

PageUp User Guide

Requisition Process, Job Posting and Applicant Management

Human Resources Department

People and Workplace Culture

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Introduction

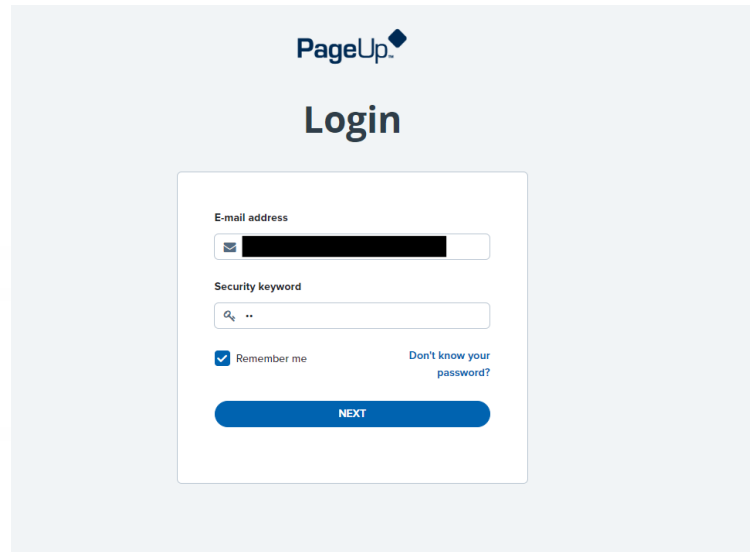
Welcome to Colorado College's PageUp User Guide: Staff Edition

The purpose of this user guide is to help provide clarification and increase efficiency with this applicant tracking system to ensure a smooth hiring process. If you have questions, concerns, or suggestions for the PageUp User Guide, please contact the Talent Acquisition team, T'yah Macon (*Interim Talent Acquisition Specialist*) or Courtney Gibson (*HR Coordinator, Recruitment and Performance Excellence*).

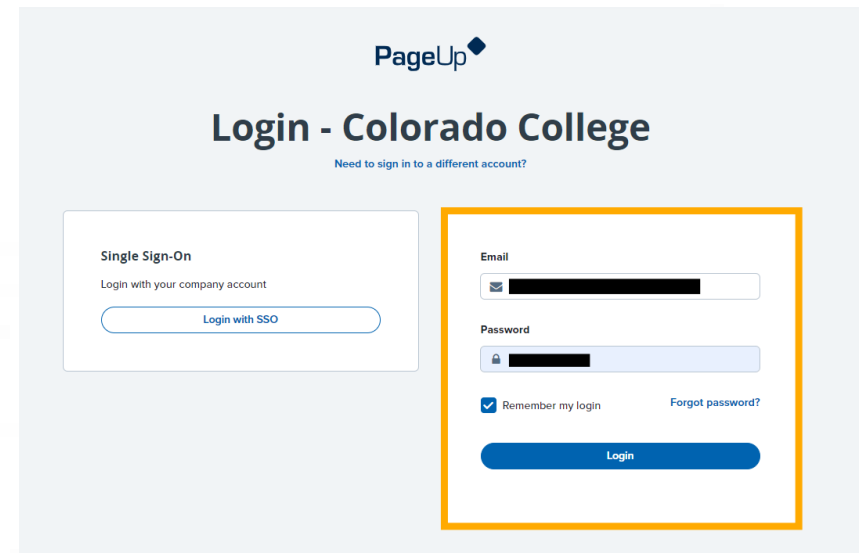
At Colorado College, we are dedicated to dismantling systemic and institutional discrimination. We embrace diversity and support a community where all individuals, without exception, feel valued, empowered, and treated equitably. Guided by the College's Antiracism Plan, we work to foster an equitable and inclusive environment for all who teach, learn, work, and live in our community.

Colorado College is committed to equal opportunity for all employees and applicants in all aspects of the employment relationship—including (but not limited to) recruiting, hiring, promotions, compensation, benefits, and access to training—without regard to race, creed, color, caste, religion, national origin, ancestry, sex (including pregnancy, gender identity or gender expression, perceived gender, sexual preferences and sexual orientation), disability, marital status, veteran status, age, genetic information, or any other status protected by federal, state, or local law.

How to log into PageUp



The image shows the PageUp Login page. At the top, the PageUp logo is displayed. Below it, the word "Login" is centered. The main form contains three input fields: "E-mail address" with an email icon, "Security keyword" with a magnifying glass icon, and a "Remember me" checkbox. To the right of the "Remember me" checkbox is a link that says "Don't know your password?". At the bottom of the form is a blue button labeled "NEXT".



The image shows the PageUp Login - Colorado College page. At the top, the PageUp logo is displayed. Below it, the text "Login - Colorado College" is centered, with a link "Need to sign in to a different account?" underneath. The page is divided into two main sections. The left section is titled "Single Sign-On" and contains the text "Login with your company account" and a blue button labeled "Login with SSO". The right section is highlighted with a yellow border and contains the text "Email" with an email icon, "Password" with a lock icon, a "Remember my login" checkbox, and a link "Forgot password?". At the bottom of this section is a blue button labeled "Login".


