PageUp User Guide

Hiring Managers

1. Getting Started

1.1. Logging In

PageUp is configured with Single Sign-On (SSO) so you can use your standard CSU username and password to login.

You will be able to log in to PageUp from Monday 5 February via the Staff Hub.

We recommend you bookmark the link or save the link as a favourite in your browser.

1.2. Preferred browsers and Pop-Up blocker

While Chrome is the preferred browser PageUp works with a wide range of other browsers including Firefox, Internet Explorer, Safari and Microsoft Edge.

Support for Mobile

Mobile browsers are also included in the support matrix above.

Popup Blockers

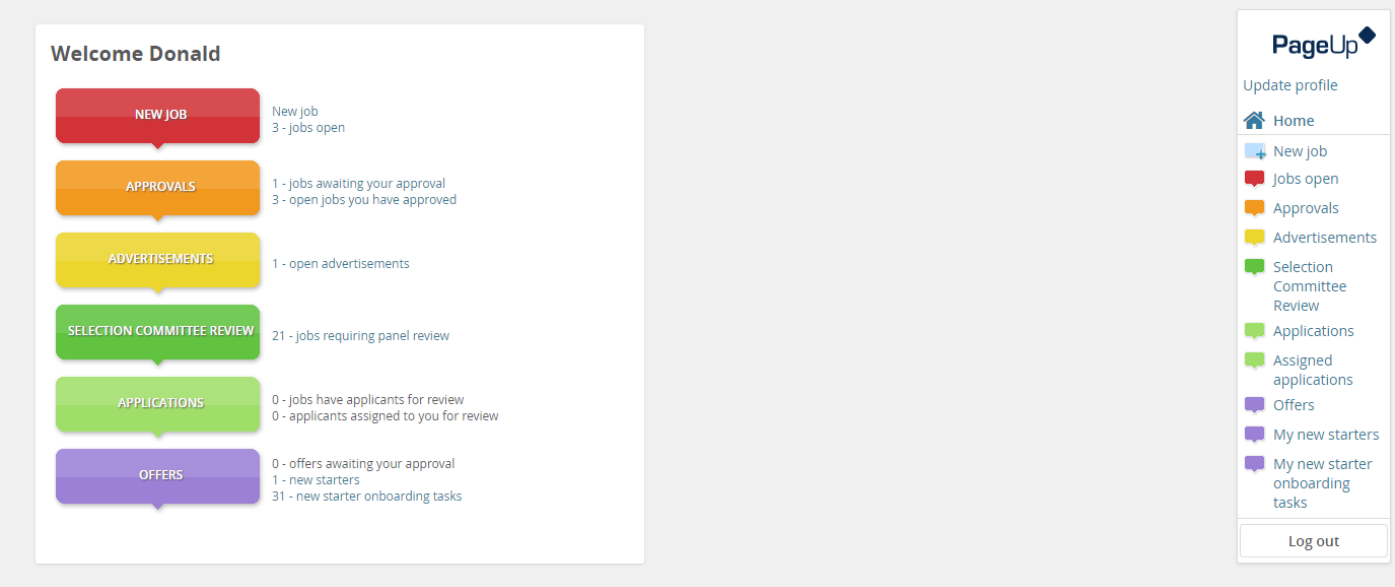
Pop-up blocker software can interfere with some aspects of the PageUp Recruitment Management system and it should be disabled.

Most pop-up blocking software will allow you to disable the pop-up warning messages for PageUp only and leave them on for other sites where you wish the pop-up blocking functionality to remain.

2. The hiring manager portal

The hiring manager portal provides you with an overview of your jobs and enables you to perform certain functionality relevant to our recruitment process.

You will be presented with the hiring manage portal when you go into PageUp.



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2.1. Overview of the hiring manager portal menu items

Menu Item	Details
New job	• Replaces our Recruitment Action Form • Used to create a new job
Jobs open	• Shows the active jobs you currently have open • Jobs will appear here if you are the current supervisor and/or hiring manager • Will show you the status of the job card • Can view the job card • Can view attached documents to the job card ie PD, recruitment plan • Can see where the approval process is up to
Jobs awaiting your approval	• Shows the job cards that are requiring your approval • Will show you how many jobs are being requested and if new or replacement • Can review the job card • Can edit the job card • Can approve/decline the job card
Open jobs you have approved	• Shows the job cards you have already approved • Will show you how many jobs are being requested and if new or replacement • Can review the job card
Open advertisements	• Shows the jobs that have active/open sourcing (advertising) • Can view the ad
Jobs requiring panel review	• Shows the jobs that you are either a presiding officer or selection panel member • Can view responses for applications at the panel shortlisting stage • Enables you to view and rate applications • Enables a presiding officer to view all panel responses • Enables you to view job card
Jobs have applicants for review	• Shows the jobs that have applicants for review that are not part of the standard advertising

Have applicants assigned to you for review	• Shows the applications that have been assigned to you for review from a HR user • These applications are separate to an advertised job
Offers awaiting your approval	• Shows the offer cards that are requiring your approval • Can review the offer card • Can approve/decline the job card
New starters	• Shows your new employee/s • Can view all tasks associated with each new starter
New starter onboarding tasks	• Shows the tasks to be completed for the new employee/s • Can filter by employee or task

