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PageUP Job Aid – Temporary/03 Hires

Employment Services is committed to ensuring a smooth onboarding experience for all new temporary hires, including part-time adjunct faculty members who are not eligible for benefits and temporary staff. This also applies to any non-benefited rehires who have been separated from UMass Lowell for more than a year. To facilitate this, we've created a detailed job aid that outlines each step of the hiring process to help you navigate the onboarding of new temporary employees successfully.

Should you have any questions or require further assistance, please don't hesitate to reach out by emailing Employment2@uml.edu. We're here to support you every step of the way

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Website Information

- Employee Login: <http://umass.pageuppeople.com/>
- Careers websites (Job Postings): <https://explorejobs.uml.edu/en-us/listing/>

Creating a Requisition for Temporary/03 Job posting

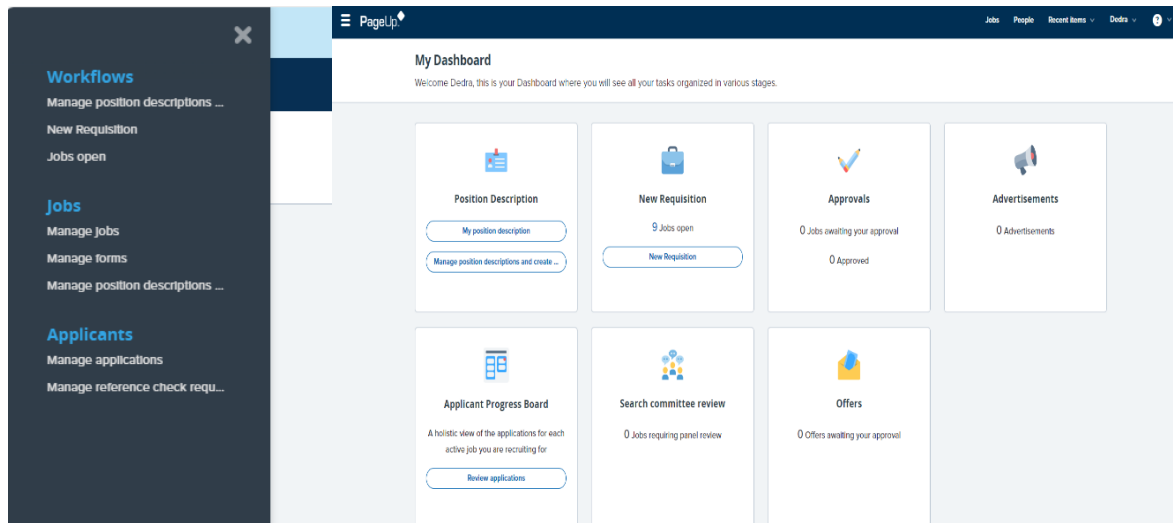
Begin by signing into PageUp. Upon login, you'll be directed to your PageUp Dashboard. This dashboard offers a comprehensive overview of your ongoing tasks, with direct links to job postings and applicant information right from the home screen. Any job postings you've created will be displayed on your dashboard for easy access.

Your dashboard's layout may change based on your access rights. However, you can typically expect to find the following sections:

- **Position Description:** Use this for initiating job postings for benefited positions.
- **New Requisition:** Select this to start the process for posting non-benefited positions
- **Approvals:** View pending approvals here if you're part of an approval process.
- **Advertisements:** See how many job postings are currently active on our website.
- **Applicant Progress Board:** A tool to track applicant statuses for the position you're hiring for.
- **Search Committee:** Access searches where you're a committee member.
- **Offers:** Check the number of offers awaiting your decision in the approval process.

Each section is designed to facilitate specific actions and workflows relevant to your role in the hiring process.

To create a new job requisition, click on the '**New Requisition**' button. If you cannot see this button directly on your screen, you can also find it by selecting the '**New Requisition**' option from the menu located on the left-hand side of your screen, often referred to as the hamburger menu (symbolized by three stacked lines).






Selecting a Posting Team link, Job Code, Campus, Template

When setting up a new job posting, follow these steps to select the appropriate options for your posting:

- **Team Link:** This will automatically be set to the department you are assigned to within HR Direct. No action is needed if this information is correct.
- **Position Information:** Enter the specific Job Code associated with the vacancy.
- **Campus Selection:** From the 'Campus' drop-down menu, choose 'UMass Lowell' to specify the campus location for the position.
- **Template Selection:** For staff positions, select the 'Lowell Staff Part Time Template'. For adjunct faculty roles, choose 'Lowell Adjunct Faculty Template' from the available options.

After selecting the appropriate template, click on '**Next**' to proceed with the posting process.

1. Team link
L760510-Undergrad Admissions

2. Please enter the Position Number or Job code
Hourly Classified Non-cleri  
UMLOWH05T54 

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select your campus name and look for a template that is appropriate for your job in box #4. If you do not see one click next at the bottom.

Select 'No Template' if there is no suitable template available

3. Campus
Univ of Mass Boston
Univ of Mass Central Admin.
Univ of Mass Amherst
Univ of Mass Lowell
Univ of Mass Dartmouth

4. Template
--No template--
Lowell Faculty Part-time - Department Name - (multiple positions)
Lowell Staff Part Time Template

Preview
General Summary of Position:



Minimum Qualifications (Required):

Next > Cancel

Job Code	Job Title
UMLOWH05T54	Hourly Classified Non-Clerical
UMLOWHH0100	Accountant
UMLOWHH0300	Technical
UMLOWHH0800	Artists
UMLOWHH1600	Researchers/Post Docs
UMLOWHH1601	Research Assistants
UMLOWHH1900	Management Consultants
UMLOWHH2000	Medical Consultants
UMLOWHH2200	Planners, Researchers
UMLOWHH2300	Professional
UMLOWHH2800	Writers
UMLOWHJ0500	Athletic Officials
UMLOWHJ2300	Investigators/ Inspectors
UMLOWHJ2500	Laboratory Services
UMLOWHJ3300	Photographic Services
UMLOWHJ4000	Security Services
UMLOWHJ4600	Clerical Services
UMLOWHJ5000	Instructor/Lecturer/Trainer
UMLOWHJ5800	Librarians/Archivists
UMLOWHJ6000	Licensed Tradespeople
UMLOWADJFAC	Adjunct Faculty
UMLOWCEADJF	CE Adjunct Faculty

Requisition Information

- **Verify the Job Code:** Carefully review the Job Code you've entered. Confirm that it matches exactly with the job you are recruiting for to avoid any errors.
- **Department Selection:** Click on the 'Department' drop-down menu to view the list of departments. From this list, select your specific department. This ensures that your job posting is correctly categorized.