- You can view your job posting on our new portal, [PageUp](#)
- Your login email is your **CC email address**, security code is **cc** (all lowercase, no spaces, no additional characters)
- This will bring you to another sign in option. Your login email is your **CC email address**, your password is your regular **CC password**

Step 1: Updating the Job Description

1. **Job Opportunity** - New Position or Vacant Position (Internal or External Posting)
 - a. To obtain the job description, please email [Pam Butler](#).
 - b. The job description will be sent through a link via email. This link will bring you to the PageUp portal where you can view and write comments on the job description.
2. **Promotion** or Significant Job Change (Internal Posting)
 - a. When requesting an employee promotion or significant job change (title change, job responsibility updates, new pay, etc.) please email [Pam Butler](#) to obtain the job description.
 - b. The job description will be sent through a link via email. This link will bring you to the PageUp portal where you can view and write comments on the job description.
 - All job promotions must be posted for 5 days to comply with the Colorado Equal Pay for Equal Work Act.

My Dashboard


Welcome Manager S Talent, this is your Dashboard where you will see all your tasks organized in various stages.



Position Description

My position description - Under review


[Job Descriptions](#)



New Posting/Requisition

0 Posting/Requisitions Open


[New Posting/Requisition](#)




Approvals

2 Jobs awaiting your approval


2 Approved



Board



Applications



Search committee review

Guidelines / Tips

Please visit the [Talent Acquisition website](#) for hiring procedures and resources.

Step 2: Approving the Posting/Requisition Form

- **This is your dashboard.** When a job is ready for you to approve it will show up under "Approvals." Click on "Jobs awaiting your approval."
- HR will start the requisition and draft the posting (if applicable) then send requisition around for approvals. As you wait for final approver signatures, [Courtney Gibson](#) will reach out to you to collect the [Job Advertising Form](#), offer next steps and what to expect, as well as [additional resources](#) to aid you in your search. When the job posting requisition is ready to review, you will receive an email notification with the subject line "**Requisition for Review**".
- To make any edits, cancel, reject, approve a requisition, log into [PageUp People Login](#).

From here, click on "View" next to the job needing approval.

Manage approvals

Approval status

Pending ▾

Clear

Search

Date raised	Reference No.	Job title ↑↓	Hiring Manager	New	Replacement	
Aug 28, 2024	492380	Campus Safety Officer		0	1	View



POSTING DETAILS

Posting Number:

Leave blank to automatically create a reference No.

Position number,
Banner Job Title:

[Details](#)

Position no: FN0048
Position: Campus Safety Officer
Incumbent: [REDACTED]
Business unit: Dean of the College
Division: Dean of the College
Department: Campus Safety
Pay scale: 2024-NS-B
FTE: 1.00
Supervisor: [REDACTED]

Job Title (future):*

Campus Safety Officer

Position type:*

Staff - Full Time

Work Location:*

Recruitment process:*

Staff - External Competitive Search

Application Deadline Type:*

"Application Deadline" - will close the job and no new applications can be submitted after the date you enter below.
"Continuous Recruitment" - will keep the posting open, and applications can still be submitted after the date below.

Apply by Date:*

- This will bring you to the Requisition Form. The first section is Posting Details. Please review the posting details and update the areas in red if needed.

- **Also, be sure to double check and/or update the "Apply by Date" before you approve.**

Requisition Update Cont.

POSITION DETAILS

Current/previous incumbent name: John Smith

Type of Change:* Staff - replacement (due to resignation or retirement)

Today's Date: Aug 28, 2024

Division:* Dean of the College

Department: Campus Safety

FLSA Status: Nonexempt/ Hourly

Does this position supervise others?: Does not supervise others

Will this position drive CC vehicles?: Position requires driving CC vehicles (driv...)

NUMBER OF OPENINGS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:

	Position no:	Type:	Applicant	Application status	
1	FN0048	Replacement	-	-	Cancel

- Next, is the Position Details section. Please make sure the details are correct and update the areas in red if needed; i.e. the number of openings.

Compensation/Budget Information (ONLY COMPLETE FOR STAFF POSITIONS)

Changes requested/
Rationale for change

If entering comments, please add your initials and date:

If this change will impact position budget (pay band, annual hours, etc.) please describe updates.

Annual Hours (Current): 2,080

Annual Hours (Future):

Base Months (Current): 12

Base Months (Future):

Estimated Average Weekly Hours: 40

Current Pay Band: B

Future Pay Band:

Anticipated Hiring Range:

Position Funding Details

If entering comments, please add your initials and date:

(Please list specific budgeting notes. If budget change will be funded through operational budget, explain strategy to ensure your department will not exceed the total annual budget).

- The compensation/budget information will have areas where you can make comments about changes requested/rationale for change, and position funding details if needed. **Be sure to include your initials and date if leaving a comment.**

ADVERTISING TEXT

Summary Description:

Helps maintain a safe and secure campus learning environments for all by protecting lives, property, and reputation of Colorado College and the greater community, including guests and visitors. Campus Safety functions twenty-four hours a day, seven days a week, therefore, a Campus Safety Officer can be assigned to work weekends, holidays, overnight shifts or critical incidents. A Campus Safety Officer supports the day-to-day

Responsibilities:

Communication Operations:

Serve as initial point of contact via telephone, email, in person and radio; utilize customer service skills to gather pertinent information quickly and efficiently; summarize, prioritize, and distribute that information to units in the field.

