## Final Candidate and Offer Process in PageUp

Login to PageUp at www.gvsu.edu/hiring with GVSU Network Account

The process to obtain approval to hire the final candidate and how to send the appointment letter to candidate to accept.

## **Step 1: Preparing Offer Details**

This is the first step in obtaining the approval to hire the final candidate.

# \*\*Verify with your Dean/AO's Office prior to making changes whether they would prefer the search chair to complete this or the Assistant to the Dean/AO.\*\*

1. Go to the job card for the position you are updating and select applicant name.

If you hover over the blue "i", you will see candidates listed. Here you will click on the candidates name you are looking to hire, and their applicant card will display.

You can also get there by going to **Jobs** then click on **applicants** to the right of listed job title.



2. In the applicant card, select their status and update to preparing offer details.

Note: If you are moving a candidate to preparing offer details, they should have already gone through the necessary steps of **interview pool approved** and **interviewing steps** (pre-screen and/or interview 1).

This will pop-up with the **Confirm status change** screen; it should be pre-populated with **no** selected for e-mailing applicant and **yes** for additional users from job.

Tou are about to move num	cy to a c	lifferent status:
	From statu	s: Interview 1
	To status:	Preparing Offer Details
Communication template:	No template	~
E-mail: Applicant: 🔍 Yes	O No	
No SMS will be sent to th	e applicant as they do n	ot wish to receive them.
Additional users from Job:	🔾 Yes 🔍 No	
Additional users from Job		
Additional users from Job	pointing Officer/VP	Dean/Appointing Officer/VP
Additional users from Job Assistant to Dean/Apj Search Chair	pointing Officer/VP	<ul> <li>Dean/Appointing Officer/VP</li> <li>HR Generalist/Business Partner</li> </ul>
Additional users from Job Assistant to Dean/App Search Chair Assistant to Search Cl	pointing Officer/VP nair	<ul> <li>Dean/Appointing Officer/VP</li> <li>HR Generalist/Business Partner</li> <li>Search committee member</li> </ul>
Additional users from Job Assistant to Dean/App Search Chair Assistant to Search Cl Additional users from Offe	pointing Officer/VP nair tr	<ul> <li>Dean/Appointing Officer/VP</li> <li>HR Generalist/Business Partner</li> <li>Search committee member</li> </ul>
Additional users from Job Additional users from Job Assistant to Dean/App Search Chair Assistant to Search Cl Additional users from Offe	pointing Officer/VP nair er n	<ul> <li>Dean/Appointing Officer/VP</li> <li>HR Generalist/Business Partner</li> <li>Search committee member</li> <li>Originated by</li> </ul>
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Additional users from Job Additional users from Job Search Chair Assistant to Search Cl Additional users from Offe Onboarding HR Admi Supervisor / Unit Hea Other additional users	pointing Officer/VP nair n d	<ul> <li>Dean/Appointing Officer/VP</li> <li>HR Generalist/Business Partner</li> <li>Search committee member</li> <li>Originated by</li> </ul>
Additional users from Job Additional users from Job Search Chair Assistant to Search Ch Additional users from Offe Onboarding HR Admi Supervisor / Unit Hea Other additional users	oointing Officer/VP hair n d	Dean/Appointing Officer/VP HR Generalist/Business Partner Search committee member Originated by

Scroll down to see the pre-populated email template that will be sent to those selected in **additional users from job**; scroll to bottom and select **move now** to confirm the status change.

E-mail from:*	hremploy@gvsu.edu	
E-mail subject:*	Preparing Offer Details - AP/Faculty	
E-mail body:*		Merge field
B I ⊻ ᢒ ≣∗ ☷	· ፲ ፲ Formats · A · A · d? ⊞ · Ix ↔	?
	Background color	
	GRANDVALLEY STATE UNIVERSITY	
A candidate has {JOBNO}. This i	been moved to Preparing Offer Details for the position of {JOBTITLE}, is the first step in the selection process.	
lf you have not o Official transcrip	lone so already, please request official transcripts from the selected candidate. ts are required upon acceptance of the position.	
If you have any o	questions, please contact your HR Generalist/Business Partner.	
GVSU Human Res	sources, 1090 James H. Zumberge Hall- Allendale, MI 49401 • (616) 331-2215	here we have a second s

3. Once you select move now, another screen should pop-up with the **offer details**. The offer details will show the **personal details** section for the candidate whose offer is being processed at the top.

