

# ADMINISTRATIVE/CLASSIFIED GUIDE FOR PAGEUP (APPLICANT TRACKING SYSTEM)

Information on completing the following tasks in PageUp:  
Create/Modify Position Descriptions  
Create Job Postings,  
Create Offers and Manage Onboarding Process

*Revised 2023*

# Table of Contents

- PAGEUP HOME SCREEN ..... 2
- RECRUITMENT DASHBOARD** ..... 2
- POSITION DESCRIPTIONS** ..... 5
  - Create a New Position Description..... 5
  - Edit a Current Position Description ..... 5
  - View a Current Position Description ..... 7
  - Recruit for a Current Position Description ..... 7
  - Additional Options Available ..... 8
  - Approval Process for Position Descriptions ..... 8
- RECRUIT FOR A POSITION**..... 9
  - Creating a Job Card..... 9
  - Approval Process for Posting..... 12
  - Reviewing the Status of a Job Card (Requisition)..... 14
- REVIEWING APPLICANTS** ..... 15
  - Applicant Approval Process..... 15
  - Review of Applicants and Changing Statuses..... 15
- OFFER AND ONBOARDING** ..... 20
  - Offer Card ..... 20
  - Offer Approval Process..... 25

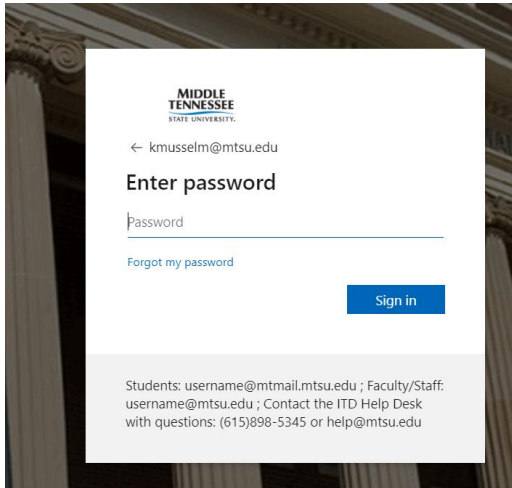
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# PAGEUP LOGIN

To enter PageUp, open Google Chrome, the preferred browser for PageUp, and enter <https://mtsuemployees.pageuppeople.com/> and hit return.

## PAGEUP HOME SCREEN

Upon initial log in, you will be required to enter your FSA credentials to gain access.



Once logged in, you will see the Employee Services Dashboard.

Home About me My team Create Journal entry

Welcome [redacted], you are logged in

- My Performance Evaluations (Admin/Classified Only)**  
NEW MTSU 2020 Evaluation Process  
Current step: Employee Self Evaluation  
[Progress bar]
- Recruitment**  
Administration
- Team Performance Reviews (Admin/Classified Only)**  
[List of team members]
- Onboarding**  
Onboarding

Your Performance Evaluation (See performance quick guide for instructions by clicking [here](#))

Click Administration Link which takes you to recruitment dashboard

Performance Evaluations for Your Team (See performance quick guide for supervisors for instruction by clicking [here](#))

Onboarding Tasks – to be completed by Manager or Employee

The dashboard identifies all the options that are available to you within the PageUp system, based on your permissions assigned in the system. If you are an administrative/classified employee, you will see your performance evaluation and the status of your current review.

If you have access to recruitment, you will have a blue widget called Recruitment. Click on the Administration link to enter the Recruitment Dashboard. This will open up into another window, so you can return to the Employee Services Dashboard if needed. If you are a supervisor, you will see a listing of all performance reviews that need to be completed for your team. You may click on each team member to review the status of the review. The last widget is for the onboarding system, this will show you any tasks that need to be completed by you as the manager or by your new employee.

At the top of the page are several drop down menus based on your permissions in the system. As a supervisor, you have access to a My Team dropdown menu. This allows you to see an organization chart, team member details, and performance reviews. The Recruitment option, takes you into the Recruitment Dashboard.

# RECRUITMENT DASHBOARD

Clicking the Administration link under the Recruitment Widget will bring you to the Recruitment Dashboard. This is where you will manage your position descriptions, your active postings and if an approver, any approvals that are needing action.

The screenshot shows the Recruitment Dashboard interface. At the top, there is a dark blue navigation bar with the PageUp logo on the left and several menu items on the right: Postings, People, Reports, Recent Items, a Quick search bar, and a user profile icon. Below the navigation bar, the page is titled "My Dashboard" and includes a welcome message: "Welcome [redacted] this is your Dashboard where you will see all your tasks organized in various stages." The main content area is divided into six widgets, each with an icon, a title, and a count of items. The widgets are: 1. Position Description: 1 My position description, Manage position descrip... 2. New job: 1 Jobs open, New Job 3. Approvals: 0 Jobs awaiting your approval, 0 Approved 4. Advertisements: 0 Advertisements 5. Search committee review: 1 Jobs requiring panel review 6. Offers: 0 Offers awaiting your approval, 0 New hires, 0 New hire tasks On the right side of the dashboard, there is a "Guidelines / Tips" section with a link: "Click HERE to access online reference materials".

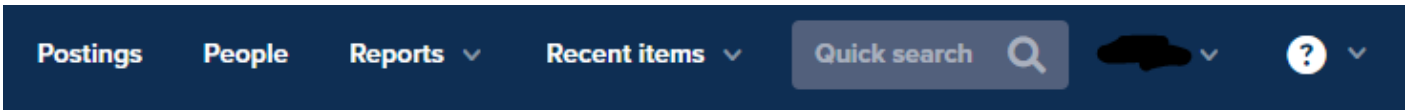
The Menu Bar at the top of your screen provides the following information:



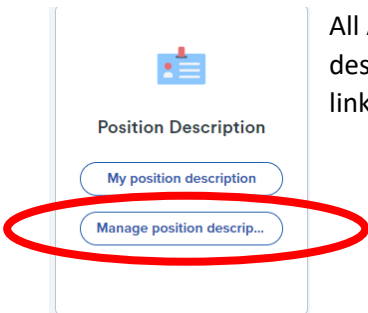
Clicking on this image, will bring up a side menu of options to choose from based on your permissions in the system. Many of the options available on My Dashboard are listed here. You can select the page you would like to navigate to instead of returning to your dashboard when navigating between sections in the system.



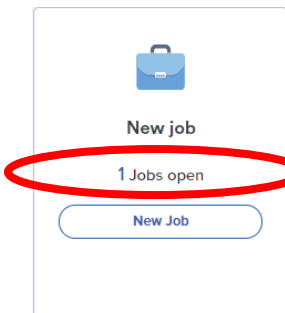
When you are in a page and you need to return to the Dashboard, click on the PageUp logo to be taken back to the Dashboard.



The **Postings** link will open up a page that shows postings. The **People** link will provide you a listing of the applicants for a specific posting. Within the **People** tab, click on the search button if you wish to look at applicants in a certain application status or to review applications for a different position. The **Reports** link will provide you access to reports that you have permission to run. The **Recent Items** drop down, is a quick way to navigate to a previous person or job you have reviewed. Click on your name, if you wish to log out of the system.



All Administrative/Classified positions have a position description. To view a lists of position descriptions within your team, click on “Manage Position Descriptions” link. Clicking on this link will provide you with a listing of all position descriptions within your assigned teams.



To view a current job opening within your team, click on the “Jobs Open” link in the New Job box.

