

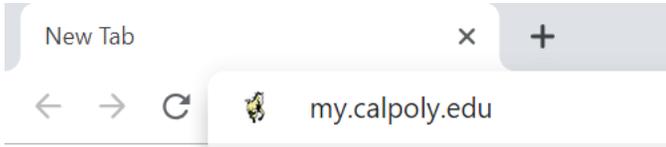
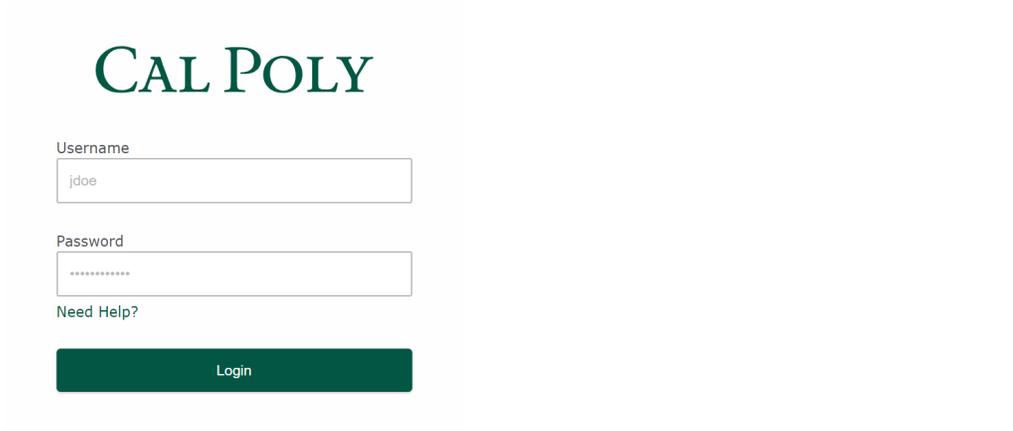
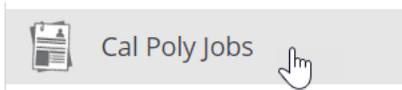
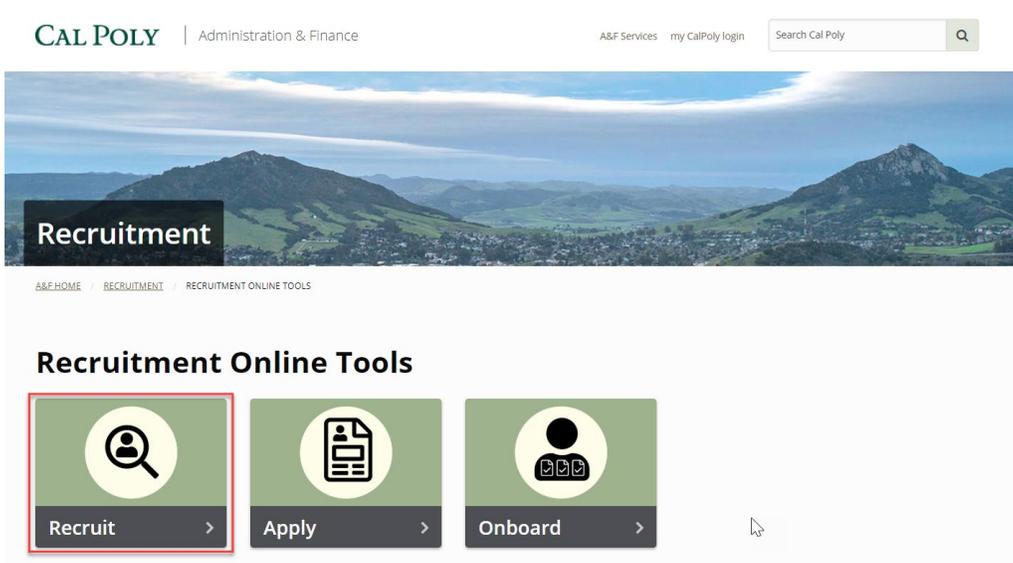


Hiring Manager – Review Candidates, Initiate Reference Checks and Prepare Offer

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Accessing Cal Poly Jobs by PageUp