3. Creating a job

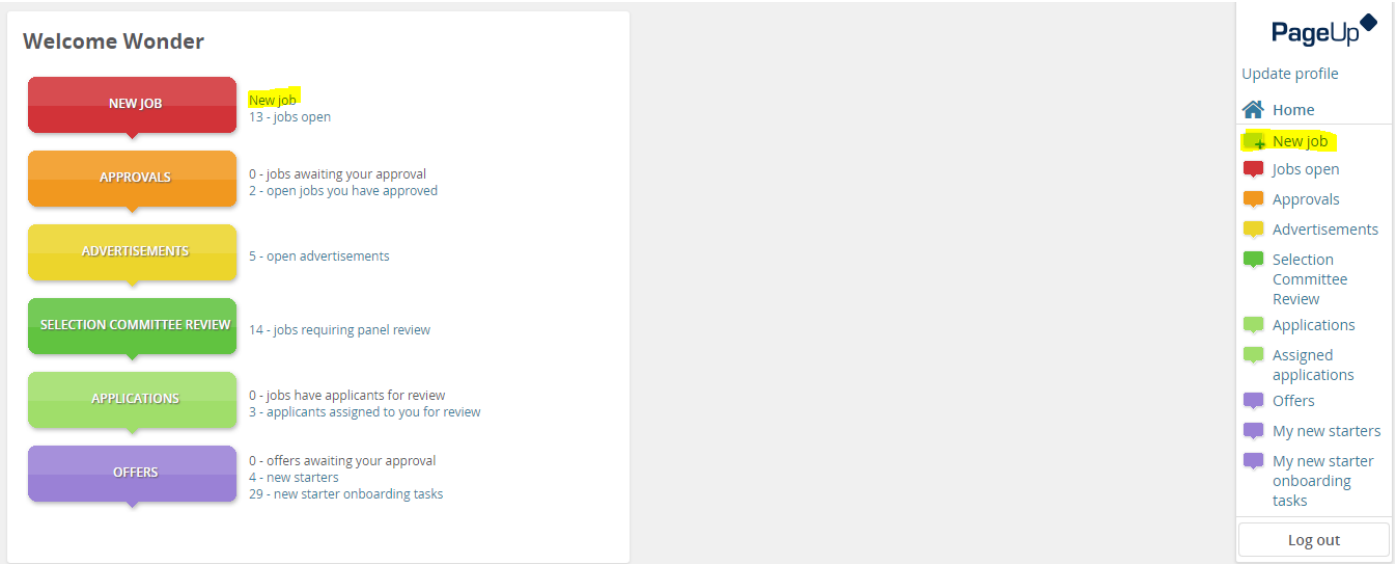
3.1. The recruitment plan

Prior to raising a request to recruit in PageUp, contact your HR Liaison Officer to discuss your recruitment needs. The HR Liaison Officer will complete a recruitment plan and this will assist you with completing the job template and job card.

3.2. Creating a job

Step 1: Access PageUp

Step 2: Click on **New job**



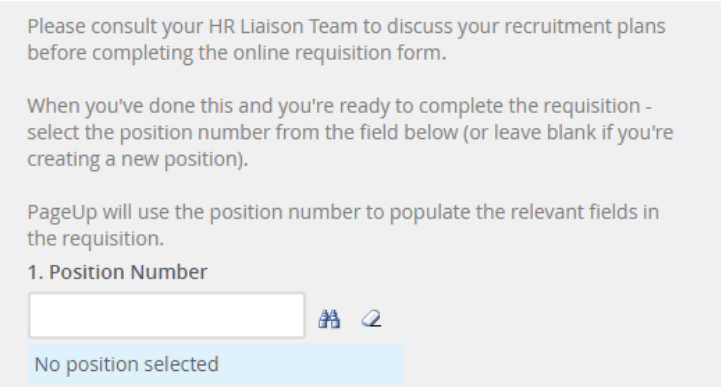
3.3. The job template

Job templates are designed to save time when creating new jobs. By selecting a position number and relevant job template, information from these sources will populate certain fields in the job card.

