

## APPROVERS & REVIEWERS

Northeastern University uses the Talent Acquisition System – PageUp People to recruit new employees. This document details how to review and approve within the system.

## CONTENTS

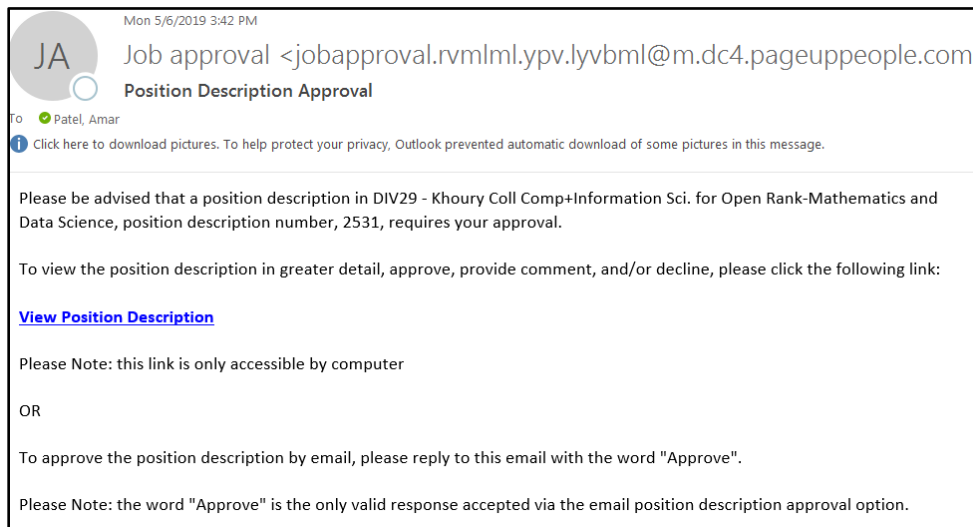
- [Approval Processes Overview](#)
  - Email Notifications
  - Approving in the system
  - Viewing Notes
- [Position Description Approvals](#)
  - Overview of the Workflow
  - Fields to Review
  - Edit/ Decline
- [Requisition Approvals](#)
  - Overview of the Workflow
  - Fields to Review
- [Offer Approvals](#)
  - Overview of the Workflow
  - Fields to Review
- [Glossary](#)

## APPROVAL PROCESSES OVERVIEW

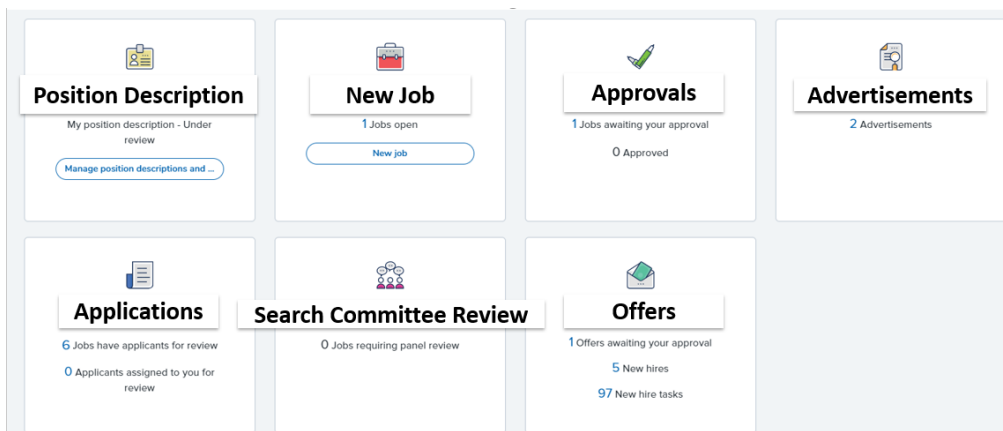
The system has three main approval processes: Position Description approvals, Job Card (Requisition) approvals and Offer Card approvals. All three components of the system require at least one approver before a user can initiate or continue with candidate recruitment and hiring processes.

