



# How to Check the Status of a PD, Requisition, or Offer

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# Checking the Status of a PD

- From the hamburger menu, or your home screen, select **Manage Position Descriptions & Create Requisitions**.

- 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

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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	Open Requisitions	Pending approvals
<a href="#">My Position Description</a>	24 Open Requisitions	0 Jobs awaiting your approval
<a href="#">Manage position descriptions &amp; create re...</a>	42 Team jobs open	238 Approved
<a href="#">New requisition</a>	<a href="#">New requisition</a>	
	<a href="#">New student position</a>	

Posting summary	Search committee	Scheduled interviews
0 Posting summary	1 Jobs requiring panel review	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

# Checking the Status of a PD

- Clear your search before entering new search criteria.
- Sort by using different fields. (We find that using only one field at a time works best) Click **search**.
  - For the best results, we recommend using a position number or by department, but not by both. You can also search using an employee's name.

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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

All All All 214101 - Dean's Office - Engir All Active

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

If the approval status still shows "pending approval," then the PD has not completed the approval process.

# Checking the Status of a PD

- A position description could be at the status of *approved, pending approval, draft, or declined*.
- To identify where in the approval process a position description is pending, click on view.

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Requisitions People Reports Recent Items Julie

New position description

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

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- Scroll to the bottom of the PD to see which approver has it in their queue.

Approval process:\* 4 Approvers

1. HR: Vyvy Duong ✓ Approved Dec 7, 2022
2. 2nd approver: April Robinson ✓ Approved Dec 7, 2022
3. 3rd approver: Position Review Committee 🕒 You are here  
[Resend email to approver](#)
4. 4th Approver: Vyvy Duong

# Checking the Status of a Requisition

- From the hamburger menu, select **Manage Requisitions**.
- Open the requisition by clicking on the classification title.

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Requisitions People Reports Recent items Julie ?

New requisition | New student position | Select a bulk action

### Manage requisitions

Status: Current recruitment Clear Search

Types: All

Division: Finance and Operations

Show other search criteria

Req No.	Date created	Classification title	Working title	Organization	Status	Opening date	Closing date	HR Recruiter	Posted
<input type="checkbox"/>	518263	Test Position	Test Position	506101 - Human Resources	Waiver	Dec 8, 2022	Dec 9, 2022	Anna Robinson	✖

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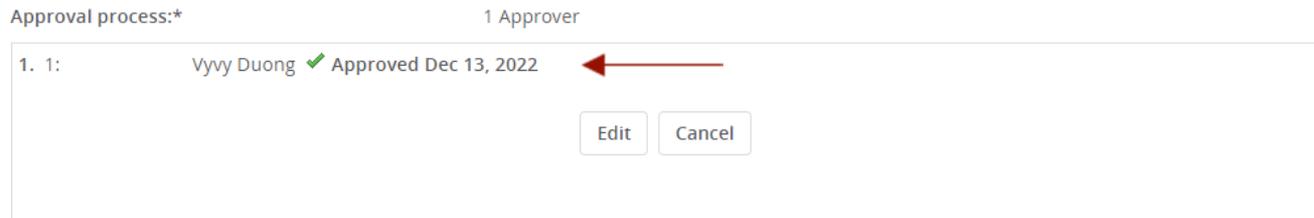
# Checking the Status of a Requisition

- Scroll to the bottom of the requisition to see where it is in the approval process. For the requisition approval process, there should only be one approver (either your Talent Acquisition Specialist and HR Business Partner).

Approval process:\* 1 Approver

1. 1:	Vyvy Duong ✓ Approved Dec 13, 2022	←
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Edit Cancel



# Checking the Status of an Offer

- From the hamburger menu, select **Manage Requisitions**.
- Open the requisition by clicking on the classification title.

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Requisitions People Reports Recent items Julie ?

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## Manage requisitions

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## 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

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# Checking the Status of an Offer

- Scroll to the position section of the requisition. Click on the applicant's name.

Positions:\*

Position no	Type:*	Applicant	Application status
1 999999	New	Dwayne Johnson	Create offer for approval <a href="#">Cancel</a>

New:  Replacement:  [Add more](#)

- From the applicant card, find the requisition and select the **Offer Incomplete** link.

**518263 - Test Position** ...

Date submitted Dec 8, 2022	Applied via UA Employment Website (jobs.ua...	Status changed Dec 21, 2022 <a href="#">Create offer for approval</a>	<a href="#">Offer incomplete</a>
Resume/CV <a href="#">View</a>	Application <a href="#">View</a>		

# Checking the Status of an Offer

- Scroll to the bottom of the offer card to view the approval process.

**Approval process**

Offer created by:\* Vyvy Duong

Approval process: 1 Approver

Approval workflow initiated: Dec 21, 2022, 1:42pm CST

1. HR Recruiter: Vyvy Duong ⓘ You are here

Cancel

You will be able to see which approver the offer card is assigned to currently.



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