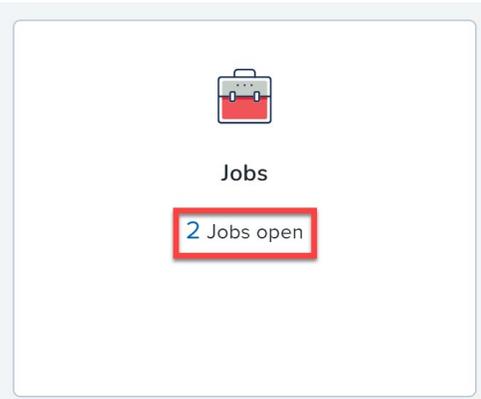
1. Open a web browser	
2. Navigate to my.calpoly.edu	
3. Enter your username and password	
4. Select Cal Poly Jobs under My Apps	
5. Select Recruit	

Hiring Manager - Review Applicants

1. Select the Cal Poly logo in the upper-left corner to return to your dashboard



2. In the Jobs tile, select the Jobs open link.



3. Select View

Job number	Title	Anticipated Hiring Range	College/Program	Date added	Status	Request Provider	Hiring Administrator	Team (Internal team)	
493061	Custodian	4,500 - 5,000	Human Resources	3 Apr 2019	Pending approval	CPSLO Hiring Manager		SL-San Luis Obispo	View

4. On the position information screen, select the Documents tab.

[Position Info](#) [Documents](#)

REQUISITION INFORMATION

Job Code/Employee Classification: Info Tech Consultant 12 Mo
[Job No: 0420](#)

CSU Working Title: Technology Consultant - Cassie

Requisition Number: 492885
 Leave blank to automatically create a Requisition Number

5. Review the uploaded hiring recommendation form. All interview guides should be available here for your review as well.

[View applications](#) ⋮

Position info [Documents](#)

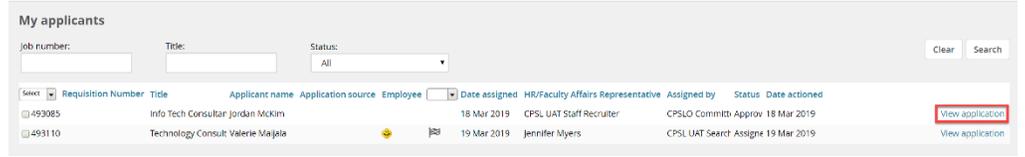
Select ▼

Document	Category	
Office Assistant - Test - Interview Guide.xlsx	Recruitment Documents	View Delete
Office Assistant - Test - Hiring Recommendation.pdf	Recruitment Documents	View Delete
Office Assistant - Template - PageUp People.pdf	Position description	View Delete

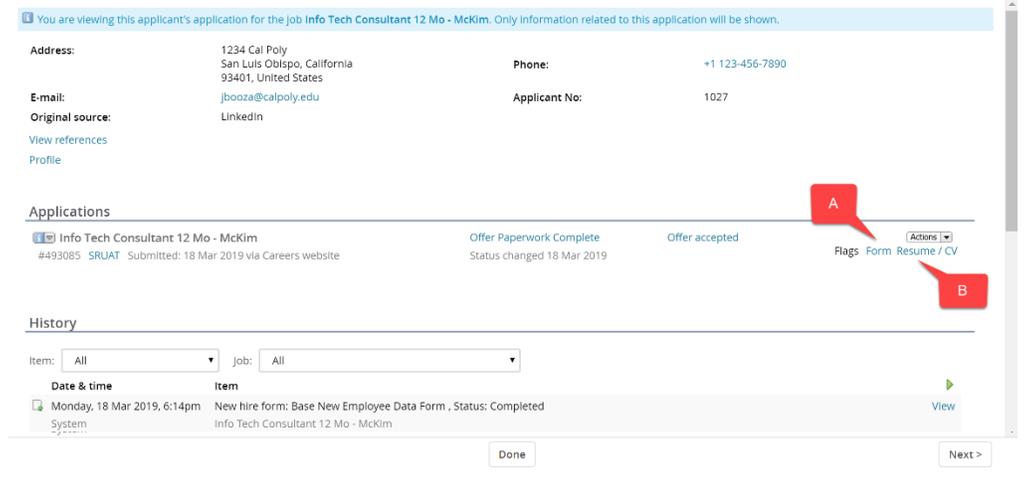
6. Select View Applications to view the resume and applications for the candidates.



