



TALENT MANAGEMENT SYSTEM

Making an Offer for a Faculty Vacancy under the Provost and Vice President for Academic Affairs (Search Chair, Department Head and Dean)

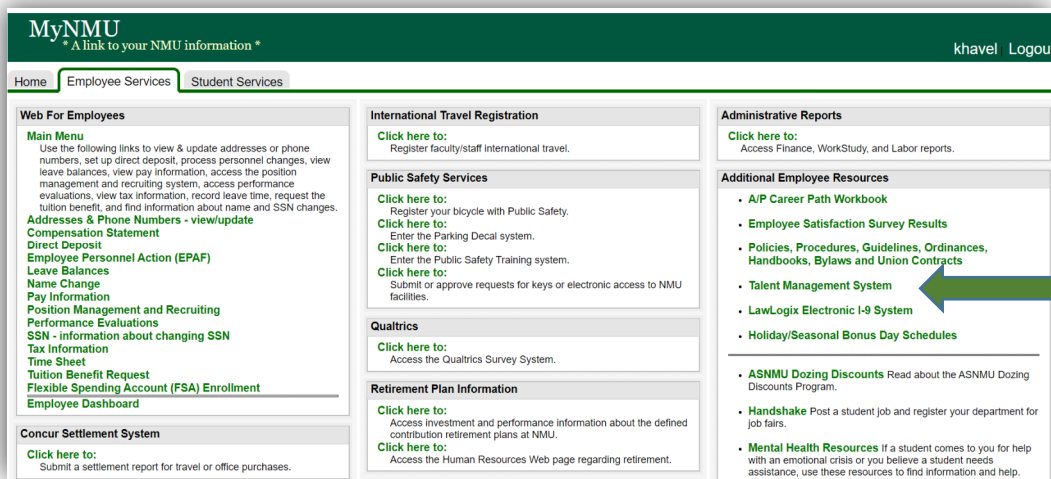
Logging into PageUp

1. Access the PageUp login screen one of two ways:

Direct access at <https://nmu.pageuppeople.com>

OR

Under the **Employee Services** tab in MyNMU, click **Talent Management System** in the **Additional Employee Resources** section.



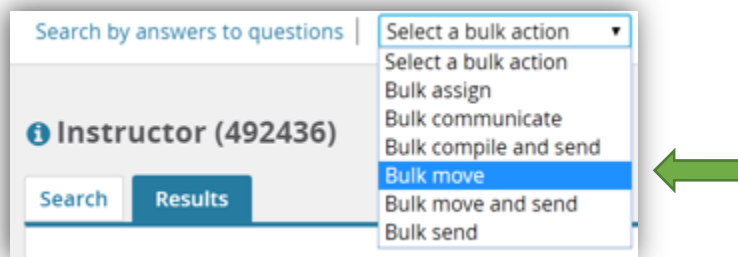
2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.

The screenshot shows the PageUp login screen. The title is 'PageUp' and the subtitle is 'Login is required to use this site. Please enter below.' The form contains two input fields: 'Email Address' and 'Password'. Below the password field is a link for 'Forgot my password'. A yellow 'LOGIN' button is positioned below the form. At the bottom, there are links for 'Need Help? Contact the Help Desk!' and 'New to NMU? Activate your account'.

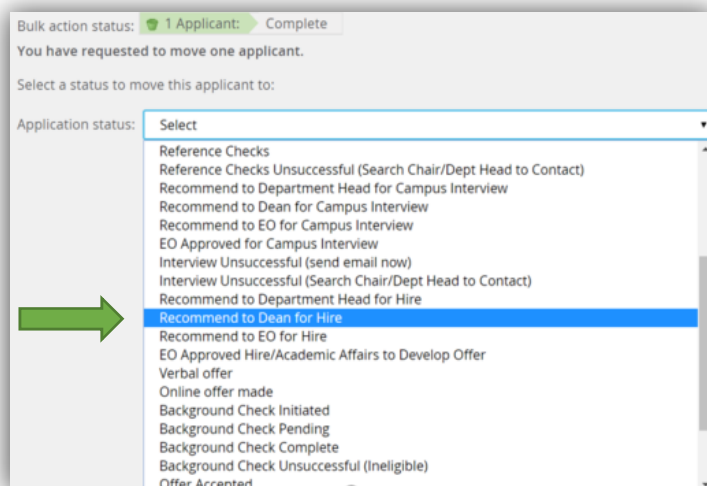
3. My Dashboard will display with navigational tiles/boxes.

