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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

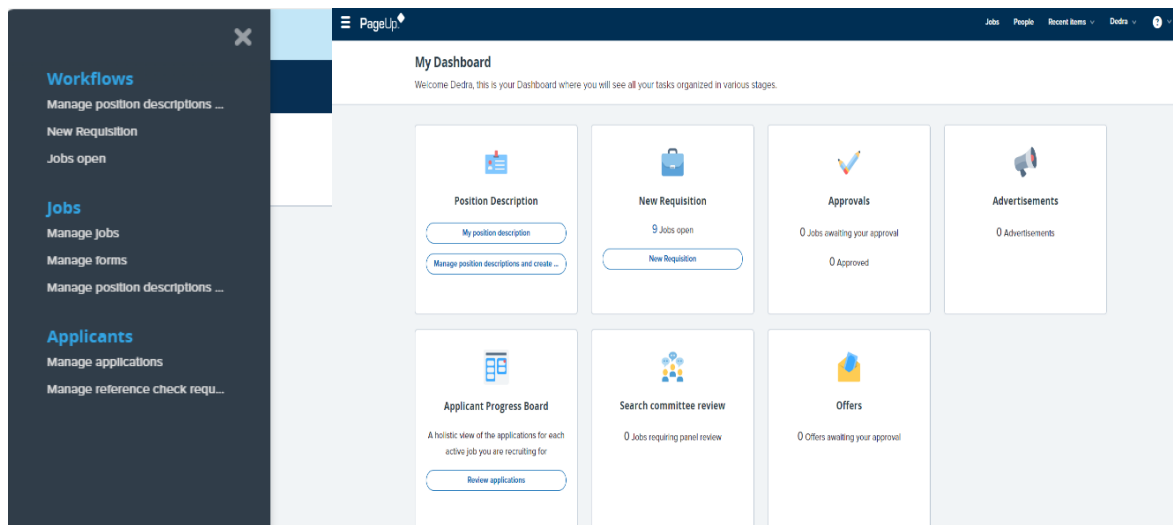
Begin by signing into PageUp. Upon login, you'll be directed to your PageUp Dashboard. This dashboard offers a comprehensive overview of your ongoing tasks, with direct links to job postings and applicant information right from the home screen. Any job postings you've created will be displayed on your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

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- **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
L621600-Music Department

2. Please enter the Position Number or job code

Hourly Classified Non-clerical

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

--No campus--
Univ of Mass Boston
Univ of Mass Central Admin.
Univ of Mass Amherst
Univ of Mass Lowell

4. Template

Lowell Grader: Psychology Research I: Methods
Lowell Grader: Psychology Research II: Statistics
Lowell Grader: Psychology Research III: Laboratory
Lowell Museum Teacher - Tsongas Industrial History Center (multiple pos)
Lowell Staff Part Time Template

Preview

General Summary of Position:

Minimum Qualifications (Required):

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.

New Requisition

Position info

Notes

Documents

REQUISITION INFORMATION

Requisition Number: Leave blank to automatically create a requisition number

Position number:

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

Campus:*

Division:

Department:

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.

Position info

Notes

Documents

Position no:	Type:	Applicant	Application status	
1	Hourly Classified Non	Select	-	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-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

New: Replacement: Add more

- **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.

Position info

Notes

Documents

Position no:	Type:	Applicant	Application status	
1	Hourly Classified Non	Select	-	Cancel
2	<input type="text"/>	New	-	Cancel
3	<input type="text"/>	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-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

New: Replacement: Add more

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.

A screenshot of a web form titled "Position Background and Working Title". On the left is a sidebar with "Position info", "Notes", and "Documents". The main form contains the following fields: "Reason:" (dropdown menu with "Select" selected), "Current/Previous Incumbent:" (text input with "SKIP"), "Previous incumbent's salary:" (text input with "SKIP"), "Incumbent termination date:" (text input with "SKIP"), "Working Title/ Posting Title:*" (text input with "Office Manager"), "Initial Term Appointment End Date:" (calendar icon and text input with "Nov 11, 2024"), and "If temporary, please specify duration:" (text input with "7 Months").