Minimum Qualifications:

High school graduate plus a minimum of three years of related experience or equivalent education; must be 21 and possess and maintain a valid driver's license and a driving record that is insurable by Colorado College's motor vehicle insurance carrier; excellent oral and written communication skills; excellent customer service skills; ability to exercise good judgment and handle confidential/sensitive information with discretion; ability to

Preferred Qualifications:

Associate degree or certifications in a related field to include NIMS ICS certification; experience in higher education setting, campus safety, security, hospitality services, and/or emergency responses services.

Enter Date format as mm-dd-yyyy

Other Advertising Job Boards:

N/A

Special Instructions to Applicants:

Position Preview (to display on career page):

Helps maintain a safe and secure campus learning environments for all by protecting lives, property, and reputation of Colorado College and the greater community, including guests and visitors.

This field is a preview of the position that will appear on the job board.

- In the Advertising Text section, the summary description, responsibilities, minimum qualifications, and preferred qualifications are pulled from the job description. If you need to make changes to these areas, please do so in the next section.

- Include any additional job boards you would like to post on (include URL) and special instructions to applicants. Finally, for the position preview, include a few sentences about the position. This will show up on the career page as a preview to the applicant. Once they click on the job, they will see the full summary.

Advertisement text:

~~Generate Description~~

B *I* U ~~S~~

Underline

Job Title: Campus Safety Officer

Department: Campus Safety

Campus Location: Main Campus

FLSA Status: Nonexempt/ Hourly

Position Type/ Work Schedule

- Hours per year
- Months per year
- 40 Hours per week (Estimated)

Job Summary

Helps maintain a safe and secure campus learning environments for all by protecting lives, property, and reputation of Colorado State University and the greater community, including guests and visitors. Campus Safety functions twenty-four hours a day, seven days a week; therefore, a Campus Safety Officer can be assigned to work weekends, holidays, overnight shifts or critical incidents. A Campus Safety Officer supports the day-to-day communication operations, patrol and community service and emergency response efforts throughout the campus. This position brings awareness and communicates resources to adhere to the college's policies. A Campus Safety Officer is expected to have high visibility and engagement within the campus community.

Responsibilities

This advertisement text will show what will be posted on the job board. You can review and make any updates as needed within the text box itself, but do not click "Generate Description". This will duplicate information.

USERS WITH ACCESS TO POSTINGS

Search Committee Chair:*
[Email address: awesometalent@example.com](#)▼

Committee Co-Chair or Department Admin:
No user selected.

Search Committee Members:

Recipient	Remove all
No Search Committee Member selected.	

Search Committee Member information:

- Next, select who will be the search committee chair, if not you. You can also select a committee co-chair or department administrator. This person will have access to move applicants through the workflow in PageUp.
- Finally, select who will be serving on the search committee. If you are not sure, these can be added at a later time.

Search [redacted] [magnifying glass icon] [edit icon]

@coloradocollege.edu

Staff - External Posting

[redacted]

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft **Approve** Decline Cancel

- The last section on the requisition card shows the approval process (the hiring manager will typically see their name in step 2). After you have reviewed the posting and everything is to your liking, click "Approve" and it will go to the next person in the approval process list.
- When all the approval signatures are collected, the TA Spec. will then be notified to post the position, and an email will go to the HM confirming it has been posted with additional next steps.

PageUp User Guide

Applicant Management
Human Resources Department
People and Workplace Culture

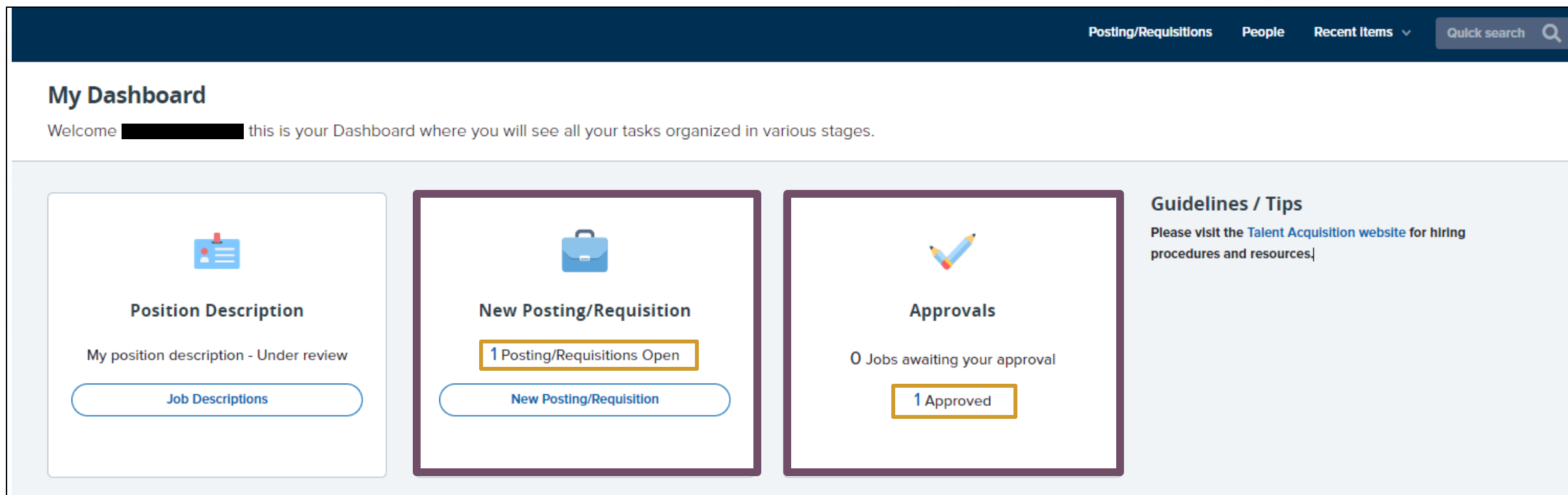
Viewing the job posting

Congratulations on your job posting!

