



Cal Poly Pomona

Talent Acquisition

How to Submit an Offer Card and Upload Selection Documentation

Revised: November 1, 2023

Table of Contents

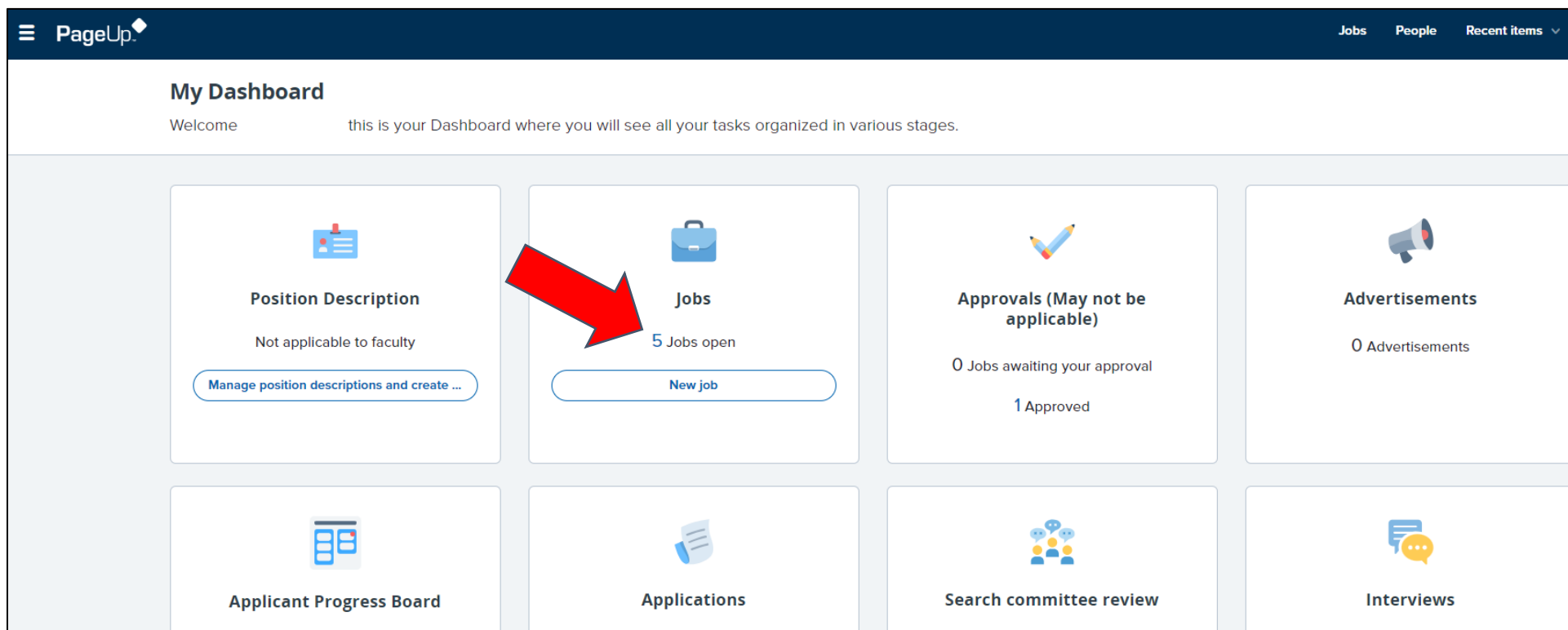
Section 1: Accessing the Job Card	2
Section 2: My Jobs	3
Section 3: Job Card.....	4
Section 4: Application View	5
Section 5: Personal Details, Current or Previous Employee Details, and Job Details	6
Section 6: Position Details.....	7
Section 7: Budget Details	8
Section 8: Onboarding	9
Section 9: Approval Process -Campus	10
Section 10: Uploading the Selection Documentation	11
Offer Card Completed.....	12

At this point in the process, interviews have concluded and the hiring manager has collected all supporting documents. Please review the [Hiring Manager Recruitment Checklist](#) for further details.

Note: Login through [MyCPP](#), then go to PageUp. Once you are logged in, you will see your dashboard.

Section 1: Accessing the Job Card

1. Navigate to the second tile labeled “Jobs” and click on the number of jobs open



The screenshot displays the PageUp dashboard interface. At the top left, the PageUp logo is visible. The top right corner contains navigation links for 'Jobs', 'People', and 'Recent items'. The main heading is 'My Dashboard', with a welcome message and a brief description: 'Welcome this is your Dashboard where you will see all your tasks organized in various stages.' The dashboard is organized into a grid of eight tiles. The 'Jobs' tile, located in the top row, second column, is highlighted with a large red arrow. This tile shows a briefcase icon, the title 'Jobs', '5 Jobs open', and a 'New job' button. Other tiles include 'Position Description' (with a 'Manage position descriptions and create ...' button), 'Approvals (May not be applicable)' (showing '0 Jobs awaiting your approval' and '1 Approved'), 'Advertisements' (showing '0 Advertisements'), 'Applicant Progress Board', 'Applications', 'Search committee review', and 'Interviews'.

