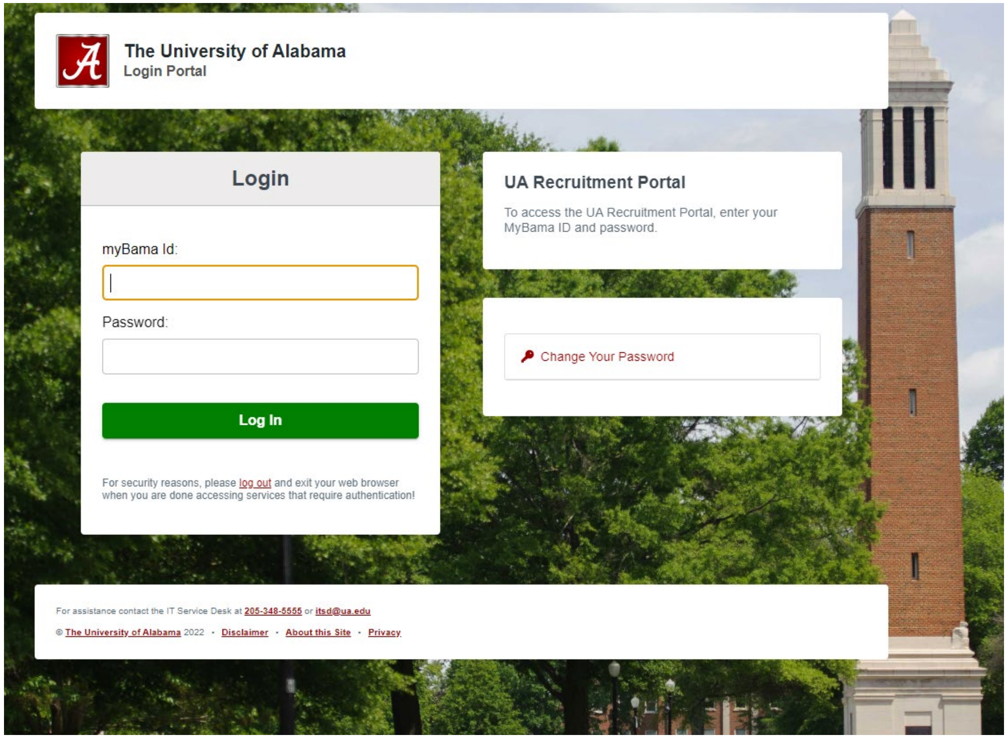
Getting Started with PageUp

THE UNIVERSITY OF ALABAMA®

How to Login

- To login, go to *jobs.ua.edu/hr.*
- You will see the following screen. Login using your MyBama ID and password.



