



THE UNIVERSITY OF
TOLEDO

PageUp
Initiator & Hiring Manager Guide

Contents

Logging into system -----	3
Career site: utoledo.edu/jobs -----	3
Navigation -----	4
Dashboard fields -----	4
Job Requisition page -----	5
Scenarios-----	6
How to recruit for the position -----	6
How to recruit for the position continued -----	7
Editing the Job continued-----	9
Approvals of Jobs -----	13
Approver notification -----	13
How to approve the Job Requisition -----	13
Who will be notified once the Job Requisition is approved?-----	13
Is my Job Requisition posted? -----	13
Reviewing Candidates -----	14
Reviewing Candidates – Dashboard View continued -----	15
Reviewing Candidates – Manage Jobs view -----	17
Reviewing Candidates – Applicant Card -----	18
Updating Candidate Status -----	19
Bulk Update Candidate Status continued -----	21
Search Committee Application Reviews-----	22
Searching for Candidates-----	23
Flags-----	24
System Statuses -----	24
Helpful Tools-----	24
Helpful Tools – continued-----	25
Definitions -----	26

Logging into system

- <https://utoledo.dc4.pageuppeople.com/>
- The University of Toledo username and password

Career site: utoledo.edu/jobs

External: <https://careers.utoledo.edu/cw/en-us/listing/>

Internal: <https://careersmanager.pageuppeople.com/1086/ci/en-us/listing>

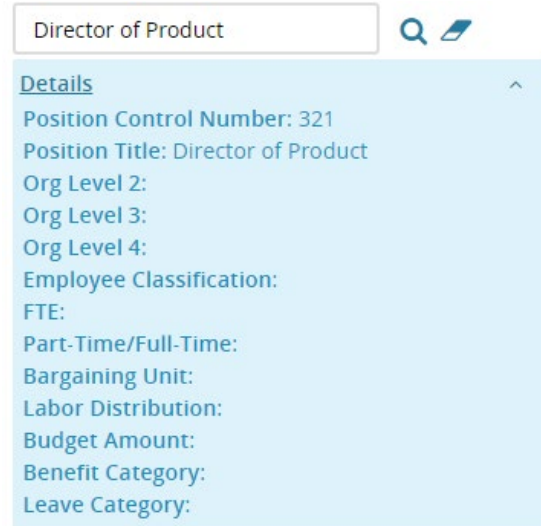
UToledo Bargaining Unit Bidding: <https://www.utoledo.edu/jobs/dev/pageupwidget.html>



How to Apply – Employee instructions

- Directions for current employees on how to apply for positions in PageUp can be found in the **Employee Toolkit**
- <https://www.utoledo.edu/jobs/internal-jobs.html#openposition>

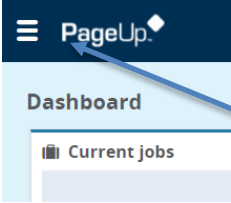
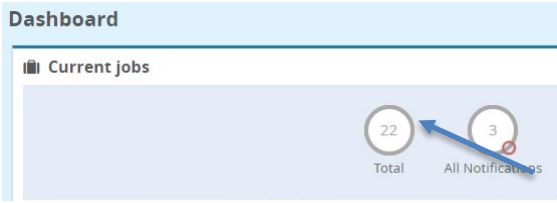
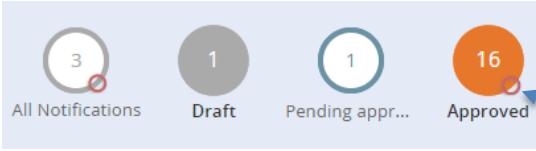
Navigation

- * —the asterisk is a required field and is seen throughout the entire PageUp system
- * —the asterisk in red will appear if you forgot to complete a required field
- Blue field below a cell: Displays data from Banner



-  —“eraser” allows you to erase the field
-  —“magnifying glass” allows you to search the field

Dashboard fields

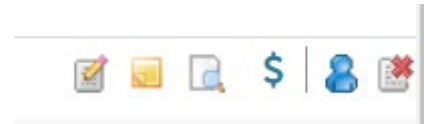
-  —by clicking on the PageUp icon it will take you to your dashboard
-  —In the Dashboard you will see a larger circle that identifies the number of actions
-  —In the Dashboard you will see a smaller circle in the lower right which identifies a new action that needs your attention

Job Requisition page

- Sourced
 - Red “X’s”—the position **is not** sourced/advertised
 - Green “Checks”—the position **is** sourced/advertised

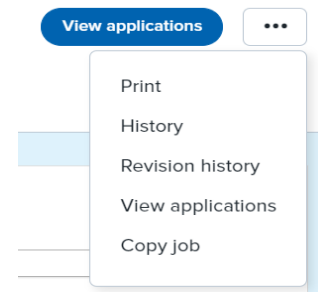


- Other icons (order from left to right):
 - Pencil icon—Edit
 - Yellow icon—Notes
 - Magnifying glass icon—Preview
 - Dollar sign icon—Job Costs
 - Blue person icon—Applications
 - White box with red X icon—Close job



- Three dots to the far-right side of the page
 - Print—you can print the Job Requisition
 - History—shows dates of names

Version	Date	User
Current		
4	Nov 23, 2021	Barbara Rardin
3	Nov 23, 2021	Barbara Rardin
2	Nov 23, 2021	Barbara Rardin



- Revision History—shows you what was changed. The “From” is the before the “To” is after and the date of the change.

Revision history				
Field name	From	To	Modified by	Time
Requisition number		492319	Barbara Rardin	23 Nov 2021 11:33:24 AM
Employee classification		Unclass Full Time AFSCME HSC	Barbara Rardin	23 Nov 2021 11:33:24 AM
Pay table		N1	Barbara Rardin	23 Nov 2021 11:33:24 AM
Pay grade		U32	Barbara Rardin	23 Nov 2021 11:33:24 AM

- View applications—another way to access the applicants
- Copy job—to create another requisition

Scenarios

- Job aka Job Requisition—
 - Is used to create the posting of the position for candidates to apply to the position
 - Requires approvals
- Job Template—
 - Will be used for high turnover positions

How to recruit for the position

Select **New job** from Dashboard

My Dashboard
Welcome Pierre, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
My position description - Under review
Manage position descriptions and create ...

