PPA/CCC User Essentials

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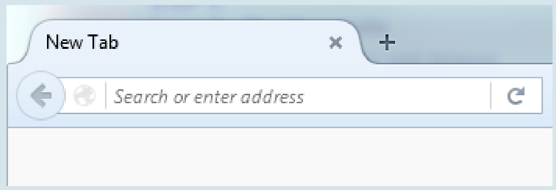
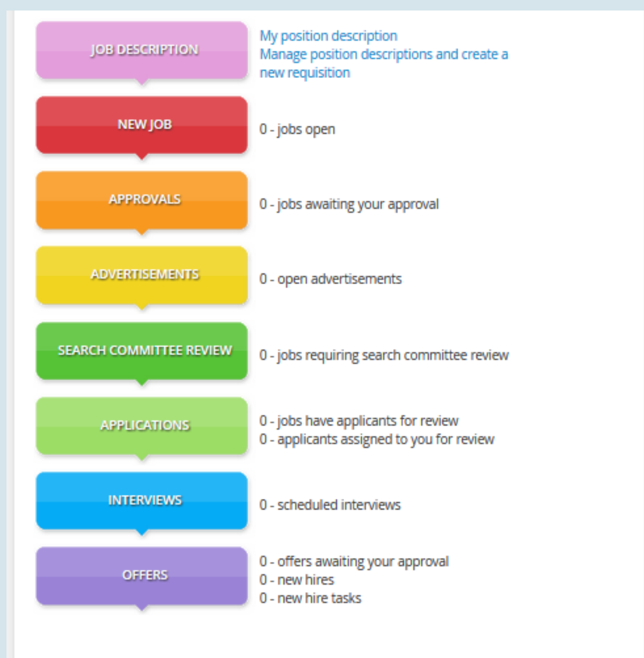
Quick Reference Guide – Accessing MyUA

What you need to do	What you will see
STEP 1: **Go to the MyUA website** In the Address bar of your web browser, enter the following web address: myua.pageuppeople.com Tip: **adding this address as a favorite will save you time in the future.**	
STEP 2: **Login Box** Enter your UA Username and Password that is managed by ELMO **Click the blue** Login **button.**	
Welcome to My UA! The first page that you will see will be the **Dashboard** page. Your view may be different depending on your level of access. **All available functions are within the menu on the right-hand side of the screen.**	

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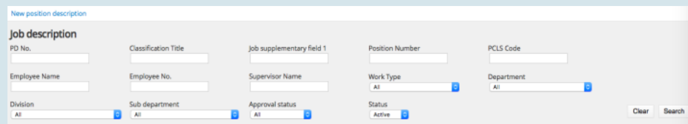
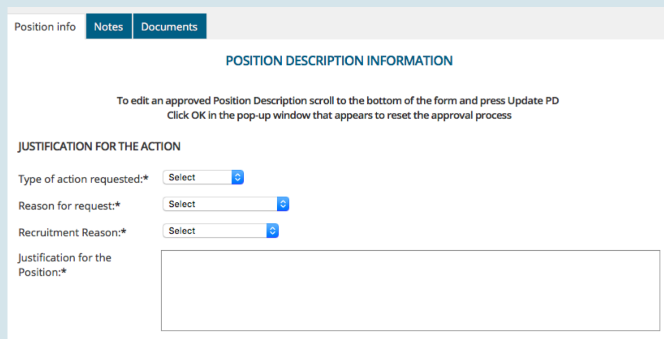
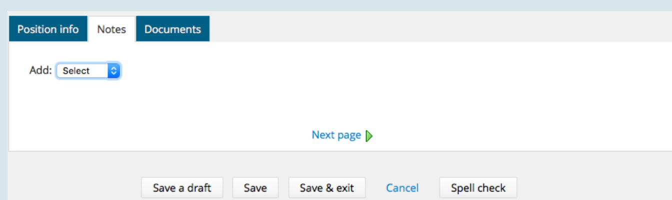
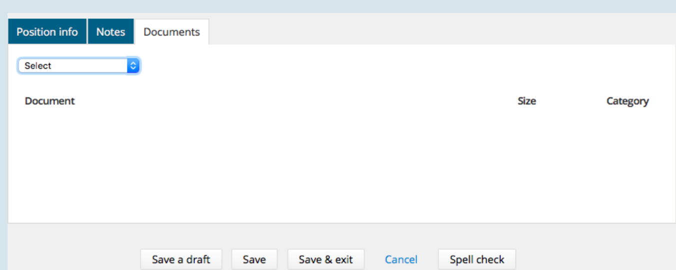
Quick Reference Guide – Creating and viewing Position Descriptions (PDs)

What you need to do	What you will see
STEP 1: Create a new Position Description Click Manage position descriptions and create a new requisition on dashboard. Click New position description job description page. You will be presented with the Position Description Information page Relevant information about the job will be entered on the Position info tab. Ensure you complete all mandatory fields (these are marked with an asterisk).	 
STEP 2: Using the Notes tab The Notes tab is a great way to record extra information about the PD. The Notes tab will be used to add notes against the PD. You can record notes for yourself and also send e-mails about the job from the Notes tab.	
STEP 3: Using the Documents tab The Documents tab is used to attach organizational charts or other documentation.	

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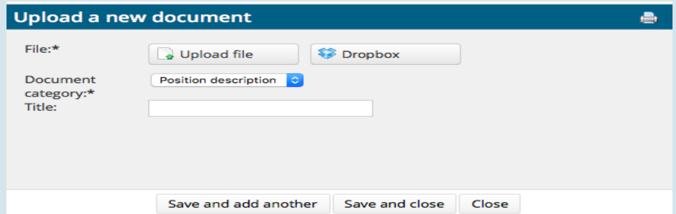
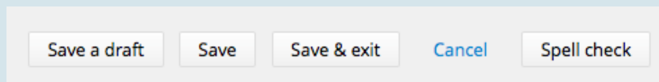


STEP 4: Saving the job

When all job details have been entered, click Save to save your job or Save & Exit to save your job and exit the position description. Save a draft can be used when you need to save the position description you are working on and come back to work on it at a later time.



STEP 5: Viewing a job

Click Manage jobs on the right hand navigation menu.

You can choose to view all jobs, or filter the page to only display certain jobs (note that you will only see jobs that relate to the team/s that you have access to).

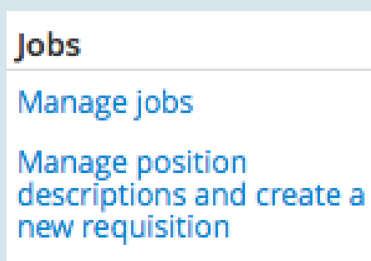
You can filter jobs by status by selecting a status from the Status drop-down list on the left-hand side of the page. For example, you may want to view all jobs in an 'Offer' status.

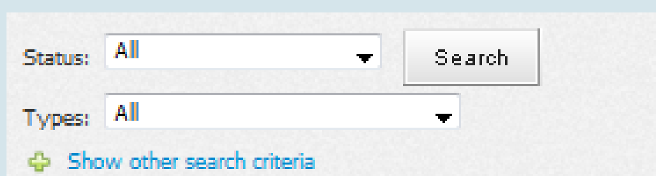
Click Show other search criteria to view other criteria by which you can filter your search on.

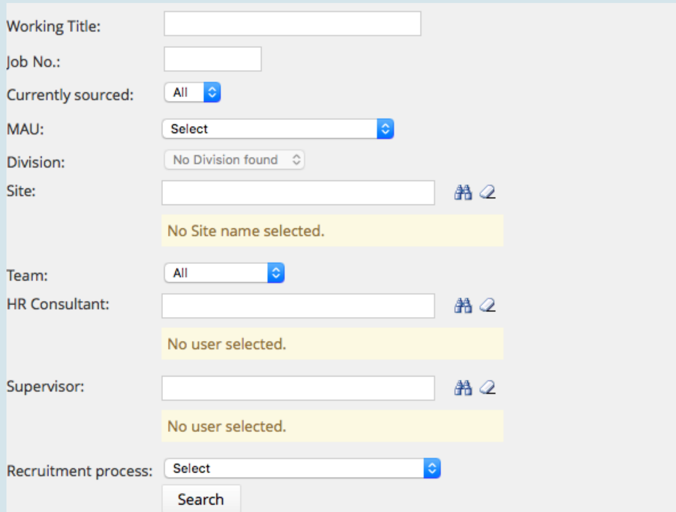
You may choose to search for jobs by working title, job number, or any other available criteria.

Click the Search button on the right-hand side of the page.

Identify the job that you would like to view, and click Edit.






Working Title:
Job No.:
Currently sourced:
All
MAU:
Select
Division:
No Division found
Site:
No Site name selected.
Team:
All
HR Consultant:
No user selected.
Supervisor:
No user selected.
Recruitment process:
Select
Search

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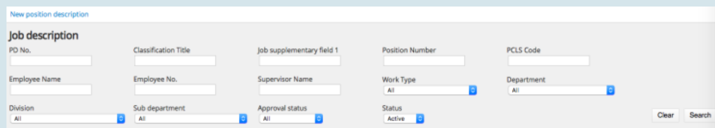
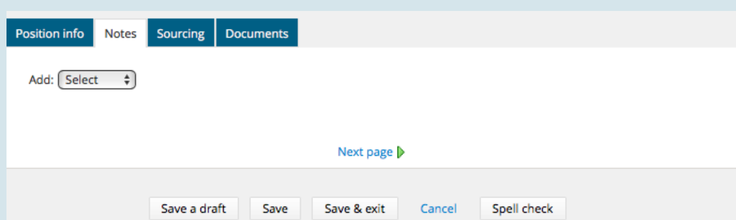
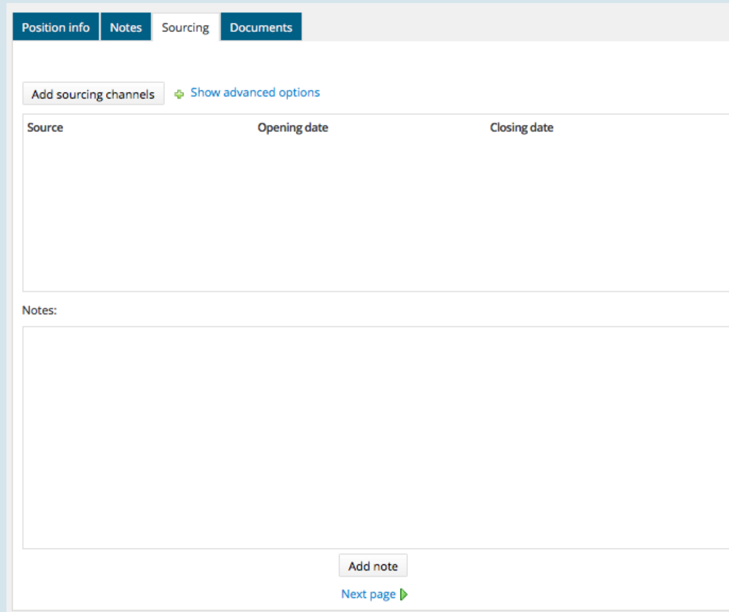
Quick Reference Guide – Creating a recruitment/requisition

What you need to do	What you will see
STEP 1: Create a new recruitment/requisition Click Manage position descriptions and create a new requisition on dashboard. Click Recruit for position for the appropriate job. You will be presented with the Requisition Information page Relevant information about the job will be entered on the Position info tab. Ensure you complete all mandatory fields (these are marked with an asterisk).	  
STEP 2: Using the Notes tab The Notes tab is a great way to record extra information about the recruitment. You can record notes for yourself and also send e-mails about the recruitment from the Notes tab.	

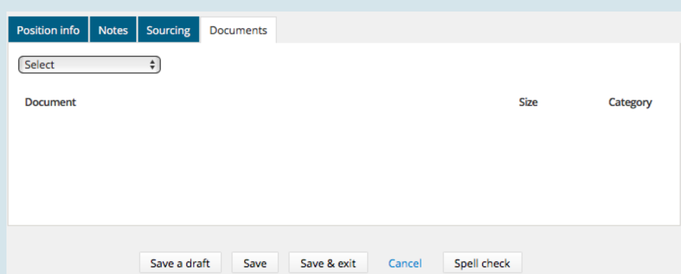
STEP 3: Using the Sourcing tab

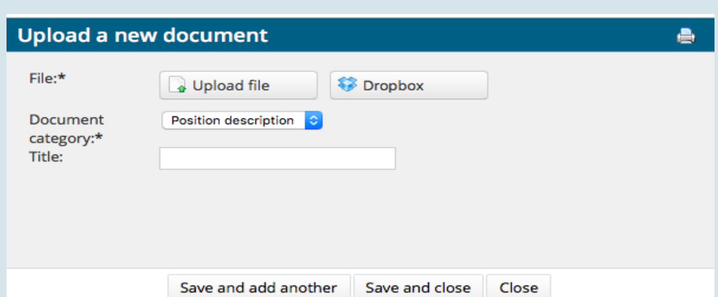
The Sourcing tab is used by HR to post the job.



STEP 4: Using the Documents tab

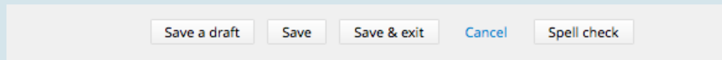
The Documents tab is used to attach screening criteria, interview questions, and other recruitment documents.

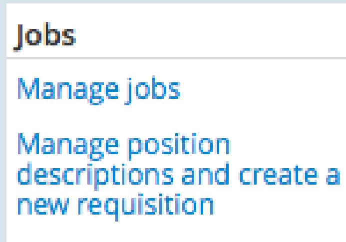
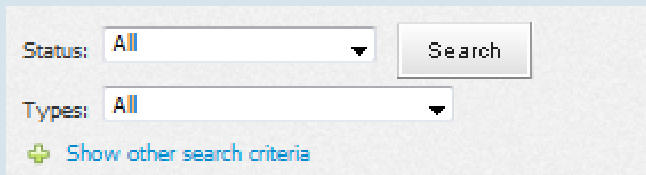
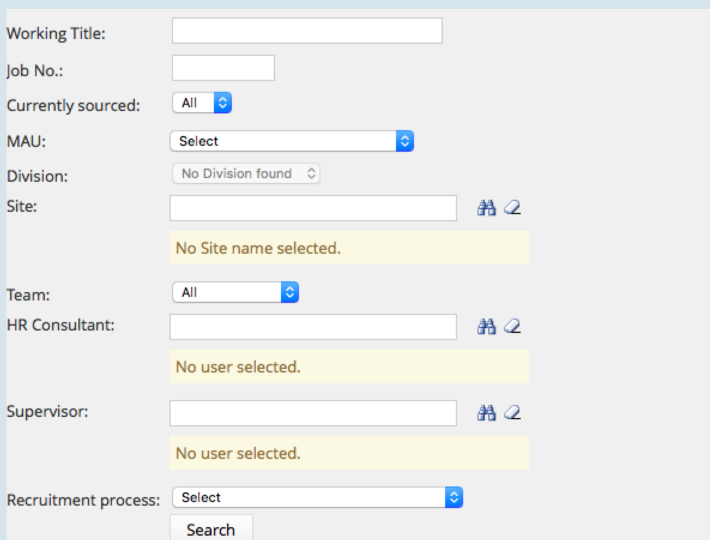




STEP 5: Saving the recruitment

When all details have been entered, click Save to save your job or Save & Exit to save your job and exit the position description. Save a draft can be used when you need to save the recruitment you are working on and come back to work on it at a later time.



