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

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

5. Review the uploaded hiring recommendation form. All interview guides should be available here for your review as well.
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.
3. Select Send Invitations to send a request to all references.
4. Select SL – Staff Online Reference Check Form

Note: SL stands for San Luis Obispo. Disregard other campus templates.
5. 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.

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

7. 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

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

5. Select View Application for a specific candidate.

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

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

<table>
<thead>
<tr>
<th>Additional users from Job:</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
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<td>Search Committee Member</td>
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<tr>
<td>Hiring Manager</td>
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<td>Hiring Administrator</td>
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<tr>
<td>Other additional users</td>
<td></td>
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</tr>
</tbody>
</table>

E-mail from:* noreply@calpoly.edu
E-mail subject:* Review Offer Request
E-mail body:* I’m preparing an offer for {FIRSTNAME} {LASTNAME} for the position of {JOBTITLE} of {JOBN0}.

- Desired Salary:
- Desired Start Date:

**A**

**B** Move now Cancel