### Notification of Approval Needed

If you are one of the required approvers, you will receive an email requesting you approve the position or requisition or offer. You can click on the link in the email to enter the system and review the information and approve. For positions and requisitions, you can reply with "Approve" but you must review and approve offers online within the system.



You may also approve by clicking on the links in the Talent Acquisition system – PageUp People that will be found on your dashboard.



## Approving in the System

Once you have reviewed the required fields, you may approve the position, requisition and/ or offer. The workflow will move to the next approver or next step in the process if you are the final approver.

If you do not approve, you may, in certain circumstances, edit or request an edit of the item. You may also decline the approval, which will route the position/ requisition/ offer back to the originator. It is important to document your concerns or desired changes in the Notes function.

## POSITION DESCRIPTION APPROVAL PROCESS

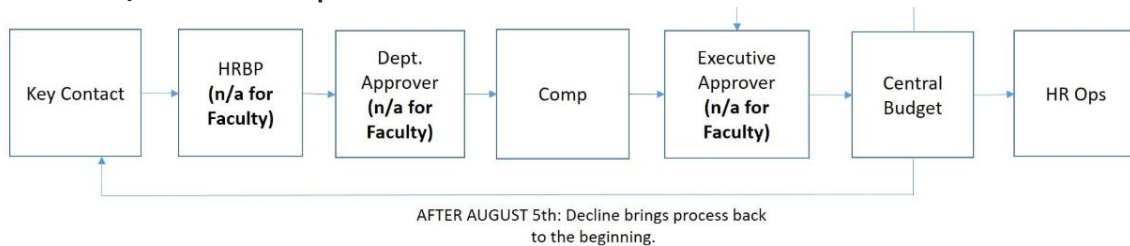
The Position Description has different approval workflow choices based on the “Type of Action Requested.” The Type of Action is driven by the reason why the position is being created.

Type of Action Requested...	Select
Hiring new headcount	New Position
Replacing an existing headcount	Incumbent Replacement
Reclassifying a previously created position	Position Reclassification
Modifying a job description	Job Description Update

**Note:** Some approval processes will require you to scroll down in the approval process window to view all approval steps.

## Overview of the Workflow

### New Position/ Incumbent Replacement



#### NOTE:

- The reason for declining the position description is sent via email to the originator.
- When declining a position description, enter the specific changes necessary into the Notes section.
- Finally, people are NOT automatically notified when information is entered into Notes.