The “New Job” link, will be used in creating faculty postings only. Please do not use this link for administrative/classified postings.



### Approvals

0 Jobs awaiting your approval

0 Approved

If you are an approver in the posting process, this will provide you with quick access to the items that are waiting for you to take action. Click on the “Jobs awaiting your Approval” link to review your action items.



### Advertisements

1 Advertisements

The “Advertisements” link will provide you a link to all jobs that are currently posted in the system. Click on the link to view.



### Search committee review

1 Jobs requiring panel review

If you have been assigned the tasks of reviewing applicants for a posting as a committee member, you will have access to review the applicants, by clicking on this link.



### Offers

0 Offers awaiting your approval

0 New hires

0 New hire tasks

If you are an approver in the offer process, this will provide you with quick access to the items that are awaiting your approval. Click on the “Offers Awaiting your Approval” link to review your action items.

This dashboard menu also provides you with easy access to any new hire tasks that may be pending by you and/or your new employee. Click on “New Hire Tasks” to view any pending action items.

# POSITION DESCRIPTIONS

All postings for administrative/classified positions must be created from an existing, approved, position description. To access position descriptions select “Manage Position Descriptions and create ...” from the Job Description title on the Dashboard or from the Menu Bar.

From the Position Description page users can:

- Create New Position Descriptions
- Edit Existing Position Descriptions
- View Existing Position Descriptions

[New position description](#)

### Position Description

PD No.  Title  Position Number  Role Number  Employee Name

Employee No.  Supervisor Name  Work Type  Division  College

Department  Approval status  Status

PD No.	Title	Job supplementary field 1	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-234	Coordinator-Enrollment		705370	37229	[REDACTED]	[REDACTED]	Jan 20, 2021	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Recruit for position</a>   <a href="#">Archive</a>
PD-327	Assoc Dir-Undergrad Admission		777130	36625	[REDACTED]	[REDACTED]	Jan 20, 2021	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Recruit for position</a>   <a href="#">Archive</a>
PD-330	Operational Analyst		777190	41340	[REDACTED]	[REDACTED]	Jan 20, 2021	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Recruit for position</a>   <a href="#">Archive</a>

## Create a New Position Description

1. Select “New Position Description” at the top left of the Job Descriptions page. This should only be used for a position that does not currently exist within the system.
2. Complete the Position Description information. All required fields are marked with an asterisk (\*) and must be completed in order to submit the position description for approval.
3. For additional instructions, please see Edit a Current Position Description for details.
4. Selecting **Save** or **Save & Exit** at the bottom of the page will initiate the approval process. Please make sure you upload a memo summarizing the position and a current organizational chart that shows the new position prior to saving the entire position description.

## Edit a Current Position Description

1. To make changes to an existing position description, click on the **Edit** link beside the position number you wish to change.
2. Once the position description has opened, scroll to the bottom of the form and click **Update PD**, click OK in the pop-up window that appears to reset the approval process.
3. Edits are now allowed to the Existing Position Description:



Select **Type of Action Requested**. Note: this field is for informational purposes only and does not define approval process or workflows. The definitions are listed below.

- a. Create a New Position Description – this should be selected if creating a position description for the first time
- b. Reclassification – updating a position description for a reclassification study
- c. Update Position Description (no posting) – used to make minor updates to position that does not necessitate a compensation review.
- d. Update Position Description to Post – modifying the position description for posting to fill a vacancy

**Title** – Enter the desired title of the position. Note: this title may be changed by Compensation to meet system requirements and align with Compensation standards. This will be the official title in the Banner HR system.

**Effective Date** – The date the changes are to be effective.

**Position Number** – This field is not editable.


**Classification** – To select a new classification, click on  to erase the current value. Then click on  to review a lists of classifications available. Choose the classification for the new position, if known, otherwise leave blank and it will be completed during Compensation review.


**ECLS** – If known, please select options from the drop-down lists of applicable values.

**EEO Position Group** – If known, please select from the drop down menu, otherwise leave blank.

**FLSA Status** – If known, select the option of non-exempt or exempt. If unknown, leave blank.

**Work Type** – This is a required field. Click on the drop down menu and make a selection based on the available choices.

**Pay Grade/Skill Level** – To select a new pay grade, click on  to erase the current value.

Then click  to review a lists of Pay Grades/Skill Levels available. Final determination of Pay Grade/Skill Level will be determined by Compensation.

**Division** – Select the Division this position belongs to in the organization

**College/Div** – Select the College/Div this position belongs to in the organization. If the position does not belong to a specific college, choose the No Division/Div option.

**Department** – Select the Department this position belongs to in the organization from the options available.

**Team** – Will automatically populate based on the primary team of the individual creating the position description.

**Position Details (General Purpose of Job, Required Essential Knowledge, Required Education, etc.)** – Note the items that are required fields to be completed.

**Physical Demands** – From the drop down list for each physical demand, select the option that indicates how much on-the-job time is spent in the activities.



**Weight Exertion** – From the drop down list for each weight exertion, select the option that indicates how much the job requires weight to be lifted.



**Work Environment** – From the drop down list for each work environment, select the option that describes the type of environment this position will work in and how often. Based on the options selected, provide examples of the specific job duties that are affected.


**Vision Requirements** – Select all options that apply for vision requirements of the position and if it is essential or non-essential to the position.

**List Duties and Responsibilities** – To Edit a job duty, click on the **Edit** button beside the current duty. Enter the necessary updates and click **Update** to save the changes. To remove a job duty, click on the **Remove** button. **NOTE:** When you click remove there is no warning message, the job duty is instantly removed from the position description. To add New duties, click on the **New** button, and enter the % of time, duties/responsibilities, and if the duty is essential/non-essential. Click **Add** to add the job duty to the position description.

**Position Elements (Typical decisions, supervision, contacts, responsibility, etc.)** – Note the items that are required fields to be completed.

**Documents required** – In order for your position to be reviewed, a current organizational chart and memorandum explaining the changes to the position is required to be uploaded. Click on the **Documents** tab at the top of the page to upload documents. Once the documents have been uploaded, click the **Position Info** tab to return to the position description.

**Users & Approvals** - The hiring manager will be automatically populated based on the user completing the description. If changes are needed, click on  to erase the current value. Then click  to review a list of Hiring Managers.

Select the **Approval Process** by clicking on the drop down box, select PD Approval with (AVP/DEAN) if your department has an AVP or Dean in the organization. Otherwise, select PD Approval (without AVP/Dean). Enter the First Name and Last Name of the approver, or click the  to search for approvers. **Please note:** All approvers will be listed in the search box.

**HR Employment or Academic Resources** – For the position description process, please enter Jamie Wilson as the name of the HR Employment representative.

Selecting **Save** or **Save and Exit** will initiate the approval process. Please make sure you upload a memo summarizing the position and a current organizational chart prior to saving the description (see documents required above). Click on **“Save a draft”** if you are not ready for the position description to proceed through the approval process.


## View a Current Position Description

To View the current position description, click on the **view** link beside the position number to bring up the current description.

## Recruit for a Current Position Description

To recruit for a Position that is vacant, click on the **Recruit for Position** link beside the position number (see Recruit for Position section for additional information).