Position Details

- **Completing the Position Details Section:**
 - **Position Classification:** Click on the dropdown menu for '**Position Classification**' and select '**Staff Part Time**'. For Adjunct Faculty positions, select '**Faculty Part Time/Adjunct**'.
 - **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.

A screenshot of a web form titled "POSITION DETAILS". On the left is a sidebar with "Position info", "Notes", and "Documents". The main form contains the following fields: "Position/Classification Type:*" (dropdown menu with "Staff Part Time" selected), "Date opened:" (calendar icon and text input with "Nov 4, 2024"), "Date filled:" (calendar icon and text input), "Hours Per Week:" (text input), "Is this a 52 week position?:" (radio buttons for "Yes" and "No"), "Job Code:" (text input), "Shift and Daily Work Schedule (ie M-F 8:30am - 5pm):" (text input with "Skip"), "Pay Grade:" (text input with "Skip" and a search icon, with a blue message "No pay grade selected" below), "Salary range:" (text input with "Only for Staff Position"), "Benefited Position:" (radio buttons for "Yes" and "No", with "No" selected), "Benefit Status:" (dropdown menu with "Non-Benefited – Non-Union" selected), and "Recruitment Process:*" (dropdown menu with "Lowell - Temporary Part-time Staff/Adjun-" selected).

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

PageUP Job Aid – Temporary/03 Hires

The screenshot shows the 'POSITION DETAILS' form. On the left is a sidebar with 'Position info', 'Notes', and 'Documents'. The main form fields include: Position/Classification Type* (Faculty Part Time/Adjunct), Date opened (Nov 4, 2024), Date filled, Hours Per Week, Is this a 52 week position? (radio buttons for Yes/No), Job Code, Shift and Daily Work Schedule (ie M-F 8:30am - 5pm): (Skip), Pay Grade: (Skip), Salary range: (Only for Staff Position), Benefited Position: (radio buttons for Yes/No), Benefit Status: (Non-Benefitted - Union), and Recruitment Process* (Lowell - Temporary Part-time Staff/Adjun).

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

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)”

The top screenshot shows the 'FUNDING INFORMATION' form with 'Adjunct Faculty - Union of Adjunct Faculty...' selected in the 'Union-Lowell' dropdown. The bottom screenshot shows the same form with 'Select' selected in the 'Union-Lowell' dropdown.

Search Committee

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

The screenshot shows the 'SEARCH COMMITTEE' form. The question is "Do you wish to utilize a search committee?:" with radio buttons for "Yes" and "No". The "No" radio button is selected.

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:

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- **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.

The image shows two screenshots of the 'POSTING DETAILS' form. The top screenshot shows the 'Posting Options' dropdown menu set to 'Blind Job Posting'. Below it, a note states: '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.' The bottom screenshot shows the 'Posting Options' dropdown menu set to 'External Only'. Below it, the same note is present.

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.

The image shows a screenshot of the 'Required/Optional Applicant Documents' section. On the left, there is a sidebar with 'Position info', 'Notes', and 'Documents'. The main area contains a list of checkboxes for various documents:

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

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, HigherEdJobs.com, Diversityjobs.com, and InsideHigherEdJobs.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:

Posting text:

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

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 approval process ONLY: The Financial Research Administrator (FRA) for the Grant-funded approval process is Post Award (PostAward@uml.edu). This will pre-populate in the approver field and should not be changed. Office of Sponsored Programs (OSP) Contacts.

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.

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Approval process:* Lowell PT Staff - Temp

1. Compensation: Kimberley Casey
kimberley_casey@uml.edu

2. Employment: Employment Services2
employment2@uml.edu

Human Resources:* Employment Services2
Email address: employment2@uml.edu

Approval process:* Lowell PT Adjunct Faculty

1. Employment: Employment Services
employment@uml.edu

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

Notes

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 side menu. Here, you'll find the **'Notes'**. 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.

Position info

Notes

Documents

Add: Select

Save a draft Submit Submit & exit Cancel

PageUP Job Aid – Temporary/03 Hires

The screenshot shows a web browser window titled "Add note - PageUp - Google Chrome". The address bar shows the URL: umass.dc4.pageuppeople.com/beta/JobNote/Add?sData=UFUtVjMtlgbH4XXUkk8pzDagsGuXKTAY61rC002AgN85.... The page title is "Add note".