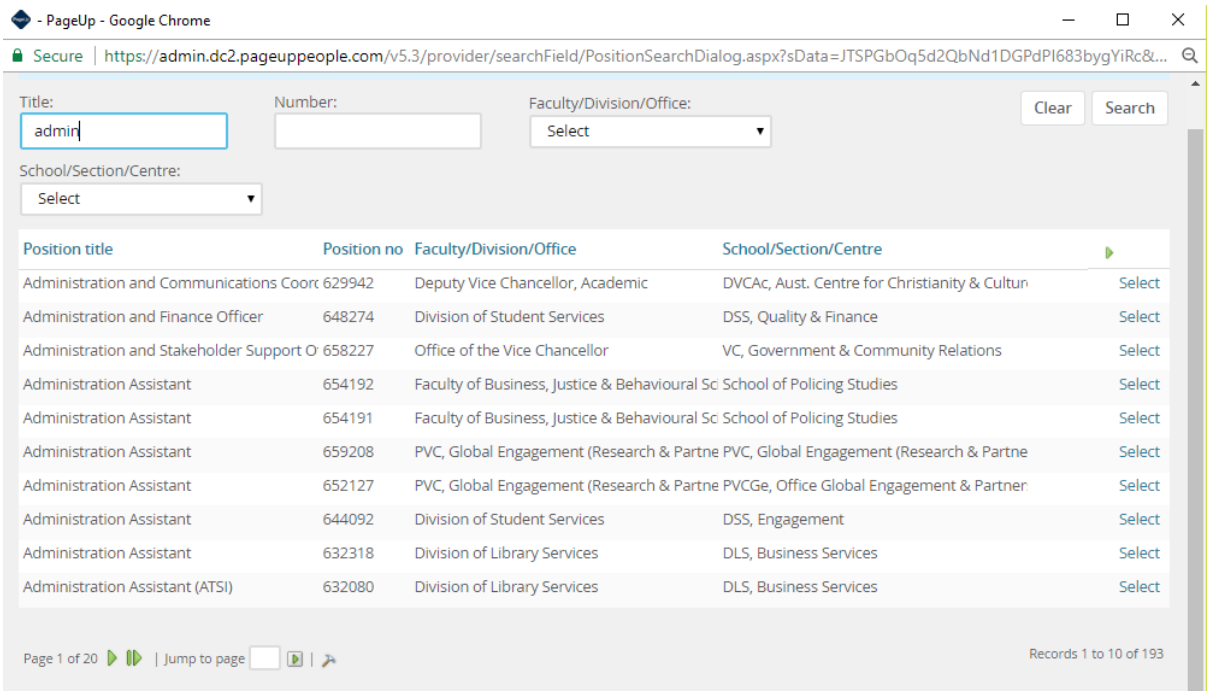
PageUp User Guide

Hiring Managers

Step 1: Enter the position number (if known) or click on the binocular icon to search for a position number

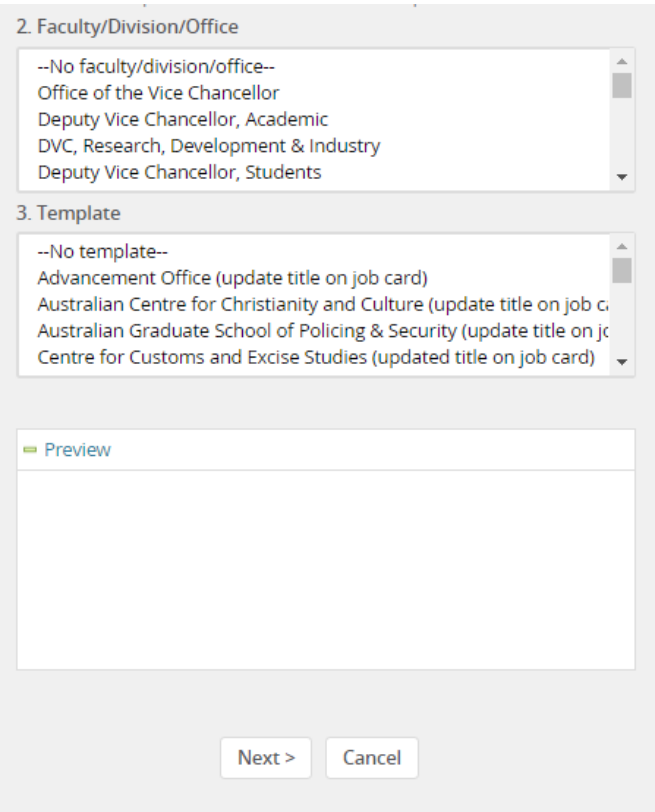


Step 2: If searching for position number, enter the search criteria then click search, click on **Select** for the relevant position



Step 3: Select the relevant job template by clicking on your Division/Faculty/Office, then select your relevant School/Section

Step 4: Click Next



Step 5: A preview of the job template will appear in the Preview field

3.4. The job card

The job card collects information used for advertising and recruitment purposes. To complete the job card, enter details into the relevant fields.

- Fields marked with an * are mandatory
- Look up fields are indicated with a magnifying glass
- Some fields will pre-populate if you selected the positon number from the job template screen, fields can be udpated if necessary

Field	Details
Job title*	• Title of the job to be advertised
Position Management	• The template will populate with one vacant position, select the Type New or Replacement • If you require additional jobs to be advertised with the same title, add 1 in the New box or Existing box. You can add more than 1 if required, click Add
Current position Supervisor	• Current supervisor of the position

Current position F.T.E	• Current F.T.E of the position
Date opened	• This will pre-populate and will be read only
Hiring manager	• The name of the hiring manager for this recruitment activity
Current/previous incumbent name	• The name of the current or previous incumbent for this position
Have you attached a PD via the Documents tab?:*	• Attach the latest version of the position description to the Documents tab • You can load the position description from your computer or from the position description library in PageUp
Has the attached PD been revised?:*	• Advise if the position description has been revised
Faculty/Division/Office:*	• The relevant Faculty/Division/Office
School/Section/Centre:*	• The relevant School/Section/Centre
Position type:*	• Academic or Professional/General
Classification level:*	• The classification level that will appear on the advertising for the position
Work function (academic appointments only):	• Complete for academic appointments only
Employment Type (for advertising):*	• Type of employment ie full time/part time, continuing/fixed term
If Part time, hours per week, OR:	• Number of hours per week if a part time role, or you can provide the fraction in the next field
Fraction percentage %:	• Fraction if part time role, or you can provide the number of hours in the previous field
Part-year employment - # weeks on duty (only applies to Residence Life and Dental Clinics):	• Number of weeks on duty if part-year employment • Only available to Residence Life and Dental Clinic positions
Where will the position be located (select 'other' if multi-campus):	• Location where the position will be based • If the position can be based at one of a number of campuses, select **Other**
If other, please specify ie multi-campus, Bathurst or Wagga etc:	• If **Other** selected in the previous field, advise the locations that this position could be based in this field eg Albury, Bathurst or Wagga