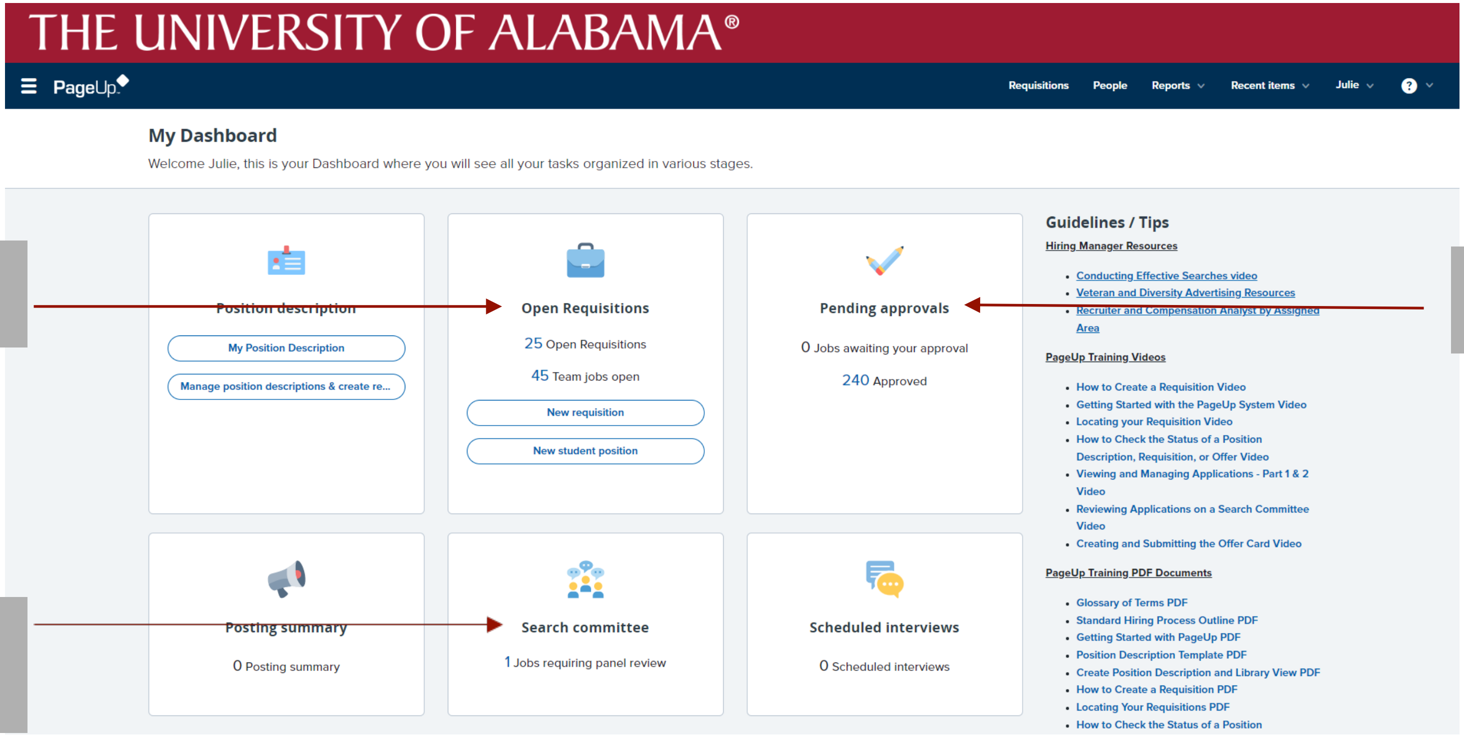
PageUp Home Screen

- Once you are logged in, you will see the following home screen.

This shows a list of all your open requisitions.

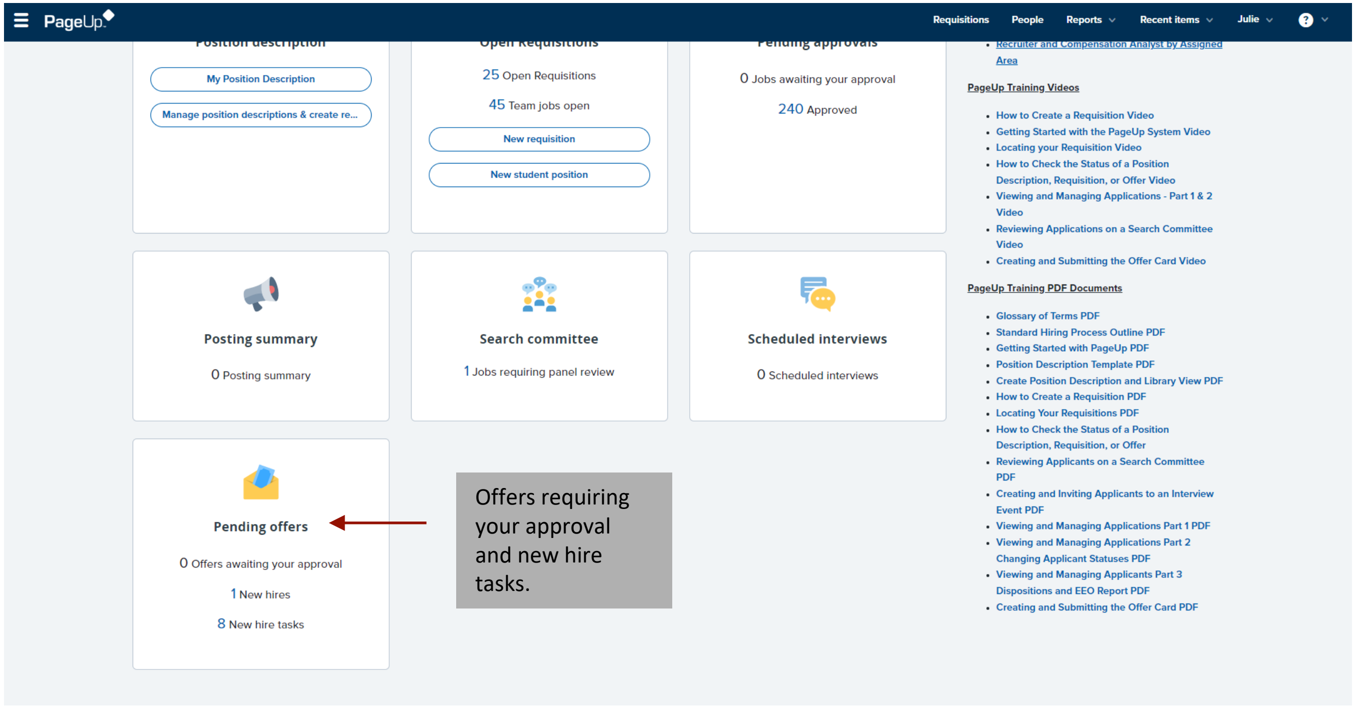
This shows actions requiring your approval.