## Additional Options Available

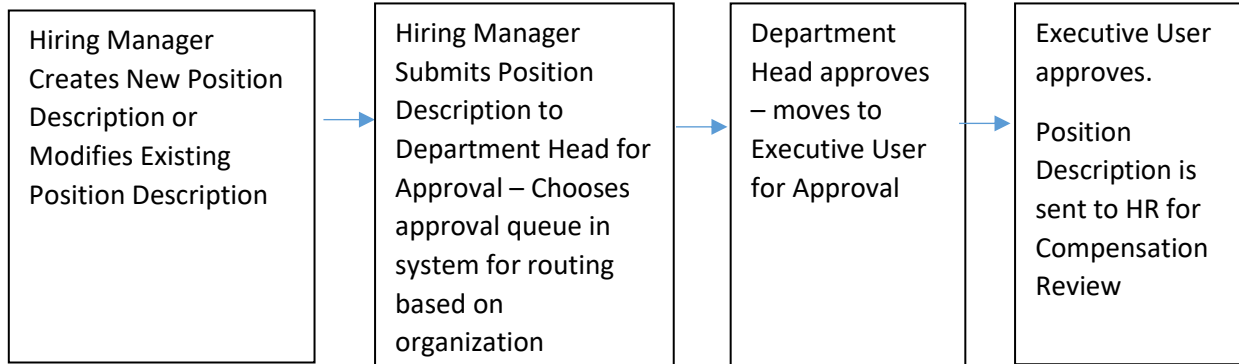
When viewing a position description additional options are available by selecting  at the top of the page.

Print	Select <b>Print</b> to print the position description.
History	Select <b>History</b> to review the dates revisions were made.
Revision history	Select <b>Revision History</b> to review the actual fields that were changed and compare versions.
Copy position description	Select <b>Copy Position Description</b> to copy the information to a new position description.
Recruit for position	Select <b>Recruit for Position</b> to start the recruitment process.
Show jobs	Select <b>Show Jobs</b> to view current postings for this position.

## Approval Process for Position Descriptions

The Hiring Manager will create the position description and submit for approval to the Department Head. The Department Head reviews and forwards to one of the following based on chain of command within the organization: Dean, Associate/Assistant Vice President, Executive User (Provost, Vice President, President). Once approved by the Executive User it is sent to Human Resources for review.

There are two approval queues established in the system. PD Approval with AVP/Dean and PD Approval without AVP/DEAN. Select from the drop down box the appropriate approval queue based on your organization.



# RECRUIT FOR A POSITION

All job requisitions must be generated from an approved position description for administrative/classified positions.

## Creating a Job Card

1. Select **Recruit for Position** link from the Position Description Page to open a **Job Card** from the approved position description.

The screenshot shows a 'Position Description' form with various input fields and a table below it. The table has columns for PD No., Title, Job supplementary field 1, Position Number, Role Number, Employee Name, Supervisor Name, Date modified, Approval status, and actions (Edit, View, Recruit for position, Archive). The 'Recruit for position' link in the first row of the table is circled in red.

PD No.	Title	Job supplementary field 1	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	Actions
PD-166	[REDACTED]		702160	16355	[REDACTED]	[REDACTED]	Jan 20, 2021	Approved	Edit   View   <b>Recruit for position</b>   Archive
PD-308	[REDACTED]		735010	16355	[REDACTED]	[REDACTED]	Jan 20, 2021	Approved	Edit   View   Recruit for position   Archive
PD-1272	[REDACTED]		599010	12010	[REDACTED]	[REDACTED]	Jan 20, 2021	Approved	Edit   View   Recruit for position   Archive

Selecting **Recruit for Position** creates a new Job Card. The Job Card has 3 tabs.

1. Position Info
2. Notes
3. Documents

### Position Info Tab

1. Complete the Job Card Information. All required fields are marked with an asterisk (\*) and must be completed in order to submit the job card for approval.
2. The majority of the fields will be populated from the position description. **NOTE:** Changes *should not* be made to the fields on the job card that are populated from the position description. If changes are necessary, the job description must be modified before the position is posted.

**Reason for Search** – click the drop down arrow to choose from the list for the reason of the posting (i.e. retirement, new position, etc.)

**Recruitment Process** – click the drop down arrow to choose from the processes available

**Admin/Classified Recruitment** – Positions that will not require Skills Testing

**Classified Recruitment (Testing to be Verified)** – Positions with Skills Testing

**Faculty Recruitment** – For Faculty Positions Only

**Job Title** – Populated from Position Description

**Index Number** – Enter 6 Digit Account Number

**FLSA Status** – Populated from Position Description

**ECLS** – Populated from Position Description

**Work Type** – Populated from Position Description


**Division** – Populated from Position Description

**College/Div** – Populated from Position Description

**Department** – Populated from Position Description

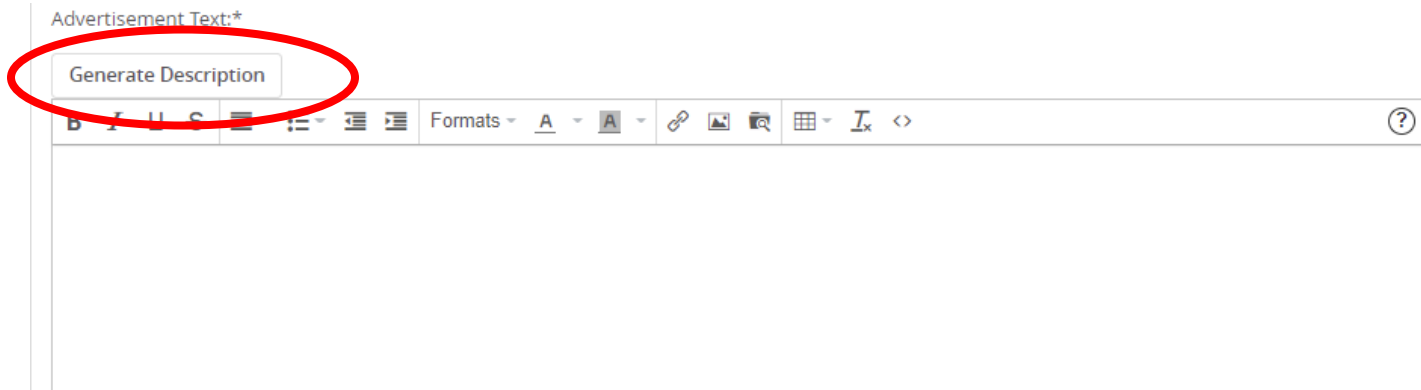
**Faculty Only Section** – Do Not Use this section for Admin/Classified Postings

**Classification** – Populated from Position Description  
**EEO Position Group** – Populated from Position Description  
**Pay Grade/Skill Level** – Populated from Position Description  
**Job Summary/Basic Function** – Populated from Position Description  
**Desirable Related Experience** – Populated from Position Description  
**Desirable License/Registration/Certification** – Populated from Position Description  
**Optional Skills Testing** – For Classified Positions Only – Select the skills testing desired for recruitment. **NOTE:** Skills testing is optional, however, any testing selected will be required of all applicants.  
**Job Open Date** – This is system generated – no entry allowed  
**Date Position Filled** – This item will populate once position is filled  
**Is this Position Grant Funded** – Select Yes or No  
**Salary** – For Admin/Classified positions enter the minimum to the midpoint of the defined salary range  
**Abbreviated Job Summary for Career Site** – Enter a brief summary of what you would like applicants to see about your vacancy when they visit the career site – Limited to 2,000 characters  
**Required Education** – Populated from Position Description  
**Required Related Experience** – Populated from Position Description  
**Required License/Registration/Certification** – Populated from Position Description  
**Documents Needed to Apply** – Select documents required for your posting  
**Other Documents Needed to Apply** – List any additional documents requested (if applicable)  
**Special Instructions** – This area will be used for testing instructions for applicants for Classified Positions  
**Position Numbers** – System will populate position number from Position Description. Under Type, click the drop down box to select if this is a new position or replacement. If multiple vacancies are to be recruited from one job card, enter additional position numbers in this area by entering number of New Positions or Replacements and click Add More. Once Add More is clicked, enter the position numbers of the additional positions to be filled from this posting. NOTE: Positions must be identical.