## Fields to Review

### Justification for Action

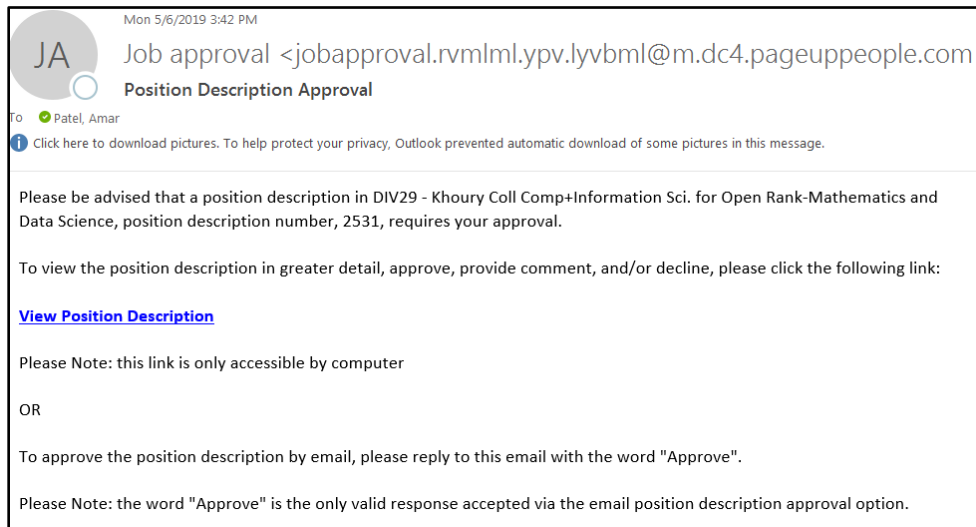
#### Title

#### College/ Division/ Department

#### Job Duties

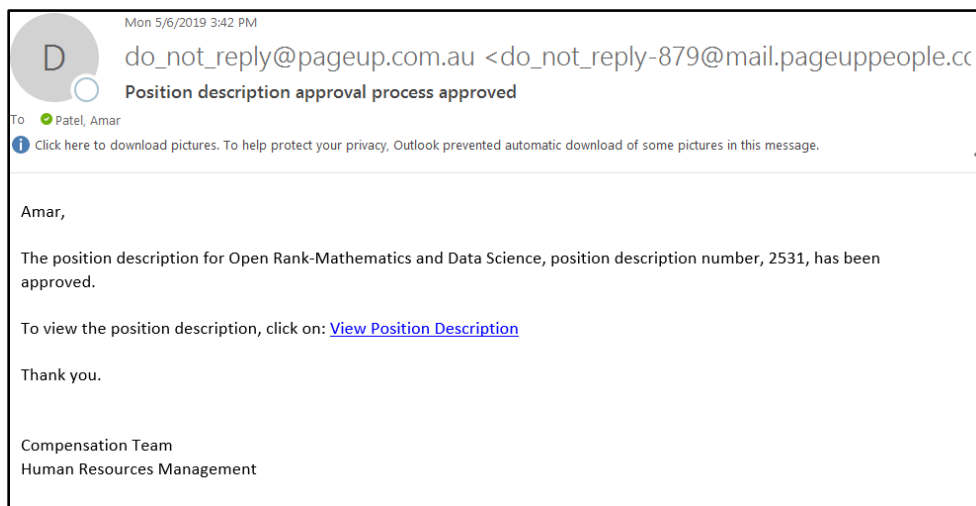
## Request for Approval Email

Each approver will receive the following email requesting approval of a position description.



## Confirmation of Approval Email

Once the last approval has been given, the Originator and Key Contact will receive this email confirmation.

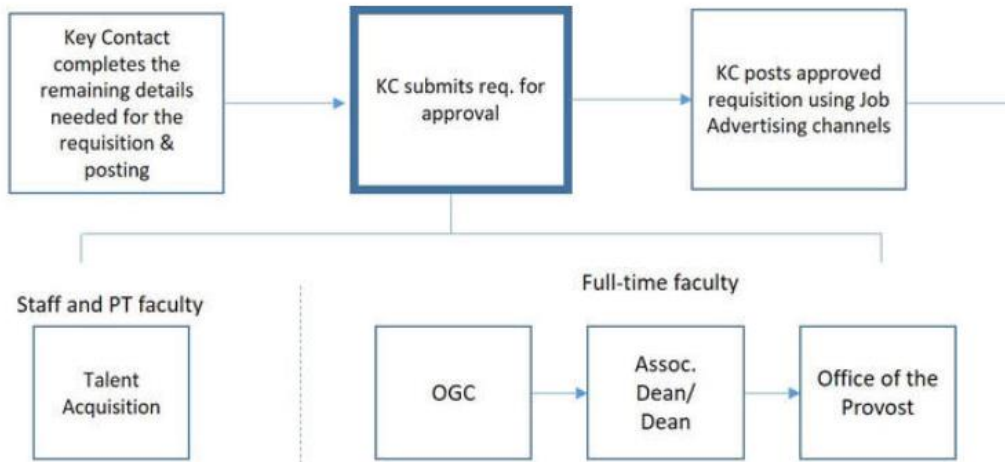


## JOB CARD/ REQUISITION APPROVAL PROCESS

Once the Position Description is approved and raised to Recruit for Position, the Job Card (requisition) is completed and an approval is required before the requisition is posted.