After you receive a confirmation email from the TA Specialist ([T'yah Macon](#)) that the job has been posted, double check that you can see it.

Option 1: Click "[number] Approved" in the Approvals box.

Option 2: Click "[number] Posting/Requisitions Open" in the New Posting/Requisition box.



The screenshot shows a user dashboard with a dark blue header containing navigation links for "Posting/Requisitions", "People", and "Recent Items", along with a "Quick search" button. The main content area is titled "My Dashboard" and includes a welcome message. Three primary action cards are displayed: "Position Description" (under review), "New Posting/Requisition" (1 open), and "Approvals" (0 pending, 1 approved). A "Guidelines / Tips" section is also present on the right.

My Dashboard
Welcome [redacted] this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
My position description - Under review
[Job Descriptions](#)

New Posting/Requisition
1 Posting/Requisitions Open
[New Posting/Requisition](#)

Approvals
0 Jobs awaiting your approval
1 Approved

Guidelines / Tips
Please visit the [Talent Acquisition website](#) for hiring procedures and resources.

Viewing the job posting cont.

Option 1: Clicking "[number] Approved" in the approvals box. Select "View" to view the posting details, compensation info, advertising text, and more.

Note: In the "Approval status" drop down menu, select pending to view postings still in the approval process

Manage approvals

Approval status

Completed

Clear Search

Date raised	Reference No.	Job title ↑	Hiring Manager	New	Replacement	
				0	0	View

Page 1 of 1

Records 1 to 1 of 1

Option 2: Clicking "[number] Posting/Requisitions Open" Select "View Job" to view the posting details, compensation info, advertising text, and more.

Note: Option 2 also provides a pathway to "Review Applications"

My Posting/Requisitions

Visibility: All jobs, My Posting/Requisitions

Status: All, Current, Non-current

1 search results

Settings

Job number	Title	Working Title	Department	Date added ↓	Status	Request Provider First Name	Reports to Provider First Name	
								Review applications View Job

Records 1 to 1 of 1

Page 1 of 1 Jump to page Go

Viewing applicants

With any option, you will be able to customize your view of the applicant pool by either a List or Card view

Option 1: Clicking "[number] Posting/Requisitions Open select "Review Applications".

List View:

Note: To change view, select "Switch to ____"

Note: Utilize the "filters" feature to customize applicant search

The screenshot shows the List View interface. At the top, there is a header with a job status, owner, and a "View job" link. Below the header is a search bar with "I'm looking for..." and a search icon. To the left of the search bar is a "Filters" button, and to the right is a "Switch to card view" button. The main content area is a table with columns: Applicant name, Flags, Application status, Screening activities, Score, Documents, Comments, and Actions. Two applicant rows are visible, both with "Incomplete" status. At the bottom, there is a pagination bar showing "1 - 2 results out of 2" and navigation arrows for "Previous" and "Next".

Card View:

The screenshot shows the Card View interface. At the top, there is a header with a job status, owner, and a "View job" link. Below the header is a search bar with "I'm looking for..." and a search icon. To the left of the search bar is a "Sort & Filters" button, and to the right is a "Switch to list view" button. The main content area is a grid of five cards, each representing a different application status: "Unsorted applicat... (0)", "Submitted (0)", "New (0)", "Schedule a Campus/... (0)", and "Request offer (Launc... (0)". Each card has a search icon and a question mark icon.

Viewing applicants cont.

Option 2: From your dashboard and in the "Applications box", select "[number] job have applicants for review"

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

Position Description
My position description - Under review
[Job Descriptions](#)

New Posting/Requisition
1 Posting/Requisitions Open
[New Posting/Requisition](#)

Approvals
0 Jobs awaiting your approval
2 Approved

Applicant Progress Board
A holistic view of the applications for each active job you are recruiting for
[Review applications](#)

Applications
1 Jobs have applicants for review
0 Applicants assigned to you for review

Search committee review
2 Jobs requiring panel review

Guidelines / Tips
Please visit the [Talent Acquisition website](#) for hiring procedures and resources.

Once selected, you will be able to view each position, and how many shortlisted applicants there are in the pool. Click "ViewShortlisted Applicants" to view them.

