HUMAN RESOURCES
JACKSONVILLE STATE UNIVERSITY

PageUP: Creating An Offer Card (Staff)
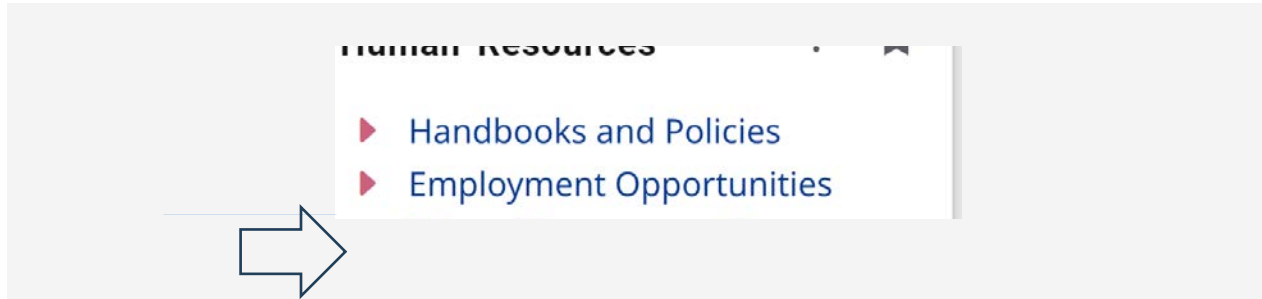
1. Login to your MyJaxState account.

2. Select the Human Resources card
   You may have to search in Discover More for the card.
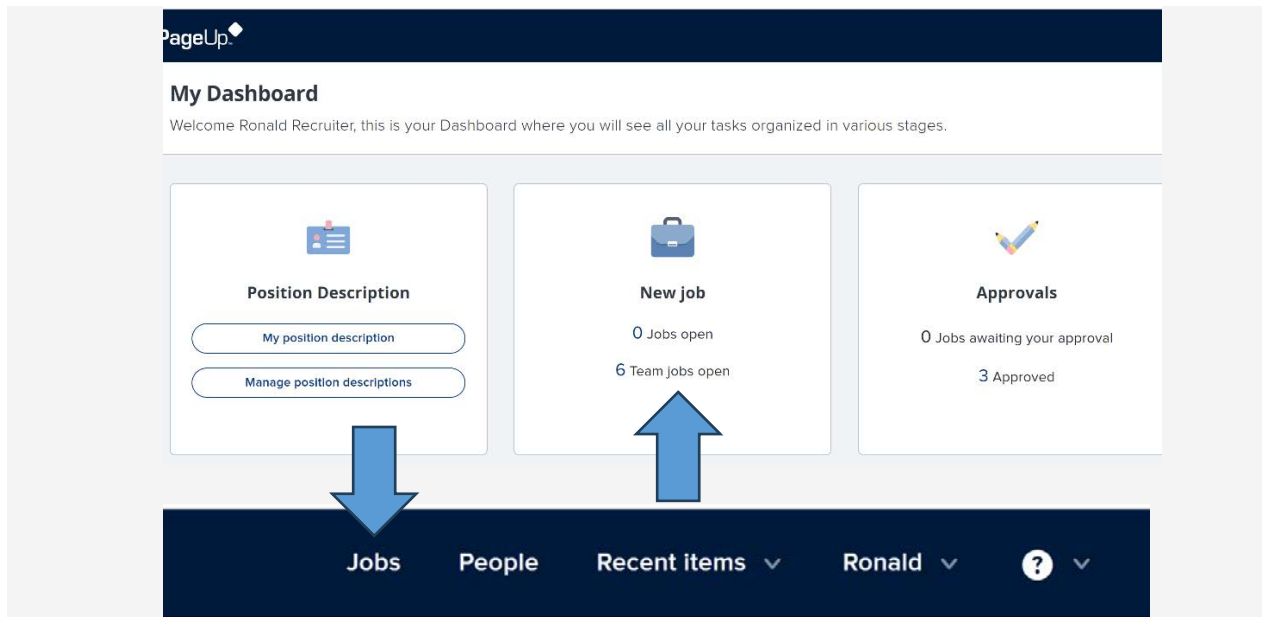   You can bookmark it for later use.