POSITION NUMBER(S)					
<p>Select the Position Number for this recruitment below            For multiple openings, additional positions can be added by using the New (additional headcount) or Replacement (backfilling an existing employee) fields below</p>					
Positions:					
Position Number	Type:	Applicant	Application status		
1	705370 	Select	-	-	Cancel
Position Title: Coordinator-Enrollment					
New: <input type="text"/> Replacement: <input type="text"/> <input type="button" value="Add more"/>					

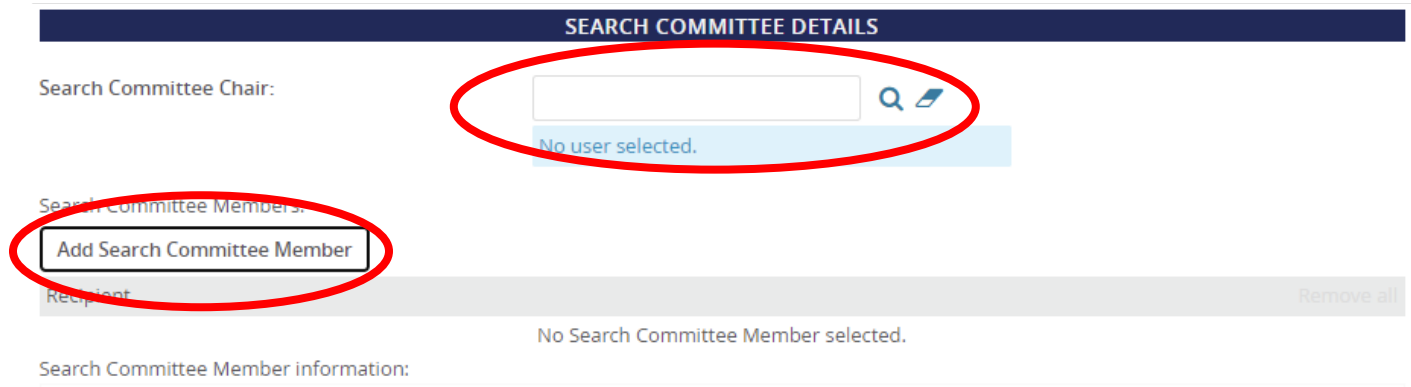
**Recruitment Plan** – outlines the sources that will be posted by the Human Resources Services for Admin/Classified Postings and Academic Resources for Faculty Postings  
**Other Advertising Sources – Departmental Preferences**  
**I plan to advertise in the following publications:** Enter departmental request  
**I plan to advertise online:** Enter departmental request  
**I plan to request nominations from the following discipline related groups:** Enter departmental request  
**I plan to make the following direct contacts to insure that qualified minorities, women, veterans, and individuals with disabilities are aware of the position:** Enter departmental request

**General Description: Click on Generate Description – this will create the language for the posting. DO NOT edit or delete anything from the generated description.**



### Search Committee Details

If you would like for a committee to review the applicants for the position, enter in the First and Last name of the Search Committee Chair and click tab. If you wish to search for names, click on  to view the listing of employees.



Once a Search Committee Chair is selected, to add Search Committee Members, click “Add Search Committee Member”. This will bring up a search box with a listing of employees, which will allow you to search by last name, first name, or team (i.e., department). Click “add” beside each name to add the individual to the committee. Once completed, click “Done” to return to the Job Card. **NOTE:** Search Committees must include diversity among members.

First name:  Last name:

Team:

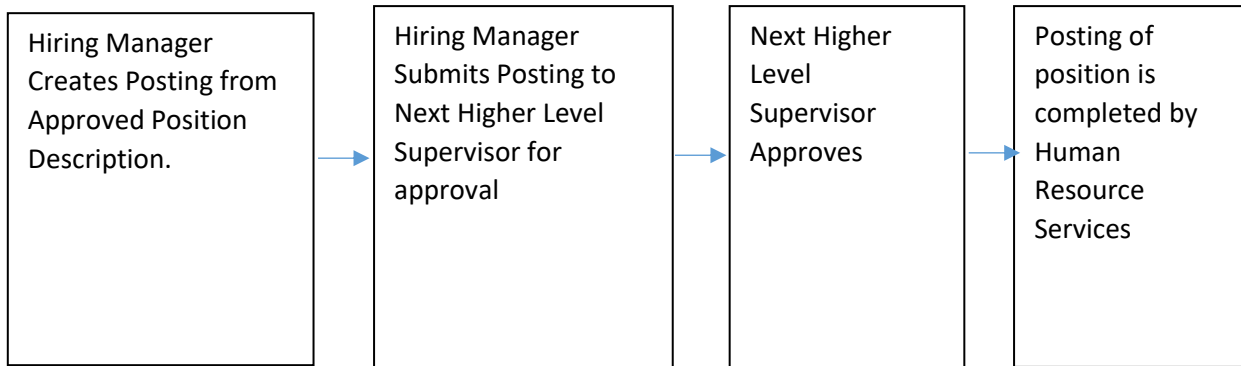
First name	Last name	Team	
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add
[REDACTED]	[REDACTED]	[REDACTED]	Add

Page 1 of 284 | Show all records | Jump to page:  | Records 1 to 8 of 2267

## Approval Process for Posting

To complete the job card, and for the position to be posted, it must be submitted for approval. Fill in the required boxes as instructed below.

Hiring Manager will create the posting and submit for approval to the next higher level supervisor (Department Head, Dean, AVP, or Executive User). The higher level supervisor reviews and forwards to Human Resources for review and posting approval.



Equity & Compliance:\*

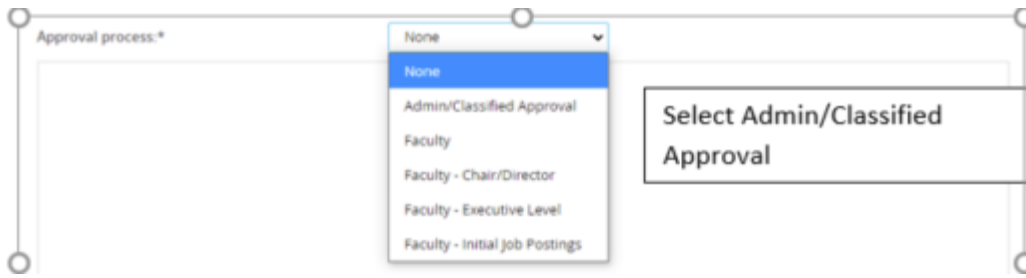
Please enter **Breanna Owens** as the Equity & Compliance resource