What you need to do	What you will see
STEP 6: Viewing a job Click Manage jobs on the right hand navigation menu. You can choose to view all jobs, or filter the page to only display certain jobs (note that you will only see jobs that relate to the team/s that you have access to). You can filter jobs by status by selecting a status from the Status drop-down list on the left-hand side of the page. For example, you may want to view all jobs in an 'Offer' status. Click Show other search criteria to view other criteria by which you can filter your search on. You may choose to search for jobs by working title, job number, or any other available criteria. Click the Search button on the right-hand side of the page. Identify the job that you would like to view, and click Edit.	  

Quick Reference Guide – Approving a job

What you need to do	What you will see

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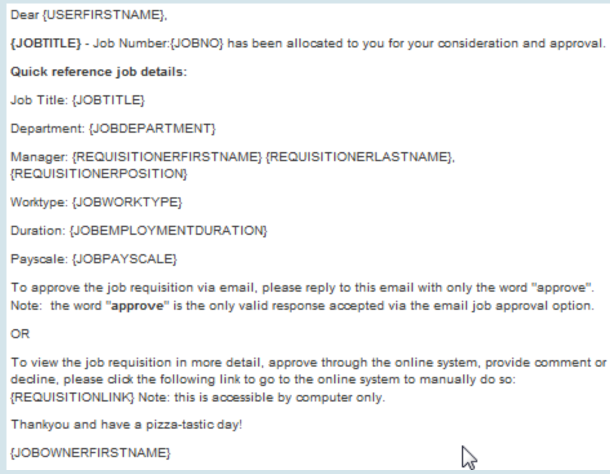
STEP 1: Email notification sent

You will receive an email notification if a job requires your approval.

The email contains a link to the job.

Click on the **link** to access the job.


Dear {USERFIRSTNAME},

{JOBTITLE} - Job Number:{JOBNO} has been allocated to you for your consideration and approval.

Quick reference job details:

Job Title: {JOBTITLE}

Department: {JOBDEPARTMENT}

Manager: {REQUISITIONERFIRSTNAME} {REQUISITIONERLASTNAME}, {REQUISITIONERPOSITION}

Worktype: {JOBWORKTYPE}

Duration: {JOBEMPLOYMENTDURATION}

Payscale: {JOBPAYSCALE}

To approve the job requisition via email, please reply to this email with only the word "approve". Note: the word "**approve**" is the only valid response accepted via the email job approval option.

OR

To view the job requisition in more detail, approve through the online system, provide comment or decline, please click the following link to go to the online system to manually do so: {REQUISITIONLINK} Note: this is accessible by computer only.

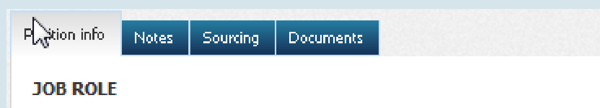
Thankyou and have a pizza-tastic day!

{JOBOWNERFIRSTNAME}

STEP 2: Review the job

Review the information contained on each page by clicking the tabs or using the Next Page link at the bottom of each page.

Most of the information about the job is on the Position info page. To review the information that has been entered regarding the advertising of the job, view the Sourcing page.



STEP 3: Approve or decline the job

After reviewing all pages, take one of the following actions.

Click **Save a draft** if you have made changes to the job, but are not ready to approve or decline the job.

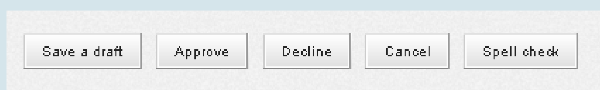
Click **Approve** to approve the job.

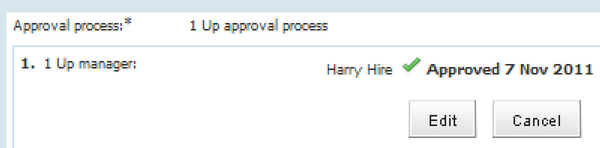
Click **Decline** to decline the job.

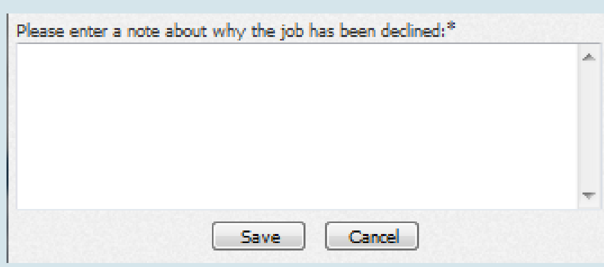
Click **Cancel** if you have not made any changes to the job, and are not ready to approve or decline the job.

NOTE: If you choose to approve the job, an email will be automatically sent to the next approver. If you are the final approver, an email will be automatically sent to the originator of the job advising that the job has been approved.

NOTE: If you choose to decline the job, a screen will be displayed asking you to enter a reason as to why the







job has been declined. This will be used for reporting purposes and will be emailed to the job originator.

STEP 4: Viewing all jobs awaiting your approval

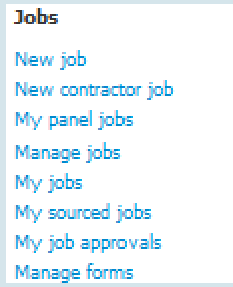
Access PageUp People.

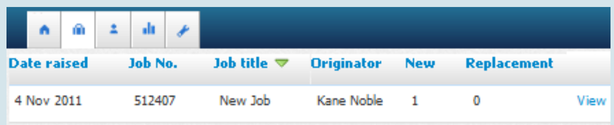
Click **My job approvals** in the right hand navigation menu.

All jobs awaiting your approval will be listed.

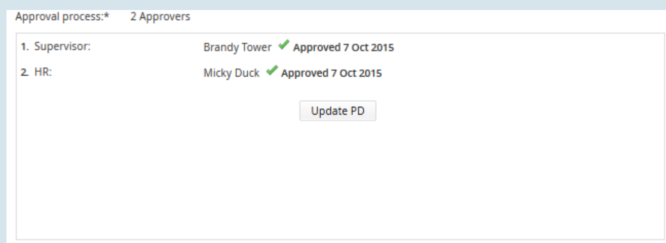
Click 'View' next to the job that you need to review.

Review the job and then Approve or Decline the job.





In order to view the progress of approvals on either the PD or Requisition; view the PD or requisition, scroll to the bottom, and view the box of approvers.



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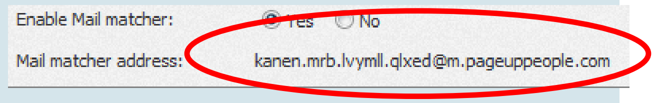
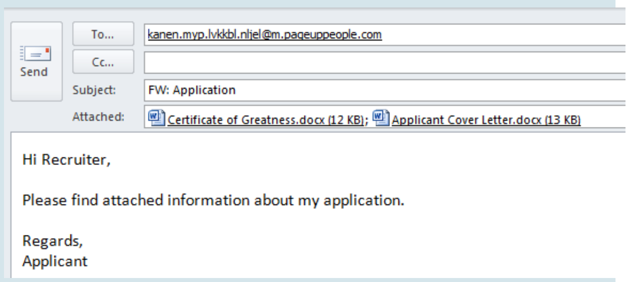
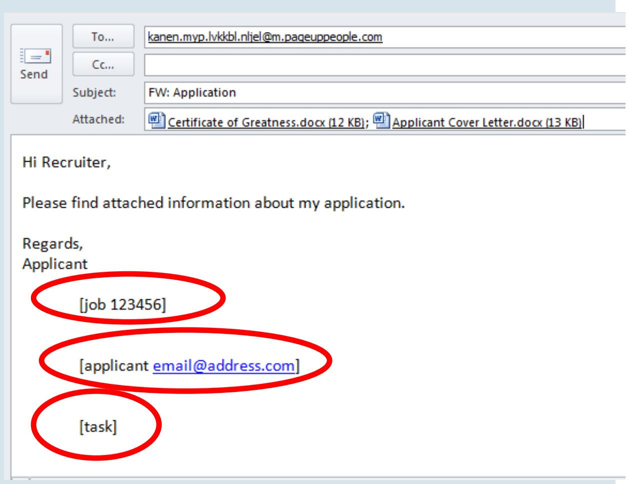
Quick Reference Guide – Mail Matcher, Notes & Tasks

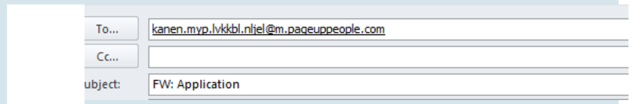
What you need to do	What you will see
STEP 1: Get your Mail Matcher e-mail address From the **Main Menu**, click on the **Update profile** link located in the top right corner of the screen. Your **Mail Matcher e-mail address** will be displayed. Highlight and copy this e-mail address. **TIP:** Add this e-mail address to your email contact list, as you will be using it on a regular basis.	 
STEP 2: Open e-mail From your e-mail inbox, open an email that contains information about an applicant or job. For example, you might have an e-mail from a hiring manager containing their interview notes on an applicant. Click **Forward** and enter or paste you Mail Matcher e-mail address into the **To** field.	
STEP 3: Add tag A **tag** instructs Mail Matcher where to add the information contained in the email. Tags can be added in the subject line or body of the email. There are three types of tags: **> Applicant** – use the word **applicant** and the applicant's name, e-mail address, or applicant number e.g. [applicant jeremyb@hotmail.com] **> Job** – use the word **job** and the job number e.g. [job 123456] **> Task** – just use the word task e.g. [task] In the example below, where we are sending a hiring manager's interview notes to an applicant card, we have used the applicant's e-mail address and added the tag in the body of the email.	

STEP 4: Click Send

Once you have tagged your email, click **Send**

Mail Matcher will now add this information to the applicant card, job card or tasks panel, depending on the tag that you have used.

In the example used in step 3, the body of the e-mail would be added to the applicant card as a note and any attachments will be added as documents.



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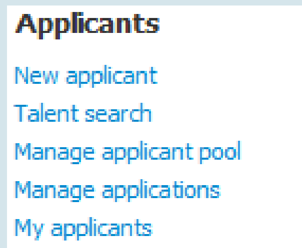
Quick Reference Guide – Reviewing applicants

What you need to do	What you will see

STEP 1: Manage applications

From the right hand navigation menu, click **Manage applications.**

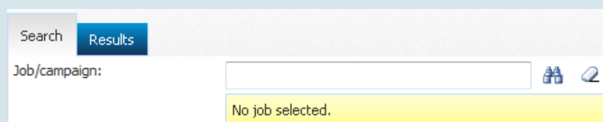


STEP 2: Search job

Click the **Search** tab and enter your job number into the search filed and click on the binoculars.

Your job name will appear in the yellow bar.

Click the Search button in the top right hand corner.



STEP 3:View application

Click View application to view the details of an individual applicant on the Applicant card.

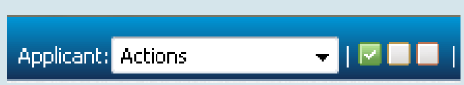
STEP 4: Review resume

Click the **Resume and Application form icons** (next to the Actions dropdown under the Applications section) to review the applicant. You may also check the Application and applicant history as part of your review.

STEP 5: Group applicant

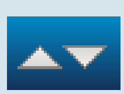
Use the coloured checkboxes at the top right-hand corner of the applicant card to record the decision you have made about this applicant.

For example, you may use a green checkbox to indicate that the applicant is progressing to the next stage of the recruitment process.



STEP 6: Select next applicant

Use the **up/down arrow** to scroll to the next applicant card in your list.



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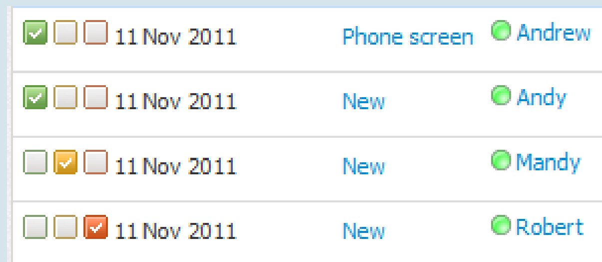
Alternatively you can click the **Next Applicant** button on the bottom of the applicant card.

Repeat steps 2 and 3 for the next applicant. Use the **up/down arrow** to scroll to the next applicant card in your list.

STEP 7: Finish review

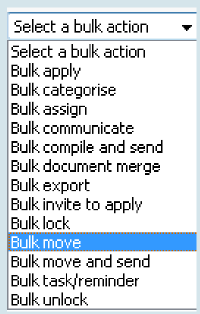
When you have finished your review of applicants, click the **Done** button at the bottom of the Applicant card.

You will return to the **Manage applications** page. The checkbox selections you have made on the applicant cards are 'remembered'.



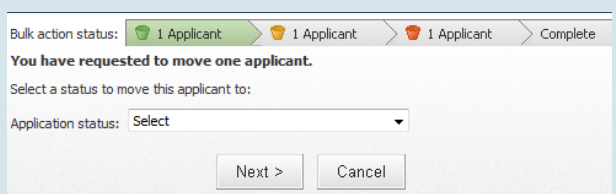
STEP 8: Select bulk action

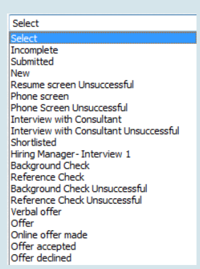
From the Select a bulk action drop-down list at the top of the screen, select Bulk move.



STEP 9: Select application status

For the applicants you selected with each checkbox, select the **Application status** from the drop-down list and click Next.





STEP 10: Move applicants

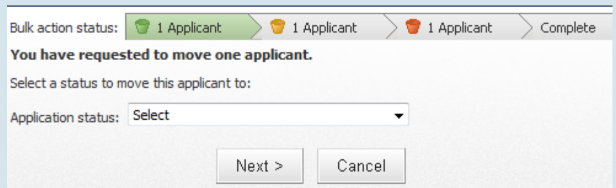
For the applicants you selected with each checkbox, select the application status from the drop-down list and click Next.

Review and edit (if required) the Confirm status change page. If an e-mail message to the applicants has been triggered, review the content of the e-mail.

NOTE: You do not need to edit the merge fields (e.g. {FIRSTNAME} as the field will be automatically populated when the e-mail is sent.

When you are ready to make the status change, click Move now.

You will then be prompted to update the application status for the applicants you selected with the orange checkbox and the applicants you selected with the red checkbox.