New Job
45 Jobs open
New job

Approvals
0 Jobs awaiting your approval
20 Approved

Advertisements
25 Advertisements

Applicant Progress Board
A holistic view of the applications for each active job you are recruiting for
Review applications

Applications
0 Jobs have applicants for review
0 Applicants assigned to you for review

Guidelines / Tips

- Quick Reference Guide
- Initiator/Hiring Manager Guide

OR

- Select “Jobs”

PageUp

Jobs

Dashboard

- Select “New Job”



PageUp

New job | New campaign | Select a bulk action

How to recruit for the position continued

- Enter values
 - 1. Position aka PCN
 - 2. Templates will be used for certain scenarios
 - Position has high turnover
 - Part-time instructor
 - Contact employment with any questions you may have
 - If the position does not fit the template, then select "--No template—"
 - Click on "Next>"

1. Position


No position selected

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

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

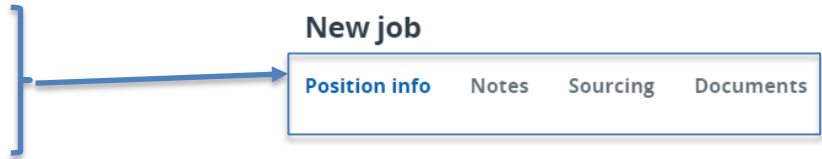
2. Template

Assistant Professor in Pancreatic Cancer Biology
Assistant Professor of Education
Custodial Worker
Food Service Worker

 Preview

Editing the Job

- Tabs within the Job
 - Position Info
 - Notes
 - Sourcing¹
 - Documents
- **Tab: Position info**
- Enter values



- Title: This value comes from the PD; however, the title here can be adjusted to reflect the correct title.

Title:*

Position control number (PCN):

- Float, Rotate, On call, Travel, Weekend/Holiday
 - check the appropriate boxes
 - save the Job as a draft, go back in then when you get to the “Generate Description” the values will come in correctly.
 - You don’t want to see “{bOther1}”
- Number of Openings
 - You can add multiple “Position no” for the one requisition.
 - Update the “Type”
 - To add another PCN:
 - Enter the # of positions in the “New” or “Replacement” field
 - Click “Add more”
 - Enter the new “Position no”
 - Update the “Type”

Float: Yes No

Rotate: Yes No

On call: Yes No

Travel: Yes No

Weekend/Holiday: Yes No

NUMBER OF OPENINGS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

NO ACTION NEEDED: If there are not additional openings.

Positions:

	Position no	Type:	Applicant	Application status	
1	<input type="text" value="998883"/>	<input type="text" value="Select"/>	-	-	Cancel

New: Replacement: [Add more](#)

Reason:

¹ Users may not see this tab as it is based on access

Editing the Job continued

- Search Committee Details
 - Add Search Committee Chair
 - Add Search Committee members

SEARCH COMMITTEE DETAILS

Search committee chair:*
No user selected

Search committee members:

Recipient	Remove all
Medical Services 3:	<input type="button" value="Remove"/>

Search committee member information:

SELECTION CRITERIA

There are no items to show

Application notifications
(Multiple emails will need to be separated by a comma)


E-mail job applications to this address: Yes No

- Selection Criteria
 - If the search committee is looking for certain criteria, enter it here.
 - Select "Add"
 - Selection criteria window will appear
 - Select questions
 - Click on "Add"
 - If a question does not exist
 - Click on "New"
 - Enter Text
 - Is the question for:
 - Minimum qual
 - Preferred Qual
 - Click on "Add"
- **NEW** Application notifications:
 - E-mail job applications to this address, defaults to initiator
 - May be sent to multiple emails, addresses must be separated by comma

Editing the Job continued

- “Generate Description” takes values from the fields in the job posting and creates the “Advertisement text”. The values can be changed here if you like.

Advertisement text:



- Users and Approvals (see the Definitions page 14)
 - Department Admin
 - Hiring Manager
 - Approval process
 - HR Recruiter
- Status: Select “Pending approval”
- Clicking on the “Next page>” will take you to the next tab

[Next page >](#)

Editing the Job continued

- **Tab: Notes**
 - Notes is used for any changes, approvals, or miscellaneous documentation.
 - Add: select “Note”
 - Note: Add text
 - File: Upload any document here
 - Email this note to: Check the box if applicable
 - User: If sending information to The University of Toledo employee
 - Other e-mail: If the note needs to be sent to someone other than The University of Toledo employee
 - Click “Submit”

The screenshot shows a web browser window with the URL <https://utoledo.d4.pageuppeople.com/JobNote/Add?sData=UFUtvjMtbLC%2>. The page title is "Add note". The main content area is titled "Add note" and contains a "Note:*" text area. Below the text area are fields for "File:" with an "Upload file" button, "E-mail this note to:" with a checkbox, "User:" with a search icon, and "Other e-mail:" with a text input field. At the bottom right are "Submit" and "Cancel" buttons. On the left side of the browser window, a partial view of the "New job" page is visible, showing "Position info" and "Notes" tabs, and an "Add:" dropdown menu.

- If you need to “Edit” or “Delete” the note you can do so by clicking the action

The screenshot shows the "New job" page with tabs for "Position info", "Notes", "Sourcing", and "Documents". The "Notes" tab is active. A note is displayed with the text "Dec 13, 2021, 3:14pm" and "xxxx". The note is attributed to "Barbara Rardin". To the right of the note is a button with "Edit Delete" text.

- Clicking on the “Next page>” will take you to the next tab

Next page >

Editing the Job continued

- **Tab: Sourcing**
 - Used by Employment
- **Tab: Documents**
 - From drop down box select: Document from file
 - File: Click on “Upload file” search to find the file
 - Document category: Position description
 - Title: if you want to title the uploaded document.
 - Do you need to add another document?
 - **Yes**, click on “Save and add another”
 - **No**, click on “Save and close”

The screenshot shows the 'New job' interface with the 'Documents' tab selected. A modal window titled 'Upload a new document' is open, displaying the following fields and buttons:

- File:***: Includes an 'Upload file' button.
- Document category:***: A dropdown menu with 'Position description' selected.
- Title:**: A text input field.
- Buttons at the bottom of the modal: 'Save and add another', 'Save and close', and 'Close'.

At the bottom of the main interface, there are four buttons: 'Save a draft', 'Submit', 'Save and exit', and 'Cancel'.

- Job is complete and ready for approval?
 - **Yes**, click on “Submit” you will be kept on the same page
 - **Yes**, click on “Save and exit” it will exit you out of the PD
 - **No**, click on “Save a draft”

A close-up view of the bottom buttons: 'Save a draft', 'Submit', 'Save and exit', and 'Cancel'.

Approvals of Jobs

- The employee who is listed in the approval process in sequential order will receive an email. Once one employee approves the Job Requisitions another email will be sent to the next employee.

Approver notification

- The approver will receive an email.

[EXTERNAL] Job Requisition Approval

Job approval <jobapproval.rvlhky.qkyb.lyvmpb@m.d44.pagepeople.com>
To: Rardin, Barb

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Barbara,

A job requisition for position **Secretary 1** - Job Number: 492308, has been allocated to you for approval.

You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the "Hiring Manager". You can also decline the job if this requisition is not approved.

Quick reference job details

Job Title: **Secretary 1**

Department: Medical Services 3

Manager: Mary Morrison,

Worktype: Staff - Regular

Duration:

Payscale: **Secretary 1**

To approve the job requisition via email, please reply to this email with the word "Approve".

Please Note: the word "Approve" is the only valid response accepted via the email job approval option.

OR

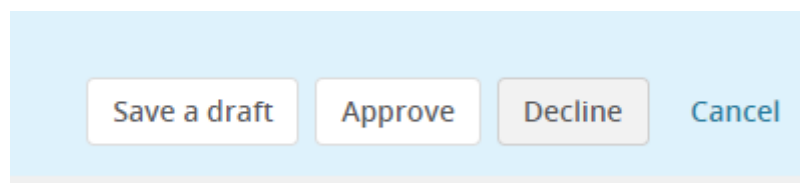
To view the job requisition in more detail, approve, provide comment or decline, please click the following link to login [ADD SSO OR ADMIN URL](#).

Kind regards,

Recruiting Team
The University of Toledo

How to approve the Job Requisition

- **First option**
 - The approver can reply to the email with the word "Approve"
 - **NOTE: The approver cannot "Decline" the Job Requisition via email**
- **Second option**
 - The approver can click the link in the email.
 - Review the Job Requisition
 - Click on "Approver" or Decline"



Who will be notified once the Job Requisition is approved?

- Originator/Recruiter

Is my Job Requisition posted?

- **No**, Employment will have to source the position

Sourcing tab – HR USE ONLY

Reviewing Candidates

- Option #1 - Dashboard view
- Option #2 – Manage Jobs view

Option #1- Dashboard view

Click on the number of Jobs Open

My Dashboard
Welcome Pierre, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description
My position description - Under review
[Manage position descriptions and create ...](#)

New job
28 Jobs open
43 Team jobs open
[New job](#)

Approvals
0 Jobs awaiting your approval
7 Approved

Advertisements
48 Advertisements

Applicant Progress Board
A holistic view of the applications for each active job you are recruiting for
[Review applications](#)

Applications
0 Jobs have applicants for review
0 Applicants assigned to you for review

Click Review applications

My jobs

Visibility: All jobs | **My jobs** | Team jobs
Status: All | Current | Non-current

30 search results [Settings](#)

Job number	Title	sOther1	Org level 4	Date added	Status	Request Provider	Reporting to	Team	
492964	Staff Nurse- Cardiovascular Unit (CVU)		Nursing Services 4	Jan 24, 2022	Approved	Pierre Maldonado		University Medical Center 3	Review applications View job
492963	Staff Nurse- Cardiovascular Unit (CVU)		Nursing Services 4	Jan 24, 2022	Shortlisting	Pierre Maldonado		University Medical Center 3	Review applications View job
492962	Staff Nurse- Cardiovascular Unit (CVU)		Nursing Services 4	Jan 24, 2022	Approved	Pierre Maldonado		University Medical Center 3	Review applications View job
492734	Staff Nurse- Cardiovascular Unit (CVU)		Nursing Services 4	Jan 11, 2022	Offer	Pierre Maldonado		University Medical Center 3	Review applications View job
492647	Staff Nurse- Medical Intensive Care Unit (MICU)		Nursing Services 4	Jan 7, 2022	Approved	Dustin Ballinger		University Medical Center 3	Review applications View job
492644	Staff Nurse- Cardiovascular Unit (CVU)		Nursing Services 4	Jan 7, 2022	Approved	Dustin Ballinger		University Medical Center 3	Review applications View job

Reviewing Candidates – Dashboard View continued

Applicant Progress Board view

Option- filter by status

The screenshot displays the Applicant Progress Board interface. At the top, there is a dark blue header with the Toledo University logo and a hamburger menu icon. Below the header, the page title "Applicant Progress Board" is visible. The main content area shows a job listing for "492963 - Staff Nurse- Cardiovascular Unit (CVU)" with a status of "Shortlisting" and a hiring manager of "Pierre Maldonado". On the left, there are two filter sections: "Quick filters" and "Application status". The "Quick filters" section includes options like "Statuses with Applications" (checked), "Shortlisted Applicants", "Current Application Statuses", "Internal Applications", and "Flags". The "Application status" section includes options like "Unsorted applications (0)", "Submitted (0)", "New (2)" (checked), "Not Selected (0)", "Bid forwarded to department (0)", "Hiring Manager / Search Committee ..." (checked), and "Phone screen (0)". The main area displays two candidate cards. The first card, titled "New (2)", shows a candidate named "Stephanie" from Toledo, a Registered Nurse, with links for "Form" and "Résumé", and a note "Idle for more than 30 days". The second card, titled "Hiring Manager / Search Co...", shows a candidate named "Samlya" from Perrysburg, a Staff Nurse, with links for "Form" and "Résumé", and a note "Idle for more than 30 days". A yellow box highlights the Samlya card, and a yellow arrow points from the "New (2)" card to it. A blue arrow points from the "Application status" filter section to the "New (2)" card.

Click anywhere in the Applicant card to view candidate info, application, resume

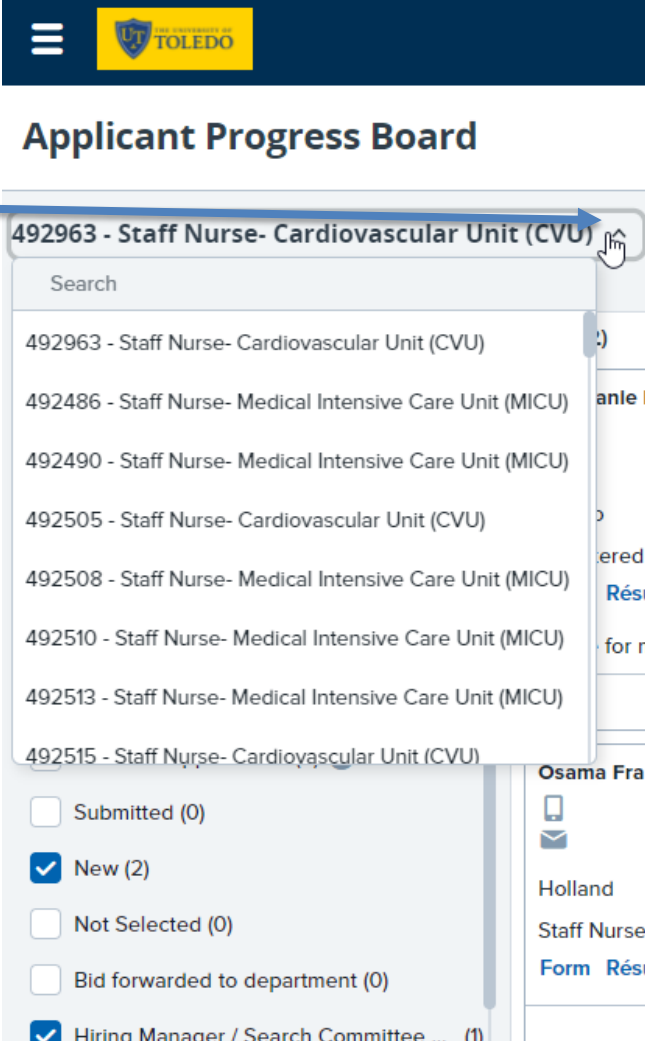
Option to change views on right hand side

This screenshot shows the navigation and view control elements of the dashboard. At the top, there is a dark blue header with navigation links: "Jobs", "People", "Recent items", "Pierre", and a help icon. Below the header, there is a "How to use" button with a question mark icon and a "Manage Applications" button. At the bottom, there is a view control bar with buttons for "Switch to List View", "Sort cards", "Card Settings", and navigation arrows.

Reviewing Candidates – Dashboard View continued

Applicant Progress Board view

Quickly switch to other postings by clicking on the drop-down menu with requisition number and title.



The screenshot displays the Applicant Progress Board interface. At the top, there is a dark blue header with a white hamburger menu icon on the left and the University of Toledo logo on the right. Below the header, the title "Applicant Progress Board" is centered. The main content area shows a list of requisitions. The first item, "492963 - Staff Nurse- Cardiovascular Unit (CVU)", is highlighted with a blue arrow pointing to a dropdown menu. The dropdown menu contains a search bar and a list of similar requisitions: "492963 - Staff Nurse- Cardiovascular Unit (CVU)", "492486 - Staff Nurse- Medical Intensive Care Unit (MICU)", "492490 - Staff Nurse- Medical Intensive Care Unit (MICU)", "492505 - Staff Nurse- Cardiovascular Unit (CVU)", "492508 - Staff Nurse- Medical Intensive Care Unit (MICU)", "492510 - Staff Nurse- Medical Intensive Care Unit (MICU)", "492513 - Staff Nurse- Medical Intensive Care Unit (MICU)", and "492515 - Staff Nurse- Cardiovascular Unit (CVU)". Below the list, there are several filter options with checkboxes: "Submitted (0)", "New (2)", "Not Selected (0)", "Bid forwarded to department (0)", and "Hiring Manager / Search Committee ... (1)". On the right side of the interface, there is a sidebar with the name "Osama Fra", a mobile phone icon, an envelope icon, and the text "Holland Staff Nurse Form Rési".

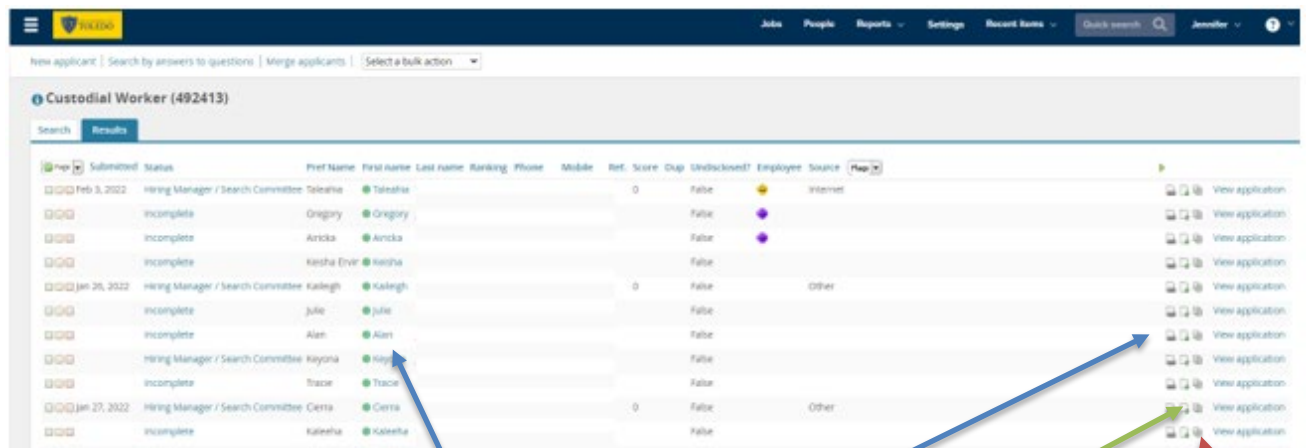
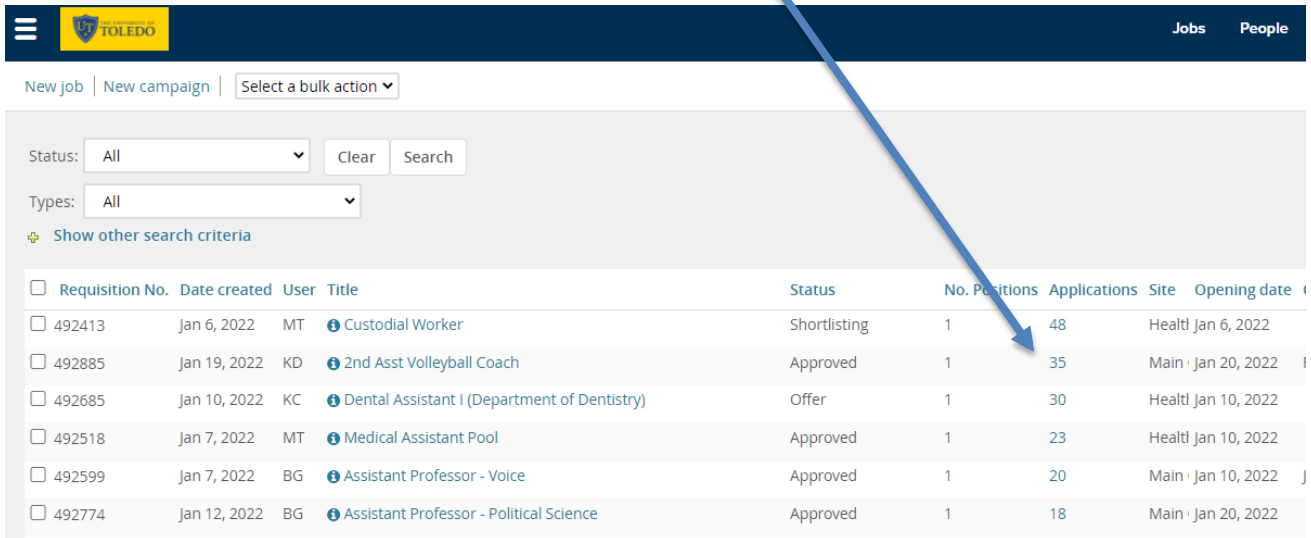
Reviewing Candidates – Manage Jobs view

Option #2- Manage Jobs View

- Select Hamburger menu “Manage Jobs” or click on Jobs tab



- Select the number under the Applications column



View resume Download resume View application

- Click on the applicant’s first or last name to view Applicant Card

* Total applicants may vary based on application status (complete vs incomplete)

Reviewing Candidates – Applicant Card

Applicant Card

Mrs. Andrea Lee ● Print Actions ▾

[View profile](#) [View references](#) [Add flags](#)

Address Phone

Cell E-mail

Number **1104** Original source **Intranet**

Linked Employee **Modify** e-Zines comms hold No

Applications [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

492776 - Advanced Outpatient Presvc Spec ⋮

Date submitted Jan 15, 2022	Applied via Intranet	Status changed Jan 24, 2022 Bid forwarded to departm...	Offer No offer
--------------------------------	--------------------------------	---	--------------------------

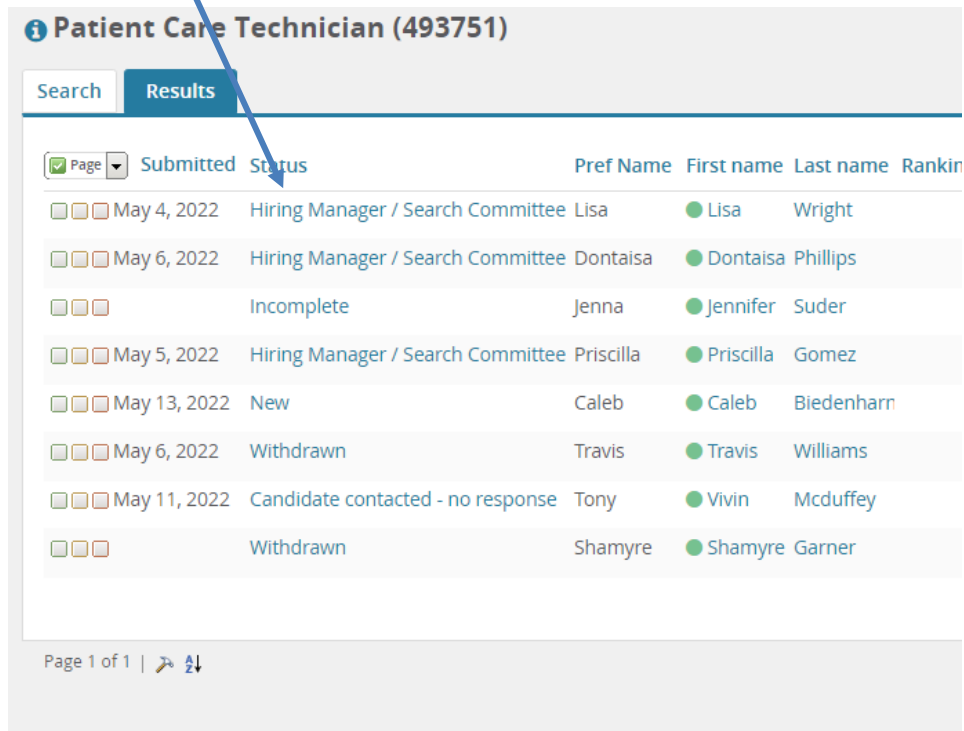
[Resume View](#) [Form View](#) [Add flags](#)

[View Resume](#) [View Application](#)

Close ◊ ◊ ◊ < >

Updating Candidate Status

- Click the status



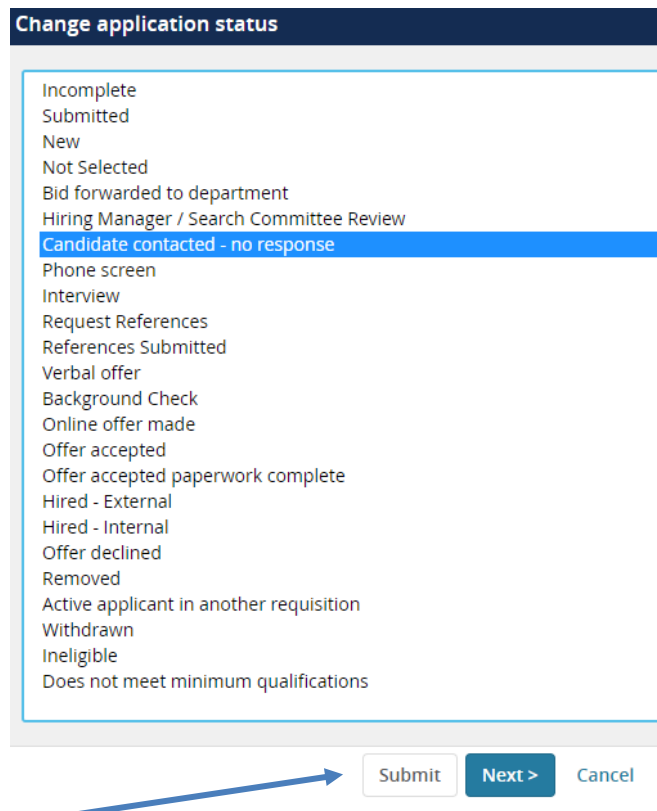
Patient Care Technician (493751)

Search Results

Page	Submitted	Status	Pref Name	First name	Last name	Rankin
<input type="checkbox"/>	May 4, 2022	Hiring Manager / Search Committee	Lisa	Lisa	Wright	
<input type="checkbox"/>	May 6, 2022	Hiring Manager / Search Committee	Dontaisa	Dontaisa	Phillips	
<input type="checkbox"/>		Incomplete	Jenna	Jennifer	Suder	
<input type="checkbox"/>	May 5, 2022	Hiring Manager / Search Committee	Priscilla	Priscilla	Gomez	
<input type="checkbox"/>	May 13, 2022	New	Caleb	Caleb	Biedenharn	
<input type="checkbox"/>	May 6, 2022	Withdrawn	Travis	Travis	Williams	
<input type="checkbox"/>	May 11, 2022	Candidate contacted - no response	Tony	Vivin	Mcduffey	
<input type="checkbox"/>		Withdrawn	Shamyre	Shamyre	Garner	

Page 1 of 1 |

- Select Application Status



Change application status

- Incomplete
- Submitted
- New
- Not Selected
- Bid forwarded to department
- Hiring Manager / Search Committee Review
- Candidate contacted - no response**
- Phone screen
- Interview
- Request References
- References Submitted
- Verbal offer
- Background Check
- Online offer made
- Offer accepted
- Offer accepted paperwork complete
- Hired - External
- Hired - Internal
- Offer declined
- Removed
- Active applicant in another requisition
- Withdrawn
- Ineligible
- Does not meet minimum qualifications

- Click **Submit**

Updating Candidate Status continued

*If you click “Next” you’re given the option to send communication to the candidate

Bulk Update Candidate Status

- Select candidates by clicking in the green box

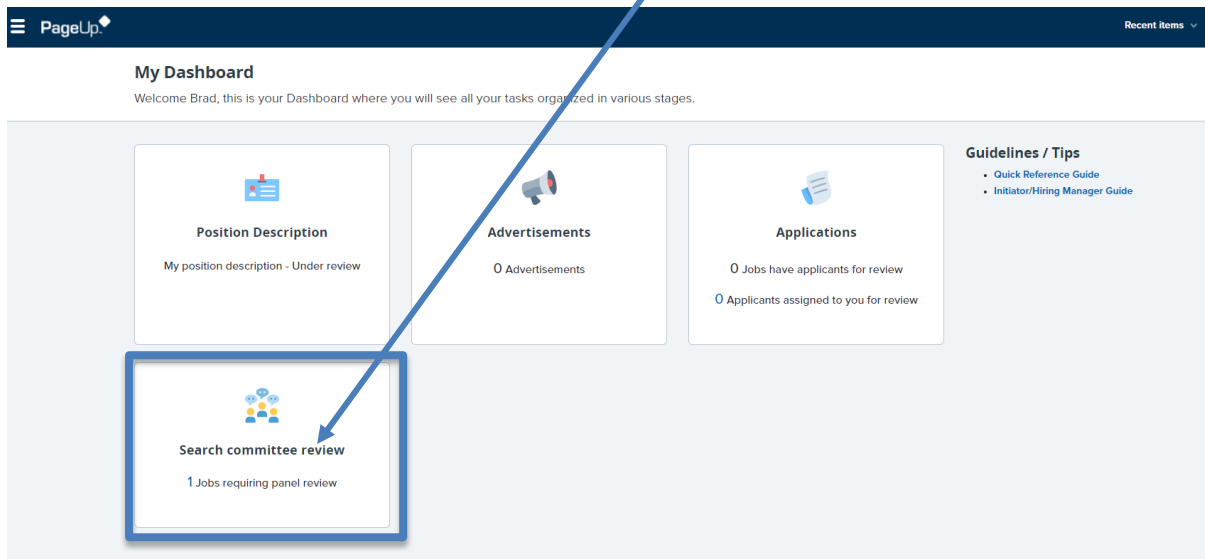
Submitted	Status	Pref Name	First name	Last name	Ranking
<input checked="" type="checkbox"/> May 4, 2022	Hiring Manager / Search Committee	Lisa	Lisa	Wright	
<input checked="" type="checkbox"/> May 6, 2022	Hiring Manager / Search Committee	Dontaisa	Dontaisa	Phillips	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Incomplete	Jenna	Jennifer	Suder	
<input checked="" type="checkbox"/> May 5, 2022	Hiring Manager / Search Committee	Priscilla	Priscilla	Gomez	
<input type="checkbox"/> May 13, 2022	New	Caleb	Caleb	Biedenharn	
<input type="checkbox"/> May 6, 2022	Withdrawn	Travis	Travis	Williams	
<input type="checkbox"/> May 11, 2022	Candidate contacted - no response	Tony	Vivin	Mcduffey	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Withdrawn	Shamyre	Shamyre	Garner	

- Click in “Select a bulk action” – select Bulk move

Submitted	Status	Pref Name	First name	Last name	Ranking
<input checked="" type="checkbox"/> May 4, 2022	Hiring Manager / Search Committee	Lisa	Lisa	Wright	
<input checked="" type="checkbox"/> May 6, 2022	Hiring Manager / Search Committee	Dontaisa	Dontaisa	Phillips	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Incomplete	Jenna	Jennifer	Suder	
<input checked="" type="checkbox"/> May 5, 2022	Hiring Manager / Search Committee	Priscilla	Priscilla	Gomez	
<input type="checkbox"/> May 13, 2022	New	Caleb	Caleb	Biedenharn	
<input type="checkbox"/> May 6, 2022	Withdrawn	Travis	Travis	Williams	
<input type="checkbox"/> May 11, 2022	Candidate contacted - no response	Tony	Vivin	Mcduffey	
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Withdrawn	Shamyre	Shamyre	Garner	

Search Committee Application Reviews

- From My Dashboard click in the Search Committee Review tile



- Click View Applicants

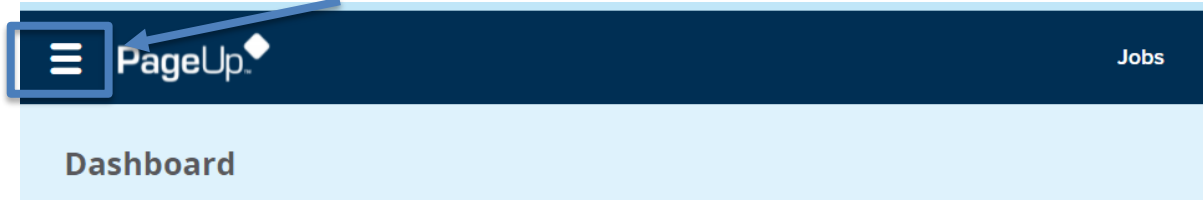
Title	Your role	
Monitor Technician	Search Committee Member	View Applicants (1)
Medical Assistant- Heart and Vascular Center	Search Committee Member	View Applicants (1)
Medical Assistant- Wound Care Clinic	Search Committee Member	View Applicants (3)
Staff Technologist-CT	Search Committee Member	
Cardiac Outpatient Coord	Search Committee Member	
Staff Technologist-Diagnostic	Search Committee Member	
Records Tech 2	Search Committee Member	View Applicants (5)
Staff Nurse	Search Committee Member	View Applicants (2)
Hospital Aide-Radiology	Search Committee Member	View Applicants (2)
Hospital Aide-Radiology	Search Committee Member	View Applicants (3)
Hospital Aide-Radiology	Search Committee Member	View Applicants (1)
Staff Technologist-Diagnostic	Search Committee Member	View Applicants (2)
Staff Technologist-CT	Search Committee Member	View Applicants (2)

*If "View applicants" is not available, then there are no candidates currently submitted for Search Committee Review

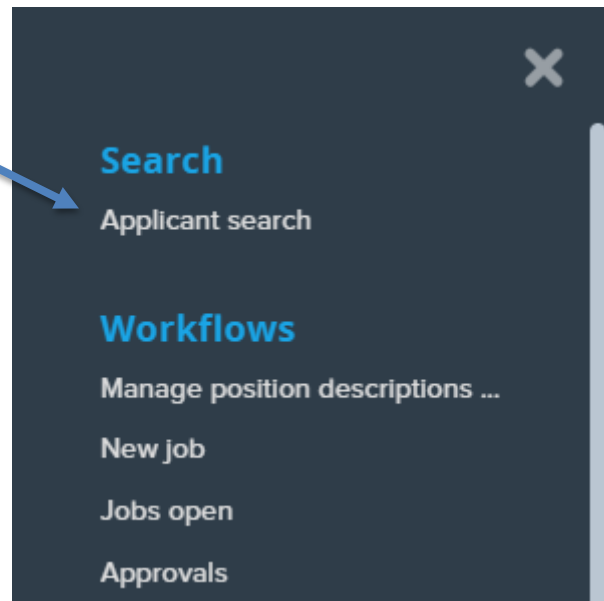


Searching for Candidates

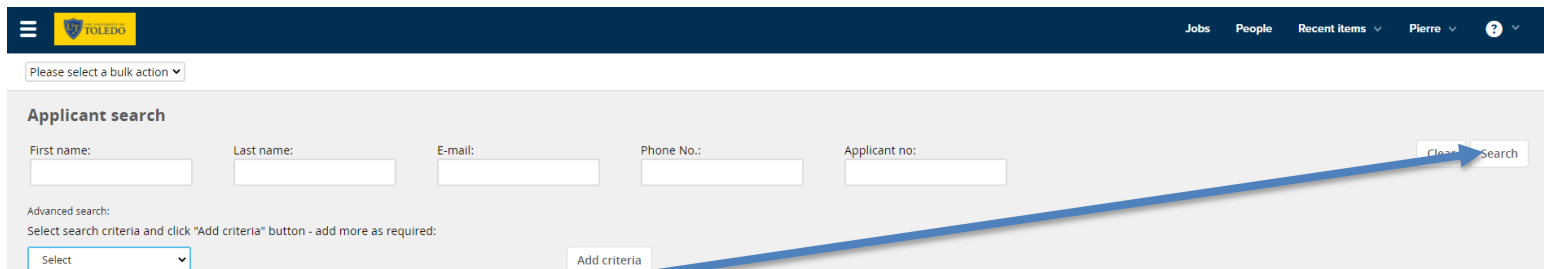
- Select the Hamburger menu



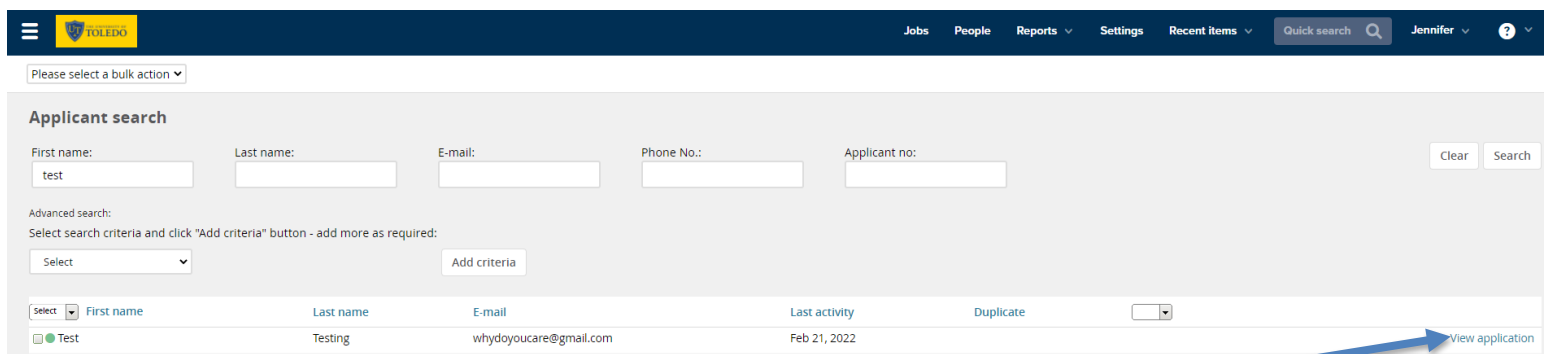
- Select Applicant search



- Type in at least one field to search (name, email, phone)

















- Click Search



- Click View Application to view applicant card

Flags

KEY

	Current Employee
	Previous Employee
	Current Contractor
	Previous Contractor
	Possible Duplicate
	Check Eligibility
	Strong Candidate
	Drivers license
	Phone call required
	Background checks completed
	In review
	Offer Accepted
	Offer Declined
	Referred by an employee

System Statuses

System statuses – These are pre-defined statuses that are required for the process to function correctly. They cannot be deleted or have their title changed. The basic ones are: Incomplete, Submitted, New, Withdrawn, Removed, Ineligible, Offer made, Offer accepted, and Offer declined.

- **Incomplete** - automatic move if an applicant starts an application but does not submit
- **Submitted** - system processing status prior to moving applicants into a new status
- **New** - automatic move once an applicant submits an initial application
- **Withdrawn** - automatic move if an applicant or user withdraws an application following submission
- **Ineligible** - automatic move if an applicant is made ineligible following submission

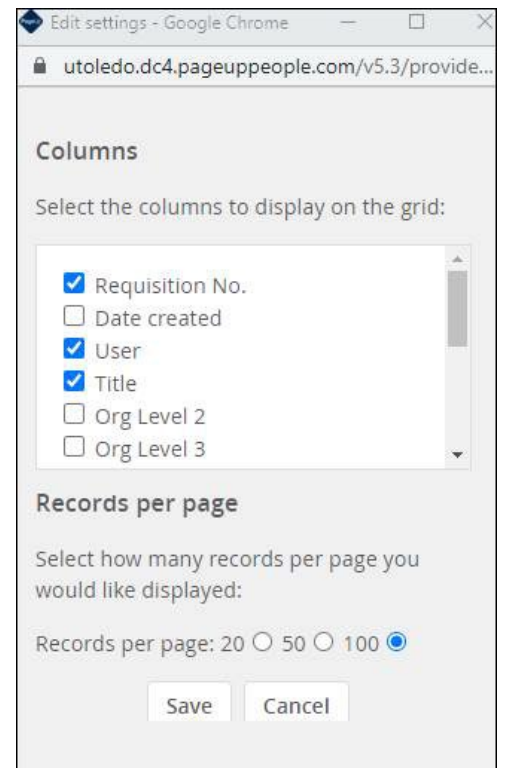
Helpful Tools

Session Token Expiration error message -use Edge or Firefox, or try to clear cache

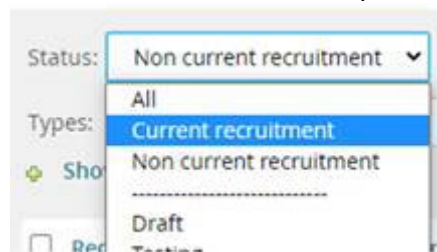
- Provide the users the following link <https://www.refreshyourcache.com/en/home/> and have them attempt the steps respective to their browsers in order to clear/refresh their browser cache data. They would then need to close the browser out completely and reopen it again before attempting to access the system again.

Helpful Tools – continued

To change the view of any dashboards (Jobs, manage position descriptions, manage job templates) click on the hammer icon at the bottom of the dashboard page, and select which columns you want to see.



Helpful tip for cleaning up your view on the Jobs dashboard, you can filter the status to Current recruitment, and it will hide all the cancelled requisitions.



Definitions

Field	Description
Academic Finance	
Academic Inclusion	
Approval process	The position description and the job need to be approved
Budget	Employees in the Office Of Bud/Plan
College	
COMLS Dean	Employee with the title of Dean, College of Medicine & Life Sciences
Department	
Department Admin	
Department Chair	
Department (Management)	
Employment	The Employment team representative
Executive	
Grants	
Hiring Manager	The supervisor for the position
HR	
HR Recruiter	The employment team representative
Job	Aka requisition or Job requisition
Management	
More Grants	
1 thru 5 Approver	One thru Five approvers as needed
PCN	Position Control Number from Banner
PD	Aka Position Description
PI	
Provost	Employee with the title of Provost
Safe a draft	The PD but not submitted for approval.
Safe and Exit	The PD is submitted for approval and you will be exit you to the PD menu
Sourced	Job Posted
Sr Assoc Dean Admin & Finance	Employee with the title of Sr Assoc Dean Admin & Finance
Submit	The PD is submitted for approval and you will be kept on the same page.