

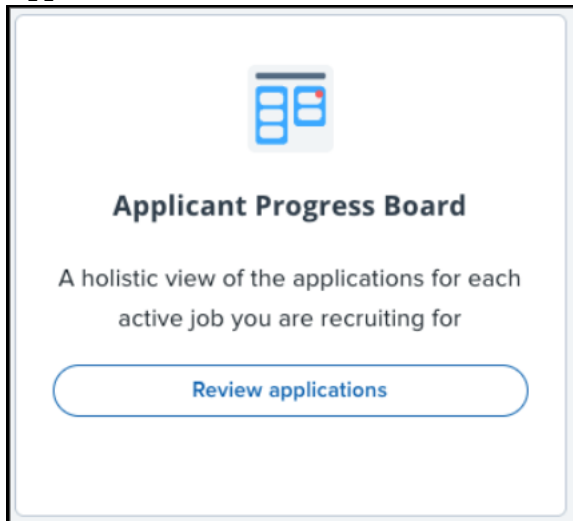
## Submitting a Hiring Recommendation in PageUp

When the search committee has determined a finalist, and they would like to make an offer, the Committee Chair will submit a hiring recommendation via the PageUp portal. After the hiring recommendation is submitted, HR will reach out to the hiring manager (typically within 24-48 hours) with the offer. All offers need to be approved by HR before moving forward with a verbal offer. Please see the instructions below. Once submitted, HR will reach out with the offer amount and guidance on the verbal offer. You need to be the Search Chair on the position in order to have this function.

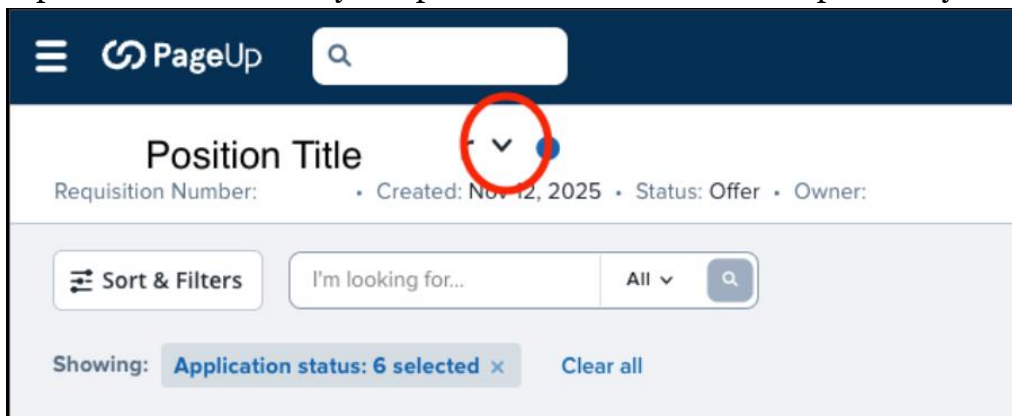
**\*Note:** Please ensure you have popups enabled for PageUp to complete this step.

### **Instructions:**

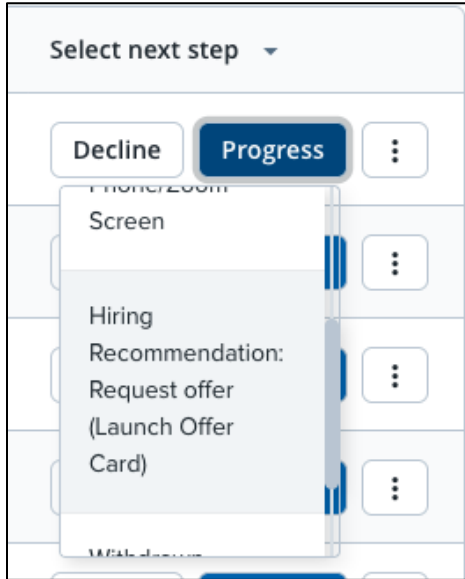
1. Navigate to your [PageUp](#) Dashboard
2. On your Dashboard, navigate to the applicants by going to Applicant Progress Board – Review Applications



3. Here, you can switch between positions (if you are the Search Chair for more than one) at the top – Click the arrow by the position title and select the position you want to manage:



4. Once you are in the correct position, navigate to the candidate you would like to progress. You can do this by searching the candidate’s name in the search bar or scrolling to their name.
  5. On the right-hand side: Select “**Progress**” as the next step – “**Hiring Recommendations: Request offer (Launch Offer Card)**”
- \*Note:** If “**Other**” shows as the only option, you’ll need to select “**Other**” and then “**Hiring Recommendations: Request offer (Launch Offer Card)**” and then “**Next**”



**On the “Confirm status change” window – Select “Move Now”**

Confirm status change

You are about to move \_\_\_\_\_ to a different status:

From status: Hiring Recommendation: Request offer (Launch Offer Card)  
 To status: Hiring Recommendation: Request offer (Launch Offer Card)

Email: Applicant:  Yes  No

**No SMS** will be sent to the applicant as they do not wish to receive them.

Additional users from Job:  Yes  No

Additional users from Job

<input type="checkbox"/> Committee Co-Chair or Department Admin	<input checked="" type="checkbox"/> Originator
<input checked="" type="checkbox"/> Recruiting Contact Person	<input type="checkbox"/> Reports to Manager
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member

Additional users from Offer

<input type="checkbox"/> Committee Co-Chair or Department Admin	<input type="checkbox"/> Originator
<input type="checkbox"/> Supervisor Name	

