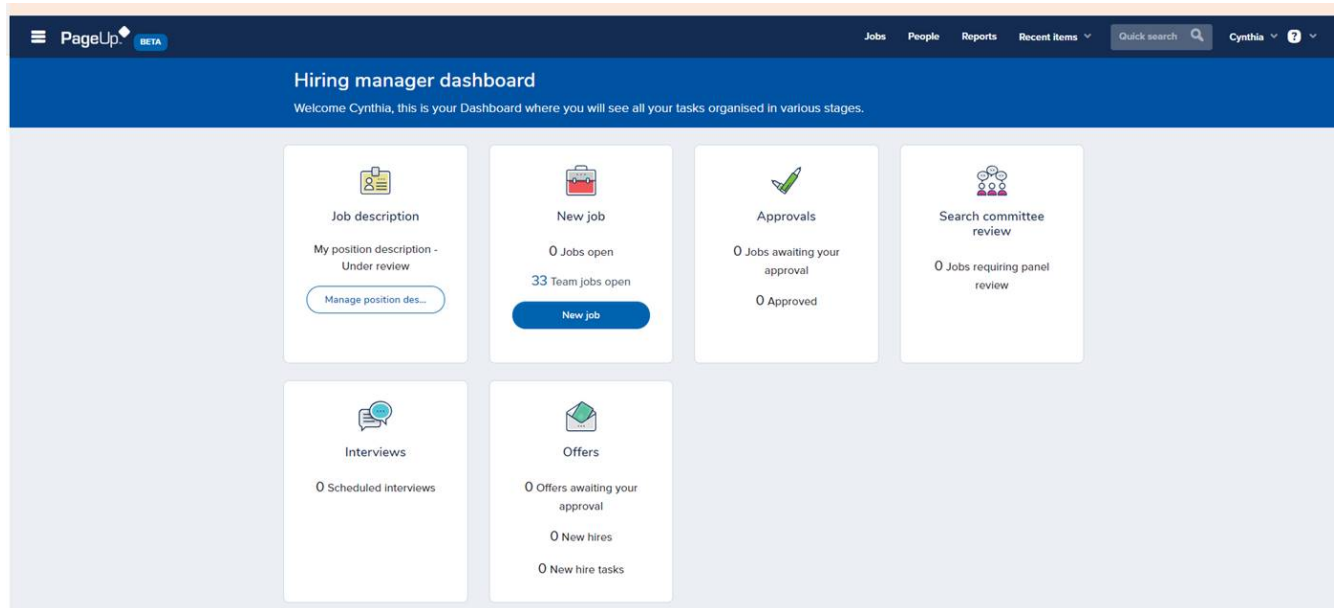


Happy October, PageUp Hiring Managers!

The new look for the PageUp dashboard goes live on October 3rd! Instead of the colored bubbles, it will look like the screen shot below. Remember that “home” is now the PageUp logo on the top left and the main menu drop down has moved from top right to top left.



A reminder on offer cards: Once the salary to be offered has been agreed upon and approved, **the offered salary must be entered into the Final Salary box**. This is the field that feeds into the offer letter, and also the field that Payroll uses to put the salary into Banner so it's critical that it is entered. You, as Hiring Managers, receive an email once an offer has been approved so if you could please take a look at the offer card when you receive that email and make sure the final salary is there, that would be helpful.

SALARY & BUDGET

NOTE: all salaries are subject to the Mines Salary Procedures

Requested salary amount:

55,000

Requested salary justification:

Susan has five years of relevant experience in higher ed and a master's degree

Moving allowance (amount and rationale):

Salary recommendation & notes (HR VP etc.):

HR can support placement between \$52,000- \$56,000. See attached salary memo.

Final approved salary:

[REDACTED]

Enter approved salary like: 50 (comma) 000. Enter hourly pay rate like: 10.35. Do not use \$. Commas are acceptable.

Also, some of you have asked when to select the Postdoc International vs. Postdoc Domestic approval process on the offer card. Only choose Postdoc International if the International Office needs to be involved in the approval chain. If you are uncertain, our advice is to ask the International Office so you can avoid potential delays in approvals.

Feel free to contact any Recruitment Team member with any questions or concerns you have:

Kathleen Feighny – Recruiter kfeighny@mines.edu ext. 3888 Primary contact for academic and administrative faculty searches.

Paula MacGeorge – Recruitment Specialist pnmacgeorge@mines.edu ext. 3259 Primary contact for classified hiring and onboarding questions.

Erika Schoonmaker – Recruitment Support Specialist eschoonmaker@mines.edu ext. 3680 Primary contact for PageUp assistance with academic and administrative faculty searches and training.

Deb Wernli – Employment Manager dwernli@mines.edu ext. 3494 Backup contact for all recruitment-related and PageUp questions.

Michelle Darveau – Interim HR Director mdarveau@mines.edu ext. 2305 High level recruitment questions/concerns.