

Good morning,

It's that time again to provide you with a few nuggets of knowledge that will improve your use of PageUp.

### **2018 hire date on offer card:**

As the new year approaches we must be mindful when creating an offer to change the year to 2018 for the start date. 2017 will automatically populate. If you use 2017, all of the new hire's onboarding tasks will display as past due.

The screenshot shows a form with three input fields on the left and a calendar on the right. The first field is labeled 'Start date:\*' and contains '20 Feb 2018'. The second field is labeled 'End date if applicable:' and contains 'dd mmm yyyy'. The third field is labeled 'Adjunct assignment (list courses to be taught):'. The calendar on the right shows the month of February 2018, with the date '20' highlighted in blue. The text 'Postdocs - adjuncts - tem' is visible in red above the calendar.

### **Job Approvals**

- Previously, when a job or offer approval email with a link was forwarded and the recipient opened the link, they were authenticated by the system as the original receiver of that email. PageUp has now implemented a change to improve security so that the links in Job & Offer approval notifications require a login (authentication) process. If you use Single Sign On (SSO), you will be authenticated and logged in. If you have been forwarded the email, you will need to authenticate via SSO or login and if you have the correct rights, you will access the job & offer pages. This prevents unauthorized access to job and offer details via a forwarded email link.

### **Approval reminders:**

- You have the ability to reply with the word "Approve" or "Decline" to job and position description approval reminders. This functionality has previously only been available for the initial approval notification to approve or decline by replying to the email, and now also available for the reminders.
- We ***do not*** have the ability to reply to the email for a ***job offer approval***

### **Event bookings that include public instructions:**

When you invite applicants to select timeslots for an event and select that they receive a reminder email, they will receive an automated email that states, "The contact person listed in the telephone event booking will contact you at the phone number listed on your application." This is usually the method of contact for phone interviews, but if you have asked the applicant to call in, this automated email can be a bit confusing. If you are asking the applicant to call in, then we suggest you do not select the reminder email but rather, send your own reminder.

Please fill in all mandatory fields marked with an asterisk (\*).

Event details

Title:\* 492900

Event type:\* Phone Screen

Venue:\* Telephone

Telephone

Job:

No job selected.