Department/Team (HR Only):	L760510-Undergrad Admissions
	REQUISITION INFORMATION
Requisition Number:	Leave blank to automatically create a requisition number
Position number:	<input type="text" value="Hourly Classified Non-clerical"/>  
	<div style="background-color: #e0f0ff; padding: 5px;"><p>UML0WH05T54 Hourly Classified Non-clerical Campus: Univ of Mass Lowell Department ID: Department: Position Reports To: Job Code: H05T54 Pay Grade: No Pay Grade Union Code: IPEDS Code: No IPEDS-5 Reporting EEO-1 Category: No EEO-1 Reporting EEO-6 Category: No EEO-6 Reporting SOC: FLSA: V-Nonexempt Alt Overtime Job Group: 38</p></div>
Campus:*	<input type="text" value="Univ of Mass Lowell"/> ▼
Department:	<input type="text" value="Undergrad Admissions"/> ▼

Number of Positions

To post multiple vacancies, either as new positions or replacements, follow these steps:

- **Enter the Number of Positions:** In the designated field, input the total number of openings you're recruiting for.
- **Click 'Add':** After entering the number of positions, make sure to click the 'Add' button. This action confirms the number of vacancies you intend to fill.
- **Assign Job Codes:** For each position you're adding, you must provide a specific Job Code or Position Number. This ensures each vacancy is accurately identified and tracked.



Positions:

Position no:	Type:	Applicant	Application status	
1 Hourly Classified Non-clk  	New	-	-	Cancel

UML0WH05T54
Hourly Classified Non-clerical
Campus: Univ of Mass Lowell
Department ID:
Department:
Position Reports To:
Job Code: H05T54
Pay Grade: No Pay Grade
Union Code:
IPEDS Code: No IPEDS-S Reporting
EEO-1 Category: No EEO-1 Reporting
EEO-6 Category: No EEO-6 Reporting
SOC:
FLSA: V-Nonexempt Alt Overtime
Job Group: 38

New: Replacement:

Positions:

Position no:	Type:	Applicant	Application status	
1 Hourly Classified Non-clk  	New	-	-	Cancel

UML0WH05T54
Hourly Classified Non-clerical
Campus: Univ of Mass Lowell
Department ID:
Department:
Position Reports To:
Job Code: H05T54
Pay Grade: No Pay Grade
Union Code:
IPEDS Code: No IPEDS-S Reporting
EEO-1 Category: No EEO-1 Reporting
EEO-6 Category: No EEO-6 Reporting
SOC:
FLSA: V-Nonexempt Alt Overtime
Job Group: 38

2	New	-	-	Cancel
No position selected.				
3	New	-	-	Cancel
No position selected.				

New: Replacement:

Position Background and Working Title

- **Working Title/Posting Title:** Enter the job's official title as you want it to appear in the job advertisement. This title should accurately reflect the nature of the position.
- **Term Appointment End Date:** All Non-benefited positions are bound by a one-year term limit, it's important to accurately specify the end date of the term appointment.
- **Temporary Position Duration:** If you are filling a temporary position, clearly state the expected duration of employment.

Reason:

New position 

Current/Previous Incumbent:

SKIP

Previous incumbent's salary:

SKIP

Incumbent termination date:

SKIP

Working Title/ Posting Title:*

Office Manager

Initial Term Appointment End Date:

Mar 31, 2025



If temporary, please specify duration:

7 Months

Position Details

- Completing the Position Details Section:
 - **Position Classification:** Click on the dropdown menu for '**Position Classification**' and select '**Staff Part Time**'.
 - **Job Code:** In the provided field, accurately enter the specific **Job Code** associated with the position.
 - **Salary Range:** If you are filling a staff position, enter the proposed hourly rate in the '**Salary Range**' field. If the position is for Adjunct Faculty, you can skip this step.
 - **Benefited Position:** Select the 'NO' radio button to indicate that the position does not include benefits.
 - **Benefit Status:** Click on the '**Benefit Status**' dropdown menu. For Staff positions, choose '**Non-Benefited – Non-Union**'. For Adjunct Faculty positions, select '**Non-benefited-Union**'.
 - **Recruitment Process:** Navigate to the '**Recruitment Process**' dropdown menu and select '**Lowell – Temporary/Adjunct Hires**' to specify the hiring process.

In the “Benefit Status” dropdown menu select “**Non-Benefited – Non-Union**” for Staff positions

POSITION DETAILS	
Position/Classification Type:*	Staff Part Time
Date opened:	Mar 28, 2024
Date filled:	
Is this a 52 week position?:	<input type="radio"/> Yes <input type="radio"/> No
Job Code:	H05T54
Shift and Daily Work Schedule (ie M-F 8:30am - 5pm):	SKIP
Pay Grade:	SKIP
Salary range:	0.00 an Hour
Benefited Position:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Benefit Status:	Non-Benefited – Non-Union
Recruitment Process:*	Lowell - Temporary Part-time Staff/Adjunct Hires

In the “Benefit Status” dropdown menu Select “**Non-benefitted-Union**” for Adjunct Faculty positions

POSITION DETAILS	
Position/Classification Type:*	Staff Part Time
Date opened:	Mar 28, 2024
Date filled:	
Is this a 52 week position?:	<input type="radio"/> Yes <input type="radio"/> No
Job Code:	H05T54
Shift and Daily Work Schedule (ie M-F 8:30am - 5pm):	SKIP
Pay Grade:	SKIP
Salary range:	0.00 an Hour
Benefited Position:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Benefit Status:	Non-Benefited - Union
Recruitment Process:*	Lowell - Temporary Part-time Staff/Adjunct Hires

