

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

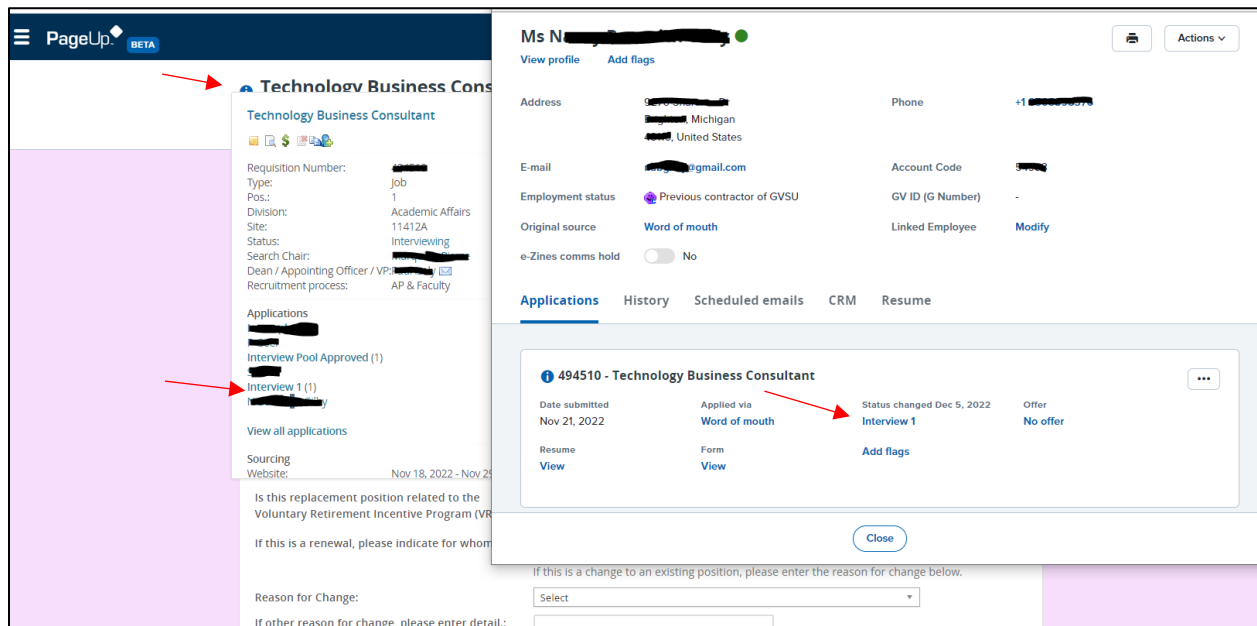
This is the first step in obtaining the approval to hire the final candidate.

****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.

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.

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.

Offer details

Mrs. [redacted] [Revision history](#)

Personal details

Address: [redacted]
[redacted] MI
[redacted] MI 48106-1000

sPhone1: [redacted]

sPhone2: [redacted]

E-mail: [redacted]

Applicant number: [redacted]

Employment status: Current employee of GVSU

GV ID (G Number): [redacted]

[View profile](#)

Current or previous employee details - HUMAN RESOURCES ONLY

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:* [redacted]

Employee Class: [redacted]

The Appointment Start Date is the date that will be entered into Banner as the Job Start Date. Please take care to make sure it is accurate by the time the Offer is extended online to the candidate.

Appointment Start Date:* [redacted]

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:*

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

Salary Justification:

Approved Salary Range: \$35,600

Advertised 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:

Years of Experience in the Profession:

Highest Degree:

Institution:

Degree Date (year only):

Discipline:

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.

SALARY

Executive Officer Approved Salary:

Executive Officer Notes:

Suggested Starting Salary:

Prevailing Wage (Completed by HR):

Hours per:

Faculty Qualifications Assurance Form: Completed for Faculty Only

FACULTY QUALIFICATIONS ASSURANCE FORM

A Faculty Qualifications Assurance Form must be completed and uploaded as part of this Offer Approval Process for Faculty Positions only. This form can be found online at www.gvsu.edu/provost under ASA Policies & Procedures. For Faculty Positions 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 No

The Qualifications Assurance Form is already on file with the Provost Office and Human Resources:* Yes No

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

HOURLY

Payscale:
No payscale selected.

Hourly Pay Rate:

Step Level:

Grade:

Probationary End Date:

Seniority Date:

Onboarding:

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

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 Internal Hire/Transfer	No onboarding required

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

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 - HRO@gvsu.edu

Offer Documents:

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

Approval Process:

Choose an approval process depending on the type of position.

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

Approval process

Originated by:*

No search chair selected

Approval process:

1. HR Compensation:

Email address: berrevor@gvsu.edu

2. Human Resources:

No search chair selected

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 flags Actions

Address

Phone

E-mail

Account Code

Employment status

GV ID (G Number)

Original source

Linked Employee

e-Zines comms hold No

Applications History Scheduled emails CRM Resume

494175 - Clinical Affiliate Faculty - Nursing

Date submitted Applied via Status changed Dec 7, 2022 Offer

Resume Form Add flags

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.

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**.

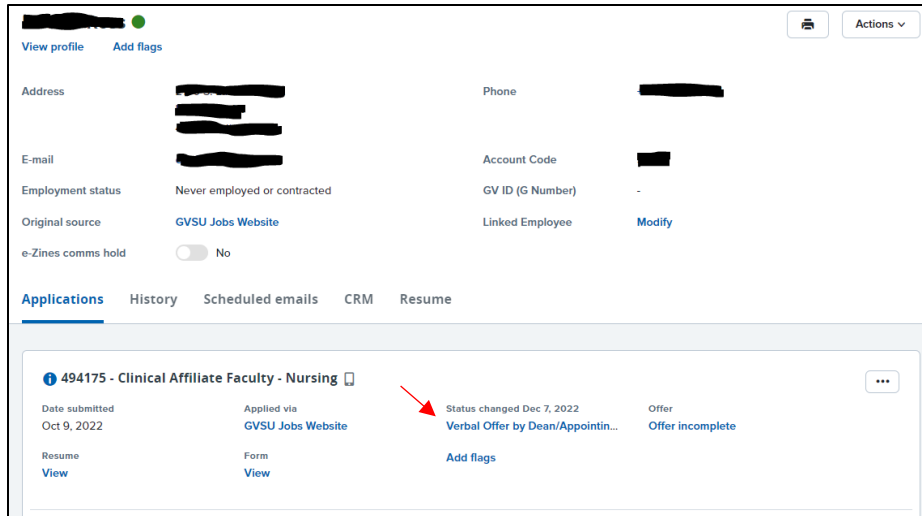
Note: Making Changes to the Appointment Letter

- **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

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.

1. Change candidate status from **Verbal Offer by Dean/Appointing Offer** to **Verbal Offer Accepted – Letter Sent to Candidate**.



2. You do not need to send an email to the candidate – the candidate will receive a system-generated 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