

Enlighten – September 2019

Happy Fall, PageUp users! ☺

Here are some friendly reminders of best practices when using PageUp:

- Always select an approval process for both requisitions and offer cards!
 - They are at the bottom of each page and a process **MUST** be selected for the requisition or offer card to move forward!
- For contractor requisitions, use the “Contractor Reqs – Adjunct, Research, Post Docs” approval queue.

Approval process:* Contractor Reqs -Adjunct, Research, Post Docs

1. Human Resources: HR Approver 🔍 ✎

recruitment@mines.edu

- Onboarding workflows for current employees need to be the following:

New Starter Form:* No New Starter Form (Internal Candidates Only)

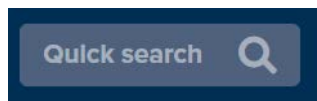
Onboarding workflow: Current Employee

(Do **NOT** use the workflows labeled “HR Only – No Workflow” or “None”)

Hiring Managers are responsible for checking in on offer status

If you don’t receive the approval confirmation or the offer accepted email, check on the status in PageUp and contact the appropriate individuals to get the approvals done and the offer accepted.

To check the status of the offer, search for the applicants name in the quick search box in the upper right hand corner of your dashboard:



Click on your applicants name to open their applicant card

Click on “offer incomplete” to open the offer card

Status changed Sep 5, 2019
Pre-offer salary request

Offer
Offer Incomplete

Then scroll down to the bottom to view the approval queue

If there is a lag in approvals, contact the appropriate individuals. And if the applicant does not accept the offer in a timely fashion, follow up with them.