Mrs j			🕲 Revision hist
Personal details	5		
Address:			
	40000, chited States		
	sPhone1:		
sPhone2:		E-mail:	hok
Applicant number:		Employment status:	😀 Current employe of GVSU
GV ID (G Number):			
View profile			

You will need to scroll down and enter applicable information into the sections noted below:

#### Position Details:

Note: **Employee Class** is pre-populated, and **Appointment End Date** is for Adjunct positions.

	POSITION DETAILS
Job Title:* Employee Class:	Cradvala Education Despartit Specialist
The Appointmen sure it is accurat	t Start Date is the date that will be entered into Banner as the Job Start Date. Please take care to make e by the time the Offer is extended online to the candidate.
Start Date:* Appointment End Date:	
Primary work location:	Michigan •
Comments:	

#### Selection Justification Form:

Note: Fill out **Rationale** in this section as well as their qualification information below. The approved salary range will pre-populate if filled out on the job card/HAF and areas in red will be completed by HR compensation analyst (for AP & Faculty).

	SELECTION JUSTIFICATION FORM
 Rationale for Selecting the Applicant:*	
Salary Justification:	Explain how this starting salary compares to the current salaries within the department and how this salary will impact the current salaries of the department below
Approved Salary Range: Advertised	\$35,600
Salary Range: Selected Candidate's Current Salary:	
Other determining factors / comments:	
What is the market paying for this type of position? (HR Only):	
Market Sources? (HR Only):	
HR Comments:	
Candidates' Current Position Title:	
Years in Current Position:	4.5
Years of Experience in the Profession:	4.5
Highest Degree:	M. Ed.
 Degree Date	Grand Valley State University
(year only):	2018
Discipline:	Higher Education

#### Salary (AP & Faculty):

Note: The **suggested starting salary** is important to complete as this is the amount being approved or denied by the HR compensation analyst for the initial salary offer being provided to the candidate.

	SA	LARY	
Executive Officer Approved Salary:			
Executive Officer Notes:			
Suggested Starting Salary:			
Prevailing Wage (Completed by			

Faculty Qualifications Assurance Form: Completed for Faculty Only

	FACULTY QUALIFICATIONS ASSURANCE FORM
A Faculty Quali Faculty Positior Faculty Positior	fications Assurance Form must be completed and uploaded as part of this Offer Approval Process for is only. This form can be found online at www.gvsu.edu/provost under ASA Policies & Procedures. For is indicate Yes and upload the completed form. For AP and hourly positions please indicate No.
I have completed and uploaded the Qualifications Assurance Form as part of this Offer Approval Process:*	⊖ Yes ම No
The Qualifications Assurance Form is already on file with the Provost Office and Human Resources:*	⊖ Yes ම No

**Hourly**: This section will be completed by HR for PSS and other hourly positions only.

		HOURLY	
Payscale:		Q /	
	No payscale selected.		
Hourly Pay Rate:			
Step Level:			
Grade:			
Probationary End Date:			
Seniority Date:			

#### **Onboarding**:

Position Type	Onboarding form
Faculty	Onboarding – criminal background check (no driving or financial check)
MGS	Onboarding – criminal background check and driving check
AP/PSS*	Onboarding – criminal background check (if financial check is required, criminal background
	check and financial check)
Public Safety*	Onboarding – criminal background check and financial check (if financial check is required)
Position Change Only or	No onboarding required
Internal Hire/Transfer	

The **Background check form** depends on the position:

\*If you are unsure which process to choose, please contact your HR Generalist/Business Partner.

	ONBOARDING	
Background check form:*	Select	~
Onboarding workflow:*	EAP	~
Supervisor / Unit Head:	🔍 🖉 No search chair selected	
Onboarding delegate:	Q Ø	
Onboarding HR Admin:	🔍 🖉 No search chair selected	

The Supervisor/Onboarding delegate/Onboarding HR Admin will likely default to the HR

Generalist/Business Partner and will need to be updated.

- Supervisor/Unit Head this will be the person completing performance reviews/supervisor
- Onboarding delegate this is optional. If you choose an Onboarding delegate, this person can assist the Supervisor with the Onboarding task list.
- Onboarding HR Admin <u>HRO@gvsu.edu</u>

#### Offer Documents:

This is where the appointment letter will be uploaded by your Dean/AO Office.

