

PageUp Frequently Asked Questions

Are there still places where positions are automatically placed?

When a position is posted, ads are automatically placed:

- UMW <https://jobs.umw.edu>
- Virginia Jobs <https://jobs.virginia.gov>
- Indeed <https://www.indeed.com/>
- Virginia Employment Commission <https://www.vec.virginia.gov/>

What if there isn't a [salary] range (Just a static amount) when I post the position?

Enter the approved salary amount; either a range or a static amount may be entered.

Will the system give me an error if I try to recruit a position that has not been through the approval process?

Yes

Will current postings or postings being edited transfer over to the new system?

Not automatically. HR staff will work with you to post the positions that are still being recruited in PUP.

Should A/P Faculty positions be listed as a "Staff position"?

Yes

We shouldn't be changing the auto populate for reviewer, right? Because that's for members of the HR team.

That's correct.

Building on the above question, I'm not sure why we would ever want to edit anyone who is part of the approval process.

Correct. The approval process should not be edited

Will the recruitment plan part for faculty remain the same in this new process?

Yes, for the present time.

Will previous postings in the PageUp system be available to see so we don't have to recreate these each time?

Yes. In some instances, you may want to duplicate a position that you have posted.

Are we able to copy current position descriptions?

Yes...but this shouldn't be the normal practice. Vacant positions should be modified, not cloned.

Can we reuse a PD to hire a new hire after a termination?

Yes, if it has the appropriate approvals.

Will student aide positions be more than a 1:1 ratio for hiring multiple student aides from one position?

Sometimes... There are times when a hiring manager needs to hire a single student, while at other times, the Hiring Manager needs to hire multiple students. Work with Student Employment for the best approach.

For the ad posting piece, Will HR continue to go over that like they do now?

Yes.

Question on the Chronicle questions-- you just listed state-- but if it is a remote position, how should we list that? (Location field)

We'll find out the answer from the Chronicle.

What kinds of file types are possible for applicants to upload?

Any file type will be accepted.

Are there file size limits?

Not at the present time.

Will written instructions for PageUp be provided to users?

Yes. We're working on them now.

Who has access to move applicants from one status to another?

Hiring Managers

Email option as opposed to no email option in application statuses?

Every applicant should receive a communication from UMW, even if they're not interviewed or chosen for a position. The 'no email' option is selected when the Hiring Manager sends a message directly to the applicant(s). We are modifying this label in the system to provide more clarity.

How will I get the Screening Sheet?

Screening sheets will be delivered and attached through the PageUp system.

Are the background check requests still a gravity form or will they be requested within PageUp?

For the present time, Background Requests will be handled as they currently are. The Hiring Manager will fill out a form; doing so will generate an email message to the selected applicant. We will be integrating the TrueScreen process into the PageUp system in the coming months and will provide updated instructions; the Virginia State Police process will not change.

For faculty searches, the offer letter often comes directly from the dean- in the new system would that still be the case?

Offer letters for faculty will continue to be managed by the Provost's office.

Will we be able to add pictures and videos to our postings?

Yes, you will be able to add pictures and videos to your postings.

Will Managers be able to access the system via mobile app like the candidates?

Yes.

Is there any integration with Cardinal?

There is no integration with Cardinal, however PageUp will integrate with Banner, our system of record. Upon go-live, Banner will update PageUp; the longer-term goal will be for PageUp to update Banner, which will be a separate project.

Will this system also assist with New Employee Orientation, maybe even offer a place to create offer letters?

Yes, offer letters will be created and delivered in the system and the Onboarding module will allow new employees to complete most of the onboarding tasks online.

Will Candidates be required to answer all questions on history? Or can they say see resume?

Yes, candidates will be required to answer all questions that are marked mandatory. Page Up has a feature that will populate information from an applicant's resume into the application so they will not have to enter "see resume" into a field.

What will be the preferred browser?

PageUp works with all browsers, Chrome, Edge, Safari and Firefox; however s optimized for Chrome.

Do we have a cut-off date for Careers postings?

November 26

Open until Filled and Continuous postings in PeopleAdmin will need to be closed out and reopened in Page up?

Yes