This shows all the search committees you are a member of.



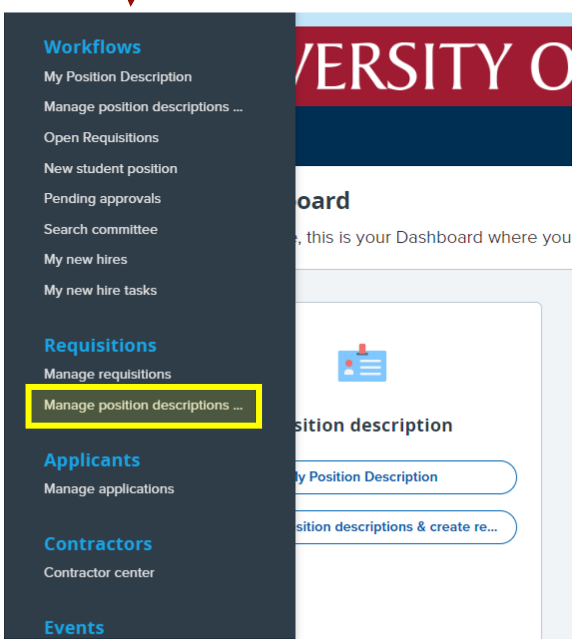
PageUp Home Screen

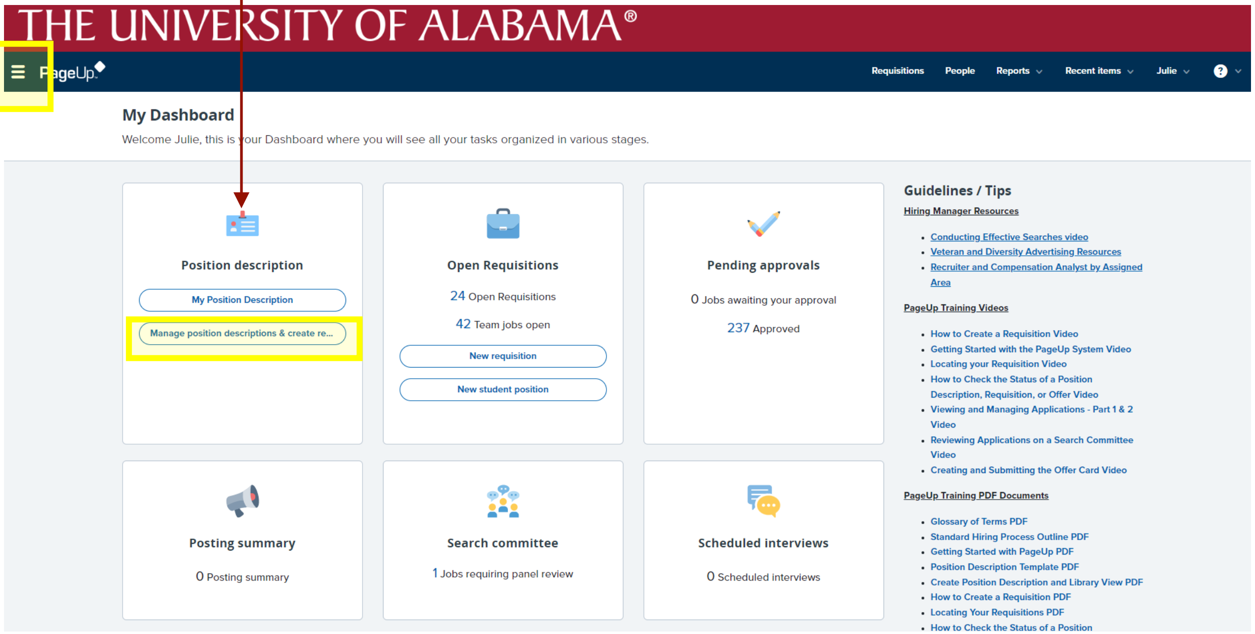
- The dashboard display will vary depending on the type of access you have. Please contact your Talent Acquisition Specialist or HR Business Partner if you have questions regarding what you see on your home screen.



