



PageUP: Creating An Offer Card (Faculty)

1. Login to your MyJaxState account.



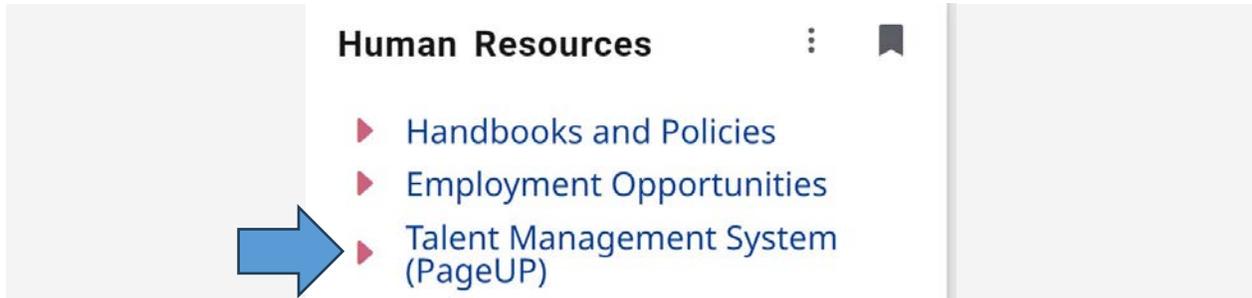
2. Select the Human Resources card
 - You may have to search in Discover More for the card.
 - You can bookmark it for later use.

Human Resources

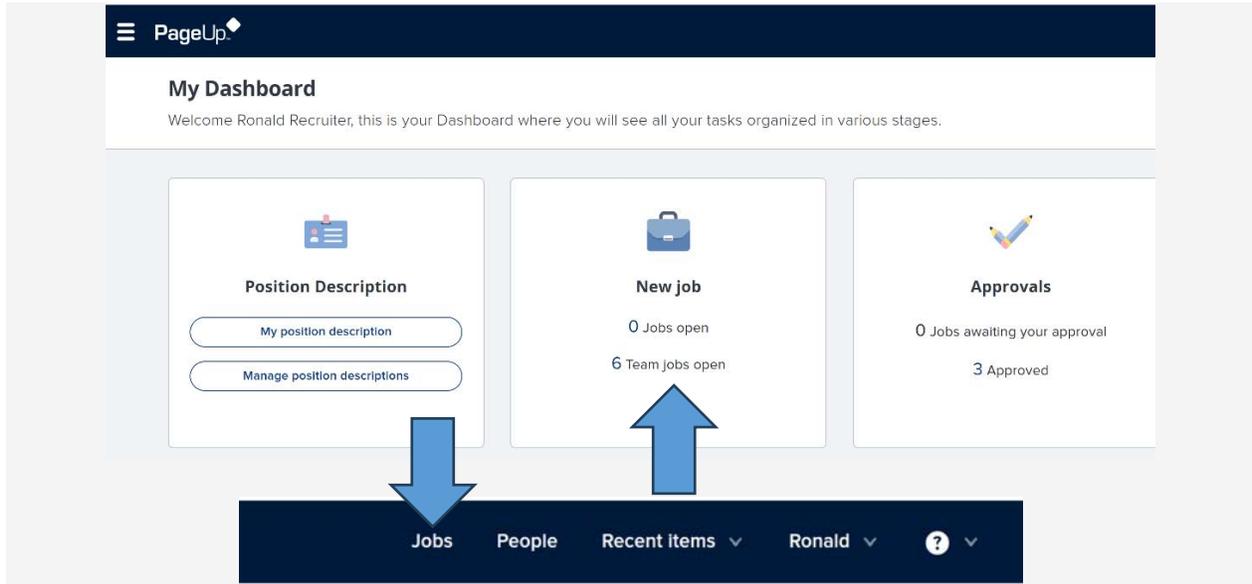
- ▶ Handbooks and Policies
- ▶ Employment Opportunities
- ▶ Talent Management System (PageUP)
- ▶ Performance Management System (PageUP)
- ▶ Employee Navigator
- ▶ Open Enrollment
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