Owner:\* Yolanda Wilson

Email address: ywilson@mines.edu

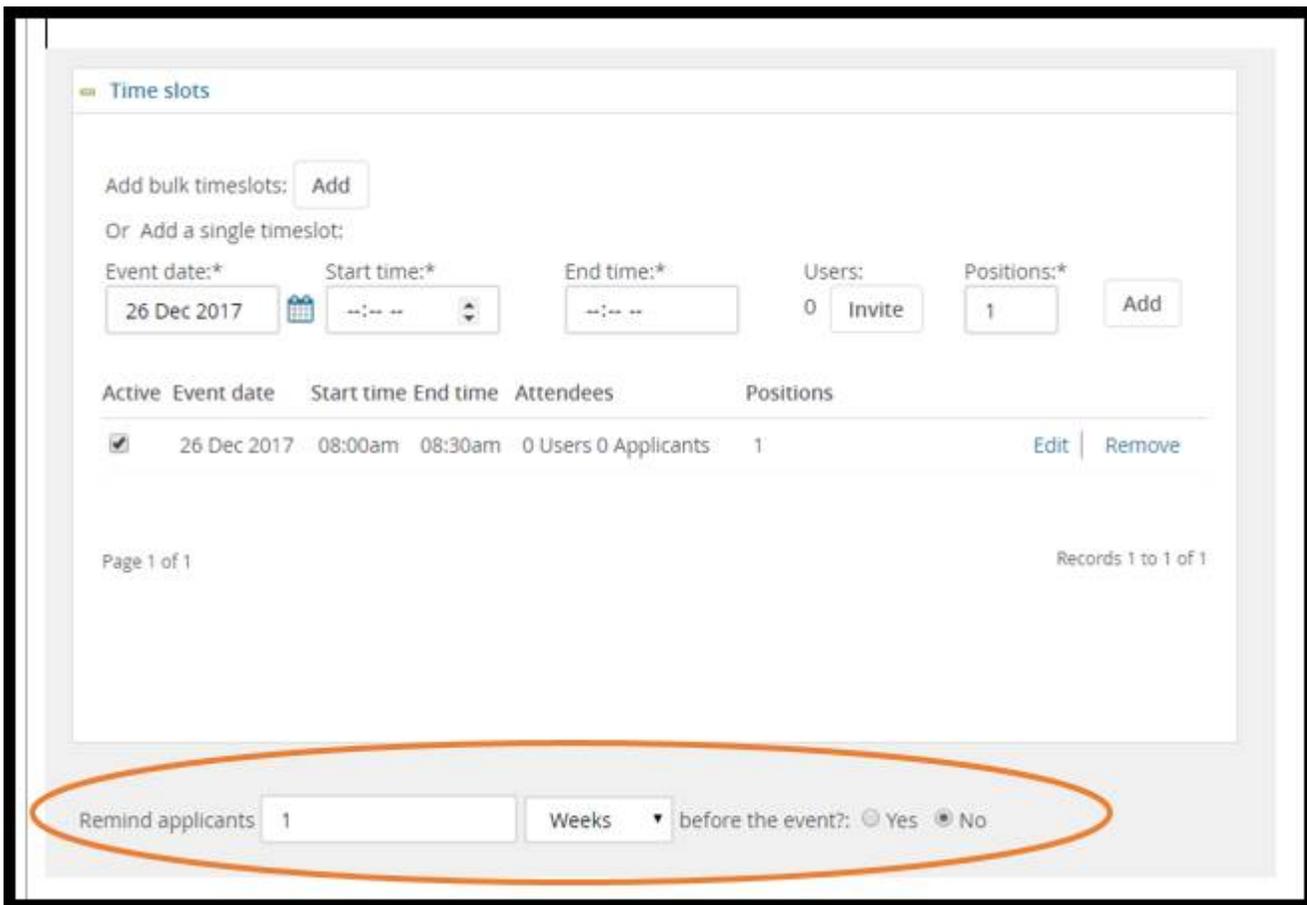
Add owner as user?:  Yes  No

Contact name:

Public instructions: The hiring manager will contact you at the time slot you select for your phone interview. This instruction supersedes the confirmation email that you have received. You do not have to call in.