I confirm that space is available on the relevant campus:*	• Ensure a workspace is available for your new employee prior to advertising or commencement of the new employee
Proposed start date:	• Proposed start date
End date (if fixed-term):	• Proposed end date if a fixed term appointment
Recruitment method:*	• Indicate if advertising is to occur externally and internally or internally only
Additional advertising details:	• Provide any additional advertising details that may be applicable, including any additional advertising such as international market, journals etc
Contact person for applicant enquiries if different from hiring manager:	• Details of alternate contact person for position enquiries from applicant if different to the hiring manager
Presiding Officer:*	• Presiding officer for this recruitment activity
Selection Committee Members:*	• Add all selection committee members including any external panel members
How is this position funded?:*	• Select the funding source for this position
If funding is received externally, what is the name of the fund source?	• Enter the details of the external funding source if relevant
CSU Award:	• The Award that is relevant to this position
CSU Level:	• The highest level that you are seeking approval to advertise the position ie if you selected to advertise the position across Bands 5/6, enter Level 6
CSU Step:	• The highest step that you are seeking approval to advertise the position ie if you selected to advertise the position across Bands 5/6, enter Level 6, Step 4
Salary GL Code 1:	• Enter the GL code that the new employees salary will be costed to
% salary to be allocated to Code 1:	• Enter the % of the salary that is to be costed to the above GL code
Salary GL Code 2:	• Enter additional GL code of salary if being costed to more than 1 code

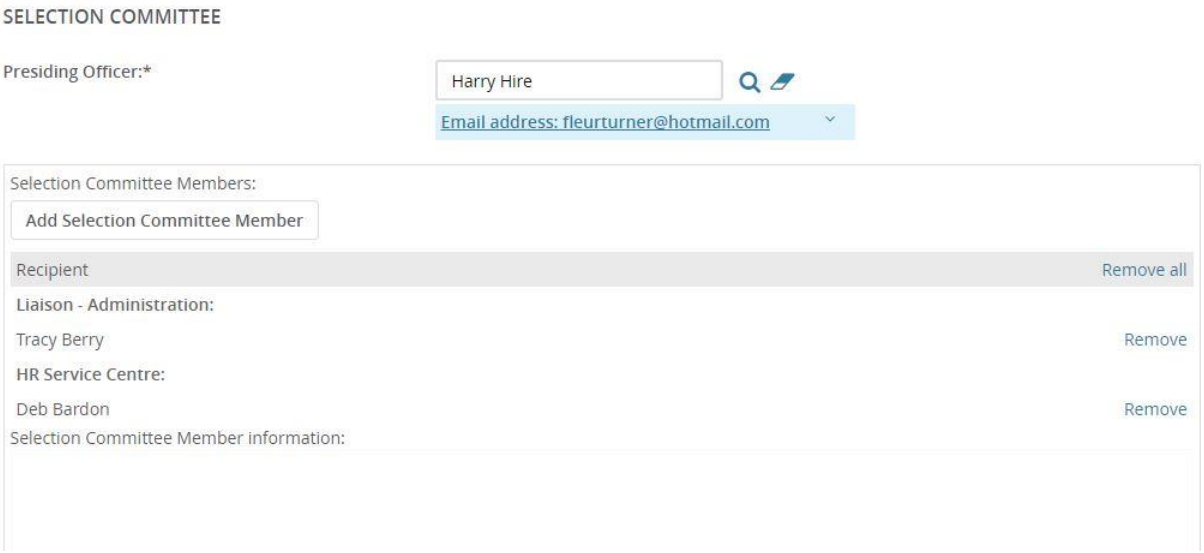
% salary to be allocated to Code 2:	• Enter the % of the salary that is to be costed to the above GL code
Salary GL Code 3:	• Enter additional GL code of salary if being costed to more than 2 codes
% salary to be allocated to Code 3:	• Enter the % of the salary that is to be costed to the above GL code
Recruitment GL Code (I approve the expenditure of the funds associate with recruiting and onboarding for this position):*	• Enter the GL code that costs associated with the recruitment activity are to be charged to
Approval process:*	• Select the approval process that is relevant for the level of position being recruited for • If approval process is Professional/General 1 - 10, select the approval process with the relevant number of approvers

1.1. Add an internal or external person to the selection committee

You can add an external person to the selection committee via the same process to add internal panel members.

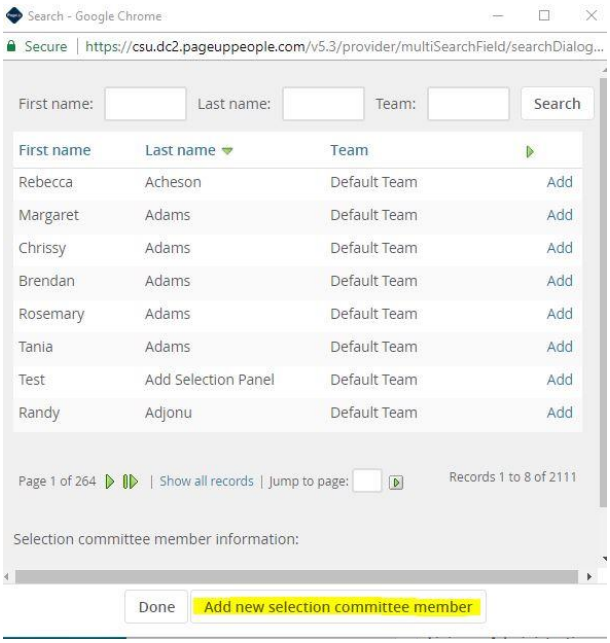
Step 1: In the **job card**, go to the selection committee member section

Step 2: Click on Add Selection Committee member. A new window will appear.



Step 3: If the panel member is an internal staff member, simply type in their first or last name and click on **Search** and their name will appear. Click **Add**.

Step 3: If the panel member is external, click **Add new selection committee member**.