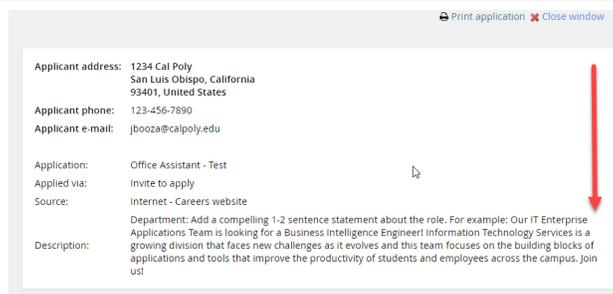
7. Select View Application for a specific candidate.



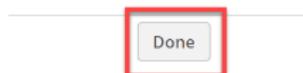
8. Select Form (A) to view the application or Resume/CV (B).



9. The application and/or resume will appear in a new window for review.



10. Select Done



11. Repeat steps 7-10 for each candidate.

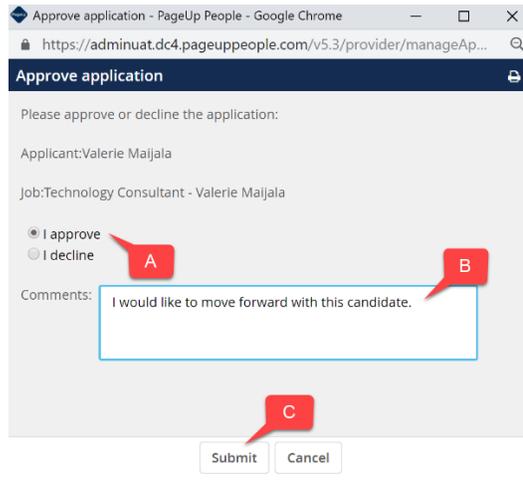


12. After reviewing the application materials for all the candidates, select Approve or Decline for the preferred candidate.

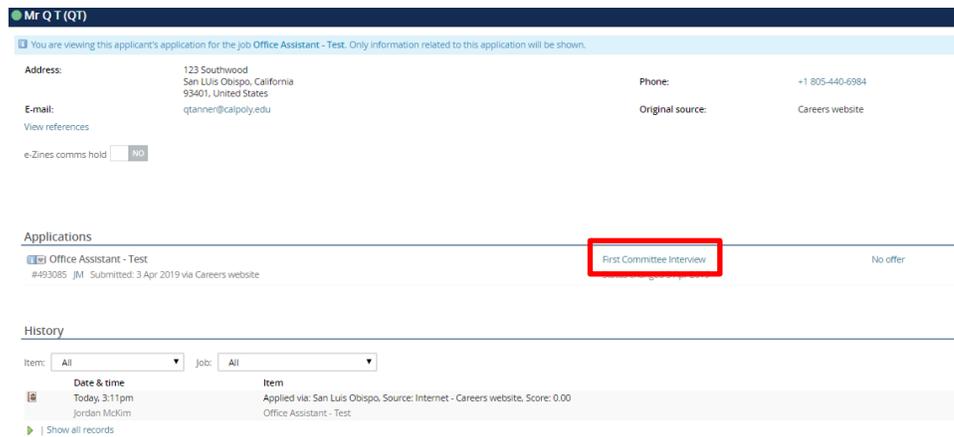
Note: Do not decline other candidates until the preferred candidate is finalized.



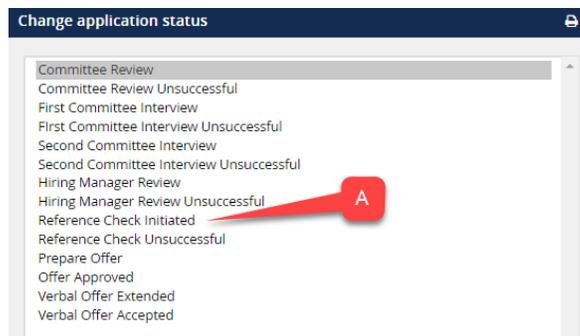
13. For the preferred candidate, select I Approve (A), add a comment (B), and select Submit (C).