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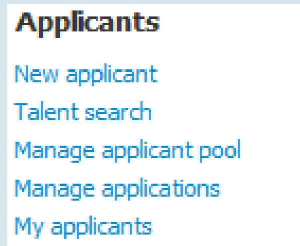
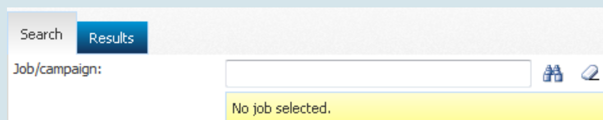
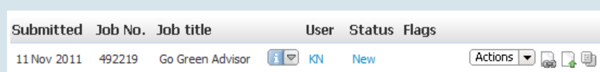
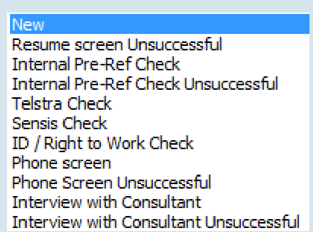
Quick Reference Guide – Changing application status

What you need to do	What you will see
STEP 1: Manage applications From the right hand navigation menu, click **Manage applications.**	
STEP 2: Search job Click the **Search** tab and enter your job number into the search filed and click on the binoculars. Your job name will appear in the yellow bar. Click the **Search** button in the top right hand corner.	
STEP 3: View application Click **View application** to view the details of an individual applicant on the Applicant card.	
STEP 4: Update status Click the current **status** (e.g. New) under the Applications section of the applicant card. Select the correct status for this applicant and click Next.	 

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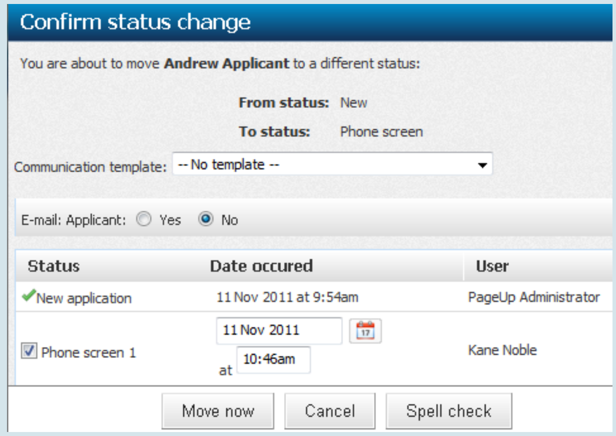
STEP 5: Review and edit

Review and edit (if required) the Confirm status change page.

If an e-mail message to the applicant has been triggered, review the content of the e-mail.



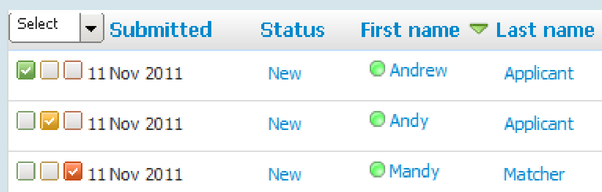
STEP 6: Move now

When you are ready to make the status change, click **Move now**

STEP 7: Updating multiple applicants (using Bulk move)

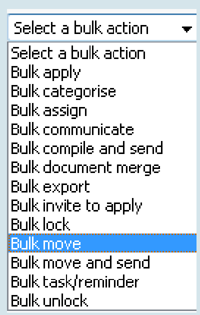
On the **Manage applications** page, use the different coloured checkboxes to group the applicants according to the decisions you have made about their progress through the recruitment process.

NOTE: The colours for the check boxes can have any meaning you want.



STEP 8: Select Bulk action

From the **Select a bulk action** drop-down list at the top of the screen, select **Bulk move**.



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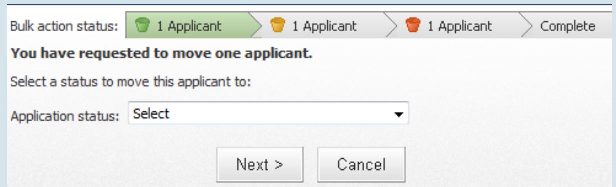
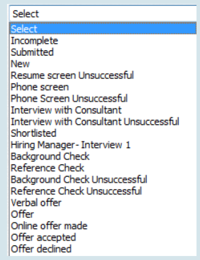
STEP 9: Select application status

For the applicants you selected with each checkbox, select the **Application status** from the drop-down list and click Next.





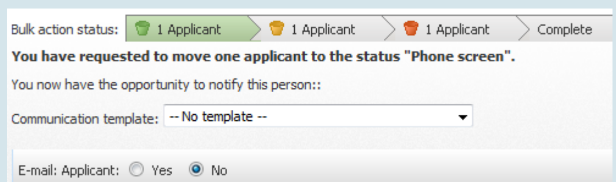
STEP 10: Move applicant

Review and edit (if required) the Confirm status change page. If an e-mail message to the applicants has been triggered, review the content of the e-mail.

NOTE: You do not need to edit the merge fields (e.g. {FIRSTNAME} as the field will be automatically populated when the e-mail is sent.

When you are ready to make the status change, click Move now.

You will then be prompted to update the application status for the applicants you selected with the orange checkbox and the applicants you selected with the red checkbox.



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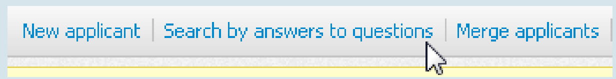
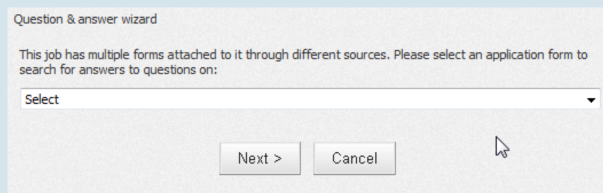
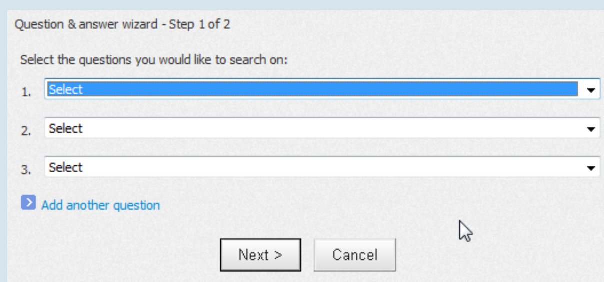
Quick Reference Guide – Search by answers to questions

What you need to do	What you will see
STEP 1:Go to Manage applications Navigate to the **Manage applications** page and view the list of applicants that you need to shortlist. The **Search by answers to questions** tool can help you to create a shortlist of applicants who have applied to a specific job. Click **Search by answers to questions** in the top left hand corner of the page.	
STEP 2: Select the questions on which you would like to search Select the questions on which you would like to search your applicants. The questions in the dropdown list are the custom questions (questions on the application form that have been designed by your organisation). You can search on as many or as few questions as you like. The more questions you select, the narrower your search will be. The fewer questions you select, the wider your search will be. Click **Next**.	 
STEP 3: Select the response(s) for which you are searching Use the checkboxes to select the reponse(s) for which you are searching. If you select Response A and B and select **OR** search, you will find applicants who have selected Response A **OR** Response B (you are widening your search). If you select Response A and Response B and select **AND** search, you will find applicants who have selected Response A **AND** Response B (you are narrowing your search).	

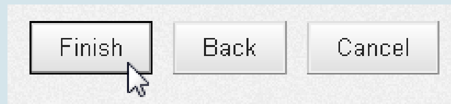
STEP 4: Finish your search and review your results

Click **Finish** when you have selected the responses on which you would like to search.

Click **Back** if you would like to change the questions on which you are searching.

After you click **Finish**, the applicants who meet your criteria are listed.

To view all applicants again, click the **'i'** button next to the job title and click **View all applications**.



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Quick Reference Guide – Category searching

Performing a category search can help you to create a shortlist of applicants who have applied to a specific job.

Applicants are categorized in two ways;

1. Categorizing may be performed automatically via the application form. The application form may be set up to automatically categorize applicants if a particular response is selected. Alternatively,

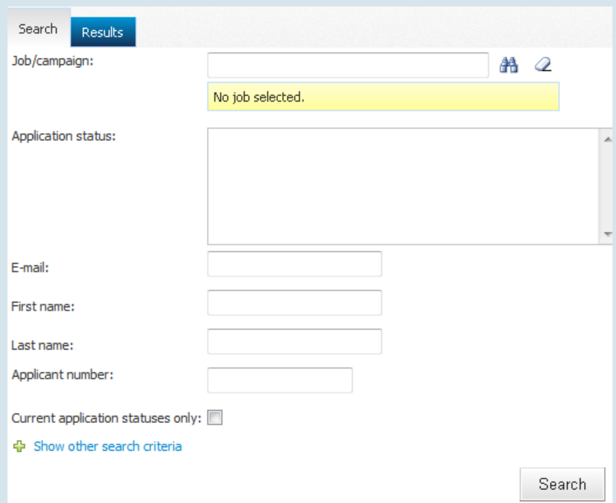
2. Applicants may be manually categorized by recruiters. Check with your SuperUser if you are not sure if your applicants are being categorized.

<table>
<tr><th>What you need to do</th><th>What you will see</th></tr>
<tr><td>

STEP 1: Go to Manage applications

Navigate to the **Manage applications** page, click the **Search tab** and then click the blue **Show other search criteria** link.

</td><td>



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<tr><td>

STEP 2: Add categories

Review the **Category library.**

Look for the category group on which you are interested in searching. Click the name of the category group to expand it.

Click **Add** to add the categories you want to use as your search criteria.

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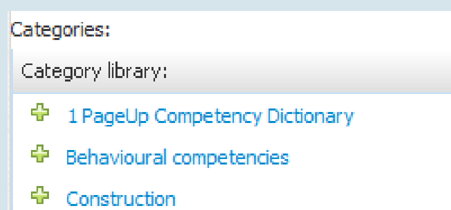

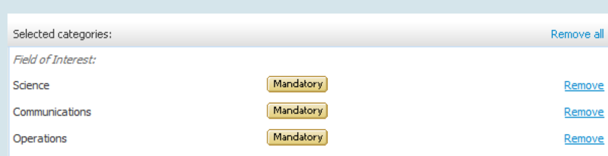

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<tr><td>

STEP 3: Specify whether categories are mandatory or desirable

When you add a category, it is **mandatory** by default. Mandatory means the search will only show you applicants in this category.

</td><td>

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</table>

Click the **Mandatory** button to change it to **Desirable**.

A **Desirable** search means that applicants who are not in the category will still be included but those in the category will be ranked more highly.

Click the **Search** button to run your search

STEP 4: Review your results

The applicants who meet your criteria are listed.

If you have performed a **Desirable** search, the green boxes show you how the applicants have been ranked.

To view all applicants again, click the **'i'** button next to the job title and click **View all applications**.

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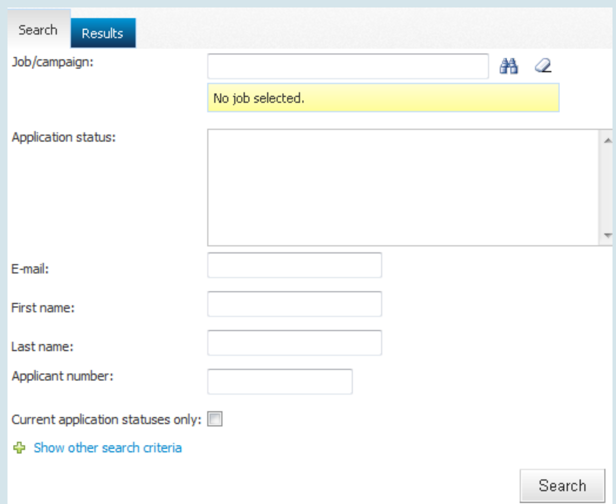
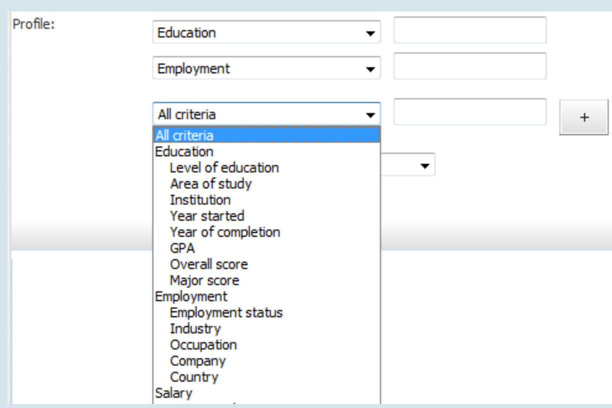
Quick Reference Guide – Searching the applicant's profile

Searching the applicant's profile can help you to create a shortlist of applicants who have applied to a specific job.

The applicant's profile contains information about the applicant that he/she provided when he/she answered profile questions on an application form (e.g. Personal details, Employment history, Education, Availability).

Check with your PageUp People trainer or SuperUser if you are not sure if your application forms contain profile questions.

What you need to do	What you will see
STEP 1: Go to Manage applications Navigate to the **Manage applications** page, click the **Search** tab and then click the blue **Show other search criteria** link.	
STEP 2: Enter your search criteria Use the **Profile** search field to enter your search criteria. For example, you may wish to search for applicants who have worked in a particular industry. You may like to search on applicants who have held a particular occupation. If you would like to search on multiple profile criteria, use the **+** button. When searching on multiple criteria, it is an AND search (i.e. you are narrowing your search).	
STEP 3: Click Search Click the **Search** button (top right-hand corner and also at the bottom of the page) to run your search:	

STEP 4: Review your results

The applicants who meet your criteria are listed.

To view all applicants again, click the **'i'** button next to the job title and click **View all applications**.

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Quick Reference Guide – Bulk compile and send

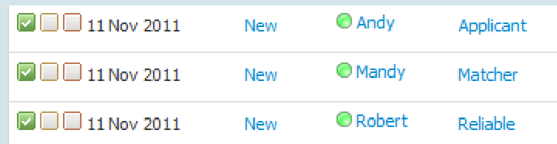
What you need to do	What you will see

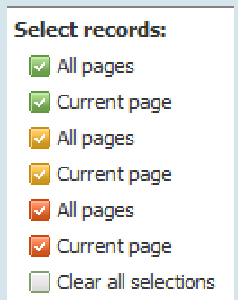
STEP 1: Select the applicants

After reviewing the applications for a particular job, use the checkboxes to indicate the applicants to be included in your PDF document.

Your PDF might only include those applicants who have been shortlisted, or you may choose to include all of the applicants who have applied for a job.

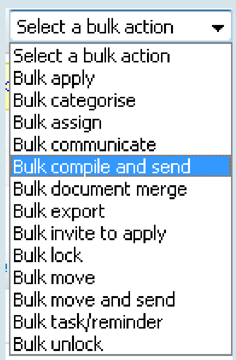
TIP: If you would like to compile all of the applicants who have applied for a job, click **All pages** in the **Select** drop-down list.