Email address: Breanna.Owens@mtsu.edu

Hiring Manager:\*

Email address: [REDACTED]@mtsu.edu

Enter Breanna Owens as Instructed in this Box



Approval process:\* Admin/Classified Approval

1. Hiring Manager's Supervisor:  No user selected

2. HR Employment:  Jamie.Wilson@mtsu.edu

HR Employment or Academic Resources:\*  Email address: Jamie.Wilson@mtsu.edu

Status:\* Select

[Next page >](#)

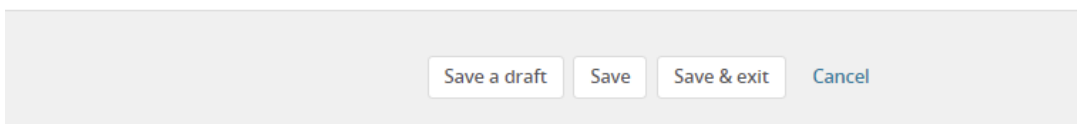
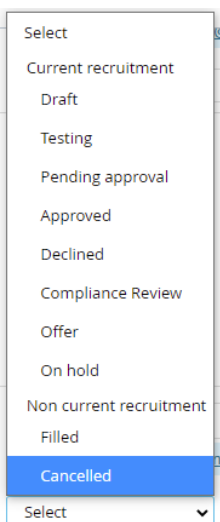
Please fill in all mandatory fields marked with an asterisk (\*).

Enter the Hiring Manager's Supervisor for approval.

Enter Jamie Wilson for both HR Employment and HR Employment or Academic Resources.

To enter a note regarding the posting or to upload a document, click on **Next page** to proceed to the next tab before clicking Save as Draft, Save, or Save and Exit.

**Status:** Click the drop down box (from the Position Info tab) to select the status to proceed with the process. You will be presented with multiple options. If you are not ready to submit the job card for approval, select Draft as the status. If you are ready to proceed with obtaining approvals and the position to be posted, click on pending approval. **NOTE:** Clicking one of the other statuses will not process your posting without approvals.



Click on **"Save a draft"** – if you are not ready for the Job Card to proceed through the approval process.

Selecting **Save** or **Save & Exit** at the bottom of the page will initiate the approval process.

Select **Cancel** to close the Job Card without saving. You will lose all work.

# Reviewing the Status of a Job Card (Requisition)

The status of a job card can be viewed in multiple ways.

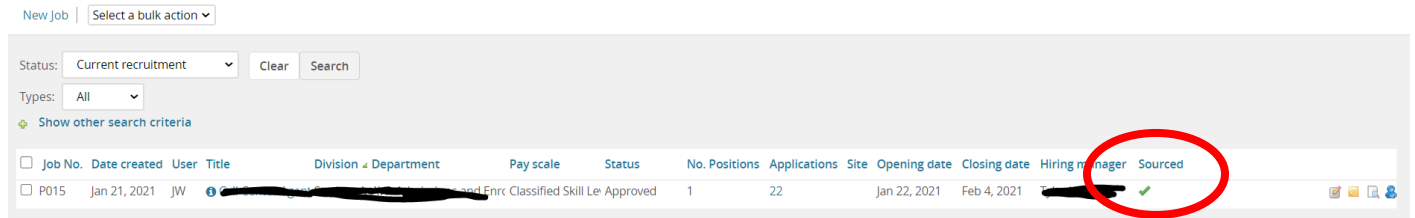
## Postings List

The Postings List provides a list of all jobs you have access to within your teams and gives a snapshot of the job and quick links to directly review applicants. Most originators will find this view the most useful.

1. Select Postings from the Quick Access Menu



2. All jobs you have access to will be displayed based on the filters at the top of the page.

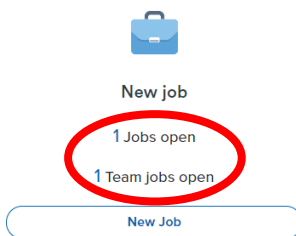


3. If a job is posted, a green checkmark will appear in the **Sourced** column
4. If a job has a status of Pending Approval, select the title of the job to open the Job Card and scroll to the bottom to view the approvers and the approval status.

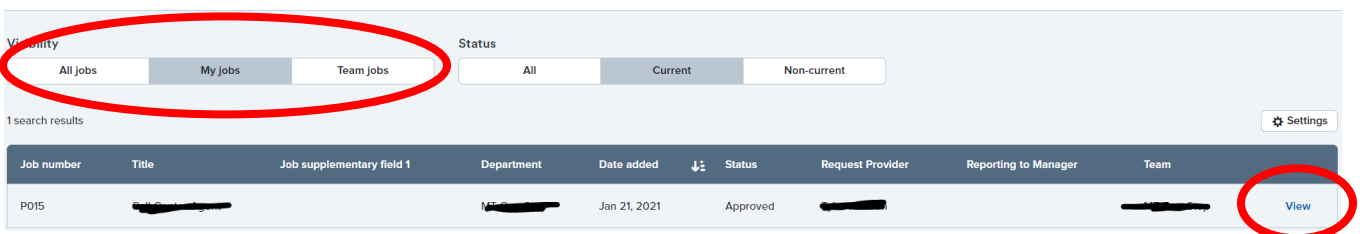
## Jobs Tile

The Jobs Tile provides a quick overview of the number of open jobs you have originated and the number of open jobs within the teams you have access to.

1. Select **Job Open** from the Recruitment Dashboard to view the jobs you have originated or Teams jobs open to view all jobs within the teams you have access to.



## My jobs



1. Select the different filters under Visibility and Status to change the views.
  - a. **Visibility**
    - i. **All jobs:** All job requisitions you have access to, regardless of team or originator.



ii. **My Jobs:** Job requisitions where you are originator or supervisor.

iii. **Team Jobs:** Job requisitions you have access to within teams.

**b. Status**

i. **All:** Job requisitions in either a current recruitment or non-recruitment status.

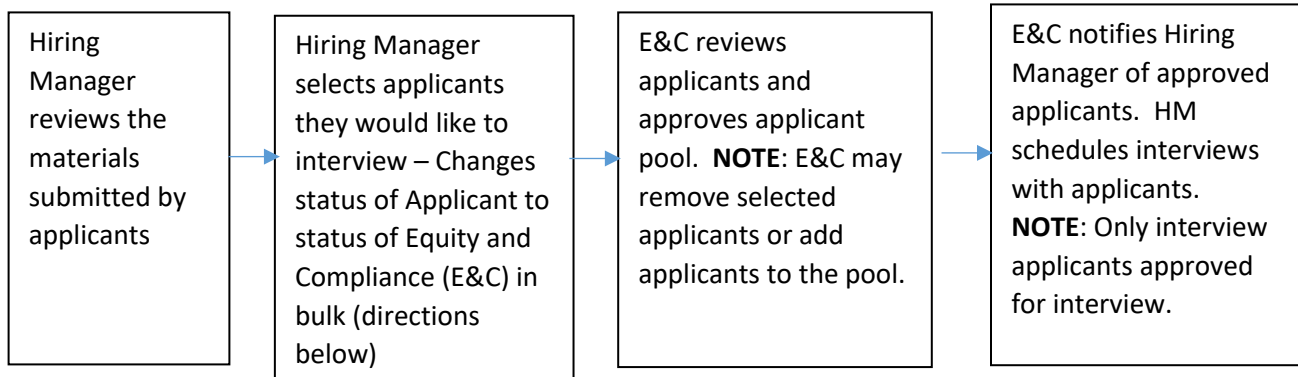
ii. **Current:** Job requisitions in a current recruitment status (all but filled or canceled).

iii. **Non-Current:** Job requisitions in a status of filled or canceled.