3. Select Talent Management System (PageUP)

Human Resources

▶ Handbooks and Policies
▶ Employment Opportunities

4. Click on your "Team jobs open" OR click on "Jobs" from the PageUP navigation bar at the top of the screen.

PageUp

My Dashboard
Welcome Ronald Recruiter, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
My position description
Manage position descriptions

New job
0 Jobs open
6 Team jobs open

Approvals
0 Jobs awaiting your approval
3 Approved

Jobs   People   Recent items ⌄   Ronald ⌄   ❓ ⌄

5. Find your job in the list.
6. Select Review Applications (on the right)

7. Find the candidate in the list of applicants.
   a. This may be in the Progress Board view or List view.

New (1)

● **Helen Hire** •••
◉ Jacksonville ✉ 📱

Form Résumé Cover letter

Change status Progress ⌄

Filters | I'm looking for... | All ⌄ | 🔍

◇◇◇	Applicant name ↕	Flags	Application status ↕	Screening activities ↕	Score ↕	Documen
◇◇◇	FEB 6 2024 ● Helen Hire ◉ Jacksonville ✉ shaivey@yahoo.com 📱 222-555-6789	👥	**New**		Application 0%	Resume Form Cover lette

1 - 1 results out of 1 ⌄

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8. Click on the candidate's name to bring up their Applicant Details page.
9. Click on the "no offer" link.

Ms Helen Hire ● 🖨 Actions

View profile View references

Address	122 pelham road Jacksonville, Alabama 36265, United States	Phone	+1 222-555-6789
Email	shaivey@yahoo.com	Original source	JSU Careers Website
e-Zines comms hold	⬤ No		

Applications   History   Scheduled emails   Resume

ⓘ **496814 - (TEST) Human Resources Generalist** •••

Date submitted	Status changed Feb 6, 2024	Offer	Resume
Feb 6, 2024	Under Department Review	No of	View

Form
View

10. Please complete the fields marked with an asterisk (*).

Department/Center/Unit: 10020
Department of Human Resources

Start date:*

End date if applicable:

Please enter the 30 day break in service date for all temporary positions, unless a working retiree using the below two date fields:

Beginning Date:

Ending Date:

Academic Rank: Select

Tenure Track: ○ Yes ● No

Recommended Salary:*

Hours per week:*

Pay ID:* Select

FOAP/Budget #:* 10000-10020-61020-70

Notes:

11. Skip the Onboarding Section (you will use it in the future).

ONBOARDING

Onboarding form: Select

Onboarding workflow: None

Reports to manager: Ronald Recruiter
Email address:
email+recruiter@pageuppeople.com

Onboarding delegate: Ronald Recruiter
Email address:
email+recruiter@pageuppeople.com

12. Skip the Offer Progress Section (this will update on its own).

OFFER PROGRESS

The following fields will be automatically updated by the system

Offer accepted: ○ Yes ● No

Date offer accepted: [_____] 📅

Offer declined: ○ Yes ● No

Date offer declined: [_____] 📅

13. Scroll to Approval Process.
14. Select the appropriate Approval Process for your position.
   a. 1 Approver Staff (includes VP/Provost)
   b. 2 Approvers Staff (includes (VP/Provost & Dean/Chief)
   c. 3 Approvers Staff (includes Supervisor/Director/Dept. Head, Dean/Chief & VP/Provost)

➖ **Approval process**

Originator:*   [Ronald Recruiter   ] 🔍 ✎

                    Email address:
                    email+recruiter@pageuppeople.com

Approval process: [None   ▾]

                    None
                    1 Approver - Faculty
                    1 Approver - Staff
                    2 Approvers - Faculty
                    2 Approvers - Staff
                    3 Approvers - Faculty
                    3 Approvers - Staff
                    Adjunct Faculty Approval Process
                    Graduate Assistantship
                    Student Assistant Approval