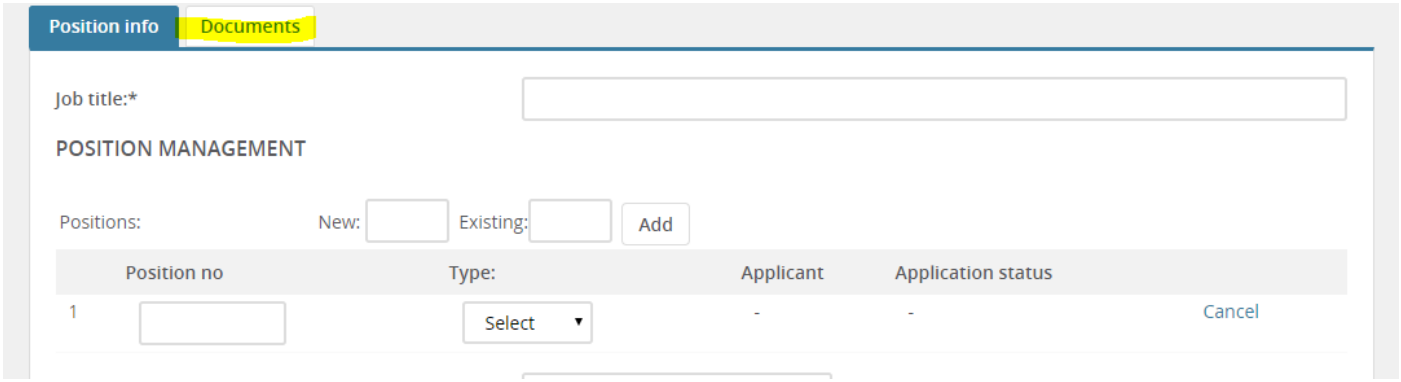


Step 4: A new window will appear that will allow you to enter details for the external panel member.

Step 5: Complete all the mandatory fields in the form and then click **Save.**

1.2. Add a position description from your computer to the job card

Step 1: From the job card, click on the **Documents** tab which can be found at the top of the page.

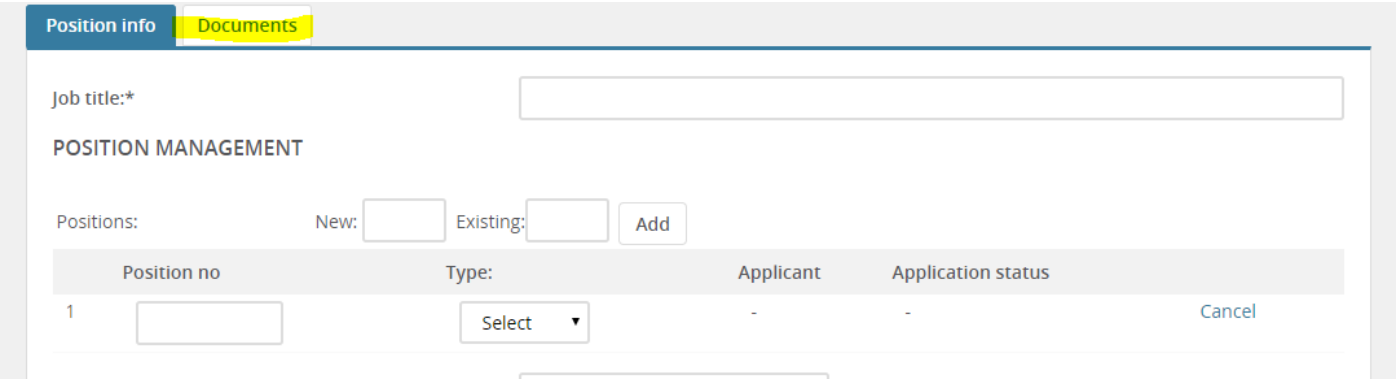


Step 2: Click **Select**, **Document from a file**

Step 3: Click **Upload file** and locate the document on your computer, select the **Document category** of **Position description**, enter a **Title** for you position description, click **Save and close**

1.3. Add a position description from the position description library to the job card

Step 1: From the job card, click on the **Documents** tab which can be found at the top of the page.



Step 2: Click **Select**, **Document from a library**

Step 3: Click on the **Position Descriptions** folder, locate the relevant position description, tick the circle next to it, click **OK.**

1.4. Attach documents to a job

You can use this process for adding any additional documents relevant to the position eg post interview notes, reference checks etc. It is essentially the same process as adding a position description but adding a different document category**.**

Step 1: From the job card click on the **Documents** tab which can be found at the top of the page.

Step 2: From the **Select** drop down menu, click **Document from a file**, click **Upload file** and locate the document on your computer, select the relevant **Document category**, enter a Title for you document, click **Save and close**.

1.5. Enabling your assistant to complete the job card on your behalf

An assistant is able to raise a job card on behalf of their manager the same way as a manager raises a job card however will add their manager as the Current Position Supervisor.

Note: The job card will only be visible on the hiring manager and current supervisor's PageUp Dashboard.

2. The approval process

2.1. Assigning an approval process

Step 1: Select an approval process from the drop-down menu. The selected approval process will load a number of approval steps in the box below.

Step 2: Populate the approval fields by clicking the search icon and searching the system for the most appropriate user to approve the position at the level described.

Step 3: - By clicking on **Save and exit**, this will trigger the approval process and an e-mail will automatically be sent to the first person in the approval process.

2.2. Approving a job

When an approver is required to approve a job, they will receive an email containing a link to the job.

Step 1: The link will take the approver directly to the job that needs approving

> **Note**: The link provided in the email is intended for the original recipient only. If the email is forwarded to another recipient, they will be required to login and if they do not have the right permissions, will not be able to approve.

Step 2: The approver will review the job card and job details, and will also have access to edit if needed

Step 3: They will be presented with the following options at the bottom of the job card: **Approve, Decline and Cancel**

If the approver clicks **Decline**, they will be prompted to add a comment as to why they are declining. An email with these details will be sent to the hiring manager so that any applicable changes can be made to the requisition if required. After these are made, the approval process will need to start again from the beginning.