14. Select the applicant status link to change status.

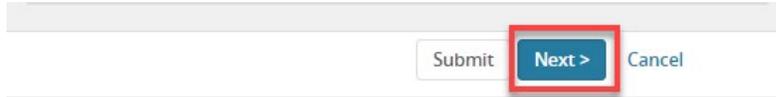


15. Update the status to Reference Check Initiated and select Next.



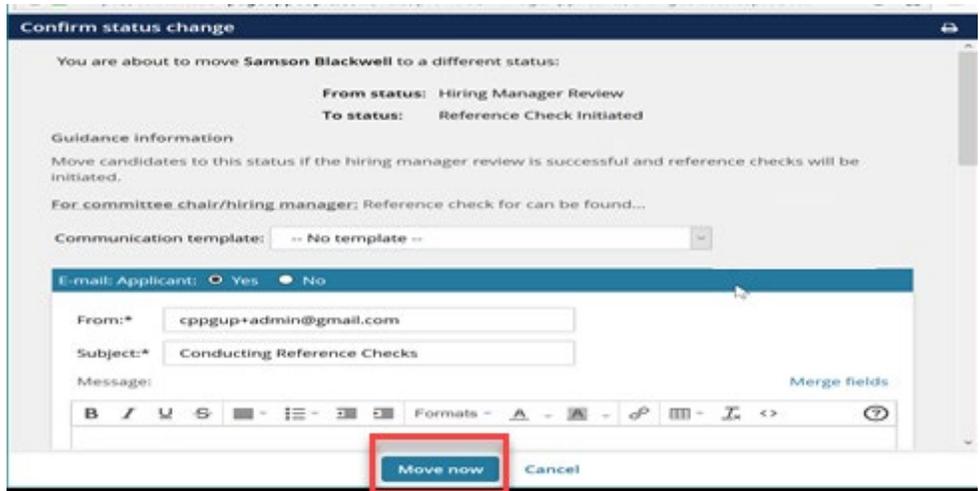
16.Select Next to edit email communications to the applicant and others associated with the recruitment.

Note: Selecting submit will change the status without moving the applicant or sending an email. Generally, this is not recommended.



17.Edit the email text if desired and select Move now to change the status. The candidate will receive an email.

Note: An additional email to key stakeholders to update them on the progress of the recruitment can be sent using the email template.



18.The applicant's status will update to Reference Check Initiated and you will be returned to the applicant screen.

Reference Checks

Reference checks are initiated by the hiring manager and typically completed online by the references.

1. On the applicant screen click on the candidates name
2. Select View References to initiate the reference check process.

You are viewing this applicant's application for the job Info Tech Consultant 12 Mo - McKim. Only information related to this application will be shown.

Address: 1234 Cal Poly
San Luis Obispo, California
93401, United States

Phone: +1 123-456-7890

E-mail: jbooza@calpoly.edu

Applicant No: 1027

Original source: LinkedIn

[View references](#)
Profile

Applications

Info Tech Consultant 12 Mo - McKim
#493085 SRUAT Submitted: 18 Mar 2019 via Careers website

Hiring Manager Review
Status changed 18 Mar 2019

Offer accepted

3. Select Send Invitations to send a request to all references.

Manage references

New [Send invitations](#)

Job: Office Assistant - Test (493085)

Status: Active

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Position Title	Phone Number	E-mail	Length of Tenure
Jordan	Booza "McKim" but Booza	Professional	Invited	18 Apr 2019		CP	TSA	805-555-5555	jbooza@calpoly.edu	
Kim	Villanueva	Professional	Invited	18 Apr 2019		CP	EOD	555-545-5555	KVillan@calpoly.edu	
Jeff	Williams	Professional	Invited	18 Apr 2019		CP	EOD	546-555-5455	jwill130@calpoly.edu	

Page 1 of 1 Jump to page

Records 1 to 3 of 3

4. Select SL – Staff Online Reference Check Form

Note: SL stands for San Luis Obispo. Disregard other campus templates.

https://adminuat.dc4.pageuppeople.com/Referee/Send/?sData=UFUtvjMtVxHWurXnoYnTsqNUJQ0wclzLrUoOt