Section 2: My Jobs

1. Select the recruitment you are ready to make an offer for
 - a. Click "View Job"



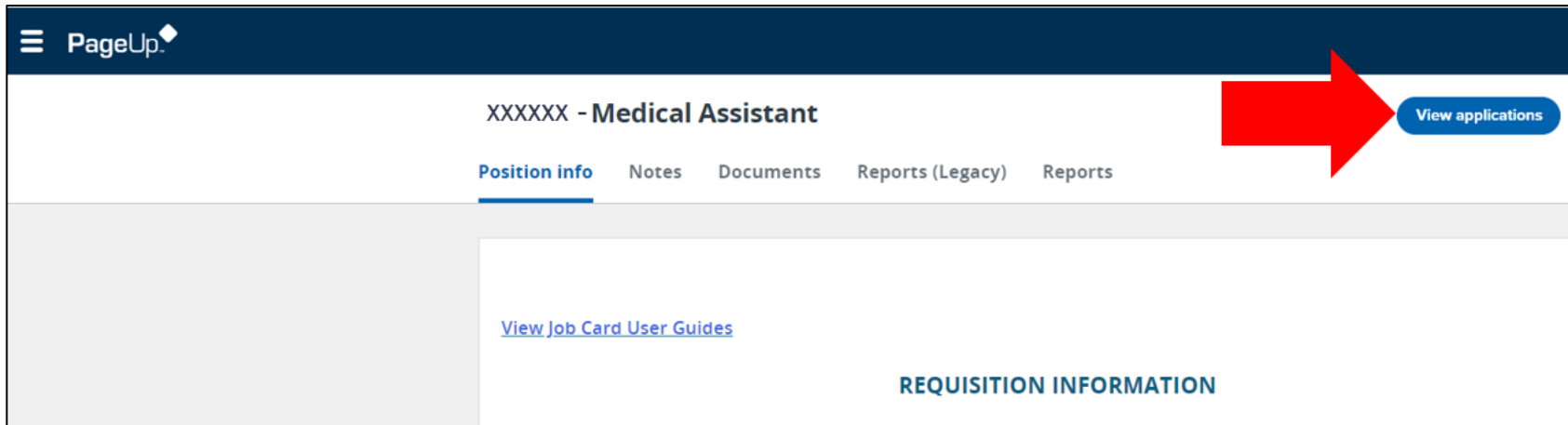
The screenshot displays the 'My jobs' section of the PageUp system. At the top, there is a navigation bar with 'PageUp' and user information. Below this, the 'My jobs' title is followed by filter tabs for 'Visibility' (All jobs, My jobs) and 'Status' (All, Current, Non-current). A '5 search results' indicator is present. The main content is a table with the following data:

Job number	Title	Anticipated Hiring Range	College/Program	Date added	Status	Reports to Provider First Name	Actions
519623	Lead Physician	[Redacted]	Student Health and Wellbeing	Sep 27, 2022	Interviewing	Rita [Redacted]	Review applications View job
526439	Medical Assistant	[Redacted]	Student Health and Wellbeing	Mar 29, 2023	Interviewing	Kevin	Review applications View job

A red arrow points to the 'View job' link in the second row of the table.

Section 3: Job Card

1. Click on “View Applications”



The screenshot shows a web interface for a job card. At the top left is the PageUp logo. The main heading is "XXXXXX - Medical Assistant". Below this is a navigation menu with "Position info" (underlined), "Notes", "Documents", "Reports (Legacy)", and "Reports". On the right side, there is a blue button labeled "View applications" with a red arrow pointing to it. Below the navigation menu, there is a link "View Job Card User Guides" and a section titled "REQUISITION INFORMATION".

Section 4: Application View

1. Find the finalist's name and click on their current status
 - a. Example: Berenice is currently under "Interview Final-Accepted" status
2. Once clicked, this will prompt a new window to open
 - a. Select "Recommendation to Appoint"
 - b. Then Click "Submit"
 - c. This will then prompt the offer card to open

PageUp

Select a bulk action

Medical Assistant (526439)

Search Results

Select	Submitted	Status	Applicant No	Pref Name	First name
<input type="checkbox"/>	Apr 12, 2023	Interviewed, Not Selected	462503	Aida	Aida
<input type="checkbox"/>	Apr 14, 2023	Interview Final - Accepted	464021	Berenice	Berenice
<input type="checkbox"/>	Apr 16, 2023	Interview Final - Declined	464927	Bryana	Bryana