Shortlisted applicants

Requisition Number	Title	Date added ↑	Status	Hiring Manager
[Redacted]				

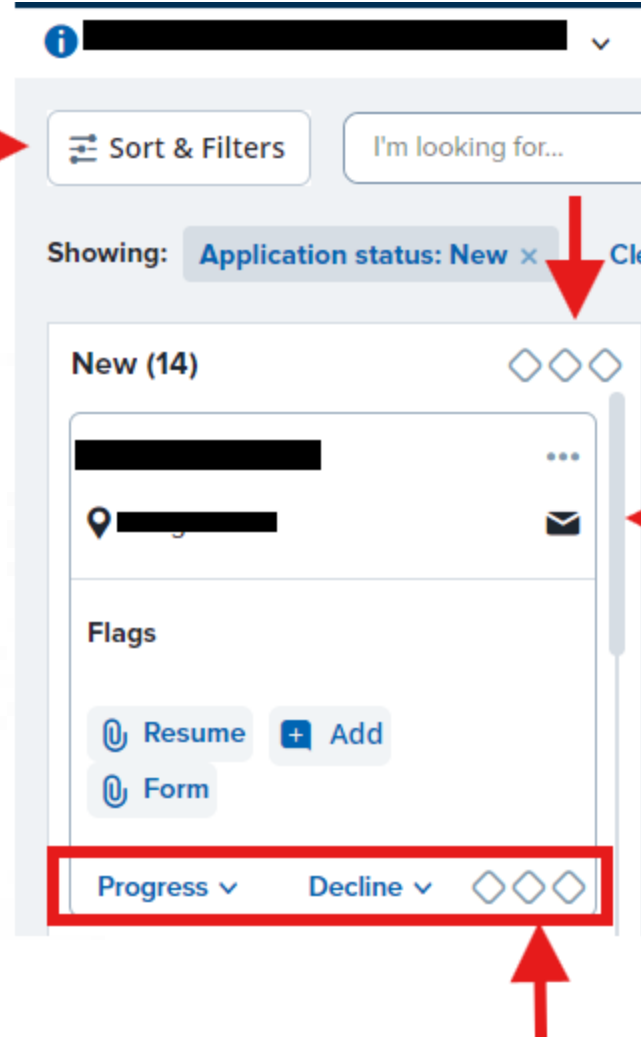
[View shortlisted applicants \(3\)](#)

Page 1 of 1

Records 1 to 1 of 1

Viewing & managing applicants cont.

Here, you can add filters to help you sort candidates.



These three diamond-shaped ellipsis allows for mass coordination or move multiple candidates at a time through the workflow. To de-select all, press "Esc" on your keyboard.

This icon takes you to the candidates contact information, or you can hover over the icon to see a quick view of their contact info.

The three diamond-shaped ellipsis underneath the candidate's name allows for individual coordination, one person at a time.

Key:
Left diamond = Green
Middle diamond = Yellow
Right diamond = Red

Viewing & managing applicants cont.

You →

Ms Deanna Looper ●
[View profile](#) [View references](#)

Address 6734 Sproul Ln
Colorado Springs, Colorado
80918, United States

Phone +1 802-376-7481

Cell +1 802-376-7481

Email deanna_looper@comcast.net

Original source Indeed

Actions ^

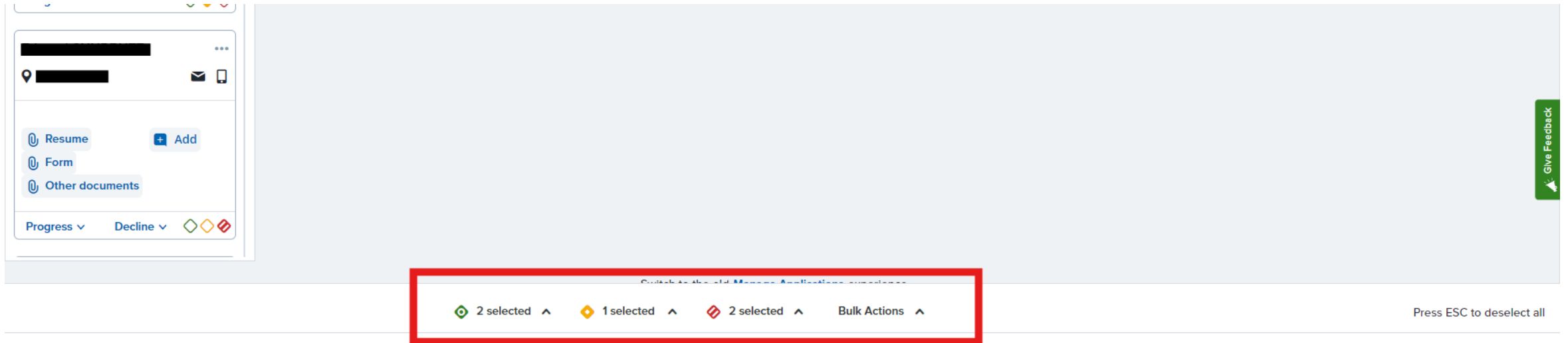
- Edit
- Invite to apply

Applications History Scheduled emails Resume

This applicant has no applications

◀ ▶

- Utilize the arrows on the bottom right corner to easily move through the applicant pool.