If they click **Approve**, they will be taken back to the **Manage job approvals** screen, and a message indicating that the role has been approved will appear

Step 4: When all approvers have approved, the process is complete HR and the hiring manager will receive an email to inform them

Step 5: When the job approval process is complete, the job status will be changed to **Approved**

Step 6: Approvers will receive a reminder email if they fail to approve within the determined timeframe

2.3. Approving a job via email

When an approver receives an email requesting them to approve a job card, they have the option to approve or decline the job card via reply email.

Step 1: Open the email requesting you approve a job card

Step 2: Click **Reply**

Step 3: Enter the word **Approve** or **Decline** in the body of the email

Step 4: Click **Send**

> **Note:** The email requesting approval will contain a high level snap shot of the position details. For complete details, please click on the link to view the complete job card.
>
> **Note:** PageUp will only recognise the words **Approve** or **Decline**. If you add any other details the system will not recognise the reply and you will receive an email to advise that your reply could not be processed. You will still need to action the approval request.

2.4. Tracking / editing the approval process

You can track the approval of the job whilst it is in the approval process.

To do so, open the job card that is in the process and view the approval section of the job card. It identifies who has approved and/or declined, along with date and time, and who (if applicable) it is currently sitting with for approval.

3. Shortlisting

3.1. View applications

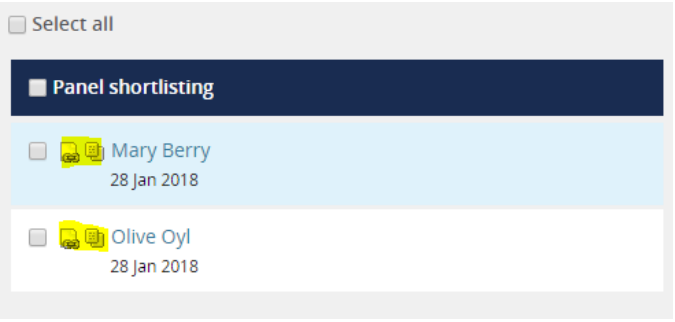
When applications have closed, you will receive an email requesting you to complete shortlisting of the applications.

Step 1: Access PageUp

Step 2: Click on **jobs requiring panel review**

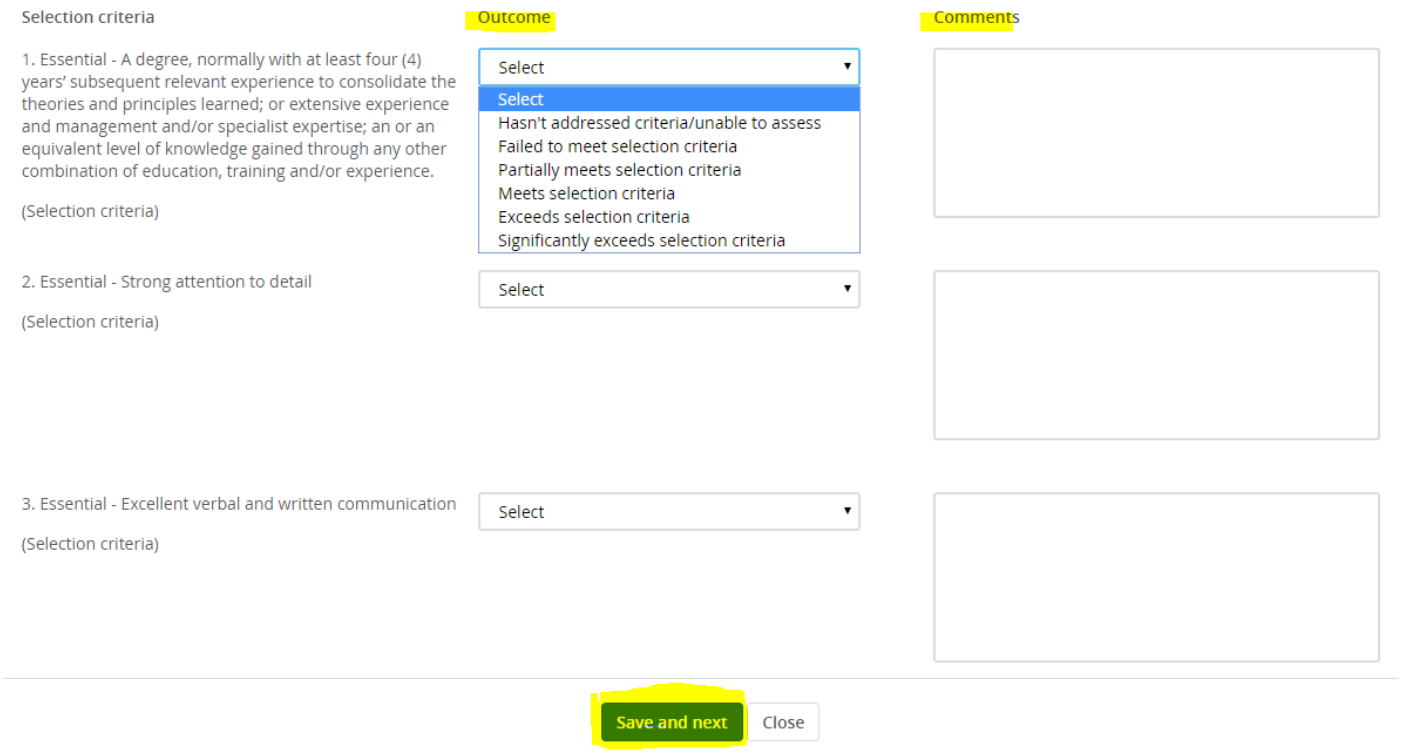
Step 3: Click on **View Applicants** for the position requiring shortlisting