Making an Offer

1. **Search Chair:** Once interviews have been completed and the committee has selected a finalist, the Search Chair can click on **Jobs have applicants for review** on the **Applications** tile. Click on the **View shortlisted applicants** link to the far right of the screen. Under **Selection Criteria Outcome** next to the selected applicant, change the status to **Recommend to Department Head for Hire** and click on the **Submit** button at the top of the page.
2. **Department Head:** The Department Head will receive an e-mail notice that there is an action for review. To review the application materials and forward to the Dean, follow the steps below:
 - a. On the **Jobs** tile, click on **Jobs open**.
 - b. Click on the **View** link to the far right of the selected search. NOTE: To see more search results, you can click on the **All jobs** tab under **Visibility** at the top of the page.
 - c. Click on the **View applications** button at the top of the Requisition.
 - d. Review the finalist's application materials by clicking on the **View application** link to the far right of the applicant's name. Click the **View** link under the **Form** header to see the content of the application form. Scroll to the bottom of the page to review the applicant's attachments. You can also access the attachments in the **Questions and response** section, by clicking on the attachments, e.g., Resume (CV), Cover Letter, Teaching Philosophy, Unofficial Transcripts etc. Click on the document on the bottom left to review. Either click on the **Close window** link in the top right corner or the **Done** button at the bottom of the page when the review of application materials have been completed. Click on the **Close** button at the bottom of the page.
 - e. Next to the status of the applicant, check the first box on the left and select **Bulk move** from the **Search by answers to questions** drop-down box at the top of the page.



- f. In the **Application status** drop-down box, select **Recommend to Dean for Hire** and click on the **Next** button.



- g. Enter the Dean's e-mail address in the **Assign application for review** section in the **User** field and click on the **Move now** button at the bottom of the page.

3. **Dean:** The Dean will receive an e-mail notice that there is an action for review. To review the application materials and forward to the Equal Opportunity, follow the steps below:
 - a. On the **Jobs** tile, the Dean will click on **Jobs open**.
 - b. Click on the **View** link to the far right of the selected search. NOTE: To see more search results, you can click on the **All jobs** tab under **Visibility** at the top of the page.
 - c. Click on the **View applications** link at the top of the Requisition.
 - d. Review the finalist's application materials by clicking on the **View application** link to the far right of the applicant's name. Click the **View** link under the **Form** header to see the content of the application form. Scroll to the bottom of the page to review the applicant's attachments. You can also access the attachments in the **Questions and response** section, by clicking on the attachments, e.g., Resume (CV), Cover Letter, Teaching Philosophy, Unofficial Transcripts etc. Click on the document on the bottom left to review.
 - e. Once the review is complete, click on the **I approve** button and then click on the **Save** button.

- f. Click on the Close button at the bottom of the page.
- g. Next to the status of the applicant, check the first box on the left and select **Bulk move** from the **Search by answers to questions** drop-down box at the top of the page.

- h. In the **Application status** drop down box, select **Recommend to EO for Hire** and click on the **Next** button.


Bulk action status: ✔ 1 Applicant: Complete

You have requested to move one applicant.

Select a status to move this applicant to:

Application status: Select

- Not Selected for Phone Screen/Video Interview (send email now)
- Not Selected for Phone Screen/Video Interview (Search Chair/Dept Head to Contact)
- Pending - Not Selected for Phone Screen/Video Interview (do not send email)
- Phone Screen/Video Interview Unsuccessful (send email now)
- Phone Screen/Video Interview Unsuccessful (Search Chair/Dept Head to Contact)
- Pending - Not Selected for Interview (do not send email)
- Reference Checks
- Reference Checks Unsuccessful (Search Chair/Dept Head to Contact)
- Recommend to Department Head for Campus Interview
- Recommend to Dean for Campus Interview
- Recommend to EO for Campus Interview
- EO Approved for Campus Interview
- Interview Unsuccessful (send email now)
- Interview Unsuccessful (Search Chair/Dept Head to Contact)
- Recommend to Department Head for Hire
- Recommend to Dean for Hire
- Recommend to EO for Hire
- EO Approved Hire/Academic Affairs to Develop Offer
- Verbal offer



- i. Click on the **Move now** button at the bottom of the page.
4. **Equal Opportunity:** Equal Opportunity will contact the Search Chair or Department Head to discuss the selection criteria and will change the status to **EO Approved/Academic Affairs to Develop Offer**.
5. **Academic Affairs:** Once Academic Affairs has approved, a verbal offer of employment can be extended to the applicant by the Search Chair or Department Head.
 - a. If the offer is declined, the Search Chair will change the status to **Offer Declined**.
 - b. If the offer is accepted, the Search Chair or Department Head will advise the applicant to respond to an email from our background check vendor, HireRight. Notify Debbie Violetta at dviolett@nmu.edu, ext. 2580 that the offer has been accepted. Debbie Violetta will generate the contract.
6. **Applicant:** The applicant will receive an e-mail providing guidance on how to view the employment contract on the NMU applicant portal. Once the offer is accepted, the applicant will complete an online **NMU New Hire Form**.
7. **Background check:** Academic Affairs will initiate the background check.
 - a. If the background check is unsuccessful, Academic Affairs will notify the Department Head that the candidate is no longer under consideration and will change the status to **Background Check Unsuccessful (Ineligible)**.
 - b. If there are no issues with the background check, Academic Affairs will notify the Department Head.
8. **Dispositioning applicants:** Disposition all applicants who were not selected into the appropriate job related outcome.