Funding Information

- **Enter Speed Type/HR Combo Code:** For the job or position you are entering, input the Speed Type/HR combo code in the designated field. This code is crucial for processing and identifying the specific job/position details within the system.
- **Note for Staff Positions:** If you are entering information for a staff position, you can skip the step that asks for "Union-Lowell." This step is not applicable to staff positions.
- **Note for Adjuncts Positions:** If you are entering information for a Adjuncts, select "Adjunct Faculty – Union of Adjunct Faculty, Local 1596, UAW (LTI)"

FUNDING INFORMATION

HR Speedtype/Combo Code: Speed Type lookup

1234678

Union-Lowell: Select

FUNDING INFORMATION

HR Speedtype/Combo Code: Speed Type lookup

1234678

Union-Lowell: Adjunct Faculty - Union of Adjunct Faculty, Local 1596, UAW (LTI)

Search Committee

Search committees **are not needed**. If you wish to have a search committee, please contact Employment2@uml.edu.

SEARCH COMMITTEE

Do you wish to utilize a search committee?: Yes No

Posting Details

When hiring for part-time adjunct faculty positions (not eligible for benefits) and/or temporary staff roles, you have two options for how to post the vacancy:

- **Blind Job Posting:** Choose this option if you already have a specific candidate in mind for the position. Selecting 'Blind Job Posting' means the job vacancy will not be disclosed publicly, allowing you to directly appoint the candidate you have in mind.
- **External Posting:** If you do not have a predetermined candidate for the role, select 'External'. This option will post the job vacancy on our careers website, making it visible to all potential applicants.

POSTING DETAILS

Posting Options:

This is required for all advertising requests except for Faculty positions, which are paid for by the Office of the Provost up to a specified amount. For FACULTY positions please type Faculty in the textbox.

POSTING DETAILS

Posting Options:

This is required for all advertising requests except for Faculty positions, which are paid for by the Office of the Provost up to a specified amount. For FACULTY positions please type Faculty in the textbox.

Required/Optional Documents

For staff positions, a Resume/CV is required. Additionally, you have the option to either require or make optional a cover letter.

For Adjunct Positions, required documentation may differ. Please select all necessary documents as applicable.

Required/Optional Applicant Documents:

- | | |
|---|--|
| <input type="checkbox"/> Resume/CV | <input type="checkbox"/> Cover Letter (optional) |
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> Writing Sample (optional) |
| <input type="checkbox"/> Writing Sample | <input type="checkbox"/> Teaching Statement/Philosophy (optional) |
| <input type="checkbox"/> Teaching Statement/Philosophy | <input type="checkbox"/> Evidence of Teaching (optional) |
| <input type="checkbox"/> Evidence of Teaching | <input type="checkbox"/> Teaching Sample (optional) |
| <input type="checkbox"/> Teaching Sample | <input type="checkbox"/> Sample Course Syllabi (optional) |
| <input type="checkbox"/> Sample Course Syllabi | <input type="checkbox"/> Teaching Evaluations (optional) |
| <input type="checkbox"/> Teaching Evaluations | <input type="checkbox"/> Publication List (optional) |
| <input type="checkbox"/> Publication List | <input type="checkbox"/> Research Interest (optional) |
| <input type="checkbox"/> Research Interest | <input type="checkbox"/> Research Statement (optional) |
| <input type="checkbox"/> Research Statement | <input type="checkbox"/> Publications in Peer-Reviewed Journals (optional) |
| <input type="checkbox"/> Publications in Peer-Reviewed Journals | <input type="checkbox"/> Reference Letters (optional) |
| <input type="checkbox"/> Reference Letters | <input type="checkbox"/> Research Publications (optional) |
| <input type="checkbox"/> Research Publications | <input type="checkbox"/> Sample of Scholarly Work/Publication (optional) |
| <input type="checkbox"/> Sample of Scholarly Work/Publication | <input type="checkbox"/> Examples of Statistical Advising Activities (opt) |
| <input type="checkbox"/> Example of Statistical Advising Activities | |

Advertising

- **Standard Posting Locations:** Jobs that are not designated as blind postings will automatically be advertised on several platforms. These include UMass Lowell’s Career Page, the System Office’s Career Page, and external job boards such as Indeed.com, HigherJobs.com, Diversityjobs.com, and InsideHigherJobs.com.
- **Requesting Additional Advertising:** If your position requires advertising beyond these standard options, you can request additional external advertisement. Please contact Brenda Dumont for this purpose. You can reach her via email at Brenda_Dumont@uml.edu.

Job Posting Text

This section is vital for both external and blind postings and is utilized by our Compensation Team to determine the appropriate Hourly Rate Range for the position. It's essential to understand that postings without a general summary or the minimum qualifications listed will not be approved.

- The **Posting Summary** serves as the introductory text on the University’s Employment Opportunities website. It's the first glimpse potential applicants will have of the job, so the text should be engaging and informative enough to generate interest in the position.
- The **Posting Text** must include a General Summary and Minimum Qualifications

Posting summary:

To format the posting, [click HERE](#), and then copy and paste into the text box below.

Posting text:

B *I* U Formats **A**

General Summary of Position:

Minimum Qualifications (Required):

Preferred Qualifications:

Special Instructions to Applicants:

This is a part-time, temporary, non-unit, non-benefited position.

Review of applications will begin immediately and will continue until the position is filled. However, the position may close when an adequate number of qualified applications is received.

Please include a resume, cover letter and Names and contact information of three references will be required during the application process.

Users and Approvals

- **Administrative Support Field:** If applicable, enter the name of the Department Admin who is responsible for updating and posting the job requisition in the field labeled "Administrative Support." This ensures that the correct individual is identified for any administrative tasks related to the job posting.
- **Hiring Manager Field:** In the field marked "Hiring Manager," input the name of the person who will be managing the hiring process for this position. This identifies the primary contact for involved in the recruitment process.


USERS AND APPROVALS




Administrative Support/Originator:  
No user selected.




