



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.

The University of Alabama
Login Portal

Login

myBama Id:

Password:

Log In

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

UA Recruitment Portal

To access the UA Recruitment Portal, enter your MyBama ID and password.

[Change Your Password](#)

For assistance contact the IT Service Desk at [205-348-5555](tel:205-348-5555) or itsd@ua.edu

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PageUp Home Screen

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

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PageUp

Requisitions People Reports Recent items Julie ?

My Dashboard

Welcome Julie, this is your Dashboard where you will see all your tasks organized in various stages.

Position description

My Position Description

Manage position descriptions & create re...

Open Requisitions

25 Open Requisitions

45 Team jobs open

New requisition

New student position

Pending approvals

0 Jobs awaiting your approval

240 Approved

Posting summary

0 Posting summary

Search committee

1 Jobs requiring panel review

Scheduled interviews

0 Scheduled interviews

Guidelines / Tips

Hiring Manager Resources

- Conducting Effective Searches video
- Veteran and Diversity Advertising Resources
- Recruiter and Compensation Analyst by Assigned Area

PageUp Training Videos

- How to Create a Requisition Video
- Getting Started with the PageUp System Video
- Locating your Requisition Video
- How to Check the Status of a Position Description, Requisition, or Offer Video
- Viewing and Managing Applications - Part 1 & 2 Video
- Reviewing Applications on a Search Committee Video
- Creating and Submitting the Offer Card Video

PageUp Training PDF Documents

- Glossary of Terms PDF
- Standard Hiring Process Outline PDF
- Getting Started with PageUp PDF
- Position Description Template PDF
- Create Position Description and Library View PDF
- How to Create a Requisition PDF
- Locating Your Requisitions PDF
- How to Check the Status of a Position

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.

The screenshot displays the PageUp Home Screen dashboard. The top navigation bar includes 'PageUp' with a logo, and several menu items: 'Requisitions', 'People', 'Reports', 'Recent Items', 'Julie', and a help icon. The main content area is divided into several sections:

- Position description:** Includes 'My Position Description' and 'Manage position descriptions & create re...'
- Open Requisitions:** Shows '25 Open Requisitions' and '45 Team jobs open'. It includes buttons for 'New requisition' and 'New student position'.
- Pending approvals:** Shows '0 Jobs awaiting your approval' and '240 Approved'.
- Posting summary:** Shows '0 Posting summary'.
- Search committee:** Shows '1 Jobs requiring panel review'.
- Scheduled interviews:** Shows '0 Scheduled interviews'.
- Pending offers:** Shows '0 Offers awaiting your approval', '1 New hires', and '8 New hire tasks'. A red arrow points to this section from a grey callout box.

A grey callout box with the text 'Offers requiring your approval and new hire tasks.' is positioned to the right of the 'Pending offers' section, with a red arrow pointing to the 'Pending offers' section.

On the right side of the dashboard, there are two lists of links:

- PageUp Training Videos:**
 - [Recruiter and Compensation Analyst by Assigned Area](#)
 - [How to Create a Requisition Video](#)
 - [Getting Started with the PageUp System Video](#)
 - [Locating your Requisition Video](#)
 - [How to Check the Status of a Position Description, Requisition, or Offer Video](#)
 - [Viewing and Managing Applications - Part 1 & 2 Video](#)
 - [Reviewing Applications on a Search Committee Video](#)
 - [Creating and Submitting the Offer Card Video](#)
- PageUp Training PDF Documents:**
 - [Glossary of Terms PDF](#)
 - [Standard Hiring Process Outline PDF](#)
 - [Getting Started with PageUp PDF](#)
 - [Position Description Template PDF](#)
 - [Create Position Description and Library View PDF](#)
 - [How to Create a Requisition PDF](#)
 - [Locating Your Requisitions PDF](#)
 - [How to Check the Status of a Position Description, Requisition, or Offer](#)
 - [Reviewing Applicants on a Search Committee PDF](#)
 - [Creating and Inviting Applicants to an Interview Event PDF](#)
 - [Viewing and Managing Applications Part 1 PDF](#)
 - [Viewing and Managing Applications Part 2 Changing Applicant Statuses PDF](#)
 - [Viewing and Managing Applicants Part 3 Dispositions and EEO Report PDF](#)
 - [Creating and Submitting the Offer Card PDF](#)

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)

The screenshot displays the PageUp dashboard for 'THE UNIVERSITY OF ALABAMA'. The dashboard is titled 'My Dashboard' and includes a welcome message: 'Welcome Julie, this is your Dashboard where you will see all your tasks organized in various stages.' The main content area is divided into several cards:

- Position description:** Contains a 'My Position Description' button and a highlighted 'Manage position descriptions & create re...' button.
- Open Requisitions:** Shows '24 Open Requisitions', '42 Team jobs open', and buttons for 'New requisition' and 'New student position'.
- Pending approvals:** Shows '0 Jobs awaiting your approval' and '237 Approved'.
- Posting summary:** Shows '0 Posting summary'.
- Search committee:** Shows '1 Jobs requiring panel review'.
- Scheduled interviews:** Shows '0 Scheduled interviews'.

On the right side, there are sections for 'Guidelines / Tips' (including 'Hiring Manager Resources' and 'PageUp Training Videos') and 'PageUp Training PDF Documents'.

A dark sidebar on the left contains a 'Workflows' section with 'Manage position descriptions ...' highlighted in yellow. A 'Requisitions' section also has 'Manage position descriptions ...' highlighted in yellow. A yellow box highlights the hamburger menu icon in the top left corner of the dashboard header.

Red arrows indicate the navigation paths: one from the hamburger menu to the 'Manage position descriptions & create re...' button, and another from the 'Manage position descriptions ...' link in the sidebar to the same button.

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.

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PageUp

Requisitions People Reports Recent items Julie ?

New position description

Position description

PD No. Classification Title Working Title Position Number Position Class Code Employee Name Employee CWID

Supervisor Name Appointment type Division College Department/Organization Approval status Status

Clear Search

PD No.	Classification Title	Working Title	Position Number	Position Class Code	Employee Name	Supervisor Name	Date modified	Approval status	
PD-246	Office Associate Sr.						Sep 15, 2021	Approved	Edit View Create requisition from PD Archive
PD-441	Executive Secretary						Apr 22, 2021	Approved	Edit View Create requisition from PD Archive

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.

Workflows

- My Position Description
- Manage position descriptions ...
- Open Requisitions
- New student position
- Pending approvals
- Search committee
- My new hires
- My new hire tasks

Requisitions

- Manage requisitions
- Manage position descriptions ...

Applicants

- Manage applications

Contractors

- Contractor center

Events

- New event
- Manage events

More...

- Enhanced Reporting
- Legacy Reporting

Select **Manage Position Descriptions and Create Requisitions** 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!**