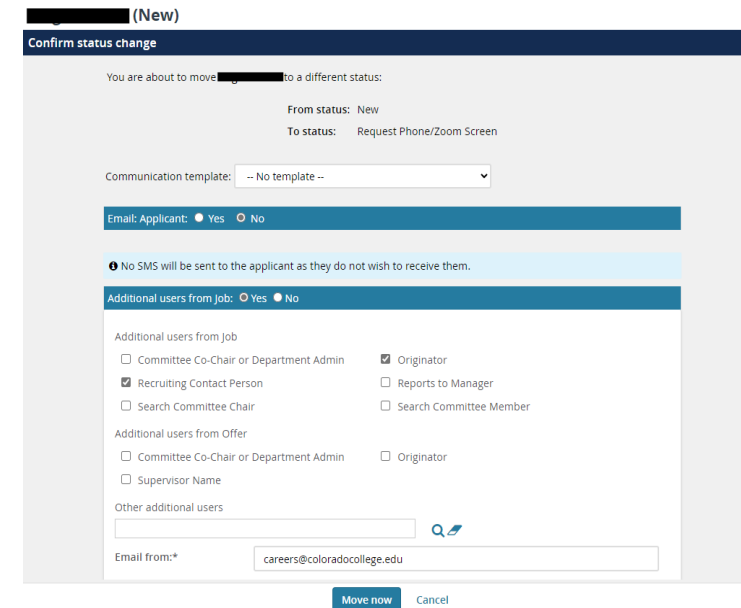
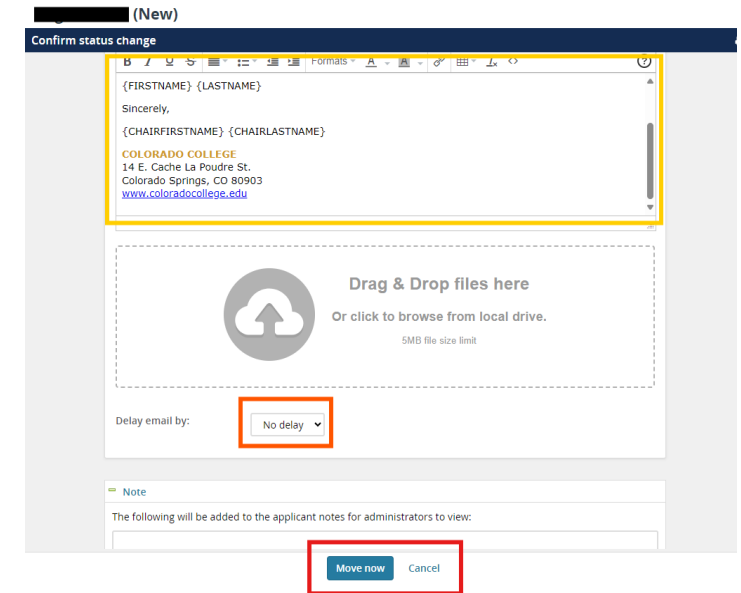
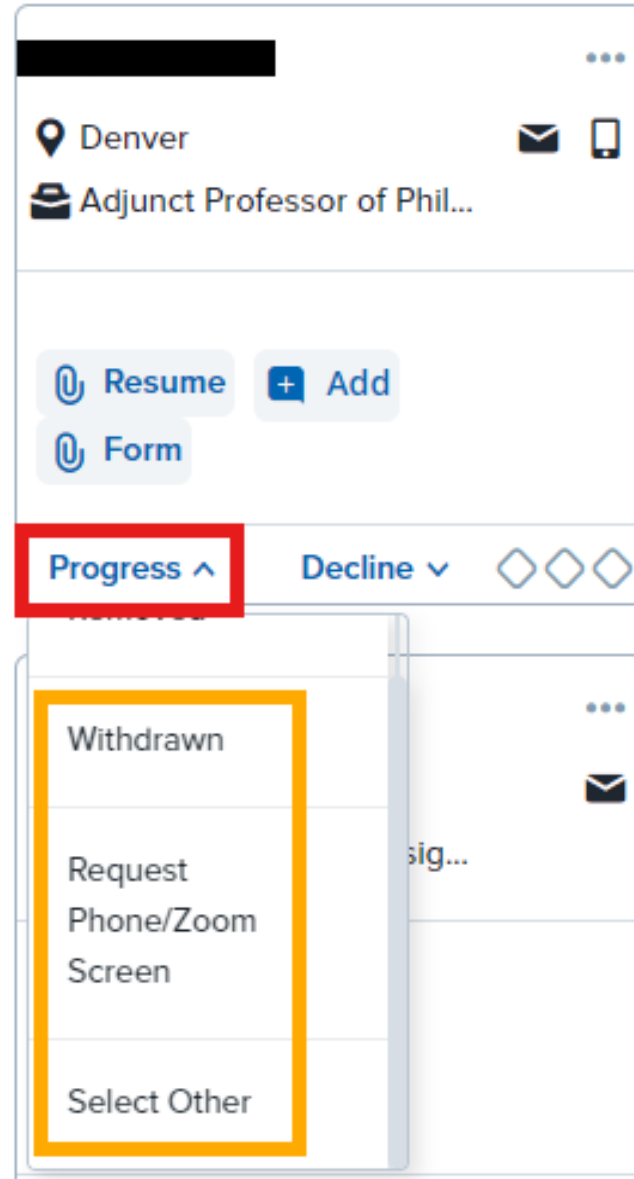


Bulk Functions

To perform a bulk action, select the coordination status you want to apply to individuals with that same status. For instance, when you mark individual applicants in green, the total number of green applicants will be displayed below, allowing you to take action on those specific applicants.