Step 4: View the applicants answers to the selection criteria and resume by clicking on the icons next to their name



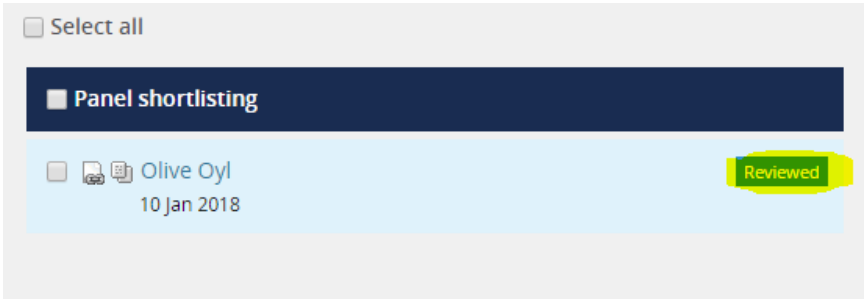
Step 5: Rate each selection criteria and place a comment to support your rating

Step 6: Click **Save and next**



Step 7: Complete shortlisting for each applicant

Step 8: When you have completed shortlisting the last applicant, click Save and previous. This will ensure the application is marked as **Reviewed**



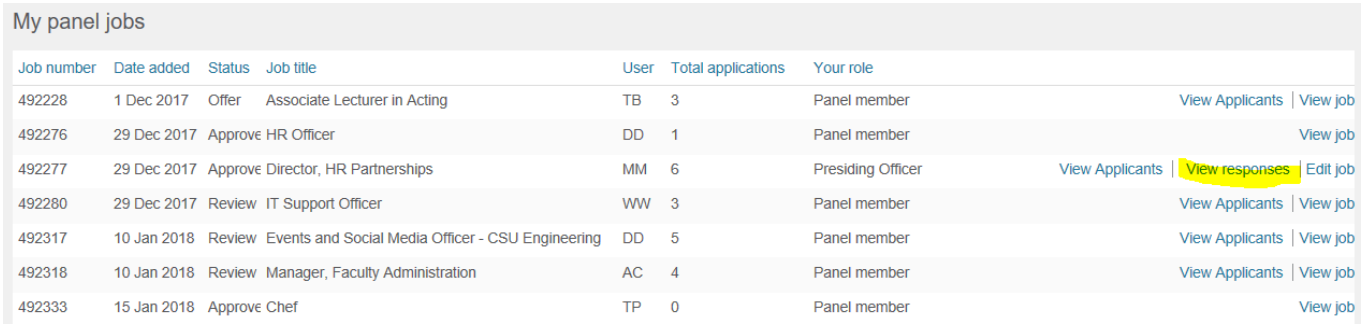
Step 9: Click **Close**

Step 10: Advise your HR Liaison Officer that you have completed shortlisting or email jobs@csu.edu.au.

3.2. Presiding Officer view and actions

The Presiding Officer will have access to view other panel member ratings and comments for each candidate.

Click **View responses** and you will be presented with those ratings and comments for the panel members which have completed their shortlisting.


My panel jobs

Job number	Date added	Status	Job title	User	Total applications	Your role	
492228	1 Dec 2017	Offer	Associate Lecturer in Acting	TB	3	Panel member	View Applicants | View job
492276	29 Dec 2017	Approve	HR Officer	DD	1	Panel member	View job
492277	29 Dec 2017	Approve	Director, HR Partnerships	MM	6	Presiding Officer	View Applicants | View responses | Edit job
492280	29 Dec 2017	Review	IT Support Officer	WW	3	Panel member	View Applicants | View job
492317	10 Jan 2018	Review	Events and Social Media Officer - CSU Engineering	DD	5	Panel member	View Applicants | View job
492318	10 Jan 2018	Review	Manager, Faculty Administration	AC	4	Panel member	View Applicants | View job
492333	15 Jan 2018	Approve	Chef	TP	0	Panel member	View job

3.3. Panel View and actions

The panel will be able to view their own ratings and comments by clicking on **View responses**

Job number	Date added	Status	Job title	User	Total applications	Your role	
492232	8 Dec 2017	Pending approval	test with trudi	TB	0	Panel member	View job
492279	29 Dec 2017	Offer	HR Systems Officer	WW	3	Panel member	View Applicants | View job
492280	29 Dec 2017	Review	IT Support Officer	WW	3	Panel member	View Applicants | View job
492281	29 Dec 2017	Offer	Accounts Payable Supervisor	MM	1	Presiding Officer	View responses | Edit job
492301	3 Jan 2018	Declined	Digital Content Officer	FC	2	Panel member	View job
492320	10 Jan 2018	Approved	Executive Assistant (Division of Student Administration)	JC	3	Panel member	View Applicants | View job
492325	10 Jan 2018	Draft	HR Assistant	WW	0	Panel member	View job
492327	10 Jan 2018	Offer	HR Assistant (panel review)	TB	5	Panel member	View Applicants | View job
492333	15 Jan 2018	Approved	Chef	TP	0	Panel member	View job
492334	16 Jan 2018	Review	Tracy test	TB	3	Panel member	View Applicants | View job
492341	23 Jan 2018	Pending approval	Accounts Receivable Officer	DD	0	Panel member	View job

3.4. The shortlisting report

Once shortlisting has been completed, the HRSC will provide the presiding officer with a shortlisting report that will provide the ratings and comments for each candidate from each panel member, including an overall score for each candidate.