### Overview of the Workflows

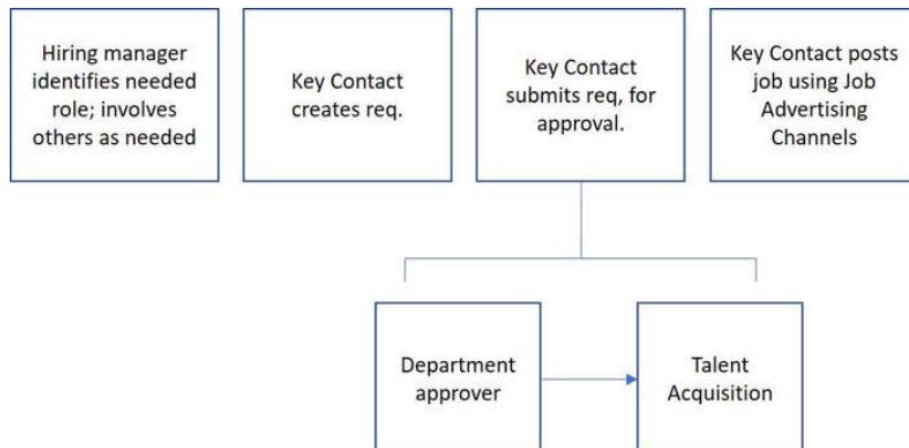
For Faculty and Staff the following workflow is used:



NOTE:

- The reason for declining the requisition is sent via email to the originator.
- When declining a requisition, enter the specific changes necessary into the Notes section.

The Temp Non-Student process begins with the Job Req./Position step in PageUp.



## Who Approves

### Staff and PT Faculty Approvals

Approver	
Talent Acquisition	Defaulted

### FT Faculty Approvals

Approver	
Office of the General Counsel	Defaulted
Assoc. Dean/Dean	Assign
Office of the Provost	Defaulted

### Temp Non-Student Approvals

Approver	
Dept Approver	Assign
Talent Acquisition	Defaulted

## Request for Approval Email

Each approver will receive the following email requesting approval of the job requisition.

Mon 6/17/2019 3:22 PM

JA Job approval <jobapproval.rvmmlh.ypv.lyvbml@m.dc4.pageuppeople.com>  
Job Requisition Approval

o Patel, Amar

Amar,

A job requisition for the position as Assistant/Associate/Full Professor, job number 495523, requires your approval.

If you do not approve the requisition, please decline it.

Requisition Overview:

Job Title: Assistant/Associate/Full Professor

Department: 131000 - Stem

Manager: Amar Patel,

Work type: Faculty Full-time (Tenure/Tenure Track)

To view the job requisition in greater detail, provide comment, approve, or decline the requisition, please click the following link to login [View requisition](#)

Please Note: this link is only accessible by computer

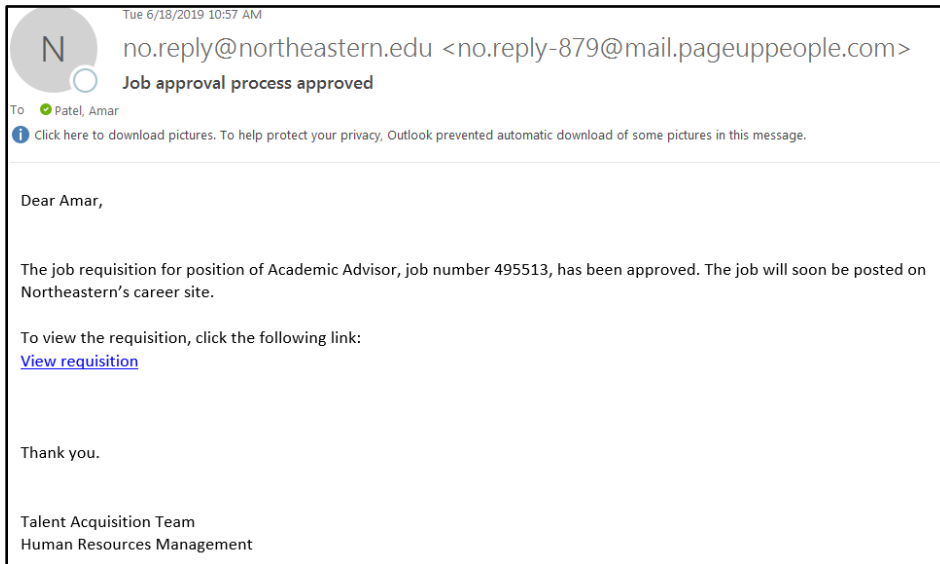
OR

To approve the job requisition by email, please reply to this email and type "Approve".