STEP 2: Select Bulk compile and send

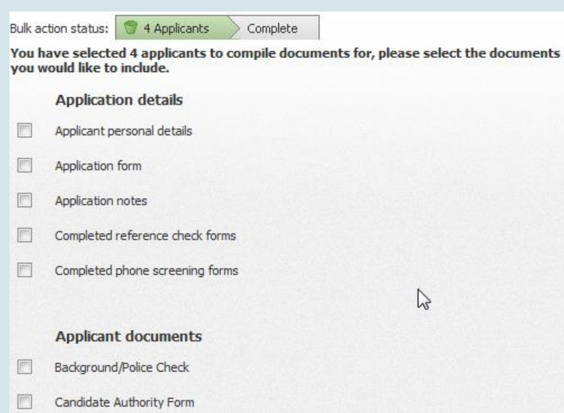
From the Select a bulk action menu at the top of the page, select Bulk compile and send.



STEP 3: Select documents

Select the documents you would like to include in the PDF (e.g. resume, application form).

Click the **Create PDF** button at the bottom of the page.



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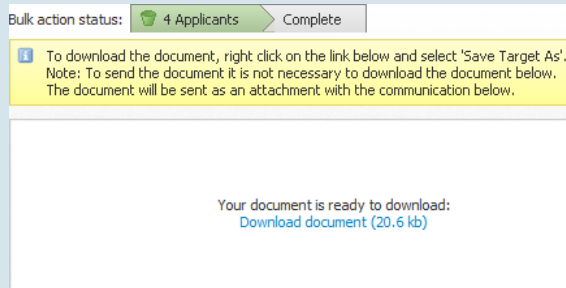
STEP 3: Download the PDF

You may wish to download the PDF. If you would like to download the PDF, right click on the **Download document** link and select **Save Target As….**

Indicate where you would like to save the PDF. You may also like to re-name the file.



STEP 4: Send the PDF

If you would like to send the PDF to a colleague, Hiring Manager, or even yourself, select the **Yes** radio button.

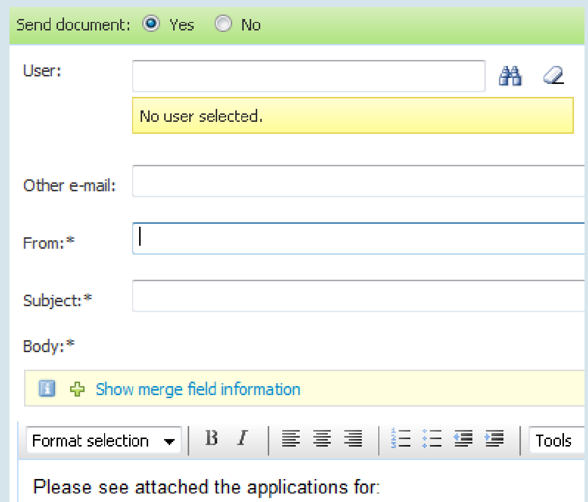
You can send the PDF to a user of PageUp People by searching for their name in the **User** field

You can also choose to email the PDF to **Other e-mail**; this field is used when sending the PDF to people who are not users of PageUp People. In this case, simply type in the email address.

Include a From address, a Subject line, and make any changes to the body of the email.

Click the **OK** button to send the PDF.

The Bulk Compile and Send will be recorded in the **Applicant history** for all included applicants.



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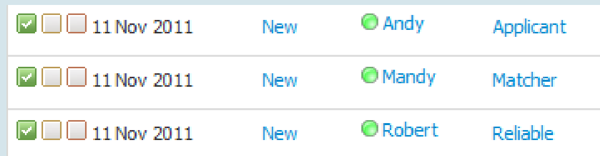
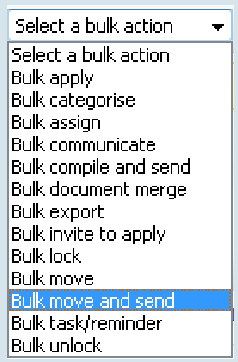
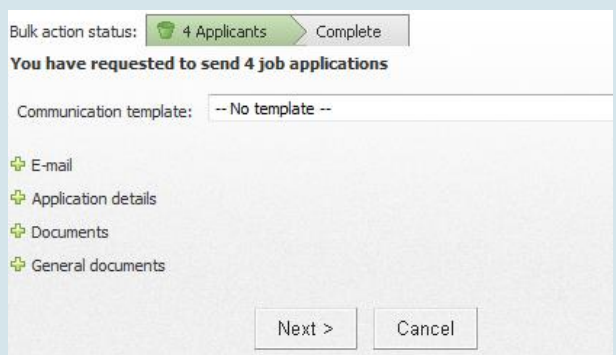
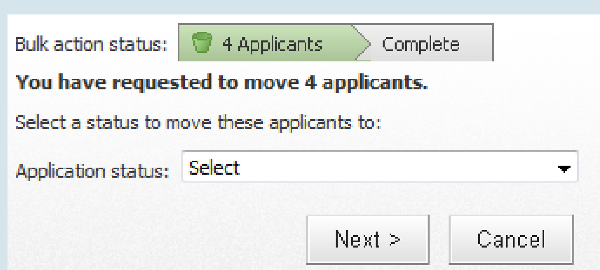
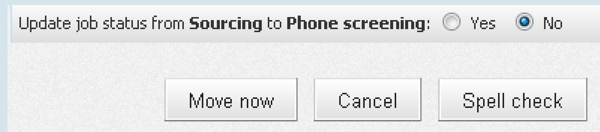
Quick Reference Guide – Bulk move and send

What you need to do	What you will see
STEP 1: Select applicants From the **Manage applications** page, use the check boxes to select the applicants.	
STEP 2: Bulk move and send Using the **Bulk actions** drop down list at the top of the page, select **Bulk move and send**. **NOTE:** This action also can be performed for an individual applicant via the **Applicant card**, using the **Send application and change status** action.	
STEP 3: Confirm email You will have the option of adding users to e-mail relevant information to about the applicants to. Expand each option ans select what applicant details, documents or general documents you wish to include.	
STEP 4: Select status Move the applicant(s) into the appropriate **status.** Click **Next.** Complete any relevant fields on the following page and click **Move now** to confirm the actions. You may be prompted to update the **Job status,** select yes depending on what applicant statuses your job has.	



Quick Reference Guide – Bulk activities

<table>
<tr><th>What you need to do</th><th>What you will see</th></tr>
<tr><td>

Bulk apply allows you to apply multiple applicants to a new job.

Bulk categorise allows you to place multiple applicants into a category (categories are used for searching).

Bulk assign allows you to assign multiple applicants to a hiring manager for review. The hiring manager must access PageUp People to review the applicants.

Bulk communicate allows you to send an ad hoc communication to multiple applicants. For example, you may need to let multiple applicants know that a job is on hold.

Bulk compile and send allows you to create and e-mail a PDF document containing applications.

Bulk document merge allows you to create a merged document for multiple applicants.

Bulk export will create a spreadsheet of all job application data based on applicant responses to questions or test results.

Bulk lock allows you to lock multiple applicants so that you are the only user who can change the status of these applicants.

Bulk invite to apply allows you to invite multiple applicants to apply for a different job.

Bulk move allows you to move multiple applicants into a different application status.

Bulk move and send allows you to move multiple applicants into a different application status and to send applications (as e-mail attachments) to another user.

Bulk task/reminder allows you to select multiple applicants and assign the applicants as a task or reminder.

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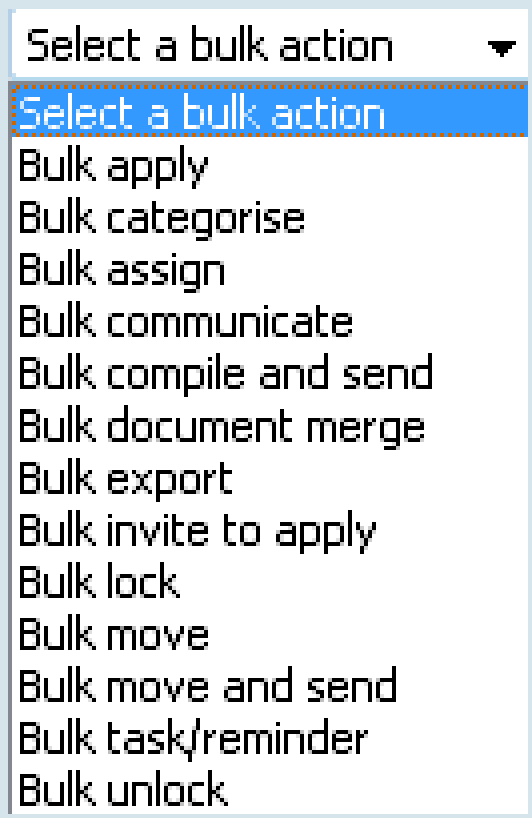

</td></tr>
</table>

Bulk unlock allows you to unlock the applicants so other users can update the status.	

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Quick Reference Guide – Manage Applicants

What you need to do	What you will see

Applicant details

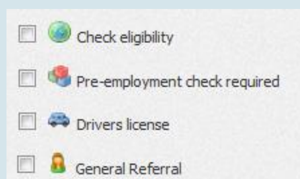
Use the Actions drop-down list to perform actions related to this applicant. This includes controlling the applicant (viewing the applicant's account), editing the applicant's personal details (such as address), and resetting the applicant's password.

Use the checkboxes to make screening decisions as you review the applicant card.

Use the up and down arrows to scroll between applicant cards.

Applicant flags

Click Edit to activate or deactivate flags for the applicant. Flags are used to highlight information about the applicant, e.g. 'On working Visa'.



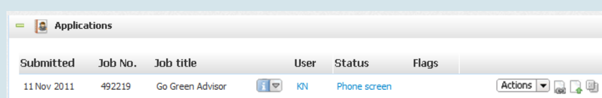
Applications

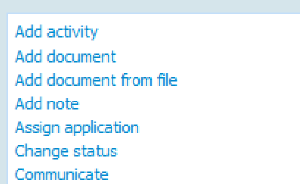
Any current and previous job applications will be listed, with the submitted date, job number and job title.

Use the Job information button to view a snapshot of the job details. Click the Job title to navigate to the job card.

The applicant's current status is displayed. Click the applicant's status to update it.

Click the Actions dropdown menu to perform an action related to a particular application (e.g. adding a note, uploading a document).





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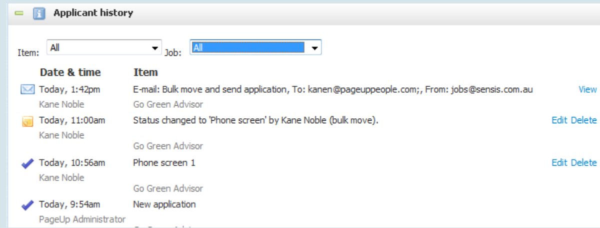
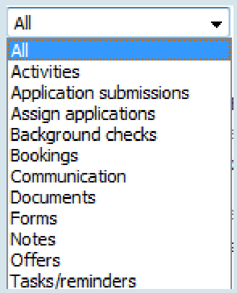
Applicant history

Applicant history is a record of all activity for the applicant. This includes notes you have added, forms you have completed (if applicable), and any e-mails sent to the applicant.

You can filter applicant history to view the aspect of the applicant's history that is important to you. For example, you may need to see all e-mails sent to the applicant (filer on Communication).

If the applicant has applied for multiple jobs, you can choose to filter Applicant history to only see the history relating to the job you are working on.



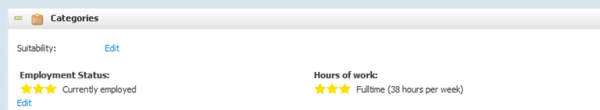


Edit categories

The Categories to which the applicant belongs are displayed. Click the Edit link to add the applicant to or remove an applicant from a Category.

Categories can be given a rating from one to five using the Star icon.

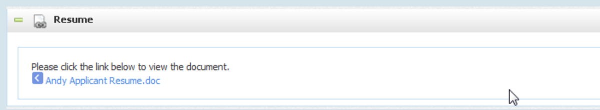
NOTE: No meaning added to the start rating. You can assign any meaning you want. Ensure all users are made aware and use the same rating.



Talent pools

The Talent pools to which the applicant belongs are displayed.

Click the Edit link to add the applicant to or remove an applicant from a Talent pool.

	
Resume The most recent applicant resume will display or be available through a link to the document.	

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Quick Reference Guide – Applicant card actions

Applicant actions

These are general actions relating to an applicant. These actions are **not** specific to a particular job application. Applicant actions are located in the top right hand corner of the Applicant card.

Add note	Record a note about the applicant. The note will be stored in the Applicant history with the date, time and name of the person who wrote the note.
Add document	Upload a document relating to the applicant. The document will be stored in the Applicant history with the date, time and name of the person who uploaded the document.
Communicate	Send a once off communication to the applicant via email or sms (e.g. email advising the applicant job has been put on hold). Save time by using an existing template or write your own communication.
Control	View the Applicant services area as if you are the applicant. This feature can be useful when supporting an applicant who is having difficulty with their application.
Edit	Update an applicant's personal details, such as phone number, email address or name.
Invite to apply	Invite an existing applicant to apply for a current job. An email will be sent to the applicant with a link to the job that you have suggested.
Lock applicant	Placing a lock on an applicant ensures that only one person is able to change the applicant's status or edit their details (locked applicants are still visible to other users).
Merge	Merge two applicant accounts into one if you have identified duplicates. See **Duplicate Management & Merging Applicants** in the Online help for more info.
New application	Apply an existing applicant to a current job. This action is useful when you have discussed an opportunity with the applicant and agreed that they will be considered for the role
New task/reminder	Add a new task to the Task panel on your Dashboard or assign a task to another user. A link to the Applicant card will be available from within the task.
Research	Visit sites such as LinkedIn, Google and Google Maps to research the applicant. This action provides another way for you to obtain information about the applicant.

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Reset password	If an applicant is unable to access the system, the Reset password action will email the applicant with a new system generated password.
Remove	If an applicant has requested that their details be removed from the system, this action can be used. Note – this action will permanently delete the entire applicant account and all related applications, notes, documents, etc.
View profile	View the most recent profile information for an applicant. Information may date back to initial submission or may have been updated in the Applicant services area.
More like this	Performs a talent search for applicants with similar tags or categories.

Application actions

These are actions that relate a specific job application. Application actions are located on the right of the applications table (on the Applicant card).

Add activity	Update the system to reflect recruiter activity when statuses have not been changed correctly throughout the process. This action will give you the opportunity to ensure that reports are accurate and up to date.
Add document	Browse your network/pc to upload a document that is specific to a job application. The document will be stored in the Applicant history with the date, time and name of the person who uploaded the document, e.g. Interview notes.
Add document from file	Merge an application specific document using the document library that is stored in PageUp People, e.g. Offer letter
Add note	Record a note that is specific to a job application. The note will be stored in the Applicant history with the date, time and name of the person who wrote the note.
Assign application	Assign the application to a user of the system for review (such as a Hiring Manager). The user will need access to PageUp People to review the applicant online.
Change status	Update the application status for a specific job application.
Communicate	Send an application specific communication to the applicant via email or sms. Save time by using a template or write your own communication.
Compile and send	Compiles the applicant's documents to export as a PDF and allows for printing or emailing.