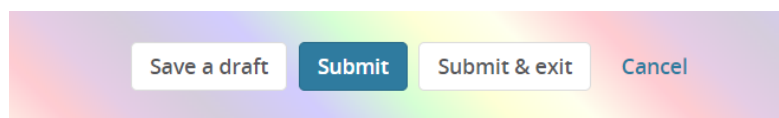
The form contains the following elements:

- Note:** A large text area for entering the note content.
- File:** An "Upload file" button.
- E-mail this note to:** A checked checkbox.
- User:** A search field containing "Employment Services" with a magnifying glass icon.
- Other e-mail:** An empty text input field.
- Buttons:** "Submit" and "Cancel" buttons at the bottom of the form.

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.

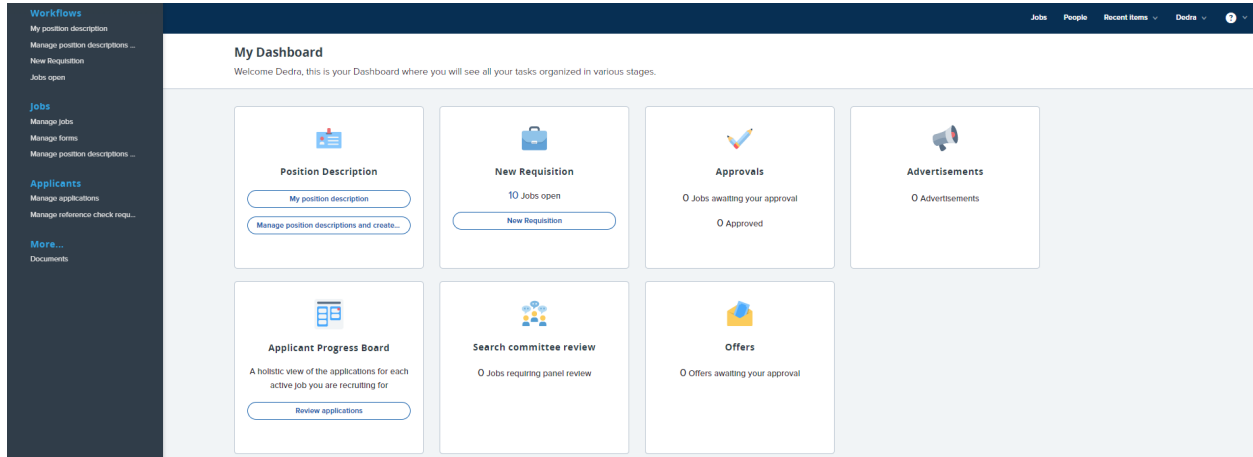


Searching and Managing Applicants

Searching for jobs via manage jobs.

PageUP Job Aid – Temporary/03 Hires

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.

Job No.	Date created	User	Title	Job Code	Pos.	Department	Status	Applications	Opening date	Closing date	Hiring manager	Posted
13770	Apr 11, 2022	ES	Assistant Professor - Public Health Informatics & Techno...	1		Zuckerberg College Health Sc	Closed/Removed from Web	14	Apr 12, 2022	Jun 15, 2022	Dan Berlowitz	✗
50782	Apr 12, 2021	ES	Bioestatistiam II	3		Department of Public Health	Filed	23	Apr 21, 2021	Dec 10, 2021	Wenjun Li	✗

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:

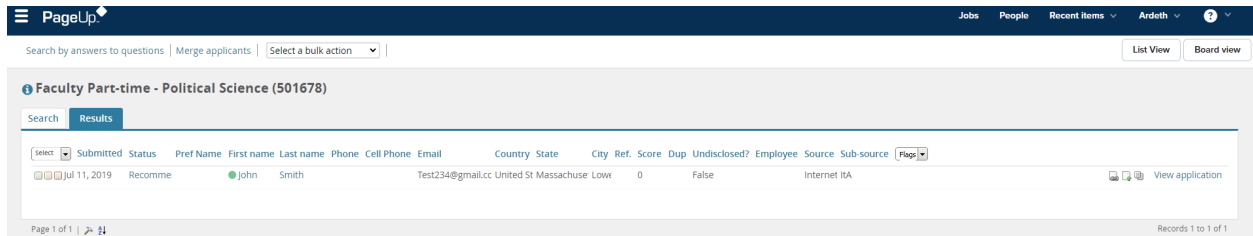
- **Accessing the Job List:** First, open the list of jobs you are managing. On this list, each job will display the current number of applications received. This number is interactive and can be clicked to directly access the applications.
- **Using the Job Title:** Alternatively, you can click on the 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.