For Grant-funded position approvals ONLY: Please be sure to **LOOK UP** the name of the administrator for your College/Department and populate under Grants & Contract




Hiring Manager:*  
No user selected


- **Approval Process Selection:** Click on the dropdown menu labeled "Approval Process" to view the available options. From this list, you have two choices depending on the position you are hiring for:
 - For temporary part-time staff positions, select "Lowell PT Staff - Temp".
 - For part-time adjunct faculty roles, choose "Lowell PT Adjunct Faculty".
- **Confirm Your Selection:** Before proceeding, double-check to ensure that the option you have chosen matches the type of position you are posting. It's crucial to select the appropriate approval process to ensure the posting and subsequent hiring process flow smoothly.




Approval process:* Lowell PT Staff - Temp 




1. Compensation:  
Kimberley_Casey@uml.edu 

2. Employment:  
employment2@uml.edu 

Human Resources:*  
Email address: employment2@uml.edu 

Approval process:* Lowell PT Adjunct Faculty 

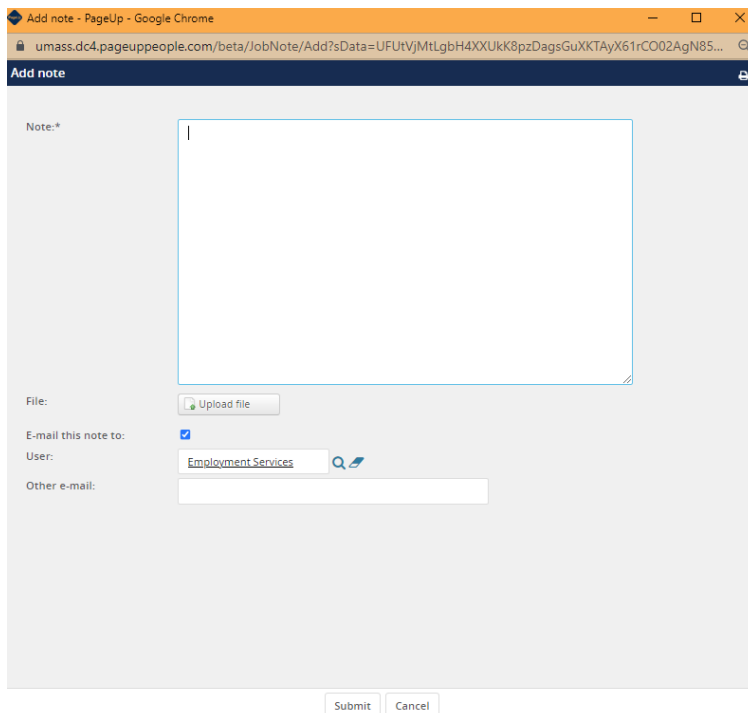
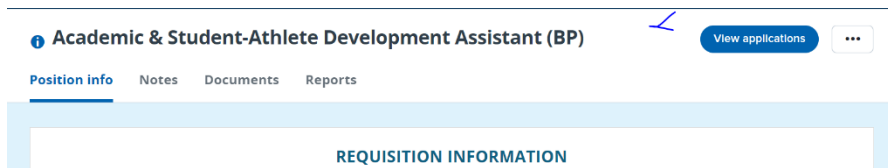
1. Employment:  
employment2@uml.edu 

Human Resources:*  
Email address: employment@uml.edu 

Notes Tab

For effective communication regarding a job posting, use the notes feature within the requisition to track all correspondence accurately. Follow these steps to ensure your messages are correctly recorded and noticed:

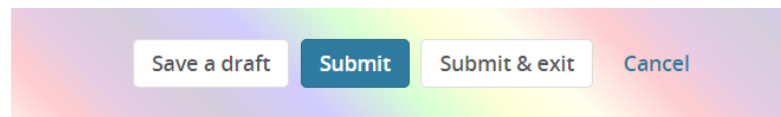
- Begin by navigating to the top of the page. Here, you'll find the **'Notes'** tab. Click on it to open the notes section of the requisition.
- Within the notes area, select the option to create a **new 'note'**. In the space provided, type the message you wish to communicate.
- In the **'User'** field, input **'Employment Services2'**. This ensures the note is directed to the correct department for action or response.
- Before submitting your note, locate and check the **'Email this note to'** box. This action is crucial; if this box is not checked, Employment Services will not receive an alert about your note, potentially delaying any necessary actions or responses.
- Be aware that notes you add are linked directly to the job requisition and can be viewed by anyone with access to that specific requisition.



Saving and Submitting the Requisition

You have several options to choose from, depending on your immediate needs:

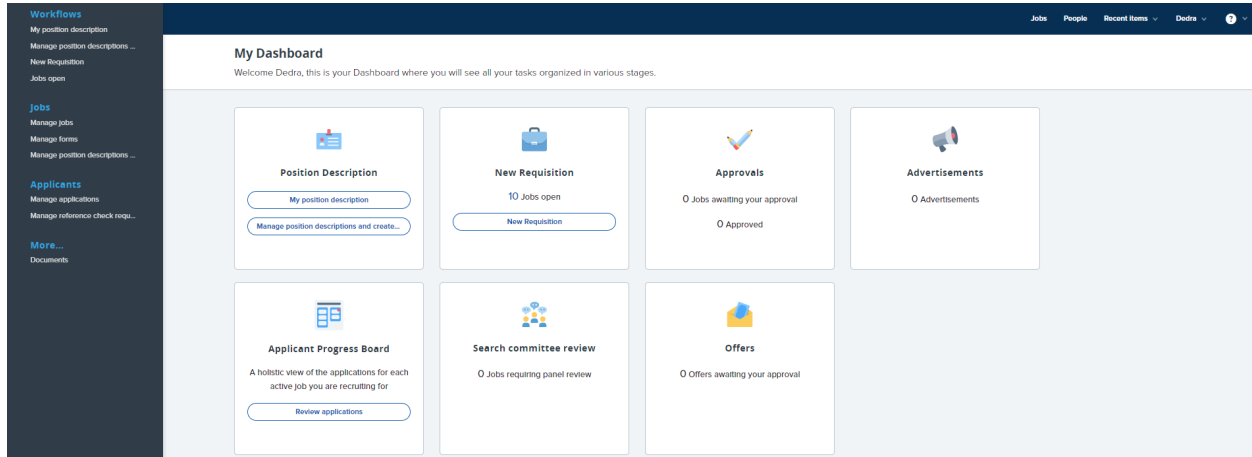
- **Save a Draft:** If you're in the process of working on a Requisition and are not ready to begin the approval process, select 'Save a Draft'. This action saves your progress, allowing you to return and complete the Requisition at a later time without initiating the approval process.
- **Submit:** Choosing 'Submit' will save any changes you've made and start the approval process for your Requisition. Use this option when your Requisition is complete and ready for review.
- **Submit and Exit:** By selecting 'Submit and Exit', your Requisition will be saved, the approval process will begin, and you will be automatically returned to the home screen. This is a quick way to complete your task and navigate away efficiently.
- **Cancel:** If you decide you do not want to save the changes you've made, click 'Cancel'. This will exit the Requisition without saving, and any changes made will be lost.