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Edit application flags	Edit the application flags that are currently displaying against an application. This might mean activating a new flag or de-activating an existing flag.
Edit application source	Update the source information that is currently stored against an application. This action is useful if the applicant has selected the wrong source during their initial submission and will ensure that source effectiveness reports are accurate.
New booking to an existing event	Manually book an applicant into an event that is already created in the system. (Only relevant to clients using the *Bookings & Events* module)
New booking to a new event	Manually create a new event and book the applicant into the event. (Only relevant to clients using the *Bookings & Events* module)
New task/reminder	Add a new task to the Task panel on your Dashboard or assign a task to another user. A link to the Applicant card will be available from within the task.
New form	Complete a phone screen or reference check form for a specific job application. The form library can be managed by your system SuperUser. (Only relevant to clients using the *Internal forms* module)
New referral	Adds a new job referral.
Offer details	View the Offer details page (Offer card) for a specific job application. View existing offer details or update offer related information.
Send application	Send application specific information to another user of the system via email.
Send application and change status	Update the status of an applicant and communicate with a user of the system in one action. This action is often used when shortlisting applications for Manager review.
View references	Allows you to manage references, create a new reference, or invite references.
Undisclose application	Changes the application to be undisclosed.

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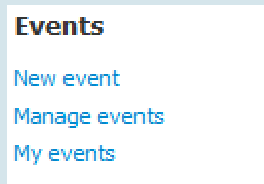
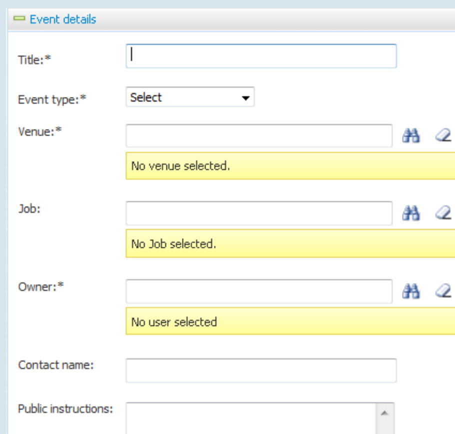
Quick Reference Guide – Interview Booking Events

What you need to do	What you will see
STEP 1: Creating an Interview Booking Event Click **New event** from the side menu. An event (e.g. an interview) must be created prior to inviting applicants to the event.	
STEP 2: Enter the event details Use a unique title so that you can easily identify your event later. For example, *'Accountant (12345), interviews, July 2009'.* Enter all other details, including event type, venue, job and owner. For the venue selection, after selecting the event type click the binoculars to the right of the venue field. From the list selected your desired venue, however, this does not book the room. Prior to selecting your venue ensure that the room you want has been booked through your regular room booking channels. If the venue you want to use is not listed, add the venue to the list by clicking **Add new venue**. If relevant, enter a contact name and Public instructions. These will show on the Applicant services centre when the applicant log in.	

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STEP 3: Enter date and time slots

Click the **Add** button to add the event timeslots.

Enter the date range and select the days of the week on which the event will be held. Enter the start and end time.

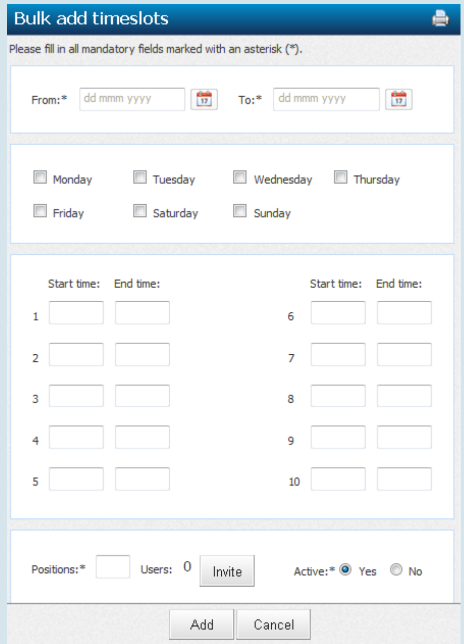
Enter the number of positions available at each timeslot in the **Positions** field.

If your event is a one-on-one interview, only one applicant can attend at each timeslot.

This means you must enter “1” in the Positions field.

If you event is a group assessment centre, you might enter “10” into the positions field.

Click the **Add** button to add the timeslots.

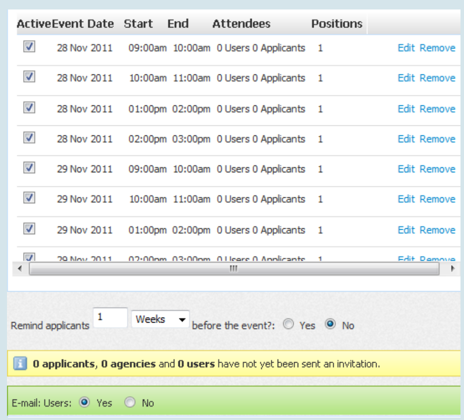


STEP 4: Review the timeslots

Review the timeslots and select the appropriate reminder.

Select yes to e-mail any users if selected.

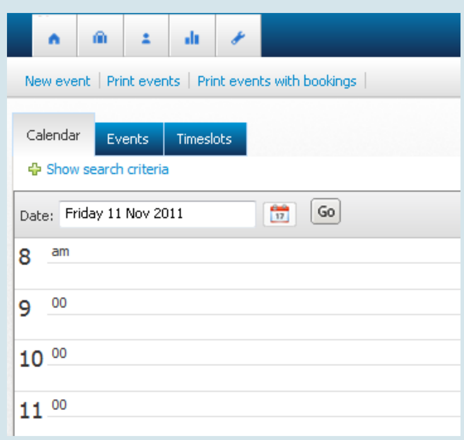
Click **Save**.



STEP 5: Events calendar

The events calendar will be displayed.

From here you can search for events and view timeslots.



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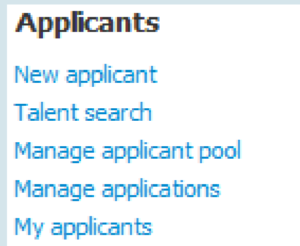
Quick Reference Guide – Invite applicants to an event

<table>
<tr><th>What you need to do</th><th>What you will see</th></tr>
<tr><td>

STEP 1: Manage applications

From the right hand navigation menu, click **Manage applications**.

</td><td>



</td></tr>
<tr><td>

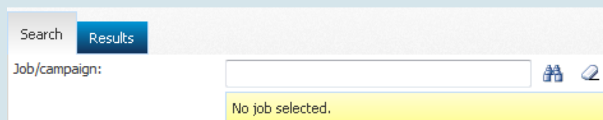
STEP 2: Search job

Click the **Search** tab and enter your job number into the search field and click on the binoculars.

Your job name will appear in the yellow bar.

Click the **Search** button in the top right hand corner.

</td><td>



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<tr><td>

STEP 3: View application

Click **View application** to view the details of an individual applicant on the Applicant card.

</td><td>

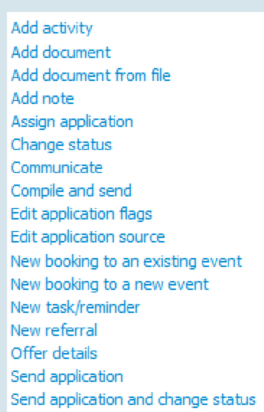
</td></tr>
<tr><td>

STEP 4: Select application action

From the Application **Actions** drop-down list, select the status that indicates the applicant has
been invited to an event (e.g. ‘New booking to an existing event’).

NOTE: The status you will use will not necessarily be ‘New booking to an existing event’. Check with your Super User if unsure of the status that you should select.

</td><td>



</td></tr>
</table>

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STEP 5: New booking

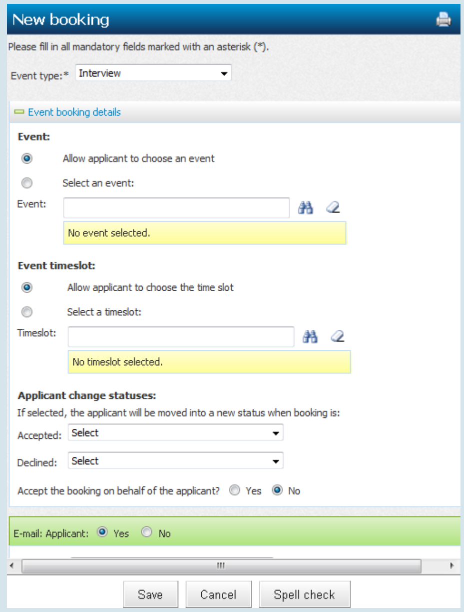
Select the event type from the drop down list.

Ensure that **Select an event** is selected. Use the binoculars to search for the event title that you created earlier (refer to 'Creating an event').

Ensure that **Allow applicant to choose the time slot** is selected.

Applicant change statuses can be selected to automatically move the applicant to the new status when they either accept, or decline the invitation.

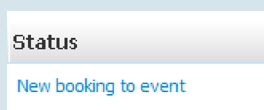
Ensure that **No** is selected against the question **Accept the booking on behalf of the applicant?**



STEP 6: Save

Click **Save.** Assuming that an email is linked to the status, all of the selected applicants will now receive an email inviting them to book into the event.

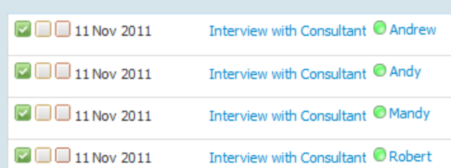
The applicant **Status** will automatically update to the new status.



TIP: Use the **Manage events** link on the main menu to view events, view bookings to events, search for events, edit events, delete events and delete bookings. All events, not just those relating to the logged in user, will be displayed.

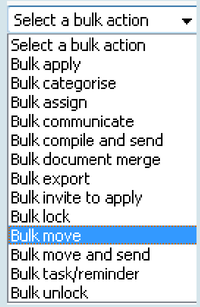
STEP 7: Invite multiple applicants

On the **Manage applications,** select the applicants you want to invite to an event using the check boxes.



STEP 8: Select Bulk action

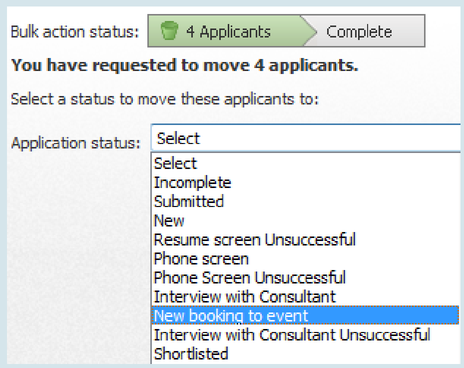
From the Select a bulk action drop-down list at the top of the screen, select Bulk move.



STEP 9: Select application status

For the applicants you selected with each checkbox, select the **Application status** from the drop-down list that is linked to an interview booking event.

Click **Next**.



STEP 10: Create event booking invitation

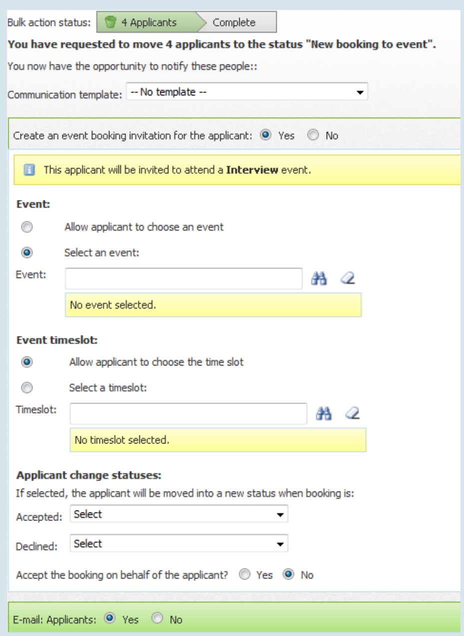
Select **Yes** to **create an event booking for the applicant**.

Ensure that **Select an event** is selected. Use the binoculars to search for the event title that you created earlier (refer to 'Creating an event').

Ensure that **Allow applicant to choose the time slot** is selected.

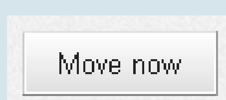
Applicant change statuses can be selected to automatically move the applicant to the new status when they either accept, or decline the invitation.

Ensure that **No** is selected against the question **Accept the booking on behalf of the applicant?**



STEP 11: Move now

Assuming that an email is linked to the status, all of the selected applicants will now receive an email inviting them to book into the event.



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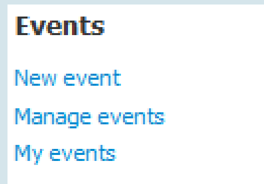
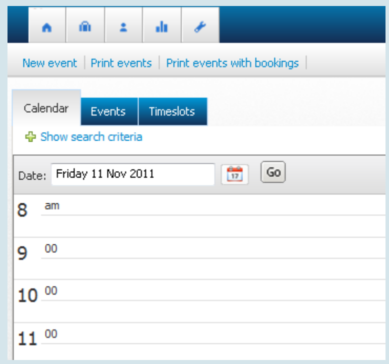
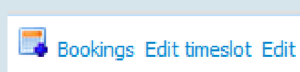
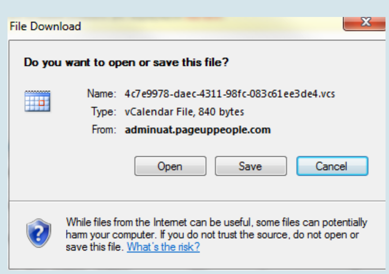
Quick Reference Guide – Adding events to a calendar

What you need to do	What you will see
STEP 1: Manage events Click **Manage events** from the right hand navigation menu.	
STEP 5: Events calendar The events calendar will be displayed. From here you can search for events and view timeslots by clicking the **Timeslots** tab.	
STEP 6: Click the calendar icon to add event into calendar Clicking the calendar icon allows you to export event details into your email calendar. **NOTE:** You will find this icon next to every event that appears on the Timeslots tabs of the Manage events page	
STEP 7: Open details of calendar Once you have clicked the calendar icon the Do you want to open or save this file pop up will display. Clicking **Open** will show open the details of the event in the email calendar format. Click **Save & Close** to save the file into your email calendar. **IMPORTANT:** For appointment time zone information to be displayed correctly in your calendar, a location must be specified for each event venue, and a time zone must be linked to each location. We have designed a report to help you check that your settings are correct. In the **Additional reports** section of the **View reports** page, select the **System settings > Events > Venues** report.	

This is important because if the settings are incorrect, the appointment start and end time will display incorrectly in your calendar. For more information, click the Online help menu.	