Job No.	Date created	User	Title	Job Code	Pos.	Department	Status	Applications	Opening date	Closing date	Hiring manager	Posted
13770	Apr 11, 2022	ES	Assistant Professor - Public Health Informatics & Techno...	1		Zuckerberg College Health Sc	Closed/Removed from Web	14	Apr 12, 2022	Jun 15, 2022	Dan Berlowitz	✗
50782	Apr 12, 2021	ES	Bioestatistiam II	3		Department of Public Health	Filed	23	Apr 21, 2021	Dec 10, 2021	Wenjun Li	✗

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

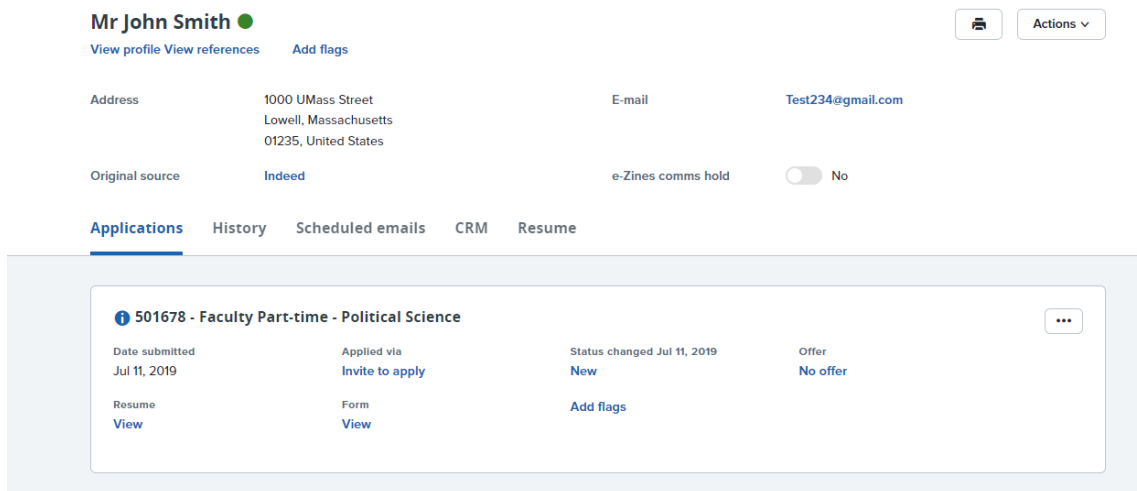
-  Clicking on 'View Resume' will open the applicant's resume in your web browser in HTML format. This allows you to review the resume directly online without the need to download.
-  Selecting 'Download Resume' will save the applicant's resume to your device in the original format it was uploaded in.
-  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 interface for a job listing titled "Faculty Part-time - Political Science (501678)". At the top, there is a search bar and navigation options like "List View" and "Board view". Below the search bar, a table lists applicant information. The table has columns for Submitted, Status, Pref Name, First name, Last name, Phone, Cell Phone, Email, Country, State, City, Ref, Score, Dup, Undisclosed?, Employee, Source, and Sub-source. One applicant is listed: John Smith, with email Test234@gmail.com, from United St Massachusetts, Lowell, with a score of 0. To the right of the row, there are three icons (a printer, a download, and a document) and a "View application" link.

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 applicant card for "Mr John Smith". At the top, there is a name "Mr John Smith" with a green status indicator, and links for "View profile", "View references", and "Add flags". Below this, there are sections for "Address" (1000 UMass Street, Lowell, Massachusetts 01235, United States), "E-mail" (Test234@gmail.com), "Original source" (Indeed), and "e-Zines comms hold" (No). Below these sections, there are tabs for "Applications", "History", "Scheduled emails", "CRM", and "Resume". The "Applications" tab is active, showing a table with columns for "Date submitted", "Applied via", "Status changed", and "Offer". The table contains one row: "Jul 11, 2019", "Invite to apply", "New", and "No offer". There are also links for "Resume View", "Form View", and "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.