2. To view additional information, such as applicants, posting status, select the **View** link to open the job.

## REVIEWING APPLICANTS

### Applicant Approval Process

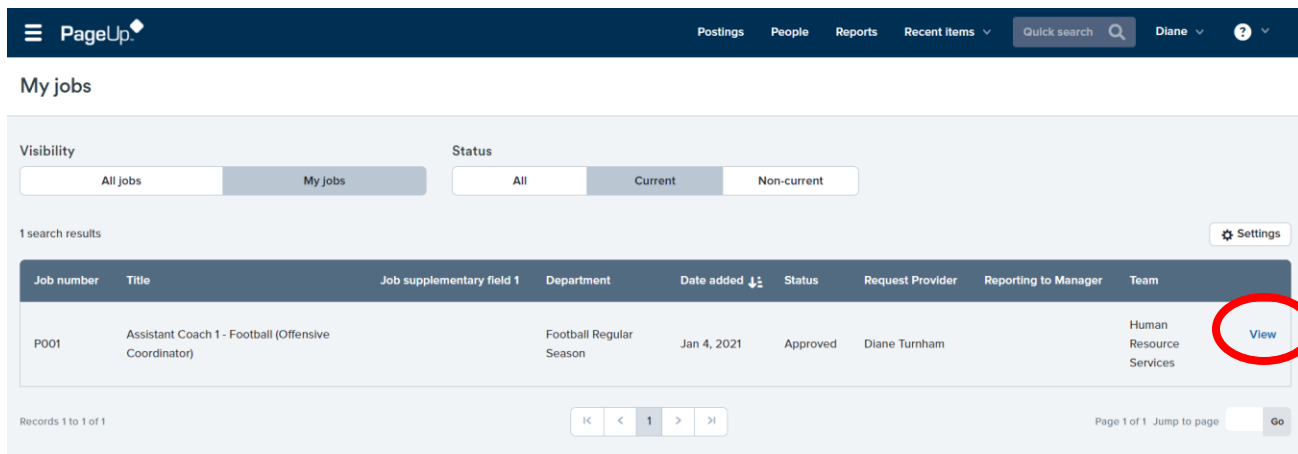


### Review of Applicants and Changing Statuses

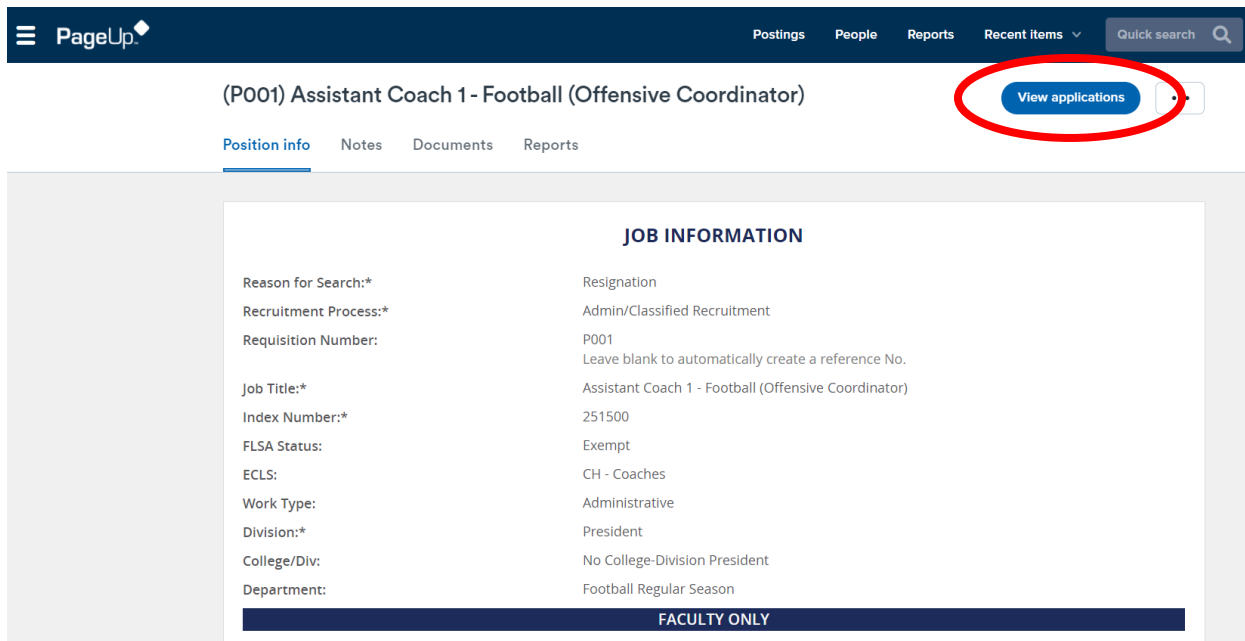
1. From the **Recruitment Dashboard** click on the “Jobs open” link in the New job box. **Do not** click on the “New Job” button as this will direct you to complete a faculty posting.

The screenshot shows the PageUp Recruitment Dashboard. At the top, there is a navigation bar with 'PageUp' logo, 'Postings', 'People', 'Reports', 'Recent Items', and a 'Quick search' field. Below the navigation bar, the main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome Diane, this is your Dashboard where you will see all your tasks organized in various stages.' The dashboard is divided into several sections: 'Position Description' (My position description - Under review), 'New job' (1 Jobs open, with a red circle around the text and a red X over the 'New Job' button), 'Approvals' (0 Jobs awaiting your approval, 0 Approved), 'Advertisements', 'Search committee', 'Offers', and 'Guidelines / Tips' (Click HERE to access online reference materials).

- Your current postings will appear on the “My jobs” page. Click on “View” to be directed to the job posting and applications.



- Scroll down to view the job summary. You can also click on the individual tabs (Notes, Documents, Reports) to review any included information. Click on “View applications” to begin your review of the application materials.



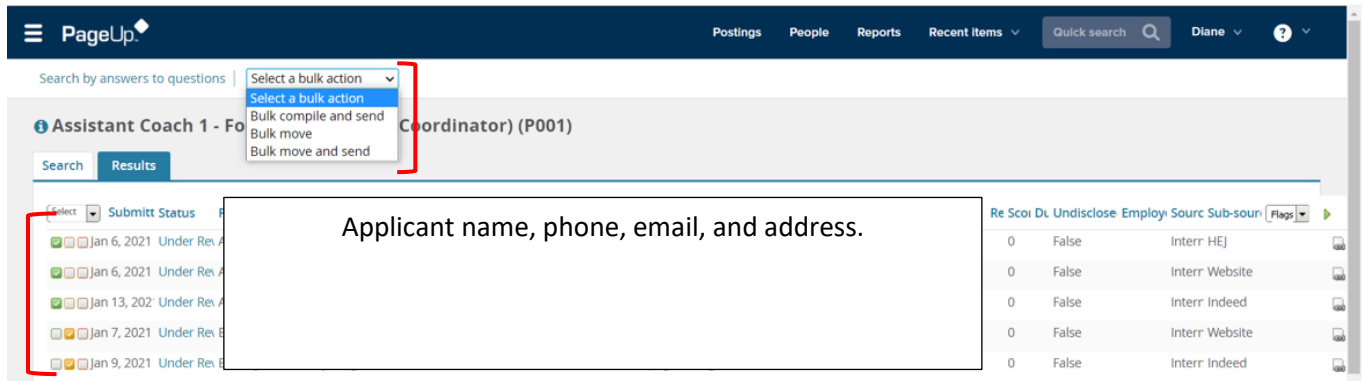
- The list of the applicants will appear. You can make adjustments such as listing applicants in ascending order, enlarging the columns, etc., by clicking on the column headings, or dragging the columns to be wider. Click on the applicant’s name or “View Application” to see the applicant’s profile and application materials. You can also click on the icons to the right of the screen to access the resumes. *Please note: the image below is taken from an actual job posting and some information has been removed to protect the applicants.*

Do not click on the “Under Review by Department” link. Applicants will need to be moved in bulk to “Equity and Compliance” so they will receive notification that they have a pool of applicants to review. Instructions on how to change the statuses in bulk are listed on step 6.