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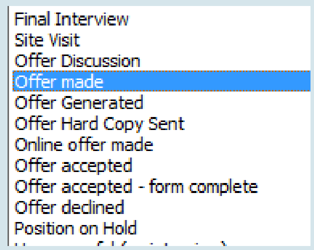
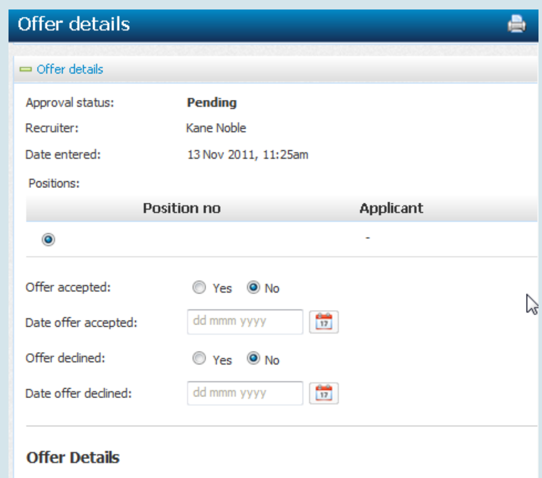
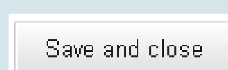
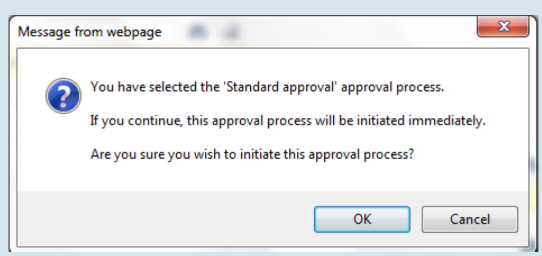
Quick Reference Guide – Making an offer

What you need to do	What you will see
STEP 1: Change status to 'Offer made' Navigate to the details of an individual applicant. After making a verbal offer and receiving a verbal acceptance, change the applicant's status to **Offer made** and then click **Next**. Review the Confirm status change page and click **Move now**. If prompted, update the status of the job to **Offer**. **NOTE:** Your offer process may differ slightly to the one detailed above. Speak with your Super User for more information about your offer process.	
STEP 2: Enter offer details You will be presented with the Offer details page, also known as the 'Offer card'. Complete all mandatory / relevant fields (e.g. Start date, Base salary, Superannuation, etc).	
STEP 3: Save and close Click **Save and close**. You will be presented with a notification message, similar to the one below. As per the message, saving your offer will initiate the offer approval process immediately. Once initiated, the first approver in the process will receive an email prompting them to approve the offer.	 

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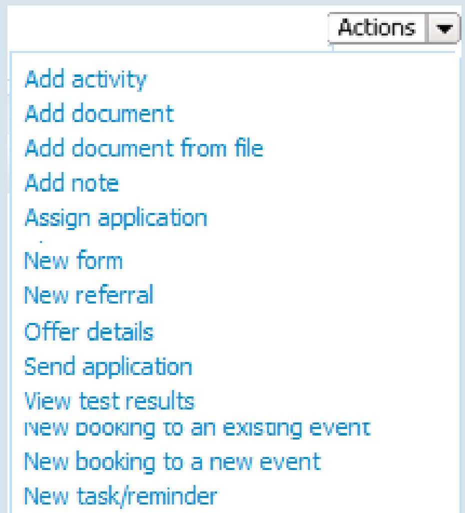
Quick Reference Guide – Generating an offer letter

What you need to do	What you will see

STEP 1: Accessing the offer details

If you are not already on the offer card page, access it by selecting **Offer details** from the **Actions** drop down next to the appropriate job application.

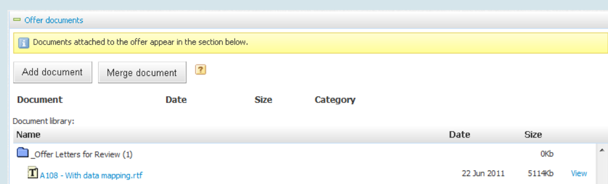


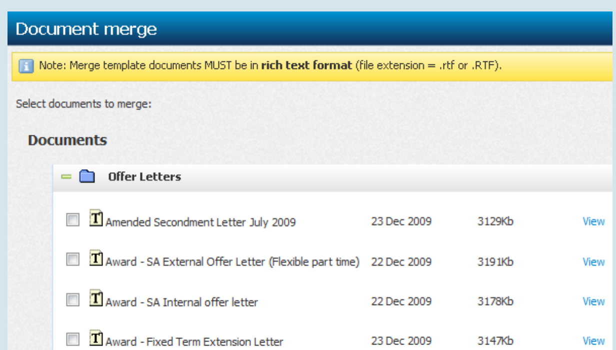
STEP 2: Merge the offer letter

Scroll down to the **Offer documents** section and click **Merge document** (you may be prompted to **Save** the offer card in order to progress). You will be presented with a pop-up screen listing all of the available offer letter templates.

Select one and click **Merge.**

NOTE: In cases where the system cannot locate all of the relevant merge field information, if will provide you with a list of the missing fields. Make corrections or click **Ignore** to continue.





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STEP 3: View and edit the letter:

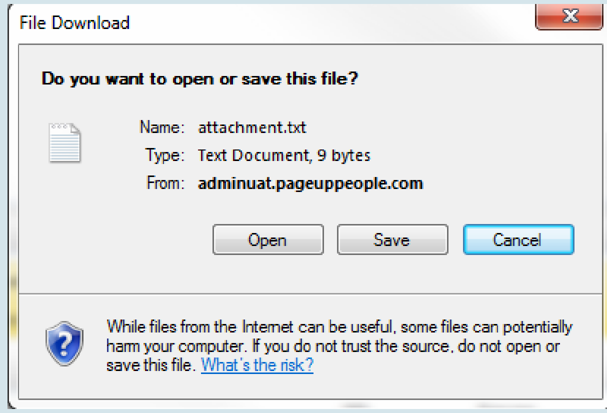
The letter will display in the Offer documents section on the offer card.

Click **View** on the far right to open the letter.

NOTE: you will presented with a pop up asking Do you want to open or save this file? Select **Open**

If necessary, make any relevant changes to the text (for example, delete any highlighting or add/remove appropriate clauses).

When you are happy that you have made all necessary changes to the letter, save a copy of the to your desktop or network drive.



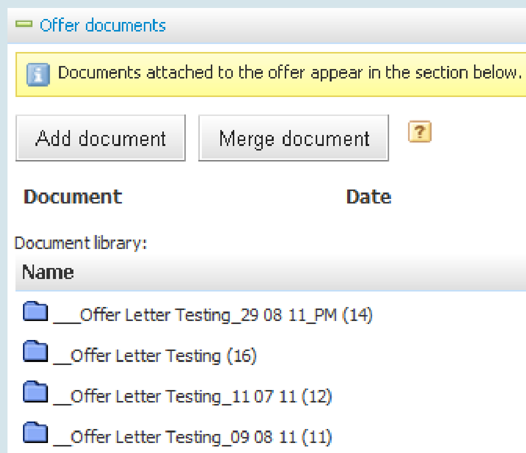
STEP 4: Upload the new letter

You will need to upload the new letter into the system.

Still on the offer card, click **Add document** in the Offer documents area

Browse your computer and upload the edited version of the offer letter. Click Save.

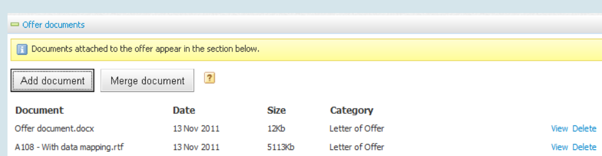
IMPORTANT: Ensure that the Category remains as 'Offer Document'



STEP 5: Delete the old letter

You will now have two copies of the offer letter – the original merged letter and the new edited letter.

Use the **Delete** link to delete the original merged letter. You must delete the original version if you are going to put the offer letter online.



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Quick Reference Guide – Putting the offer letter online

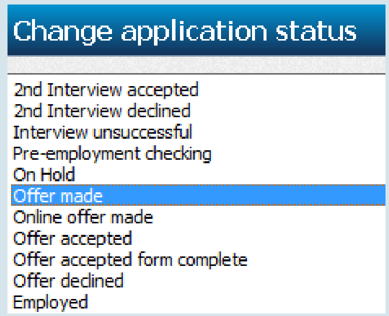
<table>
<tr><th>What you need to do</th><th>What you will see</th></tr>
<tr><td>

STEP 1: Change status to 'Online offer made'

Change the applicant's status to **Online offer made.**

This status change should trigger an email to the applicant, which will explain how to accept their offer online.

</td><td>



</td></tr>
<tr><td>

STEP 2: Applicant experience

The applicant will be instructed to login to the Applicant services area. They will be presented with a banner inviting them to approve or decline the offer.

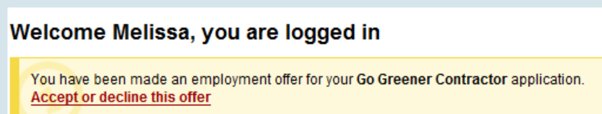
The applicant will be able to view their offer letter, and then click **I accept** or **I decline**.

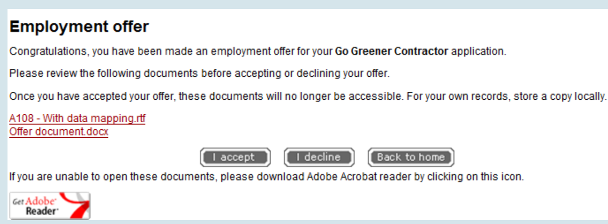
The applicant must open the offer letter in order to accept or decline the offer.

If the applicant accepts the online offer, his/her application status is automatically updated to **Offer accepted.**

If the applicant declines the online offer, his/her application status is automatically updated to **Offer declined**. In this case

</td><td>





</td></tr>
</table>

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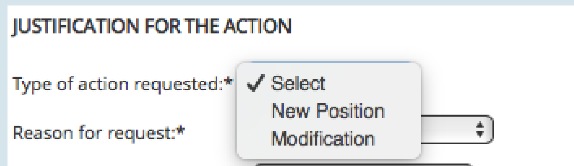
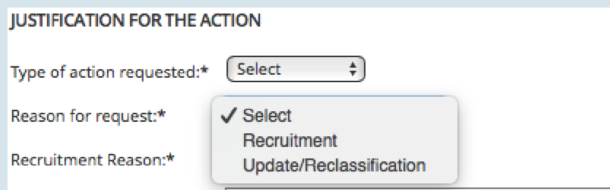
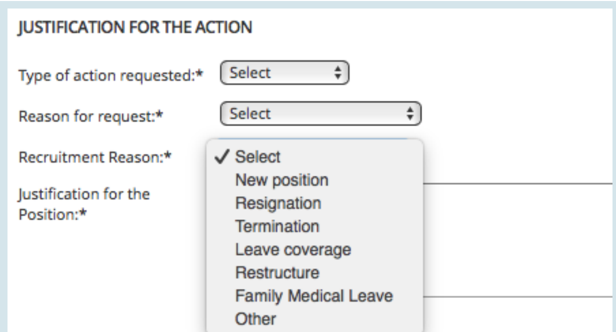
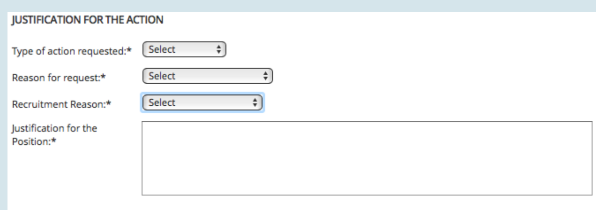
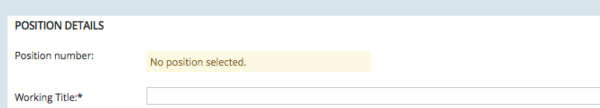
Quick Reference Guide – Creating a Position Description (PD)

This will walk you through all the fields for creating a Position Description (PD).

What you need to do	What you will see
JUSTIFICATION FOR THE ACTION Type of action requested: ● Select New Position when the PD you are creating is a new position. ● Select Modification when working on a job with an existing PD.	
JUSTIFICATION FOR THE ACTION Reason for request: ● Select Recruitment when the PD you are creating will be used for a recruitment. ● Select Update/Reclassification when working on an existing PD.	
JUSTIFICATION FOR THE ACTION Recruitment Reason: ● Select the appropriate reason for creating or modifying the PD being used for the recruitment.	
JUSTIFICATION FOR THE ACTION Justification for the Position: ● Use this field to make notes as to why the PD is being created or updated. These notes can be used to communicate with approvers, supervisors, or HR.	
POSITION DETAILS Position number: ● Populated once the job is approved by HR and Budget/Grants has assigned a Position number to the job. Working Title: ● The working title for the position being described.	

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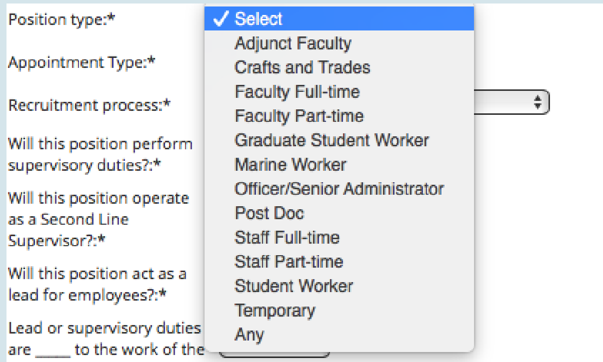
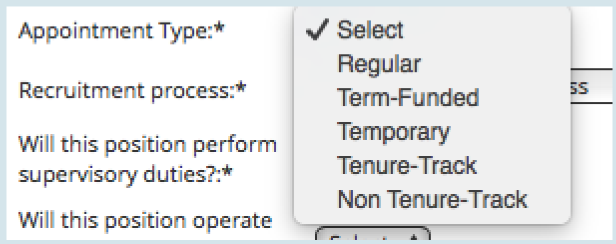
POSITION DETAILS
Position type:

- Select the appropriate type of position for the position being described.



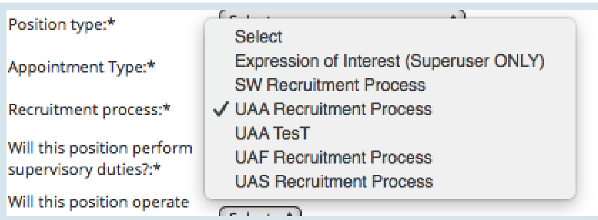
POSITION DETAILS
Appointment type:

- Select the appropriate appointment type for the position being described.



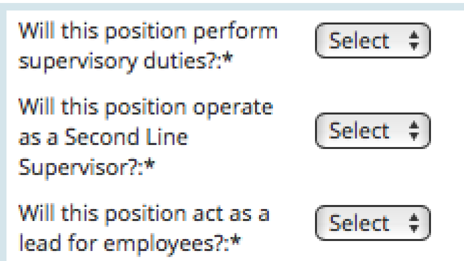
POSITION DETAILS
Recruitment process:

- Select the appropriate recruitment process for your MAU.



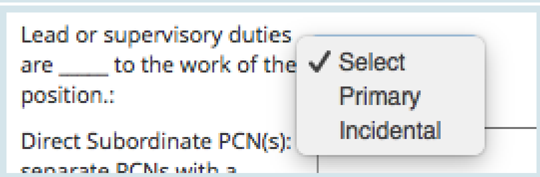
POSITION DETAILS

- Select "Yes" or "No" for each of these questions.