Please save your event in order to enter timeslots

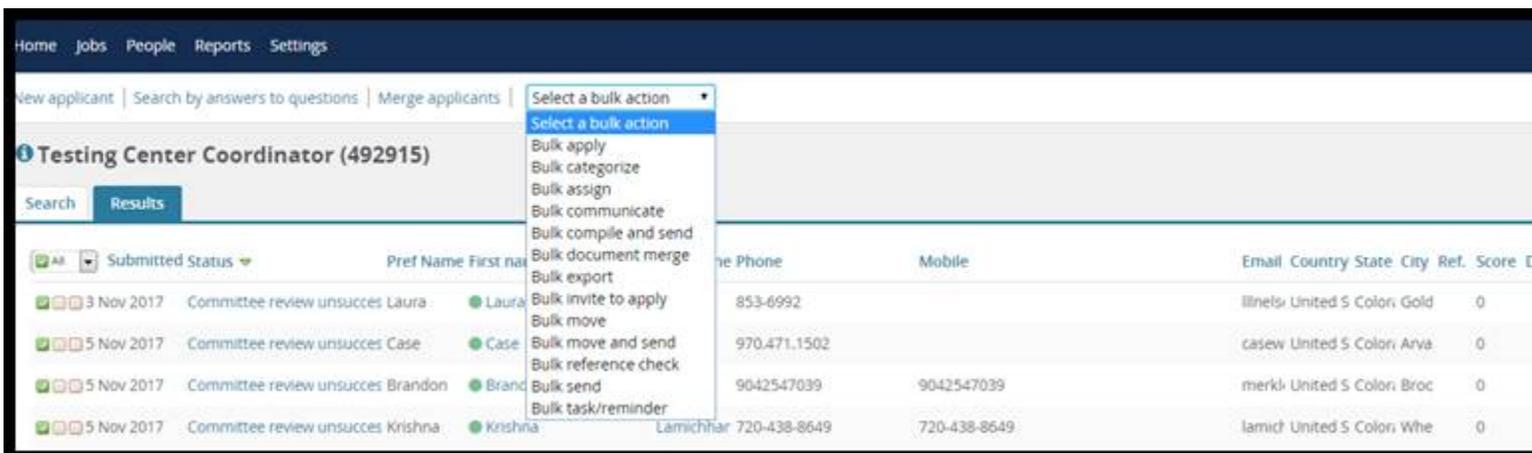
Save Save & exit Cancel Spell check



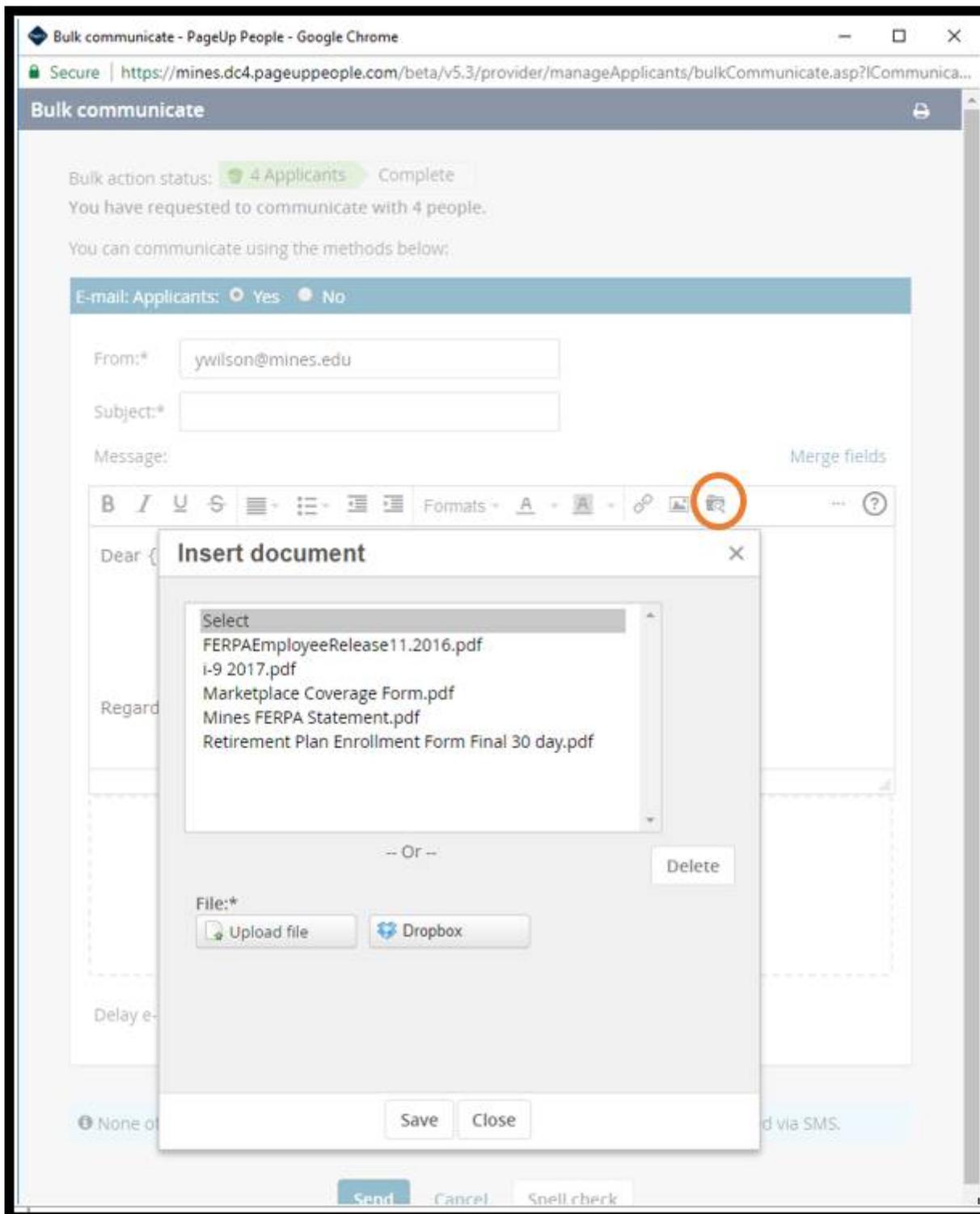
**Attach and send documents to applicants with bulk compile:**

You can now send applicants’ documents through PageUp with the bulk communicate feature. Suggested documents might include the interview itinerary, brief bio-sketches of those with whom the candidate will be meeting, the job description, etc.

Open the job, view applicants, select the applicants, select bulk communicate, and next



Select insert document button. This will allow you to find the file on your computer and attach to this email. You may also type a statement in the body of the email before sending.



Happy Holidays from your Recruitment Team!