Other additional users

Email from:\*

**\*A new window will open for the hiring recommendation, proceed to step 6 for instructions on how to fill this out\***

6. In the Hiring Recommendation window, you will need to fill out the following:
- Rationale for Hire
  - Will the candidate be relocating to Colorado Springs?
  - Position Start Date (*please note, this is a minimum of 2 weeks from the date of verbal acceptance for external candidates and 1 week for internals. This should only be an estimate for now.*)
  - Position End Date (only if applicable)
  - Supervisor Name
  - **In the offer documents section, all recruitment documents need to be attached (any rubrics, interview notes, handwritten notes, reference checks etc.). Please see the instructions below.**
  - **Approval Process (This MUST be selected in order to submit to HR) Select "Staff - Submit to HR" - If the approval process is not selected, this will hold the hiring recommendation without notifying anyone.**

**Required Sections:**

FOR ALL POS

NOTE: \*\*You must select an Approval Process below before you can

Rationale for Hire:\*

Will candidate be relocating to Colorado Springs?:\*  Yes  No

Position Start date:\*

Position End Date:

Position title: OC Arena Specialist

Working Title:

Supervisor Name:\*

No user selected.

Approval process

Originator:\*

Email address:

Approval process:

1. Compensation:

2. Talent Acquisition:

3. Talent Acquisition:

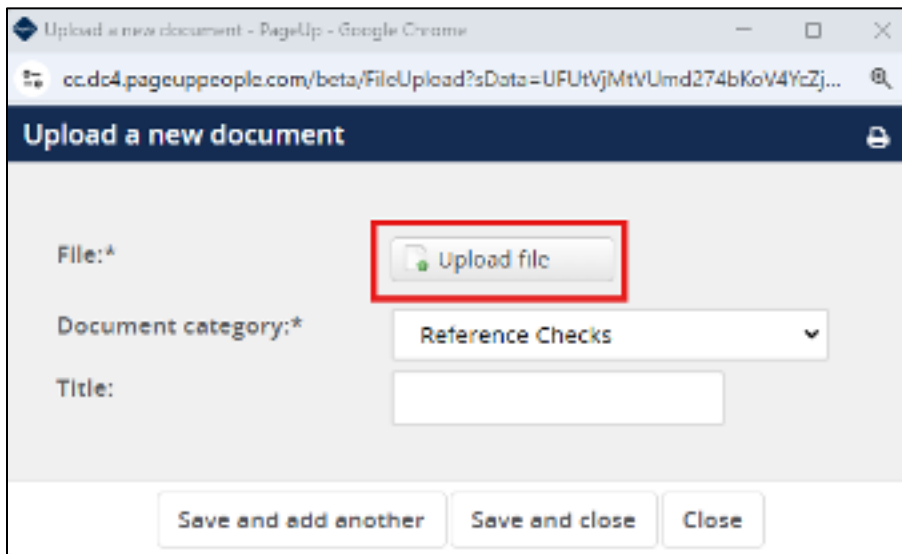
Save and close  Cancel

**Attaching Documentation:**

Offer documents

Documents attached to the offer appear in the section below.

Document	Date	Viewed by applicant	Size	Category
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**\*NOTE:** The document category needs to be updated to either “reference checks” or “interview notes.” **Do not select “Offer Contracts” because this category allows the applicant to see the documents.**

Click “Save and add another” if you need another document. Select “save and close” if you are all done.

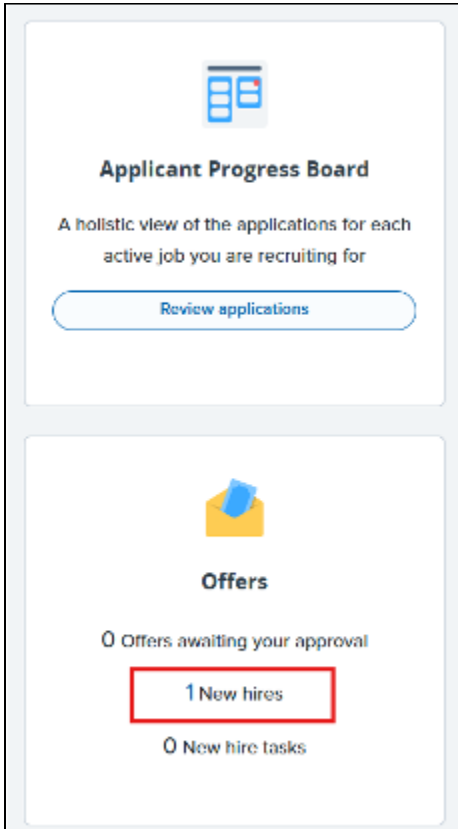
Once all sections have been completed, select “**Save**” or “**Save and Close**” to submit to HR.

**HR Next Steps:** The hiring recommendation will be sent to the compensation team first for review which can take 1-2 business days. Once the offer is ready, the Talent Acquisition Specialist will reach out to the hiring manager/search chair with the offer amount and guidance through email.

**IMPORTANT:** Please **DO NOT** adjust the candidate status in PageUp once the hiring recommendation is launched. Once the candidate has made a decision (Accepted or Declined offer) please notify the Talent Acquisition Specialist through email so they can update the status. Updating the status to “accepted” in PageUp does not notify anyone and will delay onboarding.

## Viewing Hiring Recommendation

1. Navigate back to the PageUp Dashboard and find the “**Offers**” tile.



2. You can view the application status here for all offers. Select “View offer details” to change anything on the offer card or check if an approval process was selected.

Title	Application status	Date started
		<a href="#">View offer details</a>