Searching and Managing Applicants

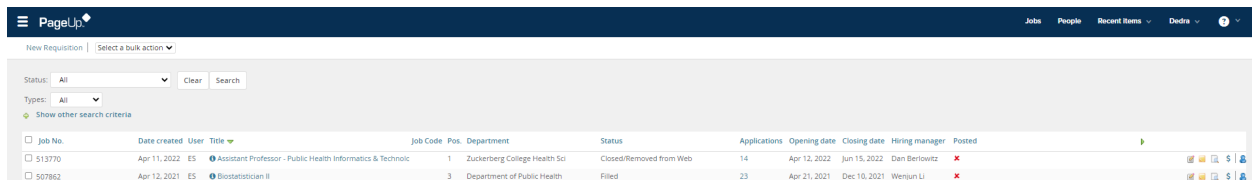
Searching for jobs via manage jobs.

Select **Manage jobs** in the left side dropdown menu or select Jobs from the top left of the screen to view and search for jobs in the system (both open and closed jobs). Access to jobs from this area is based on your permission and team settings (e.g., some users can only see their jobs; others can see team member jobs, etc.).



Please note that you will only see jobs which you have been assigned to as a Hiring Manager or Administrative Support/Originator, or Search Committee.

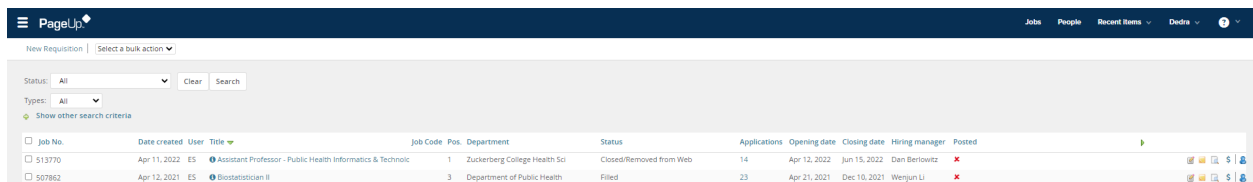
Click **column headings** on the Manage jobs screen to sort on the column you have selected.



Manage Applicants

As a hiring manager, you have the capability to review applicants for your positions in real-time, as soon as they apply. Here’s how you can navigate to view the applicants:




- **Accessing the Job List:** First, open the list of jobs you are managing. On this list, each job will display the current number of applications received. This number is interactive and can be clicked to directly access the applications.
- **Using the Job Title:** Alternatively, you can click on the job title itself. This action takes you to the Requisition Information page for that specific job.
- **Viewing Applications:** From the Requisition Information page, locate and click on 'View applications'. This link will direct you to a list of all applicants who have applied for the position.

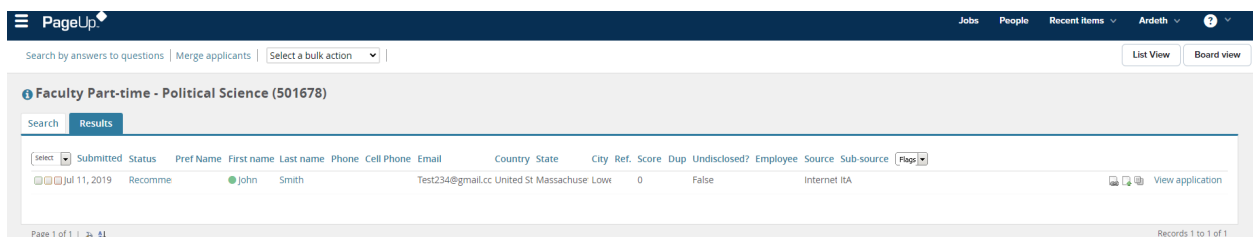


The screenshot shows the PageUp Jobs interface. At the top, there are navigation tabs for 'Jobs', 'People', 'Recent Items', and 'Dedra'. Below the navigation, there is a search bar with 'Status: All' and 'Types: All' dropdowns. The main content is a table with columns: Job No., Date created, User, Title, Job Code, Pos., Department, Status, Applications, Opening date, Closing date, Hiring manager, and Posted. Two rows are visible: one for Job No. 513770 (Assistant Professor - Public Health Informatics & Techno) and one for Job No. 507862 (Biostatistician II).

Viewing an applicant’s resume and application form

Applicants are listed in a specific format where each column provides important information. Alongside each applicant's name, located to the far right of the same line, you will notice three icons followed by a clickable option labeled 'View application.' This setup is designed to give you quick access to essential actions and details related to each applicant

-  Clicking on 'View Resume' will open the applicant's resume in your web browser in HTML format. This allows you to review the resume directly online without the need to download.
-  Selecting 'Download Resume' will save the applicant's resume to your device in the original format it was uploaded in.
-  Select 'View Answers' to display the responses the applicant provided on the application form.
- By selecting 'View application', you will open the applicant card, which provides a comprehensive view of all details submitted by the applicant



The screenshot shows the PageUp Applicants interface. At the top, there are navigation tabs for 'Jobs', 'People', 'Recent Items', and 'Ardeeth'. Below the navigation, there is a search bar with 'Search by answers to questions | Merge applicants | Select a bulk action'. The main content is a table with columns: Submitted, Status, Pref Name, First name, Last name, Phone, Cell Phone, Email, Country, State, City, Ref, Score, Dup, Undisclosed?, Employee, Source, Sub-source, and Flags. One row is visible for John Smith, submitted on Jul 11, 2019, with status 'Recomm'.