Send

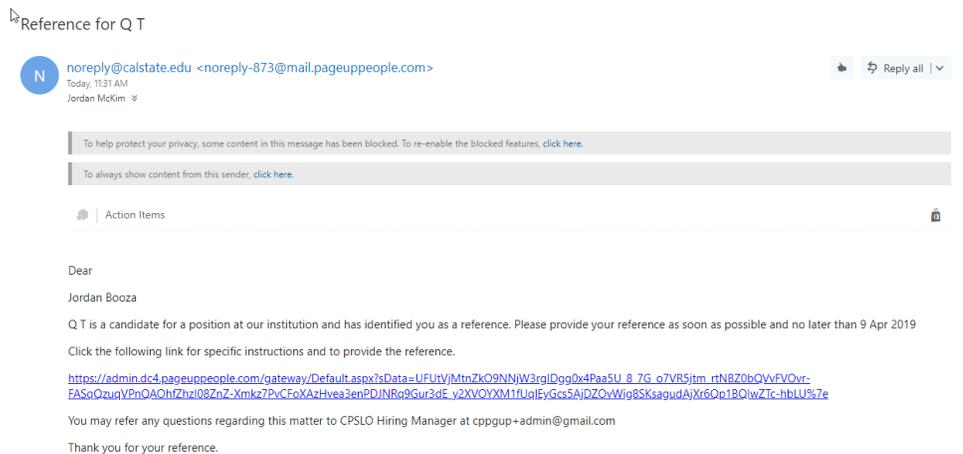
Online reference check form:*

- Select
- Select
- Base - Online Reference Check Form
- Copy of Base - Online Reference Check Form
- Copy of Base - Online Reference Check Form
- FL - Faculty Reference Form
- FL - Staff Reference Check Form (External)
- FL - Staff Reference Check Form (Internal)
- SB - Base Faculty - Online Reference Form
- SB - Base Staff - Online Reference Check Form
- SD - Staff Reference Check Form
- SD - TT Online reference check form
- SD Base - Online Reference Check Form
- SL - Faculty Reference Form
- SL - Staff Online Reference Check Form**
- SO - Online Reference Check Form (Competence Based)
- SO - Online Reference Check Form (Employment Based)
- SO - Online Reference Check Form (Upload Only)
- ST - Faculty Online Reference Check Form
- ST - Staff/MPP Online Reference Check Form
- ST - TT Faculty Recommendation Request Form

- Set Expiry Days to 5. This sets a deadline for the response after which the link to the online reference form will no longer function.

- Edit the email text if desired and select Send at the bottom of the screen.

- An email will be sent to each reference.

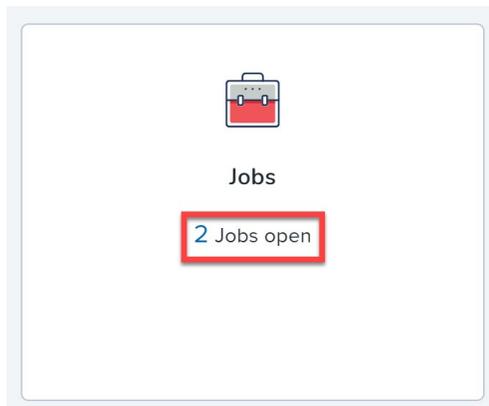


Reviewing Reference Check Responses

1. Log into PageUp or select the Cal Poly logo in the upper-left corner to return to your dashboard



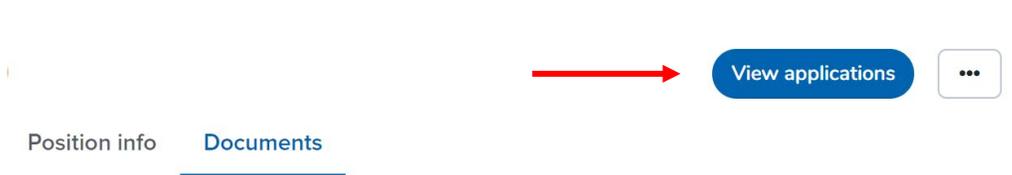
2. In the Jobs tile, select the Jobs open link.



