

Happy December and holiday season, PageUp Hiring Managers!

Offer Card Reminders:

- **Moving Allowance:** moving allowance **MUST** be included in the offer letter and be part of their Offer Card approval process. It will be processed through Payroll, not AP, and it is taxed. **The allowance is paid for by the hiring department.**
- **Salary:** The offered salary must be entered into the “Final Salary” box. **This is the box that feeds into the offer letter and is critical.**
- **End Dates:** End dates are required for **POSTDOCS, ADJUNCTS, TEMPS, VISITING SCHOLARS, AND ALL RESEARCH.** AA cannot write the offer letter without this information. Here is an example:

The screenshot shows a form with the following fields and values:

- Position classification: Adjuncts (Non Sci & Tech) - AJNS00
- Position exempt: Yes No
- Current Mines Employee?: Yes No
- Start date: 1 Jan 2019
- End date if applicable: 10 May 2019
- Adjunct assignment (list courses to be taught): teaching EBGN 547 financial risk management

Below the end date field, there is a red note: "Postdocs - adjuncts - temps and visiting scholars - and all research must have end dates".

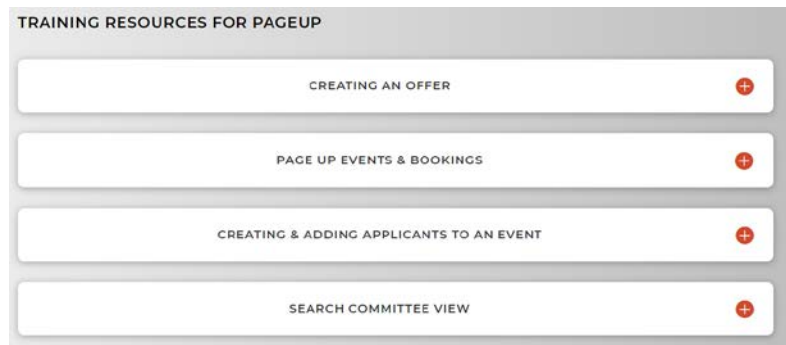
- **Start Date Change:** Update the offer card with the new date, send an email to Payroll with the original start date, and take a screenshot of the change on the PageUp offer card.

The PageUp Dashboard now features links to resources:

The screenshot shows a section titled "Guidelines / Tips" with the following content:

- Hiring Manager Resources:**
 - [Hiring Manager User Guide](#)
 - How to Add an Applicant:
 - [In PageUp](#)
 - [Not in PageUp](#)
 - [Create a Pre-Offer Salary Approval for Direct Appointments](#)
- Training Resources on the HR Website:**
 - [Videos on the HR Website](#)
 - PageUp Events and Bookings
 - Creating and Adding Applicants to an Event
 - Search Committee View
 - Creating an Offer
 - Enlighten Emails
 - Information and tips on using PageUp

We have updated the videos on the HR website to reflect the new dashboard look.

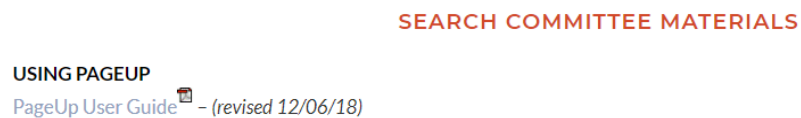


There's also a new version of the user guide with updated screenshots. This guide covers topics including:

- Job cards/requisitions
- Moving applicants to new statuses
- Creating events and inviting candidates
- Creating an offer

You can find the guide on the HR PageUp site under the “Search Committee Materials” drop down:

Here is a direct link: [PageUp User Guide](#)



The Recruitment Team and their roles are as follows:

- **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 process questions and PageUp questions.
- **Paula MacGeorge** – Recruitment Specialist pnmacgeorge@mines.edu ext. 3259
 - Primary contact for classified hiring and onboarding questions.
- **Kathleen Feighny** – Recruiter kfeighny@mines.edu ext. 3888
 - Contact for recruitment strategies, and job description development.
- **Michelle Darveau** – Interim HR Director mdarveau@mines.edu ext. 2305
 - High level recruitment questions.