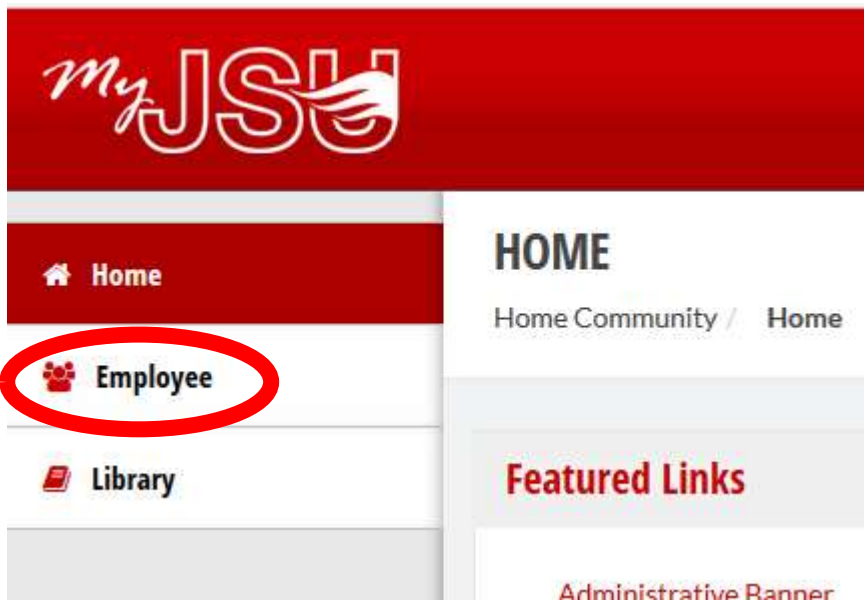


PAGEUP: INSTRUCTIONS FOR CREATING AN OFFER CARD FOR FACULTY

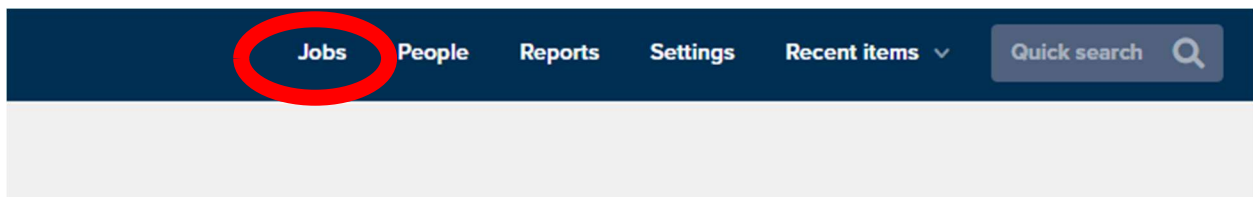
- 1) Log into system
- 2) Select **Employee Tab**



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



- 4) Click **Jobs**



5) Select the Job

Manage jobs

Status:

Types:

[Show other search criteria](#)

Job No.	Date created	User	Title	Division	Department
492623	3 Jan 2018	ERG	Coordinator, International House & Study Abroad Program	VP Student Affairs	Not Applicable, Student Affairs
492628	3 Jan 2018	ERG	Title IX Coordinator	VP Student Affairs	Not Applicable, Student Affairs

Page 2 of 2 | [Show all records](#) | Jump to page: | [↶](#) | [↷](#)

6) Select **View Applications**

Jobs **People**

View applications [...](#)

7) Click on the Applicant's Name

Professor / Dept Head (492248)

[Search](#) [Results](#)

All Submitted [Status](#)

Pref Name	First name	Last name	Phone	Mobi
Tammy	Tammy	Howell	757288262: 7572	
Christy	Christy	Ivey	(205) 303-0: (205)	

Page 1 of 1 | [↶](#) | [↷](#)

8) View Application

9) Select No offer

Applications

 Title IX Coordinator Selection for Hire - 1st Choice **No offer**  Actions

UNDISCLOSED #492628 ERG Submitted: 3 Jan 2018 via Chronicle Status changed 3 Jan 2018 Form Resume

Under Offer Details

10) Enter:

- a. Department/Center/Unit
- b. Start Date
- c. End date if applicable

POSITION DETAILS

Department/Center /Unit:  

VP for Student Affairs 

Start date:* 

End date if applicable: 

11) Select:

- a. Academic Rank
- b. Tenure Track

Academic Rank:

Tenure Track: Yes No

12) Enter

- a. Recommended Salary
- b. Hours per week
- c. Pay ID
- d. FOAP/Budget
- e. Notes (if applicable)

Recommended Salary:*	<input type="text"/>
Hours per week:*	<input type="text"/>
Pay ID:*	<input type="text" value="Select"/>
FOAP/Budget #:*	<input type="text" value="10000-33201-61020-10"/>
Notes:	<input type="text"/>

13) Select appropriate **Approval Process**

- a. **1 Approver – Faculty**
- b. **2 Approver – Faculty**
- c. **3 Approver – Faculty**

14) Select **Save and close**

Approval process

Originator:*

Approval process: