

TALENT ACQUISITION - PAGEUP FOR KEY CONTACTS

Northeastern University uses the Talent Acquisition System – PageUp People to recruit new employees.

This user guide was created to help Key Contacts with a **HIGH LEVEL OVERVIEW** of position management, job requisition/ posting, offers and onboarding their new hires using the new system. *Detailed step by step instructions are contained in the individual training documents for each specific area.*

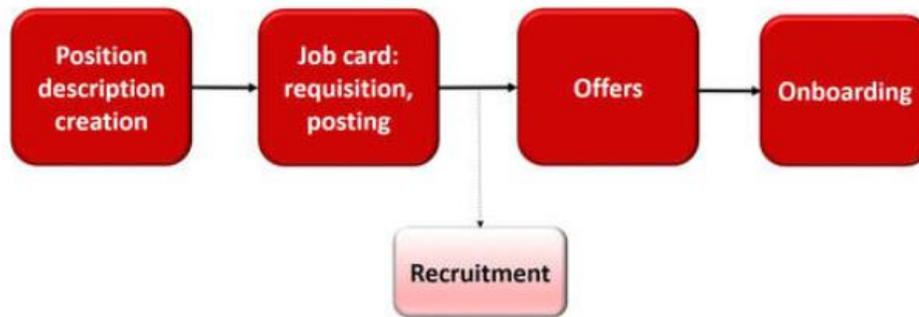
CONTENTS

- [Role of the Key Contact](#)
 - Overview of the Workflow
- [Getting Started](#)
 - Logging In
- [Position Description](#)
 - Overview of the Position Description
 - New Position
 - Incumbent Replacement
 - Reclassification
 - Job Description Update
 - Approval Process
- [Job Card: Requisition/Posting](#)
 - Overview of the Job Card
 - Job Card Highlights
 - Number of Positions
 - Search Committee
 - Posting Summary & Text
 - Advertising Channels
 - Application Form Customization
- [Recruitment Process](#)
- [Offer Card/Offer Process](#)
 - Overview of the Offer Process
 - Initiating an Offer
 - Creating the Offer and Offer Letter
- [Extending the Offer Letter and Onboarding](#)
- [Glossary](#)

ROLE OF THE KEY CONTACT

The Key Contact is engaged in the entire recruiting process from the identification of a new position needed, to gaining approval of the position and the posting, to assisting with the recruitment process and the applicant management piece all the way through offer and onboarding.

This guide helps to define the various aspects of the process and introduce the Key Contact to the relevant resources and step by step guides for each.



GETTING STARTED

Logging In

To access PageUp, log on to myNortheastern (my.northeastern.edu) and click the **Services & Links** tab. Under HRM Benefits & Services, click **Talent Acquisition System – PageUp**. If you need to request additional access, click **Service Request**.

POSITION DESCRIPTION

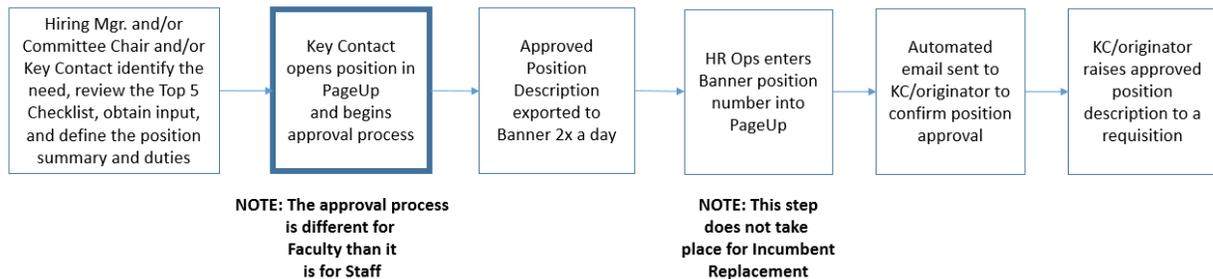
The Position Description (PD) in PageUp serves several functions in the talent management process. The PD includes the job description for staff positions and information about that position including funding information and location within the organization. Position Description includes the creation of new positions as well as incumbent replacements, reclassifications, and job description update processes.

Position descriptions are used for staff and faculty positions only. Requests for temp non-students will originate using the Job Card.

Some of the information entered on a PD is carried forward throughout the talent acquisition process – from posting to offer to onboarding a new employee. Therefore, it is important that all information entered is accurate.

Approvals are always required when creating a new PD or updating an existing one. Declining a position sends the position description back to the beginning of the approval process. A decline in the approval process requires that a reason be listed in the Notes section so that the originator knows what to edit to resubmit for approval.

Overview of the Position Description New Position/Incumbent Replacement



New Position

A new PD must be created and approved in order to post and recruit for a position. The information provided on the PD will flow forward to the requisition. Therefore, it is important to validate all fields on the PD before submitting for approval.

There are two ways to create PDs:

1. Creating an entirely new PD by entering all data required
2. Copy an existing approved PD

Incumbent Replacement

Incumbent replacements occur when there is a need to fill an existing position due to a vacancy. The Incumbent Replacement process can be used to repost a job with or without changes.

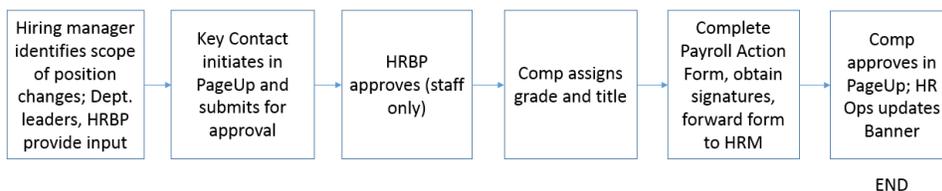
To initiate an incumbent replacement request, find the PD number of the position and click edit. Scroll to the bottom of the screen and click the Update PD button.

NOTE: CHANGES WILL NOT BE SAVED UNLESS THE UPDATE BUTTON IS CLICKED FIRST.

The data on the PD will default to the information provided when the position was created or last modified. Change only what is needed.

Reclassification

Reclassification is used to request a title and/or grade change to an existing position with an incumbent.

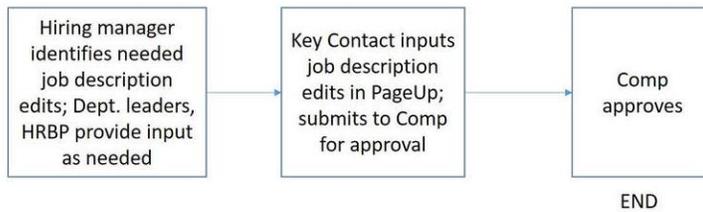


TIP: Complete the Action Form to apply the changes to Banner after your PD is approved. The data on the Action Form must match the approved PD.

Job Description Update

Job Description Update is used when making updates to an existing staff job description. There are no changes to title and/or grade with this action.

NOTE: If the position is vacant and changes are requested, refer to INCUMBENT REPLACEMENT.



This action does not apply to faculty positions.

Approval Process

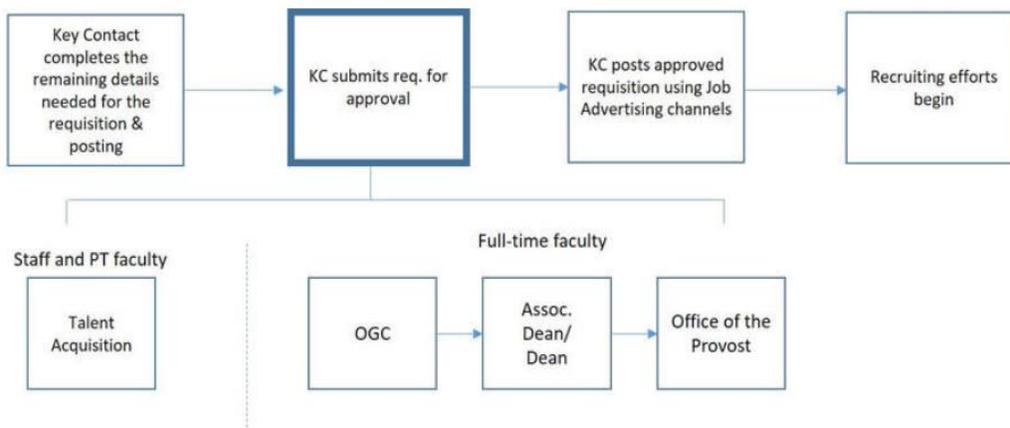
Choose the approval process based why the position is being created. The Type of Action and Approval Process should match. The appropriate approver fields will appear and will need to be populated.

JOB CARD: REQUISITION/POSTING

The Job Card in PageUp serves several functions in the talent acquisition process: create the requisition and the posting; assign search committee members and selection criteria, if necessary; and indicate if a posting waiver has been issued. After the requisition has been approved, create an internal and external, assign and customize the application, and review candidates.

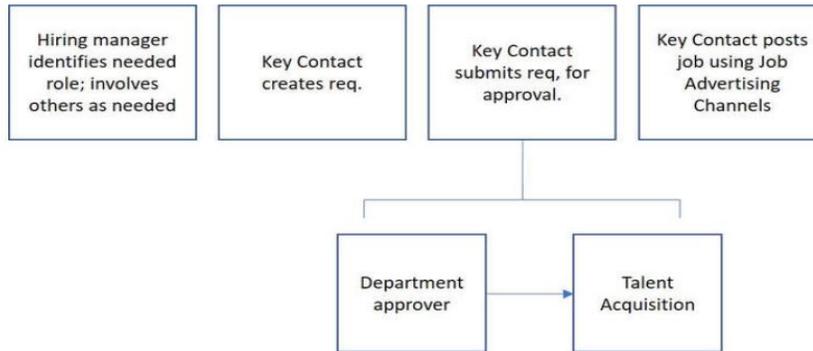
Overview of the Job Card

Faculty and Staff



Temp Non-Student

For all Temp Non-Student hires, you will begin directly on the Requisition.



Job Card Highlights

Number of Positions

This function allows the creation of multiple positions within a requisition. This allows you to hire more than one person using the same requisition. The requisition remains open and applicants can still apply throughout the process.

TIP: Each Staff or FT Faculty position filled from a requisition requires a unique position number. You must complete the appropriate PD approval workflow for each position before it can be added to a requisition.

Search Committee

The Search Committee section is available for both Faculty and Staff. A Search Committee Chair can be appointed with accompanying Search Committee Members. If you wish to assign a Co-Chair, you must add the Co-Chair as a Search Committee Member and submit a Service Request to add the Search Committee Chair permission group to this user.

The Committee Chair can view feedback on candidates from all members of the committee and can rank the candidates. The Committee members can review assigned resumes and pass along feedback to the Chair. However, Members are unable to view other member's feedback on candidates or rank the candidates. Selection Criteria allows you to list key criteria or skills against which members will evaluate the candidates. There is a pre-configured criteria library, or you may add customer criteria as needed.

Posting Summary & Text

The **Posting Summary** is the marketing text that promotes the job for candidates. This is what the candidates will see below the position title on the career site.

You will also be asked to create **Posting Text**, the body of the job posting. This information will appear when a candidate clicks on the job title for additional information. The **Posting Text** will be defined

using the posting template on the Requisition. There are specific fields and formatting that must be used so that the job posted cleanly to the career sites.

Advertising Channels

Once the Job Card is saved and approved, you can then access the tab called Job Advertising Channels. Advertising Channels is the process of advertising a job in order to acquire applicants. Follow the steps below to post your job.

Application Form Customization

If you want to add questions or require additional documentation to be included in the application, you can set that requirement here.

RECRUITMENT PROCESS

Once the posting has been approved, the recruitment process begins. The Recruitment process dictates the correct approvers and the workflow a candidate will progress through. It is vital to ensure the Recruitment process matches with the type of employment.

The most important detail is the Recruitment process is nonlinear. As a result, candidates can be moved along in the workflow to and from any point at any time. It is up to the to maintain the process progression, integrity and appropriate delineation.

Additionally, ensuring candidates are in the correct status within the appropriate Recruitment process will solidify that all business requirements are met, and candidates are managed correctly.

OFFER CARD/ OFFER PROCESS

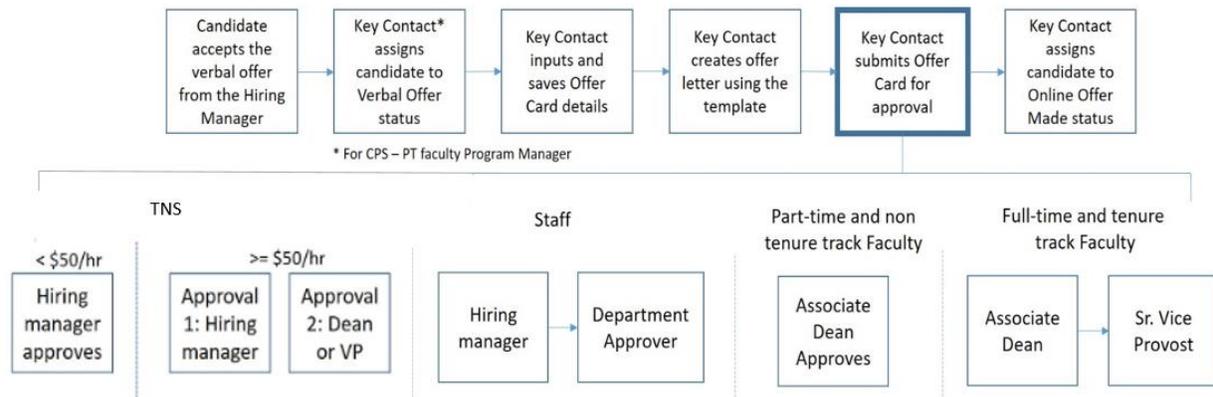
The Offer Card in PageUp serves several functions in the recruiting process. It allows the Key Contact to outline all the relevant details for an offer and allows management to review and approve all offer details prior to the release of the offer to the applicant. The offer can be made electronically. Plus, the applicant can:

- review all offer details;
- accept the offer;
- and provide required information directly into the system

Through the Offer Card, you can also assign a personal information form and an onboarding workflow which provide a means of connecting the final candidate to their status as a new hire at the university. The personal information form captures details about your new employee through the offer process and will interface with our HR system, Banner, to automate and expedite creating the hire within our system. The onboarding workflows dictate the tasks assigned to the Onboarding Manager, Onboarding Delegate and New Hire.

The offer card process begins with the identification of a finalist (and for staff positions, OIDI approval). Once the finalist is identified and the details of the initial offer are finalized, the offer process begins.

Overview of the Offer Process



Initiating an Offer

There are two ways to access the Offer Card. The first time an Offer is created, it is done through moving the applicant into the status of Verbal Offer. To access the offer card again, you can open the screen through the Offer Status on the applicant card.

Creating the Offer and Offer Letter

Enter the offer details on the Offer Detail screen. Please ensure that this information is completely accurate as many of these data will be merged into the offer letter and will constitute the terms of the offer and the candidate's acceptance. Much of the information will carry over from the Position Description, Job Card and Application, but there are items that will have to be manually entered.

Then click on the Offer Documents link to create the needed documents: the offer letter and hiring commitment or offer data forms. To create an offer letter, select the 'Merge document' button. You will then be prompted to save the offer card details.

Select the appropriate offer letter type corresponding to the type of position the offer is for using the checkbox and then click 'Merge.' Once you have created the Offer Letter, then you will send the Offer, both details and letter, for approval.

EXTENDING THE OFFER LETTER AND ONBOARDING

Once the Offer has been approved, an email approval notification will be sent to the Originator and the Key Contact. At this point, the candidate status can be updated to **Online Offer Made**. Completing this step will send an email to the candidate notifying them of their official letter and prompt them to accept

the offer. After the candidate electronically accepts the offer, an email will be sent to the Key Contact notifying them of the acceptance.

When the candidate accepts the offer, they will automatically be taken to the personal information form where they enter their personal information to create their employee record in Banner. They will also then have access to the employee onboarding portal where they can check for all onboarding tasks that require completion as well as corresponding deadlines. The candidate's tasks will be found on this portal while the Onboarding Manager and Delegate will see the tasks within Page Up.

GLOSSARY

Action Form is an electronic data request to make changes to an employee record in Banner. In the Position Description section, it is used to update the individual's record in our HR system, Banner, to align any details related to salary or grade that are a result of a Reclassification.

Incumbent Replacement is used when there is a need to fill an existing position due to a vacancy.

Job Card (requisition, posting) is the section of the system where a requisition, a request to hire one or more candidates into an approved PD can be created. Once the requisition is approved, then a posting, a description of the position, job duties and required Northeastern specific information, can be developed and placed on one or more of the career sites.

Job Advertising Channels is the process of advertising a job in order to acquire applicants.

Job Description Update is used when making updates to an employee's job description.

New Position is a request for a position that does not currently exist within a college or department.

Offer is the detailed description of the position, salary, schedule and other details of employment that together with legal and policy-based language combine to create the offer of employment letter. Additional details may be required to help with adding the new employee into the current HR systems.

Offer Card is the mechanism to obtain approval for and send an electronic offer and offer letter.

Offer Data Form is a form that Key Contacts will need to attach to the offer card for PT faculty who are teaching more than two courses.

Onboarding Delegate is the individual selected by the Key Contact on the Offer Card to assist the Onboarding Manager with the new hire's onboarding process. This role is optional.

Onboarding Manager is the individual selected by the Key Contact on the Offer Card to manage the new hire's onboarding process.

Onboarding Workflow dictates the onboarding tasks that the new hire, onboarding manager, and onboarding delegate will need to complete. This is selected on the Offer Card.

Personal Information Form is an electronic form that the candidate will fill in upon offer acceptance for upload into the Banner.

Position Description (PD) is the job description, the mechanism to obtain approval to create a new position and serves as the approval to replace an existing position when vacant. Each employee will have their own PD that will be tied to the position number they hold. Approval is required to create a new PD or to update an existing one.

Position Number is the Northeastern generated number that represents an approved role.

Posting is a description of the position, job duties and required Northeastern specific information that is used to advertise the position on one or more of the career sites.

Posting Summary is the marketing text that promotes the job for candidates. This is the first thing candidates will see on the career site.

Posting Text is the body of the job posting. This will be defined using the posting template on the Requisition.

Reclassification is used when requesting a title and/or grade change for an employee in their existing position.

Search Committee is the committee selected to review candidates for a particular role in a college or department.

Search Committee Chair is the individual selected to lead the search committee.

Search Committee Members are the individuals selected to sit on the search committee with the chair.

Selection Criteria are the criteria the search committee uses to evaluate candidates.