4. Post interview actions

3.5. Approving the offer card

Step 1: If you have an offer card to approve you will receive an email advising you of the approval request

Step 2: Login to PageUp to review the offer card and click on A**pprove** or D**ecline**. If declined you will be prompted to add some comments

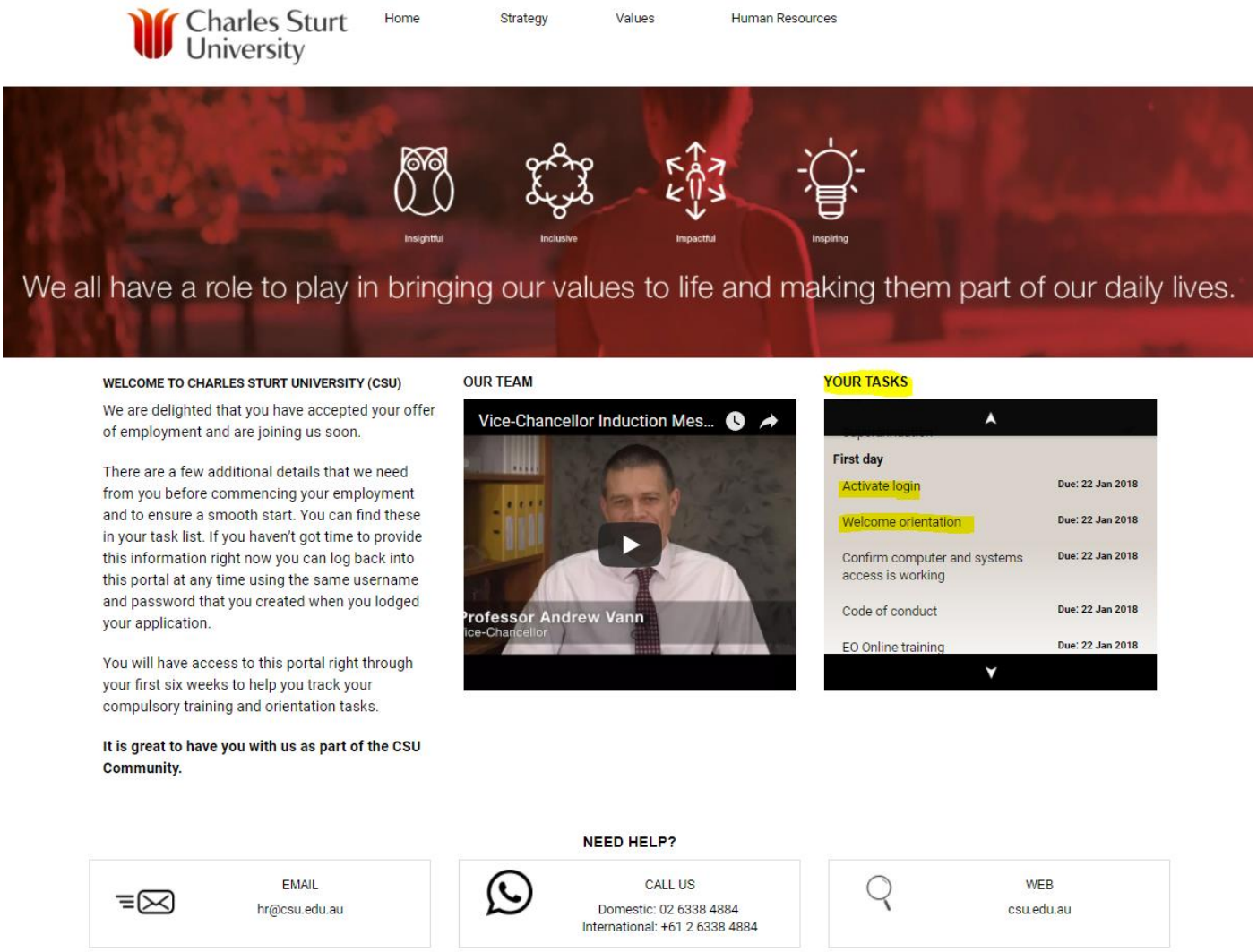
Step 3: Once approved the offer card will continue to move through the approval hierarchy. If declined the offer card will be returned to HR with your comments. If approved the offer card will progress to HR to enable the offer to be prepared and issued to the candidate.

5. Onboarding

5.1. New employee onboarding portal

After a candidate has accepted an offer and completed the new employee form, they will be taken to the onboarding portal. The onboarding portal provides tasks for the new employee to complete to assist in transitioning them into the organisation as a new staff member.

New employees are able to commence completing tasks immediately or can return at any point through their applicant portal to complete tasks.



5.2. Hiring manager portal

After a candidate has accepted an offer you will be allocated onboarding tasks to complete for your new employee. You can access the onboarding tasks through the hiring manager portal.

Step 1: Access PageUp

Step 2: Click **new starters** or **new starter onboarding tasks**

Step 3: Click **View all tasks**

5.3. Completing tasks

Tasks are categorised by due completion ie before commencement, first day, first week etc and you also will have the ability to view tasks allocated to your new employee for completion. Hiring manager tasks are indicated with a red person, new employee tasks are indicated with a red person.

Step 1: Open the relevant hiring manager task

Step 2: Review the task, once completed click **Mark as completed**

Step 3: The task will highlight blue to indicate it has been completed

Step 4: Any task that is overdue will highlight in red

5.4. Adding new onboarding tasks

Step 1: Click **Add new task**

Step 2: Enter the details for the new task

Step 3: Add the task to your favourites if you are likely to add it frequently to your or your new employee's tasks

Step 4: Click **Save**