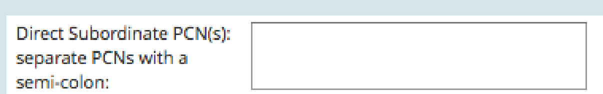
POSITION DETAILS

- Select if the supervisory/lead duties of the position are primary or incidental to the work of the job.



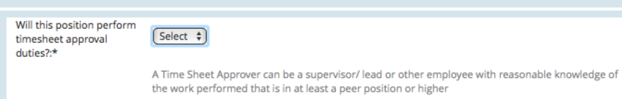
POSITION DETAILS

- List PCN numbers of each direct subordinate position the position being created supervises/leads. Multiple PCNs should be separated with a semi-colon.



POSITION DETAILS

- Select "Yes" or "No".



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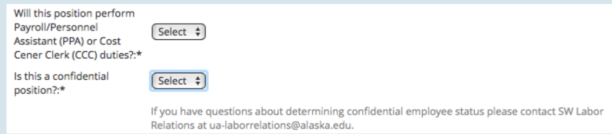
POSITION DETAILS

- Select “Yes” or “No” for each of these questions. If you have questions as to whether a position is confidential, contact SW Labor Relations.

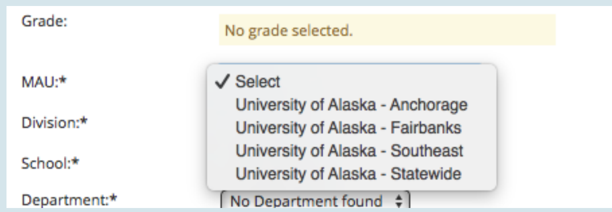


POSITION DETAILS

- Select the appropriate area where the position will be performing job tasks/where the position is located.

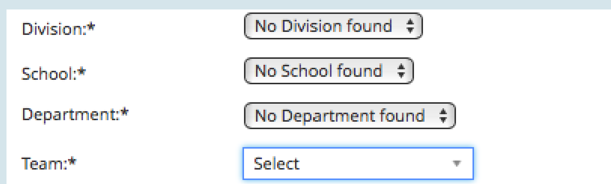
POSITION DETAILS

- Grade will be populated when the position is approved by HR.
- Select the appropriate MAU for the position being created.



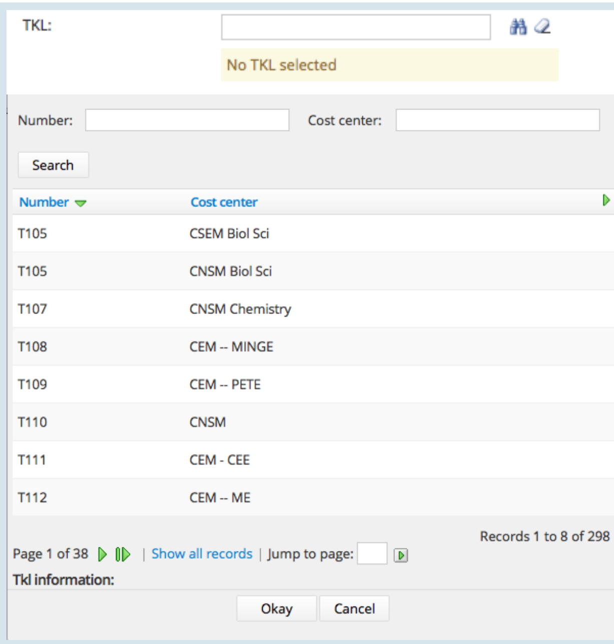
POSITION DETAILS

- Select the appropriate Division, School, Department, and Team for your unit and MAU’s Team. For more information on how to make the correct selections here, please see...



POSITION DETAILS

- Select the TKL for the position being created. TKL can be searched for by clicking on the binoculars. Searches can be conducted by either TKL number or Cost Center name. The TKL can be viewed in numerical order for Number or alphabetically by Cost center name.



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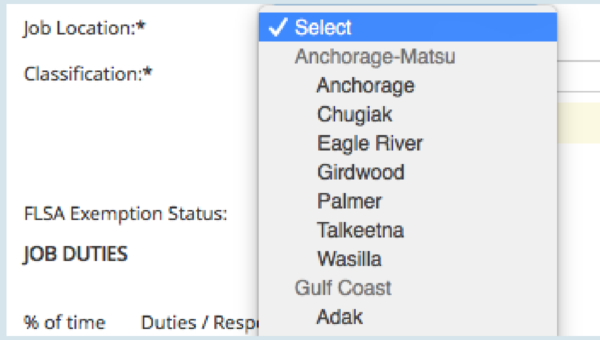
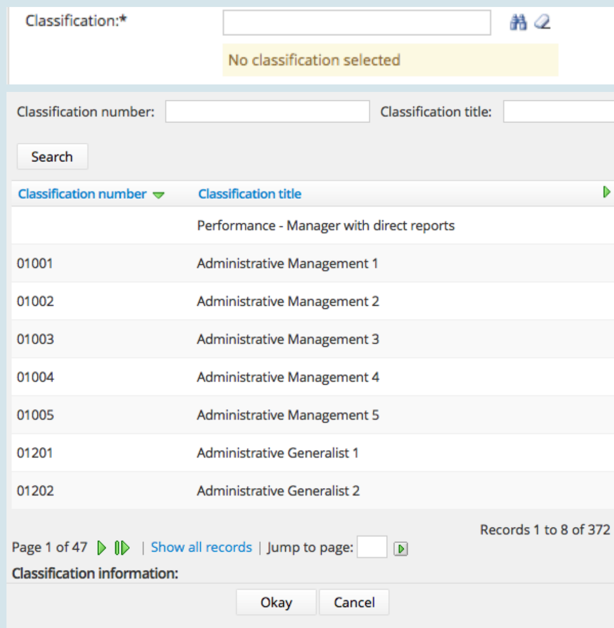
POSITION DETAILS

- Job Location is sorted by region and then city within each region. This is used in a recruitment for applicants to search for jobs by the city they are located in.



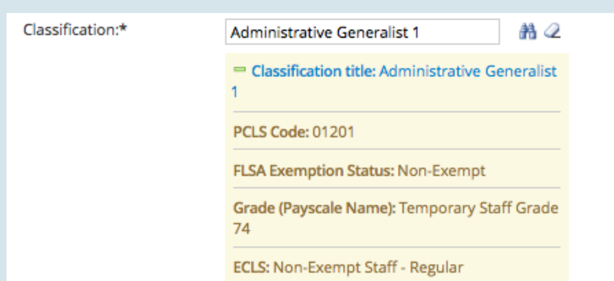
POSITION DETAILS

- Select the requested classification for the position being created. Classification can be searched on using the binoculars.



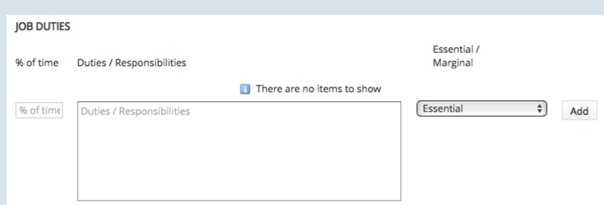
POSITION DETAILS

- Once a classification is selected for staff positions using the job family system, click Classification title to see more information about the job. Information from the job classification is here for you to reference when listing job functions, knowledge, skills, abilities, education, and experience on the PD.



JOB DUTIES

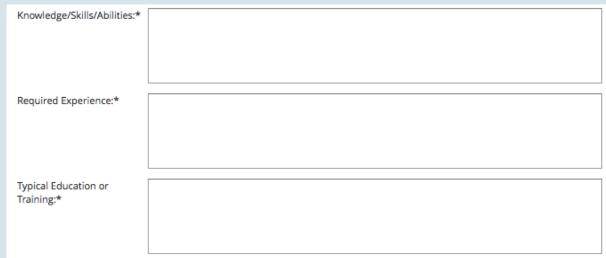
- Click the New button. Fill in the percentage of time, and description of each task [group of tasks] that will be performed by this position. Also select if these functions are essential or marginal to the position. When you have added all the information



for each task [group of tasks] click the Add button. Multiple duties are added by selecting new for each task [group of tasks].

JOB DUTIES

- Each of these sections should be filled in with the appropriate information that is required to perform the essential duties of the position.

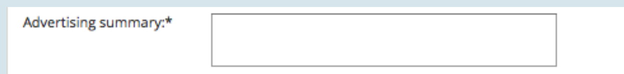

Knowledge/Skills/Abilities:*

Required Experience:*

Typical Education or Training:*

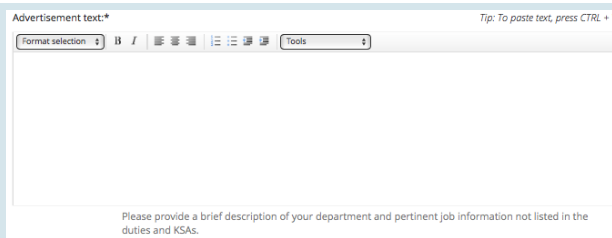
JOB DUTIES

- Advertising summary should be about three sentences (or less) and summarizes the work of the position. This short description of the work performed is used when recruiting for the position.


Advertising summary:*

JOB DUTIES

- Advertising text is a longer description of the work that will be performed by this position. This information is displayed during a recruitment.


Advertisement text:*

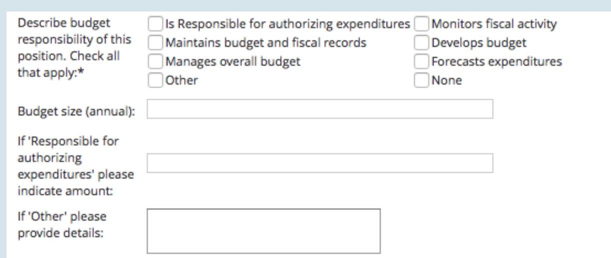
Tip: To paste text, press CTRL + V.

Format selection B I Tools

Please provide a brief description of your department and pertinent job information not listed in the duties and KSAs.

JOB DUTIES

- Check all the boxes that apply to the position's budget responsibilities.
- Fill in the size of the annual budget the position has the responsibility for.
- Indicate the amount for "Responsible for authorizing expenditures" if the box is checked in the above section.
- Indicate anything that would be considered an "Other" budget responsibility that might be relevant to the position.


Describe budget responsibility of this position. Check all that apply:*

- [ ] Is Responsible for authorizing expenditures
- [ ] Monitors fiscal activity
- [ ] Maintains budget and fiscal records
- [ ] Develops budget
- [ ] Manages overall budget
- [ ] Forecasts expenditures
- [ ] Other
- [ ] None

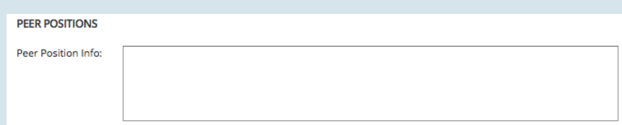
Budget size (annual):

If 'Responsible for authorizing expenditures' please indicate amount:

If 'Other' please provide details:

PEER POSITIONS

- Fill in any relevant information on positions that might be considered peers for the position being created. If available, list PCN, Incumbent Name, Incumbent Classification, Department, and MAU.


PEER POSITIONS

Peer Position Info:

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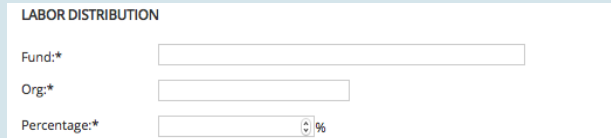
LABOR DISTRIBUTION

- Fill in the Fund, Org, and Percentage of funding the labor should be charged to for the position. There are four (4) Fund, Org, and Percentage fields available. One is required.

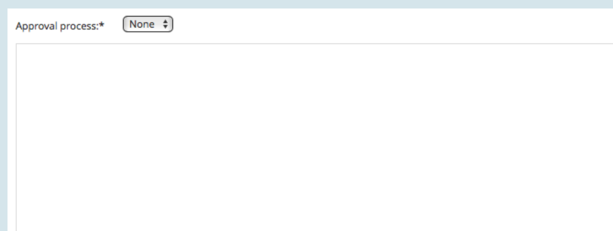


USERS AND APPROVALS

- Select the appropriate HR Consultant for your MAU/unit. Next, select the Time Sheet Approver, and Supervisor for the position. You can either type the name of the appropriate individual in this box, or click on the binoculars to search for the appropriate individual. This information will be fed to Banner at a later time.

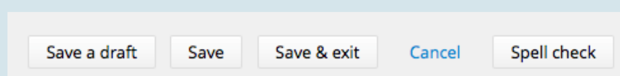
USERS AND APPROVALS

- Select the appropriate Approval Process. This information is dependent upon the MAU you selected in the Position Details section. Here you can either type the name of the appropriate individual in the boxes, or click on the binoculars to search for the appropriate individual(s). This information is used to route the job for approval(s).



Saving the job

When all job details have been entered, click **Save** to save and submit your PD or **Save & Exit** to save, submit, and exit the position description. **Save a draft** can be used when you need to save the position description you are working on and come back to work on it at a later time.



Documents Tab

- Attach Org Charts here prior to submitting the PD for approvals.

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Quick Reference Guide – Creating a Requisition (Recruitment)

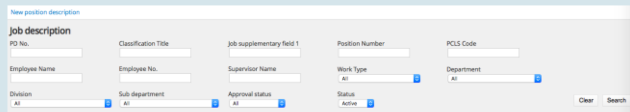
This will walk you through all the fields for creating a Requisition (Recruitment)

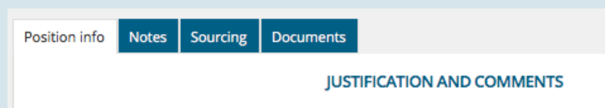
<table>
<tr><th>What you need to do</th><th>What you will see</th></tr>
<tr><td>

Create a new recruitment/requisition

- Click **Manage position descriptions and create a new requisition** on dashboard.
- Click **Recruit for position** for the appropriate job.
- You will be presented with the Requisition Information page

</td><td>

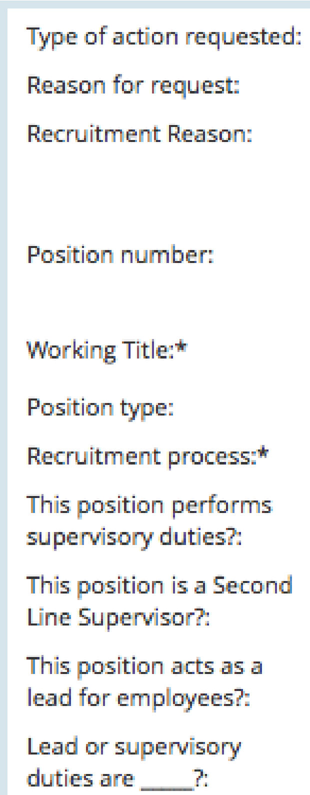




</td></tr>
<tr><td>

These fields will all be populated from the PD that was previously created.

