Happy Fall, PageUp users! 😊

Here are some friendly reminders of best practices when using PageUp:

- Always select an approval process for both requisitions and offer cards!
  - They are at the bottom of each page and a process MUST be selected for the requisition or offer card to move forward!
- For contractor requisitions, use the “Contractor Reqs – Adjunct, Research, Post Docs” approval queue.

- Onboarding workflows for current employees need to be the following:

  (Do **NOT** use the workflows labeled “HR Only – No Workflow” or “None”)

  **Hiring Managers are responsible for checking in on offer status**

If you don’t receive the approval confirmation or the offer accepted email, check on the status in PageUp and contact the appropriate individuals to get the approvals done and the offer accepted.

To check the status of the offer, search for the applicants name in the quick search box in the upper right hand corner of your dashboard:

![Quick search](image)

Click on your applicants name to open their applicant card

Click on “offer incomplete” to open the offer card

Then scroll down to the bottom to view the approval queue

  *If there is a lag in approvals, contact the appropriate individuals. And if the applicant does not accept the offer in a timely fashion, follow up with them.*