Viewing an applicant card

Hiring Managers are granted access to the applicant card, a comprehensive profile that aggregates various details about a candidate. This card encompasses personal information, job application specifics, employment history, past communications, and documents such as resumes and completed application forms.

The screenshot shows the profile for Mr. John Smith. At the top, there is a name 'Mr John Smith' with a green dot, followed by 'View profile View references' and 'Add flags'. To the right are a printer icon and an 'Actions' dropdown menu. Below this is a table of personal information:

Address	1000 UMass Street Lowell, Massachusetts 01235, United States	E-mail	Test234@gmail.com
Original source	Indeed	e-Zines comms hold	<input type="checkbox"/> No

Below the table are tabs for 'Applications', 'History', 'Scheduled emails', 'CRM', and 'Resume'. The 'Applications' tab is active, showing a list of applications. The first application is '501678 - Faculty Part-time - Political Science'. Below the application title is a table of details:

Date submitted Jul 11, 2019	Applied via Invite to apply	Status changed Jul 11, 2019 New	Offer No offer
Resume View	Form View	Add flags	

Changing the Applicant Status

Hiring Managers have the capability to modify the status of an applicant within the PageUp system. Changing an applicant's status is a key step in the review process, as it may initiate subsequent actions or workflows within the system. These status changes can be made while reviewing the list of all candidates on the 'Manage Applicants' page. It's crucial to be mindful of these changes, as each status update can significantly impact the application's progression.

A common cycle of an applicant

- **Handling Applicants Who Do Not Meet Qualifications:**
 - **Update Application Status:** Choose “not selected for interview – send email” as the application status for the applicant who does not meet your qualifications.
 - **Next Step:** Click “Next” to continue to the next step.
 - **Specify Reason:** From the drop-down menu, select “Does not meet the minimum qualifications” as the reason for the status update.
 - **Finalize the Action:** Click “Move now” to update the applicant's status. An email notification will automatically be sent to the applicant to inform them of this decision.
- **For Applicants Meeting Minimum Qualifications but Not Selected for Interview:**
 - **Update Application Status:** select status “not selected for interview – send email.”
 - **Next Step:** Click “Next” to proceed.
 - **Specify Reason:** Choose “other candidates more suitable” from the drop-down menu as the reason for not proceeding with an interview.
 - **Finalize the Action:** Click “Move Now” to finalize the status change. An email will be dispatched to the applicant to notify them of your decision.

PageUP Job Aid – Temporary/03 Hires

Change application status

New
 Selected for Phone/Zoom Interview
 Selected for Campus Interview 1
 Selected for Campus Interview 2
 Unable to Contact/No Response
 Checking References - Phone
 Checking References - Request Reference Letters (send email to referees)
 Recommend for Hire
 Does Not Meet Minimum Qualifications - Send Email
Not Selected for Interview - Send Email
 Phone Interview - Not selected - Send Email
 On Campus Interview 1 - Not Selected - Send Email
 On Campus Interview 2 - Not Selected - Send Email
 Not selected for interview - No Email Sent
 Phone Interview - Not selected - No Email Sent
 On Campus Interview 1 - Not Selected - No Email Sent
 On Campus Interview 2 - Not Selected - No Email Sent
 Offer approved
 Offer Declined
 Withdrawn

Additional users from job: Yes No

Not Selected for Interview - Send Email reason
 Please indicate the reason for selecting the not selected for interview - send email status:*

Select

Note
 The following will be added to the applicant notes for administrators to view:

Submit Next > Cancel Move now Cancel

- **If the applicant meets the minimum qualifications and you decide to interview them:**
 - **Select Application Status:** Select: “Selected for Phone/Zoom interview” if you plan to conduct the interview remotely or Choose “Selected for a campus Interview 1” if you prefer an in-person interview on campus.
 - **Next Step:** After making your selection, click “Next” to go to the following part of the process.
 - **Finalize the Action:** Click “Move Now” to update the applicant's status accordingly.

Change application status

New
 Selected for Phone/Zoom Interview
 Selected for Campus Interview 1
 Selected for Campus Interview 2
 Unable to Contact/No Response
 Checking References - Phone
 Checking References - Request Reference Letters (send email to referees)
 Recommend for Hire
 Does Not Meet Minimum Qualifications - Send Email
 Not Selected for Interview - Send Email
 Phone Interview - Not selected - Send Email
 On Campus Interview 1 - Not Selected - Send Email
 On Campus Interview 2 - Not Selected - Send Email
 Not selected for interview - No Email Sent
 Phone Interview - Not selected - No Email Sent
 On Campus Interview 1 - Not Selected - No Email Sent
 On Campus Interview 2 - Not Selected - No Email Sent
 Offer approved
 Offer Declined
 Withdrawn

Confirm status change

You are about to move Pratik Shah to a different status:

From status: New
 To status: Selected for Phone/Zoom Interview

Communication template: -- No template --

E-mail Applicant: Yes No

Additional users from job: Yes No

Note
 The following will be added to the applicant notes for administrators to view:

Submit Next > Cancel Move now Cancel

- **If you decide an applicant should be invited for a second interview:**
 - **Update Application Status:** Select status “Selected for a campus Interview 2.”
 - **Next Step:** After making your selection, click “Next” to move forward in the process.
 - **Finalize the Action:** Click “Move Now” to update the applicant's status, confirming the invitation for a second interview.