3. Select Talent Management System (PageUP)



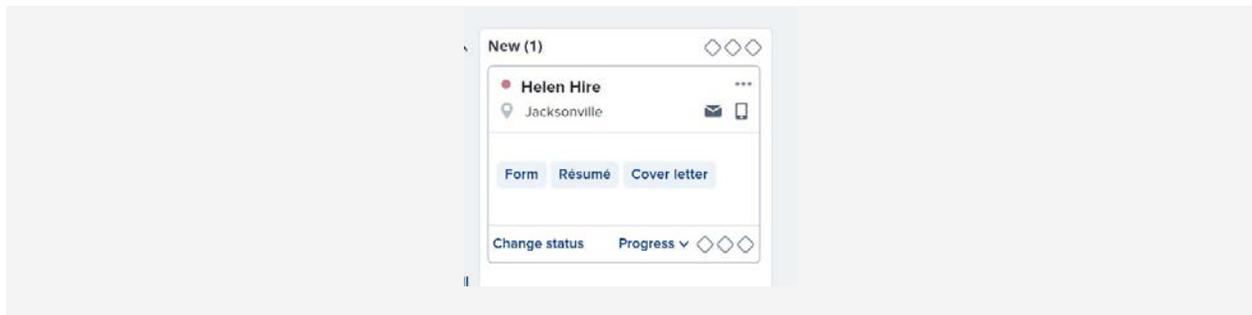
4. Click on your “Team jobs open” OR click on “Jobs” from the PageUP navigation bar at the top of the screen.



- 5. Find your job in the list.
- 6. Select Review Applications (on the right)



- 7. Find the candidate in the list of applicants.
 - a. This may be in the Progress Board view or List view.





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

- Click on the candidate's name to bring up their Applicant Details page.
- 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: shalvey@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

- Please complete the fields marked with an asterisk (*).
 - Start date – First contracted work day. Check with the Provost's office for the start date for each academic year. This must match the contract.
 - Academic Rank – Be sure to select the academic rank the candidate will begin at. This may be different from the job posting if the candidate is granted years toward tenure or is hired as an Associate Professor.
 - Tenure Track – select Yes or No
 - Recommended Salary – enter the employee's starting salary.
 - Hours per week – 40
 - Pay ID – select monthly for most all faculty.
 - FOAP – Be sure the budget information is correct
 - FOAP notes – please enter any required notes regarding the budget and/or any notes regarding credit toward tenure or reimbursement for moving expenses (if applicable).



POSITION DETAILS

Department/Center/Unit: 10020

Department of Human Resources

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: Select

Tenure Track: Yes No

Recommended Salary:*

Hours per week:*

Pay ID:* Select

FOAP/Budget #:* 10000-10020-61020-70

Notes:



11. Skip the Onboarding Section (you will use it in the future).

ONBOARDING

Onboarding form: Select

Onboarding workflow: None

Reports to manager: Ronald Recruiter

Email address:
email+recruiter@pageuppeople.com

Onboarding delegate: Ronald Recruiter

Email address:
email+recruiter@pageuppeople.com

12. 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:



13. Scroll to Approval Process.

14. Select the appropriate Approval Process for your position.

- a. Faculty – 1 Approver (includes VP/Provost)
- b. Faculty – 2 Approvers (includes (VP/Provost & Dean/Chief)
- c. Faculty – 3 Approvers (includes Supervisor/Director/Dept. Head, Dean/Chief & VP/Provost)

Approval process

Originator*: Ronald Recruiter
Email address: email:recruiter@pageuppeople.com

Approval process: None

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

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

16. 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

Approval process: 3 Approvers - Staff

1. Supervisor/Director/Dept Head: No user selected.

2. Dean/Chief: No user selected.

3. VP/Provost: No user selected.

4. President: Don Killingsworth
Email address: donk@jsu.edu

5. HR Initial Review: Jameson Houston
Email address: jhouston3@jsu.edu

6. Conditional Offer/Pre-Employment Initiated: Jameson Houston
Email address: jhouston3@jsu.edu

7. Pre-Employment Completed: Jameson Houston
Email address: jhouston3@jsu.edu

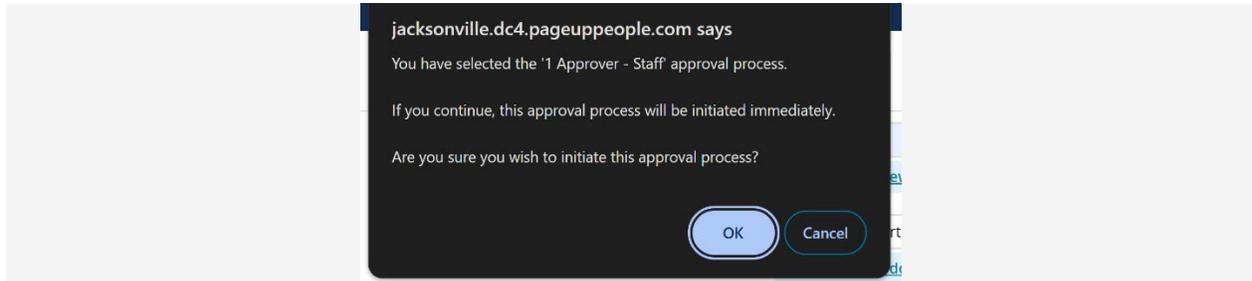
8. Official Offer Review: Eric Johnson
Email address: ewjohnson@jsu.edu

9. Official Offer Made: Jameson Houston
Email address: jhouston3@jsu.edu

Save and close Save Cancel



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



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