Interviewing Candidates

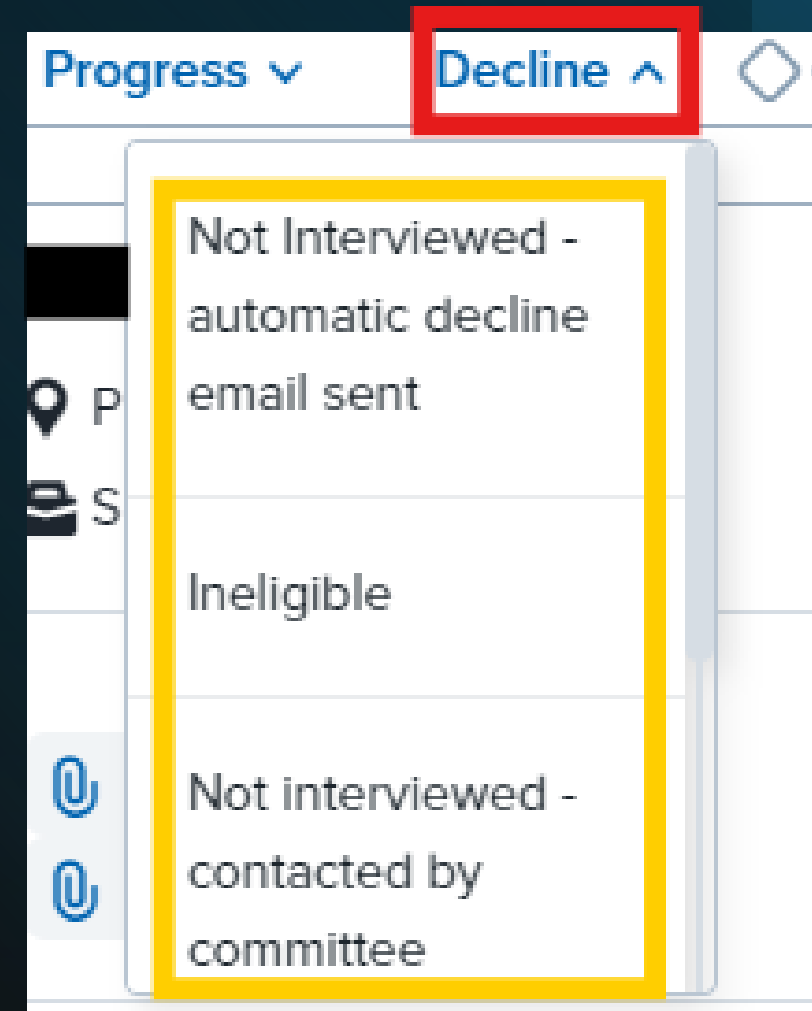
To move a candidate through the workflow, click on the drop-down and choose either the immediate actions, or you can send specific communication through "Select Other". Here, you can choose an email template and confirm the status change.



Interviewing Candidates cont.

Be sure to pay close attention to the workflow actions that send out automated emails.

It's encouraged to continue to move your candidates through the workflow with each stage. This will keep yourself and your search committee aligned as to what stage you are in with a candidate. Continue to use your best personal method of schedule phone and Zoom interviews.



PageUp User Guide

Launching an Offer Card

Human Resources Department

People and Workplace Culture

Launching an offer card

The image displays four sequential screenshots from the PageUp system illustrating the process of launching an offer card:

- Step 1:** The "Hiring Recommendations: Request offer (Launch Offer Card)" form. The "Email: Applicant" dropdown is set to "Yes". Under "Other additional users", "Pam Butler" and "Cameron Martin" are selected. The "Move now" button is highlighted.
- Step 2:** The "Confirm status change" dialog box. The "Move now" button is highlighted.
- Step 3:** The "Change application status" dialog box. The "Request offer (Launch Offer Card)" option is highlighted.
- Step 4:** The "Change application status" dialog box. The "Request offer (Launch Offer Card)" option is highlighted.

Congratulations on offering a position to your selected candidate!

To get an offer started, click on your decided candidate and select "Hiring Recommendations: Request offer (Launch offer card)" from the "Progress" dropdown. In the "Other additional users" box, be sure to include Total Rewards (Pam Butler and Cameron Martin) to request a compensation suggestion. Select "Move now" to send the request.

Launching an offer card cont.

Revision history

Personal details

Address: 830 N Tejon St
Colorado Springs, Colorado
80903, United States Phone:

E-mail: [redacted]@gmail.com

Applicant number: 2467 Pronouns:

[View profile](#)

Current or previous employee details

i If the applicant you are extending an offer to is a current or previous employee, then use the lookup below to select their employee profile. If the applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.

Employee number:

Employee: [redacted]

Email address: [redacted]@gmail.com

Job details

Job Title (future): i TEST - Residential Life Coordinator

Position Type: Staff - Full Time

Division: [redacted]

Sub-Division: [redacted]

Department: [redacted]

Site no.: 001 - Colorado Springs

Site title: Main Campus



Revision history

Hiring Recommendation

Date updated: Sep 25, 2024, 3:59 am

Application source: Internet - Careers website

Positions:

Position no:	Type:	Applicant	Application status
SA0017		[redacted]	Hiring Recommendations: Request offer (Launch Offer Card)

FOR ALL POSITIONS

Rationale for Hire:*

loves dogs

Position Start date:*

Sep 10, 2024 📅

Position End Date:

📅

Position title:

Test- Residential Life Coordinator

Working Title:

Supervisor Name:*

[redacted] 🔍

Email address: [redacted]@coloradocollege.edu



Add in rationale for hire and upload all interview documentation that led to this final decision. Be sure to confirm if the candidate is a current or previous CC associate.

Click "Save".

Launching an offer card cont.

Reference checks and interview notes can be uploaded in the red, highlighted areas.