Change application status

New
 Selected for Phone/Zoom Interview
 Selected for Campus Interview 1
Selected for Campus Interview 2
 Unable to Contact/No Response
 Checking References - Phone
 Checking References - Request Reference Letters (send email to referees)
 Recommend for Hire
 Does Not Meet Minimum Qualifications - Send Email
 Not Selected for Interview - Send Email
 Phone Interview - Not selected - Send Email
 On Campus Interview 1 - Not Selected - Send Email
 On Campus Interview 2 - Not Selected - Send Email
 Not selected for interview - No Email Sent
 Phone Interview - Not selected - No Email Sent
 On Campus Interview 1 - Not Selected - No Email Sent
 On Campus Interview 2 - Not Selected - No Email Sent
 Offer approved
 Offer Declined
 Withdrawn

Confirm status change

You are about to move Pratik Shah to a different status:

From status: Now
 To status: Selected for Phone/Zoom Interview

Communication template: -- No template --

E-mail Applicant: Yes No

Additional users from job: Yes No

Note
 The following will be added to the applicant notes for administrators to view:

Submit Next > Cancel Move now Cancel

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- **If an applicant has met the minimum qualifications, has been interviewed, but you decide not to hire them:**
 - **Update Application Status:** Select status “**Phone Interview – Not elected - send email**” or “**On-campus Interview 1 – Not elected - send email**” to indicate this decision.
 - **Specify Reason:** Choose “other candidates more suitable” from the drop-down menu as the reason for not proceeding with an interview.
 - **Finalize the Action:** Click “Move Now” to finalize the status change. An email will be dispatched to the applicant to notify them of your decision.

The image shows two screenshots of the PageUP People system interface. The left screenshot displays the 'Change application status' dropdown menu, where 'Phone Interview - Not Selected - Send Email' is selected. The right screenshot shows the 'Confirm status change' confirmation screen for moving Yostina Wanis to 'Phone Interview - Not selected - Send Email'. The confirmation screen includes fields for 'From' (careers@uml.edu), 'Subject' (UMass Lowell Application Status), and a 'Communication template' dropdown. Below these fields is a rich text editor with a message template. The message template reads: 'Dear Yostina Wanis, We would like to thank you for taking the time to interview for the position of Assistant Athletic Trainer at the University of Massachusetts Lowell. It was a pleasure learning more about your background and experience. While your knowledge and skills are certainly impressive, we have decided to pursue other candidates whose qualifications and experience more closely meet our needs. We wish you the best in your job search and we welcome you to check for new job openings posted on our careers site at explorejobs.uml.edu. Regards, Employment Services Team Human Resources and Equal Opportunity & Outreach'. At the bottom of the confirmation screen are 'Move now' and 'Cancel' buttons.

Recommend for Hire & Completion of Offer Details Card

Once you have interviewed your candidates and are ready to make a recommendation for hire, the **Hiring Manager** will have to change the status of the applicant.

- **Accessing the Applicant's Information:** Begin by opening the job requisition for the position you've been interviewing for. Within the requisition, find and select "**View Application**" to access the details of the candidates you've considered.
- **Updating Applicant Status:** Locate the status section for the applicant you've decided to recommend for hire. Change their current status to "Recommend for Hire." This action indicates that the applicant has been selected as the preferred candidate for the position.
- **Proceed with the Recommendation:** After updating the status, click "Next" to continue with the process. This step typically leads to additional actions required to formalize the recommendation, such as submitting for final approval or preparing an offer letter.

Entering Offer Details

After updating the status of your selected applicant to '**Recommend for Hire**' and clicking '**Move Now**,' the system will direct you to the Offer card. This page contains all the necessary information and fields required to create and extend a job offer to the applicant.

When you access the **Offer Card**, you'll notice that certain fields are already filled in. This pre-population includes information from both the Requisition and the Applicant Card. Specifically, personal details of the applicant, job details pertaining to the position they've been recommended for, and initial offer details are automatically transferred to the Offer Card.

Mr John Smith

Personal details

Address: 1000 UMass Street
Lowell, Massachusetts
01235, United States

E-mail: Test234@gmail.com

[View profile](#)

Current or previous employee details

Job details

Working Title/
Posting Title: Faculty Part-time - Political Science.

Employment
type: Faculty Part Time/Adjunct

Campus: Univ of Mass Lowell

Department: Political Science

Site no.: -

Campus
location:

Offer details

Approval status: Pending

Human Resources: Employment Services

Date entered: Jun 6, 2023, 11:00 am

Application source: Internet - Invite to apply [Edit](#)

Positions:

Position no	Type:	Applicant	Application status
<input checked="" type="radio"/> Adjunct Faculty UML0WADJFAC	New	-	-

Complete Offer details

From the **Offer details** page, enter details into all fields ensuring all mandatory fields are completed.

- **Start Date:** Enter a tentative start date. Note that the official start date will be confirmed after the Background check is completed
- **End Date:** Specify an end date for the position, ensuring it does not exceed one year from the start date.
- **Hours per Week:** Fill in the expected number of hours the candidate is to work each week.
- **Annual Salary \$: * Enter "0."**
- **Bi-Weekly Salary \$ (If unknown enter 0): * Enter "0."**
- **Hourly Rate \$:** Input the hourly rate you intend to offer the candidate. This should reflect the pay rate agreed upon.

POSITION DETAILS

Start date:* 

End date if applicable: 

Annual Salary \$:*

Bi-Weekly Salary \$ (If unknown enter 0):*

Hourly Pay rate \$ (if applicable):



HR Speedtype/Combo Code:


Approval process




Originator Field: This field is automatically populated with the name of the person who is completing the offer details. No action is required on your part to fill in this information.




- **For Part-Time Staff Positions:** Click on the dropdown menu near the designation or category section. From the options that appear, choose “**Lowell PT Staff – Temp**”.
- **For Adjunct Faculty Positions:** Use the same dropdown menu to select “**Lowell PT/Adjunct**”.

Approval process



Originator:*  
No user selected


Approval process: Lowell PT Staff - Temp 




1. Compensation:  
Email address: Kimberley_Casey@uml.edu 

2. Employment:  
Email address: employment@uml.edu 

Approval process

Originator:*  
No user selected

Approval process: Lowell PT/Adjunct Faculty 

1. Employment:  
Email address: employment@uml.edu 

Submitting the Offer Card

- **Submit:** Choosing 'Submit' will save any changes you've made and start the approval process for your Requisition. Use this option when your Requisition is complete and ready for review.
- **Submit and Close:** By selecting 'Submit and Exit', your Requisition will be saved, the approval process will begin, and you will be automatically returned to the home screen. This is a quick way to complete your task and navigate away efficiently.
- **Cancel:** If you decide you do not want to save the changes you've made, click 'Cancel'. This will exit the Requisition without saving, and any changes made will be lost.

