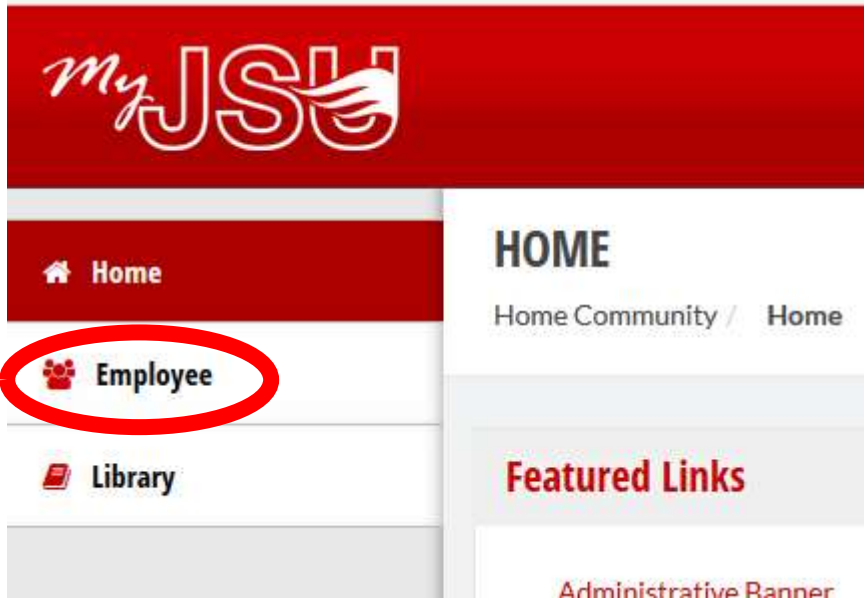# PAGEUP: INSTRUCTIONS FOR APPROVING AN OFFER CARD
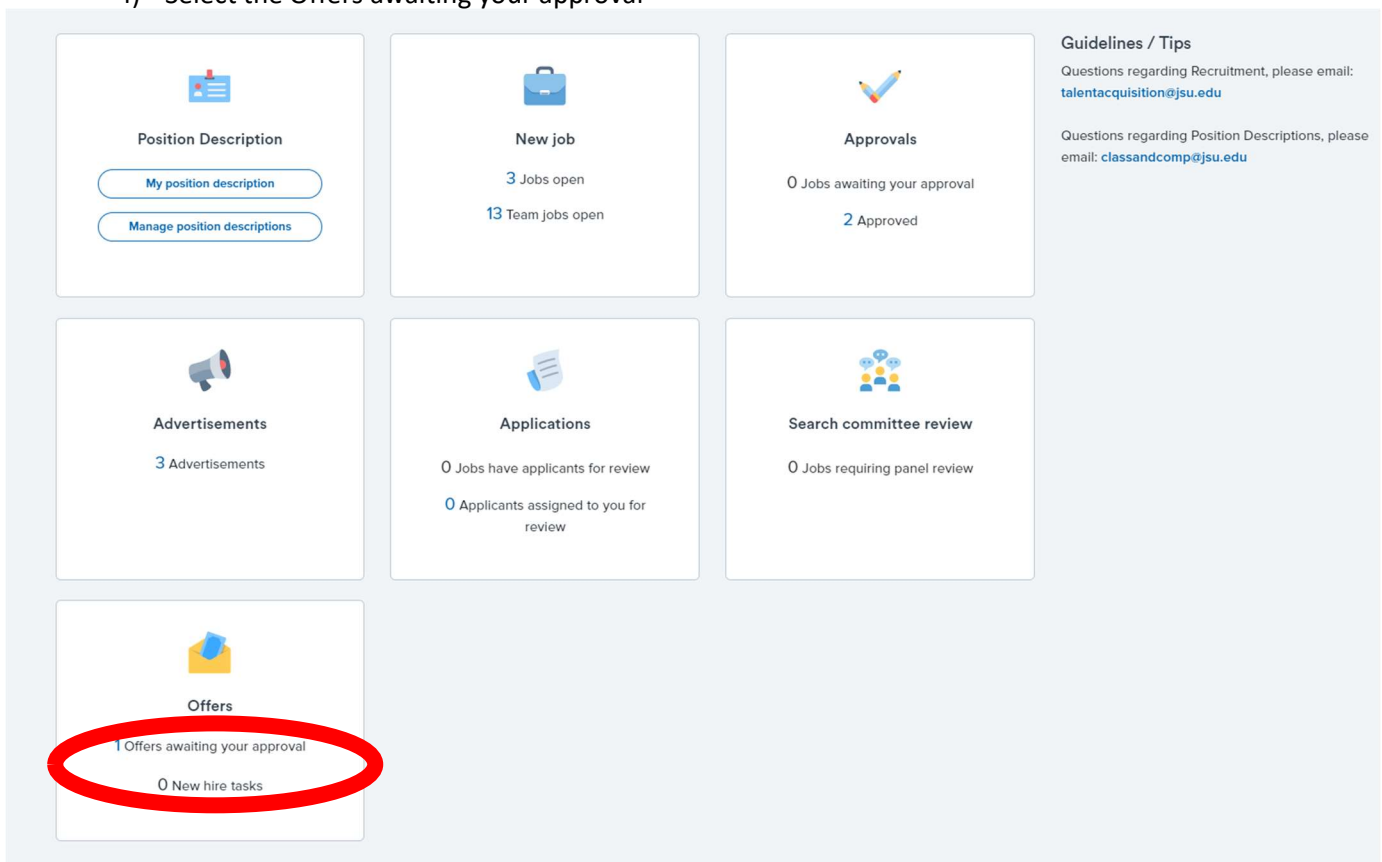
1) Log into system
2) Select **Employee Tab**

3) Select Talent Management System (PageUP), located in the Human Resources section

4) Select the Offers awaiting your approval

5) To the right of the candidate's and originator's name, select "View"
6) At the bottom od the screen, select "Approve"

Save and close   Save   Cancel   Approve   Decline