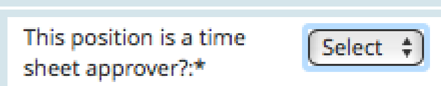
</td><td>



</td></tr>
<tr><td>

Select "Yes" or "No" if this position is a time sheet approver.

</td><td>



</td></tr>
</table>

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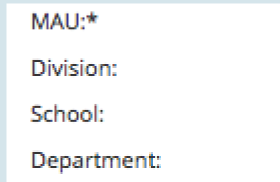
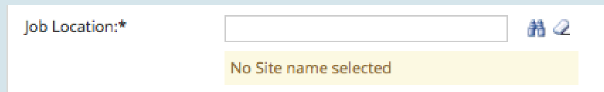
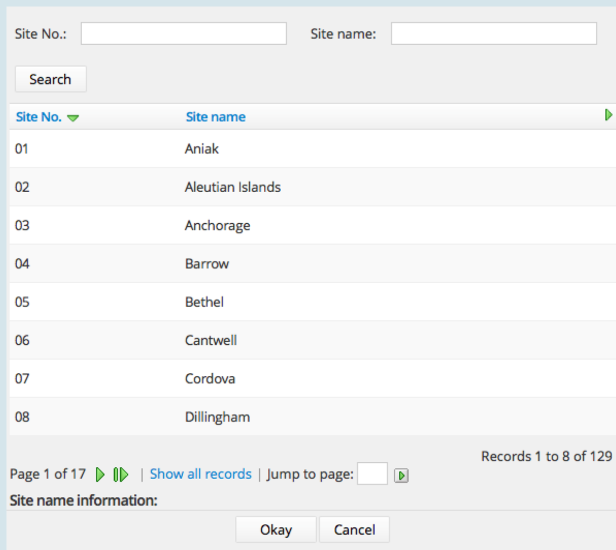
These fields will all be populated from the PD that was previously created.

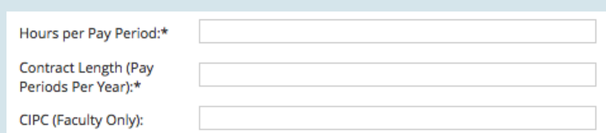


Select the appropriate job location for this position. Click on the binoculars to search for the appropriate job location for the position.

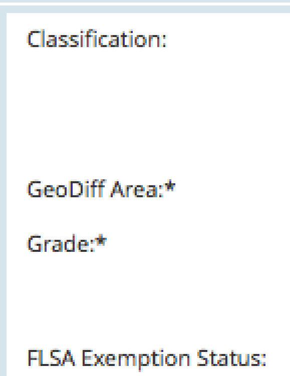




Fill in the appropriate number of hours the position will work per payperiod, the number of payperiods the position will work per year. Fill in the appropriate CIPC code for faculty positions. These fields will feed over to the contract letter once an applicant is selected for the vacant position.



These fields will all be populated from the PD that was previously approved. You are able to select a different GeoDiff Area if necessary for the position.



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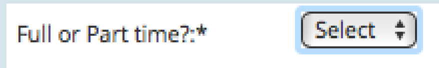
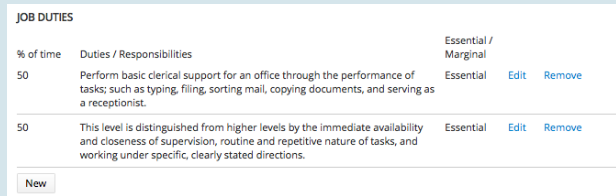
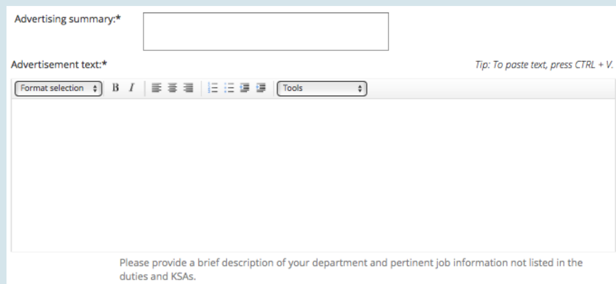
Select if this is a full or part time position.



Job Duties will be populated from the PD that was created. Here you are able to edit and add new information if necessary. Note: If this information is updated it will need to be approved by HR prior to posting the position for recruitment.



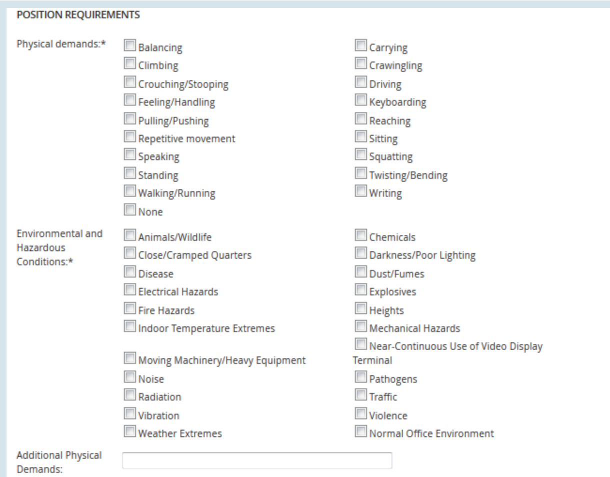
Advertising summary and text will populate from the PD, but can be updated if necessary.



POSITION REQUIREMENTS

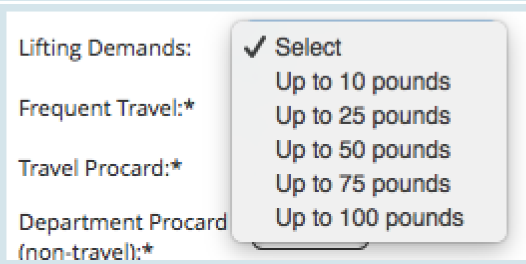
These fields are necessary for regulatory compliance and to determine reasonable accommodations.

- Physical Demands: Select all that apply to the position.
- Environmental and Hazardous Conditions: Select all that apply to the position.
- Additional Physical Demands: Describe any additional physical demands required to perform the basic functions of the position



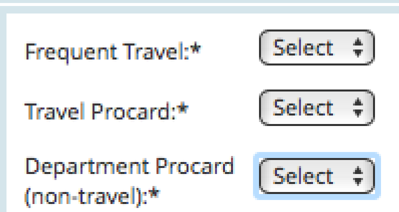
POSITION REQUIREMENTS

- Select the lifting demands for the position.



POSITION REQUIREMENTS

- Select “Yes” or “No” for each.



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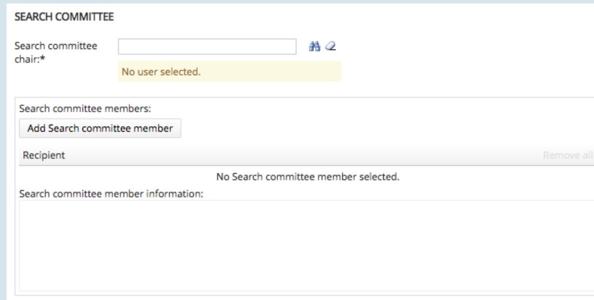
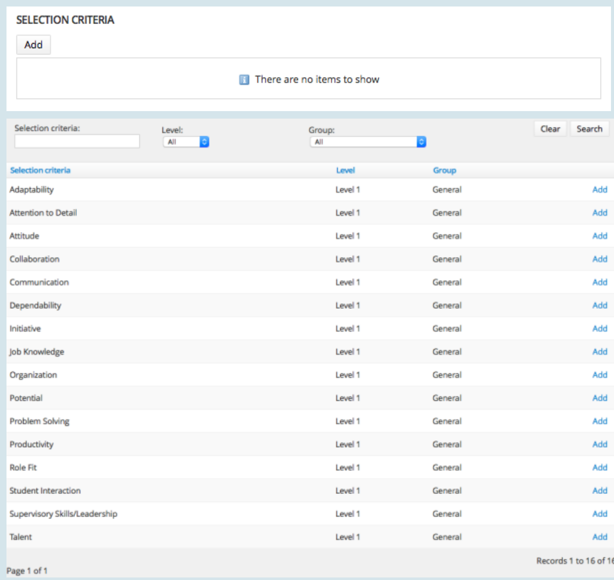
SEARCH COMMITTEE

- See the section on setting up a search committee.



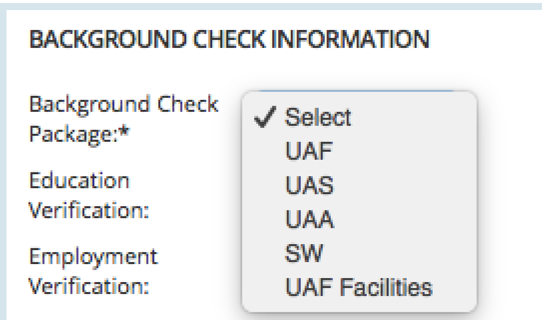
SELECTION CRITERIA

- Here you may add selection criteria for the position. Click the Add button to search for applicable search criteria.



BACKGROUND CHECK INFORMATION

- Select the applicable background check package for your MAU/Department.



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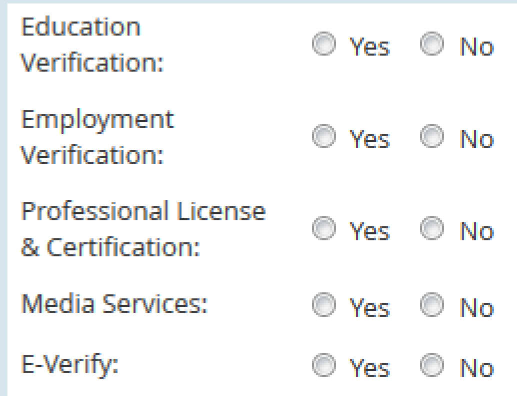
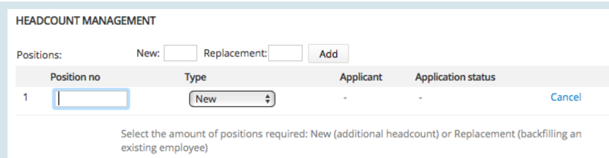
BACKGROUND CHECK INFORMATION

- Select all applicable verifications for the position.



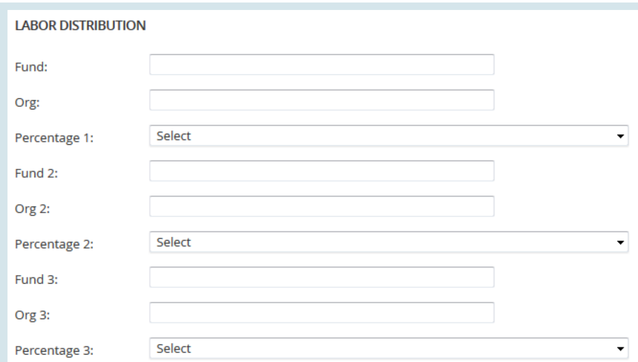
HEADCOUNT MANAGEMENT

- See the section on Headcount Management.



LABOR DISTRIBUTION

- Fill in up to three fields of labor for the position.



RECRUITMENT

- Select the Date the position is/was vacant.
- The Date opened will populate with the date you create the recruitment.
- Select the date you anticipate applications will be reviewed.
- Date Closed will be populated upon approval.
- Select the date you expect to hire the new employee(s).

RECRUITMENT

- Select "Yes" or "No" as to whether the position should be open to Internal Applicants only or to all candidates.

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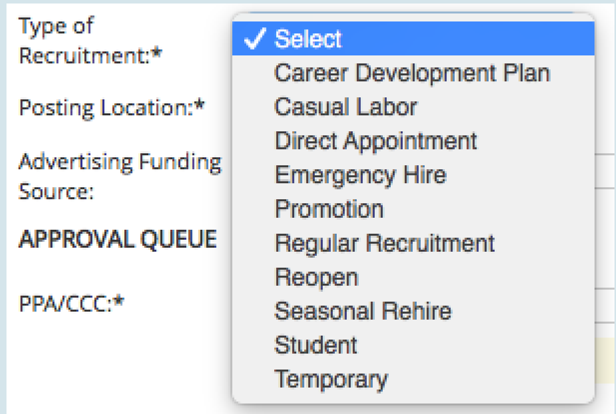
RECRUITMENT

- Select the type of recruitment for the position.



RECRUITMENT

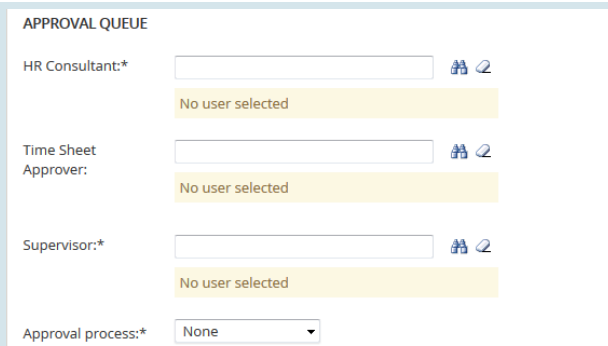
- This information will populate from the PD, but can be edited here if necessary.

RECRUITMENT

- If you will be advertising for this job somewhere where a cost will be incurred, fill in the account information where the costs should be charged to.

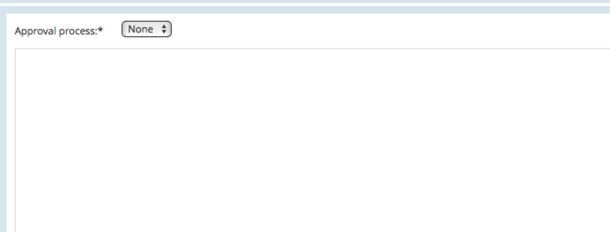
APPROVAL QUEUE

- These fields will all be populated from the PD that was previously created.

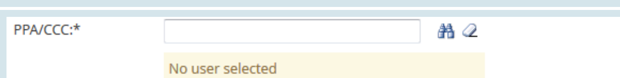


APPROVAL QUEUE

- These fields will be populated from the PD that was previously created. Changes can be made here if a different approver needs to be included for the recruitment.

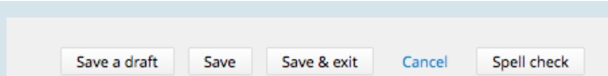


This field will be populated from the PD that was previously created.



Saving the job

When all job details have been entered, click **Save** to save and submit your job or



<table>
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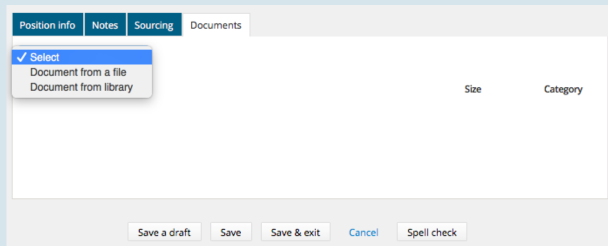
<td></td>
</tr>
<tr>
<td>Documents Tab
Attach interview questions, screening criteria, or any other applicable documents here prior to submitting the recruitment for approvals.</td>
<td>
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