Don't forget to "Save"!

The screenshot shows a web form for launching an offer card. The form is divided into several sections, with two sections highlighted in red:

- PRE-EMPLOYMENT CHECKS:** This section contains a radio button group for "Have reference checks been completed:" with "Yes" and "No" options. The "No" option is selected.
- ONBOARDING:** This section contains three fields: "Onboarding form:*" (a dropdown menu with "Select" selected), "Onboarding Checklist:*" (a dropdown menu with "None" selected), and "Onboarding delegate:" (a search field with a magnifying glass icon and a blue bar below it that says "No user selected.>").

Below these sections is the "OFFER PROGRESS" section, which includes:

- A note: "The following fields will be automatically updated by the system"
- Radio button groups for "Offer accepted:" (Yes/No) and "Offer declined:" (Yes/No). The "No" options are selected.
- Date pickers for "Date offer accepted:" and "Date offer declined:".

At the bottom is the "Offer documents" section, which includes:

- A blue bar with an information icon and the text: "Documents attached to the offer appear in the section below."
- Buttons for "Add document" (highlighted in red) and "Merge document" (with a question mark icon).
- A table with columns: "Document", "Date", "Viewed by applicant", "Size", and "Category".
- A "Document library:" section with a table that has columns "Name", "Date", and "Size".

At the very bottom of the form are several buttons: "Save and close", "Save" (highlighted in blue), "Remove Offer", "Cancel", "Approve", and "Decline".

Launching an offer card cont.

At the very bottom of the screen, the "Originator" should show as T'yah Macon, and the "Approval Process" as "Staff – Submit to HR". You should then see the approval process go through Pam Butler, then T'yah Macon and lastly, Courtney Gibson. Click "Save" to formally launch the offer card.

Offer Check

Add a check group:

Add a check type:

Approval process

Originator*: T'yah Macon

Approval process: Staff - Submit to HR

Approval workflow initiated: Oct 11, 2024, 4:42pm MST

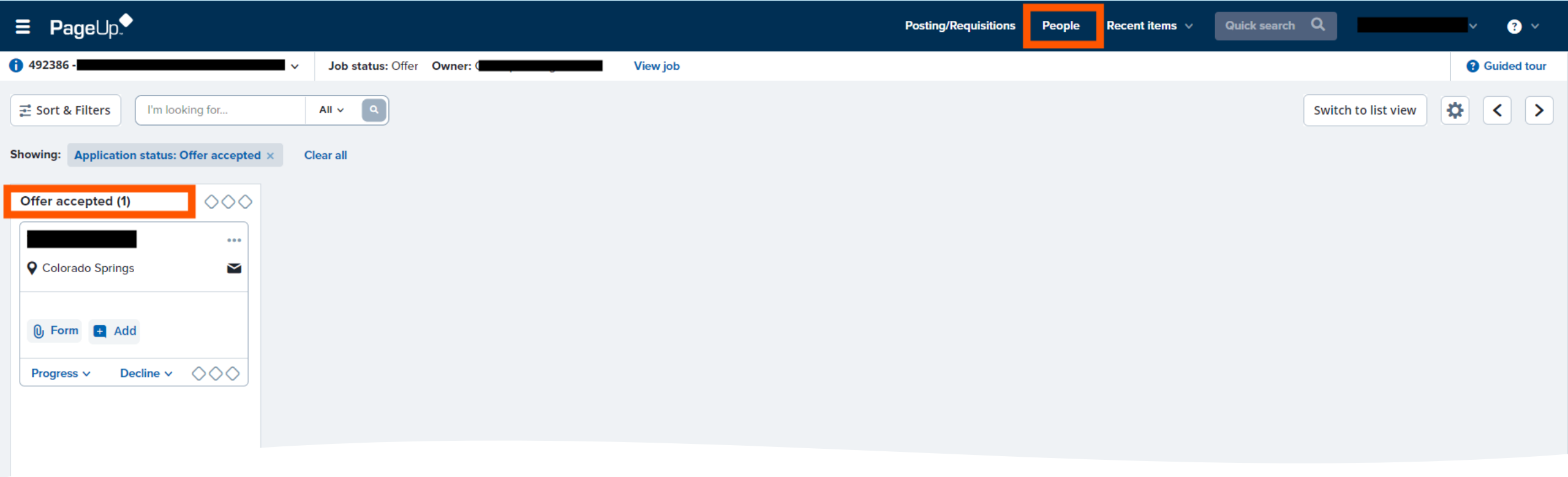
1. Compensation: Pam Butler ✓ Approved Oct 14, 2024

2. Talent Acquisition: T'yah Macon ⓘ You are here

3. Talent Acquisition: Courtney Gibson

Application status

Update application status following offer: Yes No



How to Check Candidate Status

To check on the status of the new hire during their onboarding phase, click on "People" in the upper-right hand side of the banner. You should can see the selected candidate here.

Making the Offer and Start Onboarding

The TA Spec. will reach back out to the hiring manager via email confirming the compensation to offer.

The Hiring manager will verbally offer to candidate and if accepted the TA Spec. will update workflow status and Courtney Gibson will start their Onboarding phase as well as communicate with the new hire on next steps.

As you begin to close out your search, be sure to disposition the remaining candidates that you are rejecting or keeping on standby as a runner-up in case the initial offer falls through for any reason.