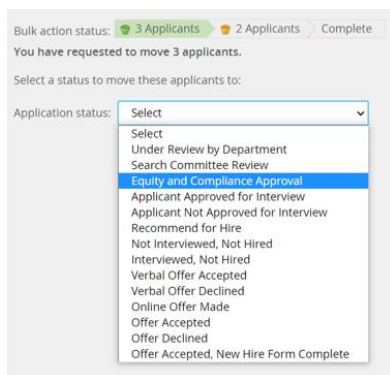
- Applicant information listed from the previous screen is also on the individual applicant's profile. The application and required documents are listed under "Form." You can review the resume and application by clicking on "View."

As you review applicants, you may place them in a bulk move group by choosing to place them in one of three groups. In the bottom right of the screen are three diamond shapes. You can separate the applicants into three groups by selecting whatever color diamond (green, orange, red) to be that group. Click on that color diamond to select them for that bulk move. To proceed to the next applicant, click the arrow button in the lower right corner. Once you have completed reviewing the applicants, return to the applicant lists page to complete the bulk move.

6. If you do not select the applicants for bulk move as noted above, another option for selecting applicants is to return to the applicant list page to change the status of applications in bulk. To the left of each name, you will see three boxes, each with a different color. The colors do not have a specific meaning, so you can choose the color to represent the status. For example, the green box can represent the applicants you wish to submit for interview pool approval, the yellow box can represent the applicants that you may consider interviewing later, and the red box can represent those not recommended for interview. Once the boxes have been selected, click on the drop down menu at the top of the screen to select **“Bulk move.”**



7. You will see the number of applicants you selected for each color next to the Bulk action status. You will first move the applicants in the green section. Select the appropriate status and click “Next” (not pictured).



Please note that Hiring Managers should only use the following statuses at this point:

- Search Committee Review (Committee members can only review application materials under this status).
- Equity and Compliance Approval (to submit to E&C for interview pool approval)
- All other applicants should remain in the “Under Review by Department” status.
- You will be directed to a different screen to confirm the changes. Do NOT change the information automatically generated on this page.

Bulk action status: 3 Applicants 2 Applicants Complete

You have requested to move 3 applicants to the status "Equity and Compliance Approval".

You now have the opportunity to notify these people:

Communication template: -- No template --

E-mail: Applicants:  Yes  No

Additional users from job:  Yes  No

Additional users from job

Equity and Compliance  PD Owner

HR Representative  Reporting to Manager

Chairperson  Search Committee Member

Additional users from Offer

Equity and Compliance  Originator

Reports to Manager

Other additional users

E-mail from:\* emp@mtsu.edu


E-mail subject:\* Applicants for Review - {JOBNO}: {JOBTITLE}

E-mail body:\* Merge fields

Hello {EMPLOYEEFIRSTNAME},  
 The following applicants are now ready for Equity & Compliance review for job {JOBNO} - {JOBTITLE}.

- Applicant 1  
 Applicant 2  
 Applicant 3

Thank you.


**Drag & Drop files here**  
 Or click to browse from local drive.  
5MB file size limit

Delay e-mail by: No delay

- Leave the "Communication template" as is.
- Leave the response of "No" in the "Email Applicants" field.
- The "Additional users from job" is determined based upon the selected status and should not be changed.
- The "Additional users from Offer" should not be used at this point.
- Leave "E-mail subject" as is.
- The E-mail body informs the recipient of the purpose of the email and lists the applicant names that have been submitted for review.
- You should not have any files to include in the "Drag & Drop" box.
- You can determine when you would like for the email to be sent in the "Delay e-mail by" drop down menu.

Status	Date	Time	Applicants affected
<input type="checkbox"/> New application			0 of 3
<input checked="" type="checkbox"/> Assessment 1	Jan 15, 2021	1:31 pm	All
<input type="checkbox"/> Interview 1			All
<input type="checkbox"/> Interview 2			All
<input type="checkbox"/> Line manager review 1			All
<input type="checkbox"/> Offer accepted			All
<input type="checkbox"/> Offer declined			All
<input type="checkbox"/> Offer made			All
<input checked="" type="checkbox"/> Show all			
<b>Note</b>			
The following will be added to the applicant notes for administrators to view:			
<input type="text"/>			
Update job status from Approved to Compliance Review: <input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="button" value="Move now"/> <input type="button" value="Cancel"/>			

- The status column does not currently identify the MTSU statuses. Leave the information as listed.
- You may add a note, if needed.
- Keep the response of "Yes" in the Update job status to update the selected status.
- Click on "Move Now" to go the second bulk of applications to be moved (if used).

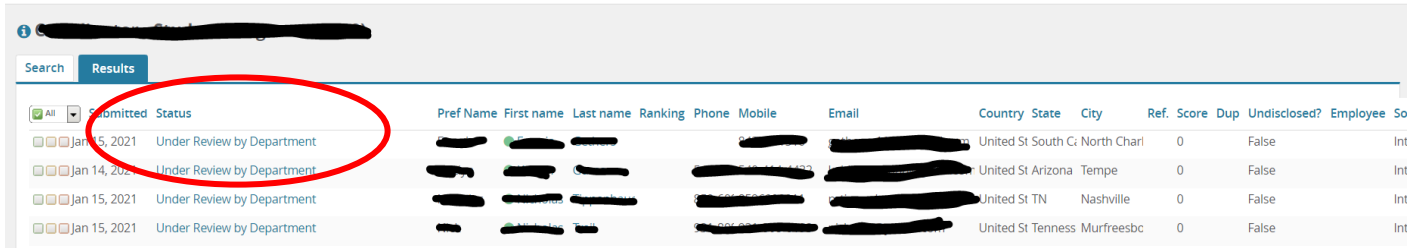
**NOTE:** E&C will be notified via email once the applicants under the "Equity and Compliance Approval" status have been moved. The hiring manager will be notified via email after the interview pool has been reviewed and approved.

# OFFER AND ONBOARDING

## Offer Card

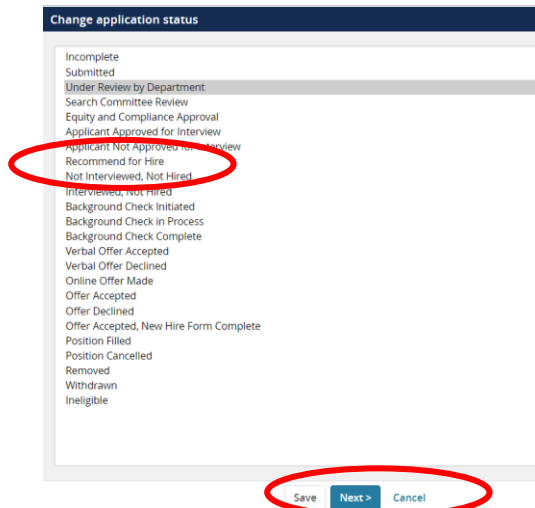
### Create the Offer Card

1. From the **Application View**, find the applicant you wish to Recommend for Hire.
2. Click on the **Status** link for the applicant.