Change application status

- TA Screened
- Internal Represented Employee
- Hiring Manager Reviewed - Not Selected
- Interview - Prescreening
- Prescreened- Declined
- Invite for Interview 1
- Interview 1 - Accepted
- Interview 1 - Declined
- Interview 1- Interviewed, Not Selected
- Invite for Final Interview
- Interview Final - Accepted
- Interview Final - Declined
- Interview Final - Interviewed, Not Selected
- Hiring Manager - Finalist(s) Review
- Recommendation to Appoint/Approval Process**
- Ineligible

Submit Next > Cancel

Section 5: Personal Details, Current or Previous Employee Details, and Job Details

Top three sections of the Offer Card are informational. You do not need to complete anything in the Personal Details, Current or Previous Employee Details, and the Job Details section.

Megan

- Personal details
- Current or previous employee details
- Job details

Offer details

Approval status: Pending
Recruiter: [Redacted]
Date entered: Aug 21, 2023, 2:38 pm
Application source: Internet - Careers website [Edit](#)

Positions:







Position no	Type:	Applicant	Application status
<input checked="" type="radio"/> Admin Support Coordinator for [Redacted]	Replacement	-	-

Position no: f [Dropdown]

Section 6: Position Details

1. Auxiliary Hire
 - a. Select “No”
2. Start Date
 - a. Select a Monday that is at least three weeks out
 - b. Please note, Talent Advisors may need to change the start date
3. End Date if Applicable
 - a. For Temporary Emergencies, THI’s, and Retired Annuitants - please specify an end date
4. Rehired Annuitant (If Applicable)
 - a. Select “Yes”

*All other fields the system will auto-populate, or you can leave blank

POSITION DETAILS	
Job Code/Employee Class:	Admin Support Coord 12 Mo  
	Job Code: 1035 
1 Auxiliary Hire:*	<input type="radio"/> Yes <input checked="" type="radio"/> No Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.
Hiring Type:	Probationary
2 Start date:*	Aug 21, 2023 
3 End date if applicable:	
Probation End Date:	Aug 20, 2024 
FTE:	1.000000
Hours Per Week:	40.00
FLSA Status:	Non-Exempt
Union:	Select
Union Language:	
Mandated Reporter:	General - The person holding this position is considered a general mandated reporter
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sensitive Position:	Requiring heightened scrutiny of individuals holding the position based on potential
Conflict of Interest:	None
Concurrent Hire:	<input type="radio"/> Yes <input checked="" type="radio"/> No
4 Rehired Annuitant:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Section 7: Budget Details

1. Budget/Chart Field/Account String
 - a. Auto-populated from Job Card Data
2. Pay Plan
 - a. Select the best option
3. Pay Plan Months Off (If Applicable)
 - a. Input months off
4. Anticipated Hiring Range
 - a. Auto-populated from Job Card data
5. Base Pay Rate
 - a. Usually, a salary that falls within the anticipated hiring range
 - b. Do not include any characters. Just numbers**
6. Unit Basis
 - a. Select "Monthly"

*All other fields the system will auto-populate or you can leave blank

Skip Benefits Eligibility, Faculty/R03 Details, Education and License Verification, and Employment Checks.



Scroll to the Onboarding Section.

BUDGET DETAILS

1 Budget/Chart field/Account string:

2 Pay Plan: 12 Months

3 Pay Plan Months Off:

Salary Range/Grade:* 1035-COORDINATOR II-Grade-2  

Minimum: \$ 3,681.00
Maximum: \$ 6,034.00
Pay Frequency:

4 Anticipated Hiring Range: XXXX- XXXX

Maximum budgeted amount:

SALARY and COMPENSATION

5 Base Pay Rate:* XXXX Salary is outside the range for

6 Unit basis:* Monthly

Monthly Pay:





Section 8: Onboarding

1. Offer Type
 - a. Select "Hire"
2. Pay Group
 - a. Select "Master Payroll (MST)"
3. Offer Approval Type
 - a. Select "PO" for Pomona

*All other fields the system will auto-populate or you can leave blank

Skip Offer Progress section

Scroll to the Approval Process - Campus Section located towards the bottom of the offer card.

ONBOARDING	
1 OfferType:*	Hire
2 Pay Group:*	Master Payroll (MST)
3 Offer Approval Type:*	PO
Onboarding Form:	Select
Onboarding Portal:	None
Onboarding workflow:	None
Reports To:*	<input type="text"/>  
	No user selected
Onboarding Delegate 1:	<input type="text"/>  
	No user selected

Section 9: Approval Process - Campus

1. Hiring Manager
 - a. Indicate the Hiring Manager (HEERA's name)
2. Approval Process – Campus
 - a. Select the appropriate approval process **based on your division**
3. Please be sure all fields are completed accurately
4. Click “Submit”

Approval processes are unique and configured to each division's requirements and will be completed in the order listed by your division.