Position Descriptions and Requisitions

- All position descriptions and requisition actions will be initiated from the ***Manage Position Descriptions and Create Requisitions*** screen.
  - There are two ways you can get to this screen:
    1. Link on your home screen
    2. The hamburger menu (located in the upper left-hand corner)





Position Descriptions and Requisitions

- From the ***Manage Position Descriptions and Create Requisitions*** screen, you will see all the position descriptions that you have access to.
- Here you will have the ability to create a new position description, copy an existing position description, edit an existing position description, or create a requisition from an approved position description.

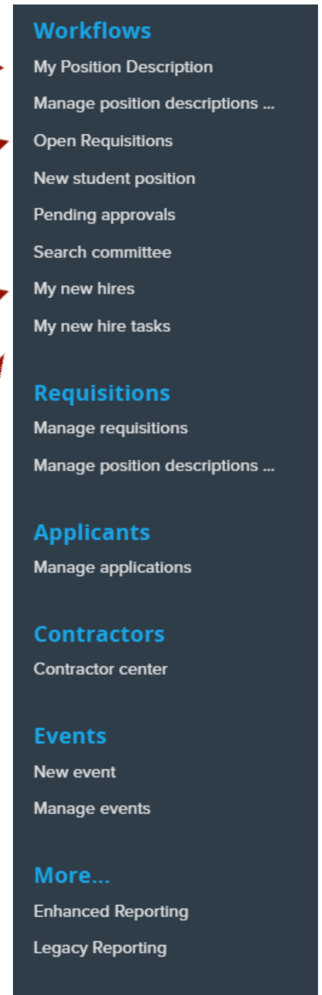
Hamburger Menu and Navigation

Select ***My Position Description*** to view your position description.

Select ***Open Requisitions*** to view requisitions currently posted on careers.ua.edu.

Select ***My New Hires*** to view offer details associated with applicants recently hired.

Select ***My New Hire Tasks*** to view and manage onboarding tasks assigned to applicants you recently hired.



Select ***Manage Position Descriptions and Create Requisition***s to view the library of position descriptions you have access to. This is also where you go to create a new position from a blank position description template, copy an existing position description to create a new position, view an existing position, edit (update) an existing position, or create a requisition from an approved position description Select manage requisitions to view.

Select ***Manage Requisitions*** to view requisition details and applicant details.

Glossary of Terms

- **Hiring Manager** - An employee that is responsible for managing position descriptions and requisitions in the online recruitment system.
- **HR Business Partner** (also referred to as "HRBP") – A department’s assigned contact that provides professional guidance and consultation to University employees, managers, supervisors and administrators on a variety of Human Resources issues that affect the work environment.
- **Compensation Analyst** - A department’s assigned contact within the Talent Acquisition office for matters related to position descriptions and classification.
- **Talent Acquisition Specialist** - A department’s assigned contact within the Talent Acquisition Office for matters related to staff recruitment.
- **Position Description** - (also referred to as “PD”) – The form used to record the duties, responsibilities, minimum and preferred qualifications, supervisory scope and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.
- **Requisition** - The form that is filled out and managed through the online staff recruitment system in order to post a position for recruitment and hire staff employees.

For more information, please [contact] your Talent Acquisition Specialist or HR Business Partner!