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

## Confirmation of Approval Email

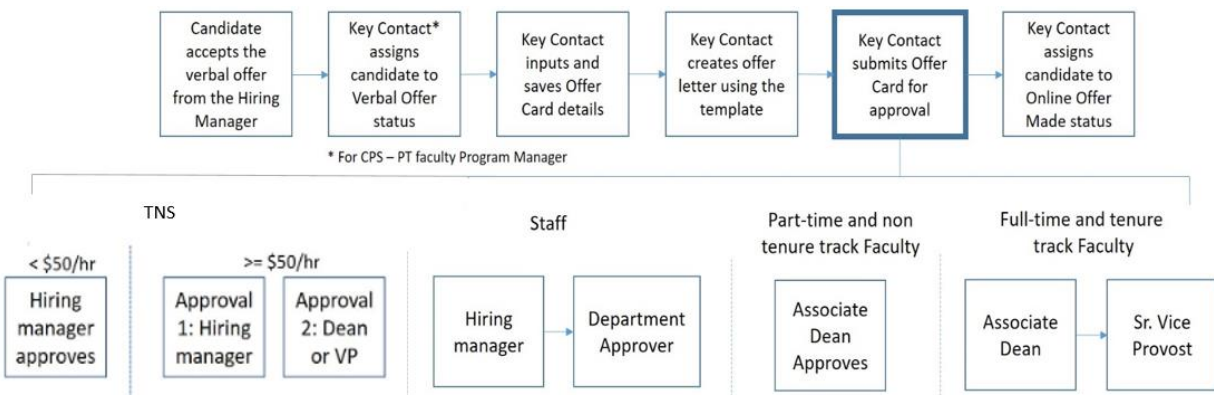
Once the last approval has been given, the Originator and Key Contact will receive this email confirmation.



## OFFER CARD APPROVAL PROCESS

Once the finalist has accepted the verbal offer and the offer card details and offer letter are drafted, an approval is required before the online offer is made.

### Overview of the Workflow



### Who Approves

The offer details and documents must be approved by the relevant persons based on the position type.

<b>Tenure/Tenure Track Faculty</b>
Associate Dean/Dean
Senior Vice Provost

<b>Temp Non-Student &lt;50/hr</b>
Hiring Manager

<b>Temp Non-Student &gt;50/hr</b>
Hiring Manager
Dean/Vice President

<b>Staff Offer</b>
Hiring Manager
Department Approver

<b>PT Faculty</b>
Associate Dean/Dean/CPS Approver

<b>Non-Tenure Track FT Faculty</b>
Associate Dean/Dean

<b>BCHS Tenure/Tenure Track Faculty</b>
School Dean
Associate Dean/Dean
Senior Vice Provost

<b>BCHS Non-Tenure Track Faculty</b>
School Dean
Associate Dean/Dean

### Fields to Review

It is important to review all fields on the Offer Card and to read and confirm that the Offer Letter is correct before approving it. In particular be sure to verify the following:

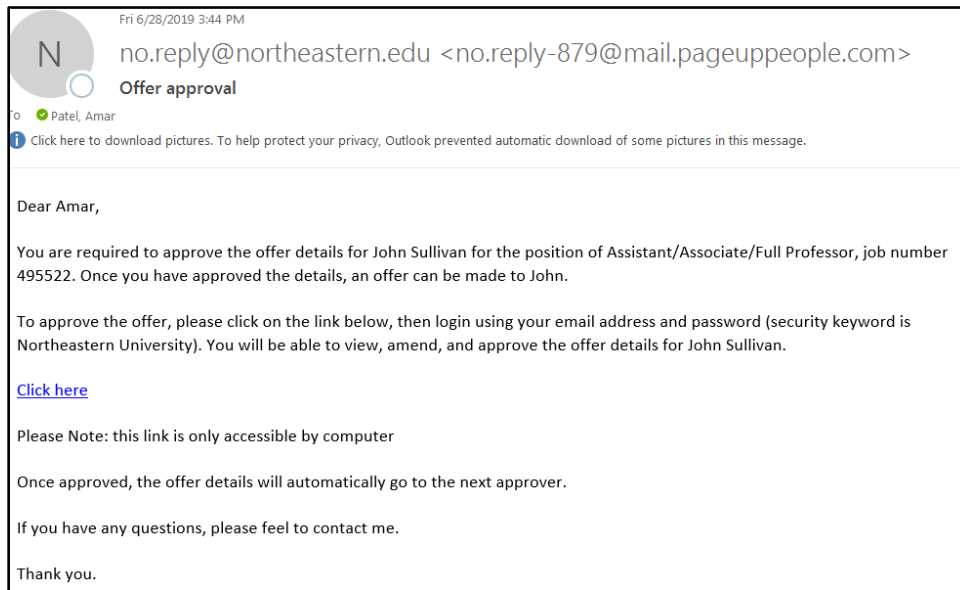
- Title**
- Grade**
- Salary**
- College/ Division/ Department**
- Reports to Manager**
- Start Date**

**NOTE: Faculty offers may include additional details such as lab space, course load and number of pay periods. Please be sure to read any additional forms or attachments before approving.**



## Request for Approval Email

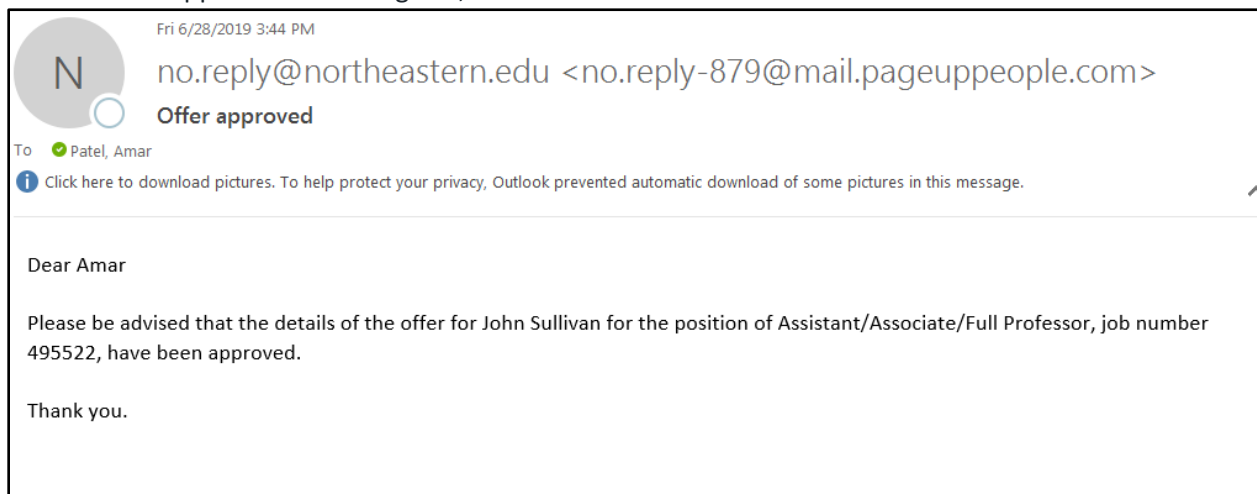
Each approver will receive the following email requesting approval of the offer.



**NOTE: Unlike position and job approvals, the offer approval cannot be made by email reply. It must be made by accessing the system through the link provided.**

## Confirmation of Approval Email

Once the last approval has been given, the offer creator will receive this email confirmation.



## GLOSSARY

**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.

**Main Menu** is the icon comprised of three lines in the upper left-hand corner of PageUp.

**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.

**Position Description (PD)** is the job description, the mechanism to obtain approval to create a new position. It is also used to request 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.

**Posting** see **Job Card**

**Requisition** see **Job Card**