The screenshot shows a web form titled "Approval process - Campus". It contains several input fields and a list of steps. Red circles with numbers 1 through 4 are overlaid on the form to indicate key steps:

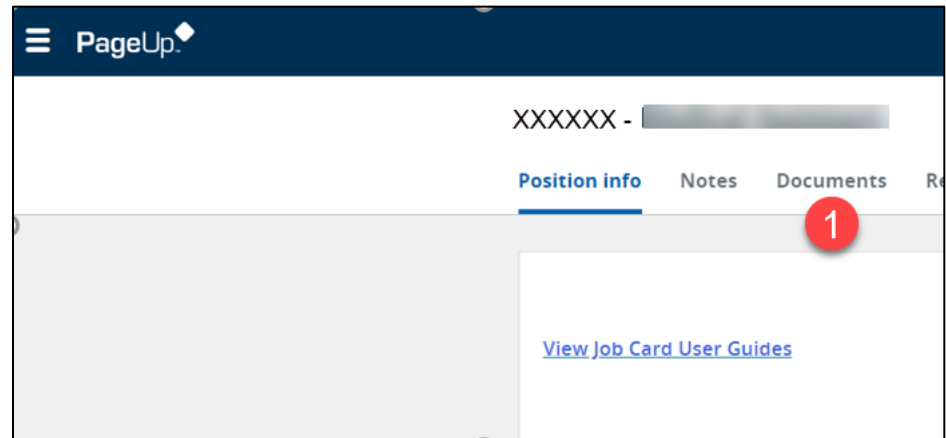
- 1**: Points to the "Hiring Manager:*" search field.
- 2**: Points to the "Approval process - Campus:" dropdown menu.
- 3**: Points to the first step in the list, "1. HEERA Manager:", which has an empty search field.
- 4**: Points to the "Submit" button at the bottom right.

Other visible fields include "2. Talent Advisor- Document Check:", "3. Talent Acquisition Manager:", and "4. Talent Advisor- Offer:", each with an empty search field. The bottom of the form has "Save and close", "Submit", and "Cancel" buttons.

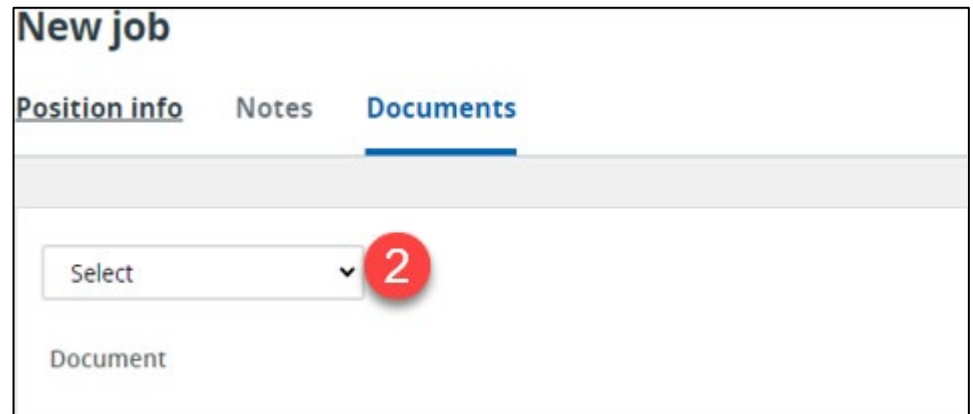
Section 10: Uploading the Selection Documentation

You will need to go back to the Job Card. If needed, please review section 1 and 2 on how to go back to the Job Card.

1. Click on “Documents” tab



2. Click Select
- A dropdown menu will appear. Select “Document from a file”
 - A new window will appear to upload a new document



3. File

a. Click “Upload File”

4. Document Category

a. “Interview Questions and Evaluations”

5. Title:

a. Please note that all candidate evaluation forms will need to be uploaded as a compressed zip file for each interviewed candidate that contains each search committee members evaluation for each candidate.

b. Labeled: Candidate’s First and Last Name

c. Then click “Save and Add Another”

6. Once all documents are uploaded click “Save and Close”

7. Then click “Submit & Exit” towards the bottom of the page

Upload a new document - PageUp - Google Chrome

calstate.dc4.pageuppeople.com/FileUpload?sData=UFUtVjMtMmB4Y9EyBFxAO/

Upload a new document

File:* **3**

Document category:* **4**

Title: **5**

Offer Card Completed

You have submitted your Offer Card! At this point approvals have been initiated. Once all the approvals are completed and all your selection documents have been reviewed, your Talent Advisor will be reaching out to the candidate. The Talent Advisor will update you once a verbal offer has been made.