Offer documents						
Occuments attached to the offer appear in the section below.						
Add document	Merge document	0				
Document	Date		Size	Category		
Document library:						
Name					Date	Size
Appointment Lett	ers (4)					
Report Templates (2)						

#### **Approval Process:**

Choose an approval process depending on the type of position.

- i. AP & Faculty
- ii. Changes Only
- iii. Hourly

Approval process				
Originated by:*		Q 🖉		
	No search chair selected			
Approval process:	EAP 🗸			
1. HR Compensation:		Rebecca Berrevoets	5	Q /
		Email address: berr	evor@gvsu.edu	~
2. Human Resources:				Q 🖉
		No search chair sele	cted	

Enter the appropriate person's name into each step of the approval process.

- You can use the magnifying glass to search, if needed.
- HR Compensation should pre-populate with Rebecca Berrevoets and under Human Resources, you should list your HR Generalist/Business Partner.
- If someone besides the Dean/AO is creating the offer, enter that person's name into the Dean/Appointing Officer slot.
- Click **Save and close**. This begins the approval process.

### **Step 2: Uploading Appointment Letter and Other Documents**

The appointment letter templates are housed in the system or within your Dean/AO's Office network files.

1. Go to the applicant card for the person you are hiring and select **Offer incomplete;** this will pop up their Offer Card/Offer details.

View profile Add fla	ıgs			Actions ~
Address		Phone		
E-mail		Account Code		
Employment status	Never employed or contracted	GV ID (G Number)		
Original source	GVSU Jobs Website	Linked Employee	Modify	
e-Zines comms hold	No			
Applications His	tory Scheduled emails CRM F	Resume		
🕦 494175 - Clini	cal Affiliate Faculty - Nursing 📮			•••
Date submitted	Applied via	Status changed Dec 7, 2022	Offer	
Oct 9, 2022	GVSU Jobs Website	Verbal Offer by Dean/Appointin	Offer incomplete	
Resume	Form	Add flags		
View	View			

- 2. Scroll down the Offer Card until you see Offer documents and click Add document.
- 3. Add your created appointment letter to the **upload file**. Leave the Document category as Appointment Letters and type the name of the document in the title field. Use the format: Appointment Letter and Date.

Upload a ne	w document	۵
File:*	Upload file	
Document category:* Title:	Appointment Letters   Appointment Letter 12-22-16	
	Save and add another Save and close Close	

4. Click Save and close. The document will appear under **Document** header.

Note: Adding Additional Documents

- (FACULTY ONLY) **Faculty Qualifications Assurance Form**- Upload this form by adding to offer documents and changing the Document Category to **Faculty Qualification**.

Note: Making Changes to the Appointment Letter

- **Do not** delete the old version(s) of the appointment letter(s) in the system. This may be the case when the candidate comes back with a counteroffer and updated letter is needed. We want the candidate to see that we have made the changes from the original letter to the revised copy.
- If you upload a revised appointment letter, use this format: Revised Appointment Letter and

Date
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Upload a new document 🗧 🚔		
File:*	Upload file	
Document category:* Title:	Appointment Letters 🔹	
	Revised Appointment Letter 12-	

## Step 3: Sending the Appointment Letter to the Candidate

The Dean or Appointing Officer's Office will send the appointment letter and complete this step of the hiring process. The appointment letter is not sent to the candidate until the Approval Process is complete and the verbal offer has been made to the candidate.

Change candidate status from Verbal Offer by Dean/Appointing Offer to Verbal Offer Accepted

 Letter Sent to Candidate.

View profile Add flags	i			Actions ~
Address		Phone		
E-mail Employment status Original source e-Zines comms hold	Never employed or contracted GVSU Jobs Website No	Account Code GV ID (G Number) Linked Employee	- Modify	
Applications Histo 494175 - Clinica Date submitted Oct 9, 2022 Resume View	I Affiliate Faculty - Nursing Applied via GVSU Jobs Website Form View	Resume Status changed Dec 7, 2022 Verbal Offer by Dean/Appointin Add flags	Offer Offer incomplete	

- 2. You do not need to send an email to the candidate the candidate will receive a systemgenerated email. This email includes a link to the appointment letter and any other documents that you have attached to their offer card.
- 5. Click **Move now** to confirm the status change.

## Step 4: Removing the Online Offer

If the candidate does not accept or declines the offer, the offer link needs to be removed. Please contact your HR Generalist/Business Partner