Submitted	Status	Pref Name	First name	Last name	Ranking	Phone	Mobile	Email	Country	State	City	Ref. Score	Dup	Undisclosed?	Employee So
Jan 5, 2021	Under Review by Department	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	United St	South C	North Charl	0	False		Int
Jan 14, 2021	Under Review by Department	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	United St	Arizona	Tempe	0	False		Int
Jan 15, 2021	Under Review by Department	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	United St	TN	Nashville	0	False		Int
Jan 15, 2021	Under Review by Department	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	United St	Tenness	Murfreesbc	0	False		Int

3. Select **Recommend for Hire** for Administrative/Classified positions.



Change application status

- Incomplete
- Submitted
- Under Review by Department
- Search Committee Review
- Equity and Compliance Approval
- Applicant Approved for Interview
- Applicant Not Approved for Interview
- Recommend for Hire
- Not Interviewed, Not Hired
- Interviewed, Not Hired
- Background Check Initiated
- Background Check in Process
- Background Check Complete
- Verbal Offer Accepted
- Verbal Offer Declined
- Online Offer Made
- Offer Accepted
- Offer Declined
- Offer Accepted, New Hire Form Complete
- Position Filled
- Position Cancelled
- Removed
- Withdrawn
- Ineligible

Save Next > Cancel

4. Select **Next** to confirm the status change

You are about to move [ ] to a different status:

**From status:** Under Review by Department  
**To status:** Recommend for Hire

Communication template: No template

E-mail subject:\* Recommend for Hire - (JOBNO): {FIRSTNAME} {LASTNAME}

E-mail body:\* Merge fields

Rich text editor content:  
 {FIRSTNAME} {LASTNAME}  
 Sincerely,  
 {JOBOWNERFIRSTNAME} {JOBOWNERLASTNAME}  
 {JOBOWNERPOSITION}  
 {JOBOWNEREMAIL}

Drag & Drop files here  
 Or click to browse from local drive.  
 5MB file size limit

Delay e-mail by: No delay

- Leave the “Communication template” as is.
- Leave the response of “No” in the “Email Applicants” field.
- *The “Additional users from job” is determined based upon the selected status and should not be changed.*
- *The “Additional users from Offer” should not be used.*
- Leave “E-mail subject” as is.
- *The E-mail body informs the recipient of the purpose of the email and list the applicant that is recommended for hire.*
- *You should not have any files to include in the “Drag & Drop” box.*
- *You can determine when you would like for the email to be sent in the “Delay e-mail by” drop down menu.*

Status	Date	Time	User
<input checked="" type="checkbox"/> New application	13 Jan 2021	8:54 am	Gina Poff
<input checked="" type="checkbox"/> Assessment 2	Feb 12, 2021	4:01 pm	Kathy Musselman
<input type="checkbox"/> Interview 1			--
<input type="checkbox"/> Interview 2			--
<input type="checkbox"/> Line manager review 1			--
<input type="checkbox"/> Offer accepted			--
<input type="checkbox"/> Offer declined			--
<input type="checkbox"/> Offer made			--
Show all			
<b>Note</b>			
The following will be added to the applicant notes for administrators to view:			
<div style="border: 1px solid #ccc; height: 20px;"></div>			
Update job status from Approved to Offer: <input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="button" value="Move now"/> <input type="button" value="Cancel"/>			

- *The status column does not currently identify the MTSU statuses. Leave the information as listed.*
- *You may add a note, if needed.*
- *Keep the response of “Yes” in the Update job status to update the selected status.*
- *Click on “Move Now”.*
- *This action will open the offer card.*

## Complete the Offer Card

The **Offer Card** will display applicant and job details. These sections are only included for reference. The **Offer/Recommendation Details** section must be completed.

**Applicant's Name**

**Personal Details**  
Address:    
E-mail:   
[View profile](#)

**Current or Previous Employee Details**  
Employee number:   
Employee:     
No user selected.  

If Applicant has previously been employed or is currently employed as a full-time employee, enter name here. (Full-time employees only).

**Job Details**  
Job Title: **TrueScreen Test.**  
Work Type: Administrative  
Division: Academics  
College/Div: College of Media and Entertainment

**Offer/Recommendation Details**  
Approval status: **Approved**  
Recruiter: Jamie Wilson  
Date entered: Feb 3, 2021, 8:49 am  
Date updated: Feb 3, 2021, 3:04 pm  
Application source: Internet - MTSU Jobs Website [Edit](#)

**Positions:**

Position Number	Type:Applicant	Application status
<input checked="" type="radio"/> A02020 <input type="text" value="Position Title: Academic Counselor"/>	<input type="text"/>	Offer Accepted, New Hire Form Complete



### Additional Job Details

Position Title:

FLSA status:

EEO Position Group:

Is this Position Grant Funded?:

 Yes  No

This information populates from Job Card – do not change

### Administrative Classified Positions Only

Pay Grade/Skill Level:

  
Minimum \$ 44,492.00  
Middle \$ 55,392.00  
Maximum \$ 66,292.00

Date Employee Desired:

Stipends or Other Special Conditions (i.e. Housing Allowance):

The Pay Grade/Skill Level information populates from Job Card – do not change

Enter the desired start date

Enter any stipends or other special conditions, if applicable.

### Faculty Positions Only

Salary:

Rank:

Administrative Supplement:

Approved Moving Allowance Amount:

Approved Immigration Reimbursement Amount:

Credit Toward Tenure:

For faculty positions only, do not complete

**Positions Details**

Reason for Selection of Candidate:\*

Other Higher Education Experience:

Other Related Experience:

MTSU Years of Experience:

Date References Checked:\*

Reference Information Checked By:\*

Home Department Org Code:\*

Timekeeping Org Code:\*

Employee Campus Address:\*

Building Code:\*

Room Number:\*

Campus Telephone Number:\*

Select from the drop-down box to select the reason for Selection of Candidate from the following options.

Meets or exceeds required experience

Select

- Meets or exceeds required experience
- Meets Preferred Qualifications
- Applicant has MTSU experience
- Meets required degree, certifications/credentials
- Applicant met needs for technical proficiency in position
- Former Higher Education Experience

Enter the other data fields as required for the candidate.

**Salary**

Annual Salary/Pay Rate:

The salary information is completed by Human Resources for classified and administrative positions. Amount will be viewable once offer is approved.

**Approval process**

Originator:\*

Approval process:

- None
- Academic Affairs Recommendation Approval
- Admin/Classified Offer Approval

Select the Approval Process – Admin/Classified Offer Approval

Additional drop-down menus will appear. You will be required to enter the VP/Provost name to route for approval.

Application status

Update application status following offer:  Yes  No

Exports

Export Title	Exported	Export Date
<span style="font-size: 0.8em;">No Exports were found.</span>		

Save and close
Save
Cancel

Leave Application Status response as "No."

Select Save and Close or Save to move the offer forward for approvals.

## Offer Approval Process