15. Add users to open fields. You can enter their name or search by name.
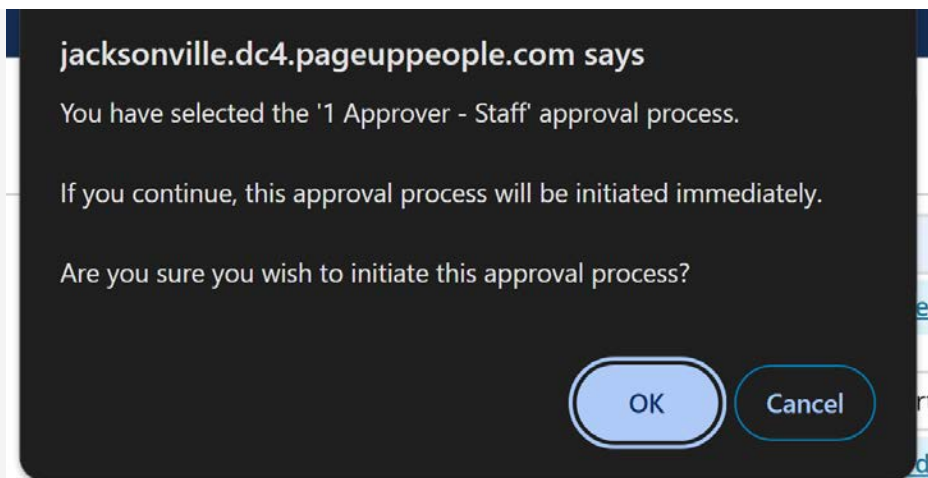16. When you are done:
   a. Save and close: closes Offer Card and emails first approver
   b. Save: emails first approver
   c. Cancel: cancels the offer card

Approval process: [3 Approvers - Staff ▾]

1. Supervisor/Director/Dept Head:
[   ] 🔍 ✎
No user selected.

2. Dean/Chief:
[   ] 🔍 ✎
No user selected.

3. VP/Provost:
[   ] 🔍 ✎
No user selected.

4. President:
[Don Killingsworth] 🔍 ✎
Email address: donk@jsu.edu ⌄

5. HR Initial Review:
[Jameson Houston   ] 🔍 ✎
Email address: jhouston3@jsu.edu ⌄

6. Conditional Offer/Pre-Employment Initiated:
[Jameson Houston   ] 🔍 ✎
Email address: jhouston3@jsu.edu ⌄

7. Pre-Employment Completed:
[Jameson Houston   ] 🔍 ✎
Email address: jhouston3@jsu.edu ⌄

8. Official Offer Review:
[Eric Johnson   ] 🔍 ✎
Email address: ewjohnson@jsu.edu ⌄

9. Official Offer Made:
[Jameson Houston   ] 🔍 ✎
Email address: jhouston3@jsu.edu ⌄

[Save and close] [Save] [Cancel]

17. A popup will ask you if you wish to continue. Click "Yes."

jacksonville.dc4.pageuppeople.com says

You have selected the '1 Approver - Staff' approval process.

If you continue, this approval process will be initiated immediately.

Are you sure you wish to initiate this approval process?

(OK) (Cancel)

18. To monitor the offer's progress, log back in to the offer and scroll to the bottom.

Approval process

Originator:*   Jon Chumley

Approval process: 1 Approver - Staff

Approval workflow initiated: Feb 8, 2024, 2:00pm CST

1. VP/Provost: Vinson Houston ✔ **Approved Feb 8, 2024**
2. President: Don Killingsworth ✔ **Approved Feb 8, 2024**
3. HR Initial Review: Jameson Houston ✔ **Approved Feb 9, 2024**
4. Conditional Offer/Pre-Employment Initiated: Jameson Houston ✔ **Approved Feb 9, 2024**
5. Pre-Employment Completed: Jameson Houston ✔ **Approved Feb 13, 2024**
6. Official Offer Review: Eric Johnson ✔ Approved Feb 13, 2024
7. Official Offer Made: Jameson Houston ❶ **You are here**

Edit   Cancel

Save and close   Save   Remove Offer   Cancel