The screenshot shows a web browser window titled "Change application status - PageUp People - Google Chrome". The URL is "umass.d44.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?Data=UFUfVjMtebc0FmWix9G...". The page is titled "Change application status". On the left, there is a list of status options, with "Not Selected for Interview - Send Email" selected. On the right, there is a form with the following sections:

- Additional users from Job:** Yes (selected), No
- Not Selected for Interview - Send Email reason:** Please indicate the reason for selecting the not selected for interview - send email status:*. A dropdown menu is present.
- Note:** The following will be added to the applicant notes for administrators to view: [Text area]

At the bottom, there are buttons: "Submit", "Next >", "Cancel" on the left, and "Move now", "Cancel" on the right.

- **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.

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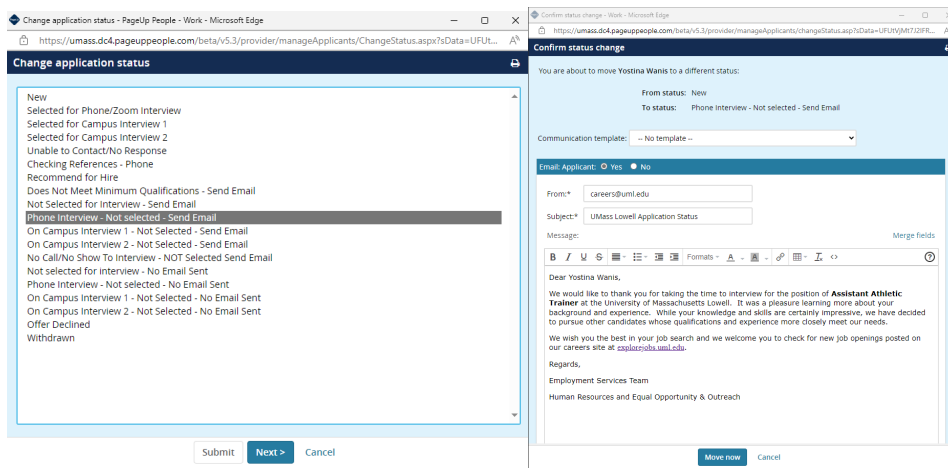
The image shows two side-by-side browser windows from the PageUP People system. The left window is titled 'Change application status' and displays a list of status options. The option 'Selected for Phone/Zoom Interview' is highlighted in blue. Below the list are buttons for 'Submit', 'Next >', and 'Cancel'. The right window is titled 'Confirm status change' and shows a confirmation screen. It indicates the applicant is moving from 'New' to 'Selected for Phone/Zoom Interview'. There are radio buttons for 'E-mail Applicant' (set to 'Yes') and 'Additional users from job' (set to 'No'). A 'Note' field is present for adding comments for administrators. At the bottom are buttons for 'Move now' and '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.

This image is identical to the one above, showing the 'Change application status' and 'Confirm status change' forms. In this instance, the status 'Selected for Campus Interview 2' is highlighted in the left window. In the right window, the 'To status' is 'Selected for Phone/Zoom Interview'.

- **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.

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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.

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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 UMLOWADJFAC	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**”.

The image displays two screenshots of a web form titled "Approval process".

Top Screenshot:

- Originator:*** A search field with a magnifying glass icon and a pencil icon. Below it, a blue box says "No user selected".
- Approval process:** A dropdown menu showing "Lowell PT Staff - Temp".
- 1. Compensation:** A search field with "Kimberley Casey" entered. Below it, a blue box shows "Email address: Kimberley_Casey@uml.edu".
- 2. Employment:** A search field with "Employment Services" entered. Below it, a blue box shows "Email address: employment@uml.edu".

Bottom Screenshot:

- Originator:*** A search field with a magnifying glass icon and a pencil icon. Below it, a blue box says "No user selected".
- Approval process:** A dropdown menu showing "Lowell PT/Adjunct Faculty".
- 1. Employment:** A search field with "Employment Services" entered. Below it, a blue box shows "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.

A horizontal button bar with three buttons: "Submit and close" (light blue), "Submit" (dark blue), and "Cancel" (light blue).

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.