		
6. Online Training Assigned:	<input type="text" value="Christine Franklin"/>	
<u>Email address:</u> cmfranklin@jsu.edu		
7. New Hire Paperwork Requested:	<input type="text" value="Christine Franklin"/>	
<u>Email address:</u> cmfranklin@jsu.edu		
8. New Hire Form Received:	<input type="text" value="Christine Franklin"/>	
<u>Email address:</u> cmfranklin@jsu.edu		
9. Online Training Email Sent:	<input type="text" value="Christine Franklin"/>	
<u>Email address:</u> cmfranklin@jsu.edu		
10. (Dept.) Contract Initiated:	<input type="text"/>	
No user selected.		

15. When you are done:

- a. Save and close: closes Offer Card and emails first approver
- b. Save: emails first approver
- c. Cancel: cancels the offer card

16. A popup will ask you if you wish to continue. Click "OK".

jacksonville.dc4.pageuppeople.com says

You have selected the 'Graduate Assistantship' approval process.

If you continue, this approval process will be initiated immediately.

Are you sure you wish to initiate this approval process?





17. To monitor the offer's progress, log back in to the offer and scroll to the bottom.

Approval process

Originator:* Originator Name Here
Approval process: Graduate Assistantship

Approval workflow initiated: Jul 30, 2024, 3:50pm CST

1. Budget Manager:	Budget Manager ✓ Approved Jul 30, 2024
2. Controller's Office:	Controller's Office ✓ Approved Jul 31, 2024
3. Graduate Studies:	Graduate Studies ✓ Approved Aug 1, 2024
4. (HR) Background Screening Initiated:	Christine Franklin ✓ Approved Aug 1, 2024
5. Offer Letter Initiated:	Christine Franklin ✓ Approved Aug 2, 2024
6. Online Training Assigned:	Christine Franklin ✓ Approved Aug 5, 2024
7. New Hire Paperwork Requested:	Christine Franklin ✓ Approved Aug 5, 2024
8. New Hire Form Received:	Christine Franklin ✓ Approved Aug 12, 2024
9. Online Training Email Sent:	Christine Franklin ✓ Approved Aug 12, 2024
10. (Dept.) Contract Initiated:	(Dept.) Contract Initiated ✓ Approved Aug 16, 2024