3. Select View

Job number	Title	Anticipated Hiring Range	College/Program	Date added	Status	Request Provider	Hiring Administrator	Team (Internal team)
493061	Custodian	4,500 - 5,000	Human Resources	3 Apr 2019	Pending approval	CPSLO Hiring Manager		SL-San Luis Obispo

4. Select View Applications to view the resume and applications for the candidates.



5. Select View Application for a specific candidate.

My applicants

job number: Title: Status:

Clear Search

Select	Requisition Number	Title	Applicant name	Application source	Employee	Date assigned	HR/Faculty Affairs Representative	Assigned by	Status	Date actioned
<input type="checkbox"/>	493085	Info Tech Consultant	Jordan McKim			18 Mar 2019	CPSL UAT Staff Recruiter	CPSLO Commit	Approv	18 Mar 2019
<input type="checkbox"/>	493110	Technology Consult	Valerie Majala			19 Mar 2019	Jennifer Myers	CPSL UAT Search	Assigne	19 Mar 2019

6. On the applicant screen, select View References to review the reference check responses.

You are viewing this applicant's application for the job **Info Tech Consultant 12 Mo - McKim**. Only information related to this application will be shown.

Address: 1234 Cal Poly
San Luis Obispo, California
93401, United States

Phone: +1 123-456-7890

E-mail: jbooza@calpoly.edu

Applicant No: 1027

Original source: LinkedIn

[View references](#)

Profile

Applications

Job	Status	Submitted	Review	Offer
Info Tech Consultant 12 Mo - McKim	Hiring Manager Review	Submitted: 18 Mar 2019 via Careers website	Status changed 18 Mar 2019	Offer accepted

7. Select View Answers for each of the references.

8. Review the response and close the window.

9. Repeat steps 8-9 for each reference.



Preparing Your Offer

At this point, you will decide which candidate you will advance to the prepare offer stage. Before changing the candidate’s status, you should have received the HR compensation analysis for this candidate. This information will be required to extend the offer.

1. Change the candidates’ status by selecting the status link on the candidate’s screen.

Mr Q T (QT)

You are viewing this applicant's application for the job **Office Assistant - Test**. Only information related to this application will be shown.

Address: 123 Southwood, San Luis Obispo, California 93401, United States
Phone: +1 805-440-6984

E-mail: qtanner@calpoly.edu
Original source: Careers website

View references

e-Zines comms hold NO

Applications

#493085 JM Submitted: 3 Apr 2019 via Careers website	First Committee Interview	No offer
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History

Item: All Job: All

Date & time	Item
Today 3:11pm Jordan McKim	Applied via: San Luis Obispo, Source: Internet - Careers website, Score: 0.00 Office Assistant - Test

▶ | Show all records

2. Change applicant’s status:
 - a. Select Prepare Offer
 - b. Select Next

Change application status

- Committee Review
- Committee Review Unsuccessful
- First Committee Interview
- First Committee Interview Unsuccessful
- Second Committee Interview
- Second Committee Interview Unsuccessful
- Hiring Manager Review
- Hiring Manager Review Unsuccessful
- Reference Check Initiated
- Reference Check Unsuccessful
- Prepare Offer**
- Offer Approved
- Verbal Offer Extended
- Verbal Offer Accepted

Submit **Next >** Cancel

3. A pop-up window will appear with an email template – be sure to complete the required information:

- a. Desired Salary:
Desired Start Date:
- b. Select Move Now

Note: This email will prompt your recruiter to share the approved hiring range for your finalist and discuss extending the verbal offer.

Additional users from Job: Yes No

Additional users from Job

<input type="checkbox"/> Department Admin	<input type="checkbox"/> Hiring Manager
<input checked="" type="checkbox"/> HR Representative	<input type="checkbox"/> Hiring Administrator
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member

Additional users from Offer

<input type="checkbox"/> Department Admin	<input type="checkbox"/> Originator
<input type="checkbox"/> *Reports To	

Other additional users

🔍

E-mail from:*

E-mail subject:*

E-mail body:* Merge

B *I* U ~~S~~ Formats A *I* <>

I'm preparing an offer for {FIRSTNAME} {LASTNAME} for the position of {JOBTITLE} c {JOBNO}.

- Desired Salary:
- Desired Start Date:



Move now

Cancel