Onboarding of a New Hire

Welcome to the onboarding process overview! This job aid is designed to provide you with a clear understanding of the role of the Employment Services department and the Hiring Department in facilitating a smooth transition for new hires. **Here's what the process involves and how you can contribute:**

The Employment Services department is dedicated to overseeing the onboarding process for new employees. Our goal is to ensure that all necessary steps are completed efficiently and effectively, providing a warm welcome and a solid foundation for our new hires.

Key components:

1. **Welcome Letter:** We will initiate the onboarding journey by creating and sending a personalized welcome letter through PageUP. This letter aims to make the new hire feel valued and excited about joining our team.
2. **New Hire Paperwork:** We handle monitoring the completion of all required New Hire Paperwork. This ensures that we have all the necessary information and documentation from the new hire right from the start.
3. **Background Checks:** Ensuring the security and integrity of our organization is paramount. We will conduct thorough background checks on all new hires.
4. **I-9 Documentation Verification:** One of the critical steps in the onboarding process is verifying the I-9 documentation. We will ensure that all legal requirements are met, verifying the eligibility of the new hire to work in the United States.

As a manager your involvement is crucial to the onboarding process. Here's how you can help:

- **Stay Engaged:** Keep in constant communication with your new hire. Your engagement is key to making them feel welcome and supported.
- **Onboarding Tasks:** Ensure that your new hire completes all onboarding tasks. Your encouragement and guidance will be invaluable in navigating them through the process.

It is imperative that no new hire starts working prior to the completion of the onboarding process and obtaining the necessary approvals. As part of our commitment to both legal compliance and the success of our employees, it is crucial to underscore the importance of completing the entire onboarding process and securing the necessary approvals before any employee begins their duties.

The on-boarding process officially begins once the Offer Card is approved by Employment Services.

Below is an outline of what happens next:

Step One: Background Check/New Hire Paperwork

Once an Offer Card is approved, Employment Services will reach out to the New hire. This initial contact serves as an introduction to UMass Lowell and marks the beginning of the onboarding process. The prospective hire will receive an overview of the next steps. This includes a briefing on the Background Check policy and a link to complete necessary pre-employment documents.

- **Importance of the Background Check:** At UMass Lowell, ensuring the safety and security of our staff, students, and visitors is paramount. As part of our hiring protocol, all incoming staff must undergo a comprehensive background check before their employment is finalized.

- **Conditional Offer of Employment:** It's crucial for New hires to understand that any offer of employment from UMass Lowell is contingent upon successfully passing this background check. This policy is in place to maintain the integrity and safety of our campus community.
- **Background Check Procedure:** New Hire will be provided with instructions and a link to submit the required information for the background check. Employment Services will oversee this process, ensuring that it is conducted efficiently and with respect for the New Hires's privacy.
- **New Hire Paperwork Procedure:** New Hires will receive specific instructions and a link to submit their New Hire Paperwork via DocuSign. This step is integral to the onboarding process

Step Two: Start Date/Welcome Letter

Finalizing the Start Date: Once the background check has been completed, Employment services will work with the hiring manager to determine the start date. Once the start date is established, Employment Services takes the initiative to continue the onboarding journey.

Welcome Letter: A welcome letter is meticulously prepared and sent to the new employee. This letter not only warmly welcomes the new hire to the UMass Lowell community but also has the Title, Department, official start date, and Hourly Rate (staff only).

I-9 Compliance Procedure

- **Section 1 Completion:** New hires will receive automatic email with instructions from I-9 Tracker to complete Section 1 of their I-9 form. This initial step is crucial for verifying the employee's eligibility to work in the United States.
- **Appointment with HR for Section 2:** Along with the instructions for Section 1, new hires will be provided a link to schedule an appointment with HR. This meeting is essential for completing Section 2 of the I-9 form, where documentation is verified in person.

Step three: Submission of ePaf

- **Action Required:** After the start date have been determined for the new hire, Hiring Managers are required to promptly submit the ePaf. This electronic form is pivotal in initiating the formal employment process.
- **Relaying ePaf Number:** Upon submission of the ePaf, it is imperative for Hiring Managers to communicate the ePaf number to Employment Services. This should be done using the notes section within the requisition portal, ensuring that Employment Services is fully informed and can track the process effectively.
- **Ensuring Smooth Approval:** It's crucial for Hiring Managers to monitor the ePaf' S progress through the approval pipeline. Timely and proactive management of this process is essential to avoid any delays in the new hire's start date.
- **Prerequisite for ePaf Approval:** For the ePaf to be approved, all required onboarding steps must be completed by the new hire. This includes:
 - Successful completion of the background check.
 - Submission of all necessary pre-employment documents

Ensuring a Smooth Onboarding Experience at UMass Lowell

As we conclude this comprehensive overview of the onboarding process at UMass Lowell, it's clear that the collaborative efforts between Employment Services, Hiring Departments, and new hires are essential for a successful and smooth transition. From the initial approval of the Offer Card through to

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the completion of all necessary pre-employment steps, including background checks, I-9 documentation, and the submission of the ePAF, each phase is crucial.

Our collective goal is to ensure that every new employee feels welcomed, valued, and fully prepared to begin their journey with us. By adhering to these structured steps, we not only comply with legal and institutional requirements but also foster a positive and inclusive work environment.

We trust that this guide will serve as a valuable resource for managers and team leaders involved in the onboarding process. Remember, your proactive engagement and diligent follow-through are key to not just meeting, but exceeding, our new hires' expectations and laying the groundwork for their success at UMass Lowell.

Thank you for your commitment to excellence in the onboarding process. Together, we are not only enhancing the experience of our new hires but also contributing to the ongoing success and reputation of UMass Lowell as an employer of choice.