Getting Started with the PageUp Recruitment System
To login go to jobs.ua.edu/hr

You will see the following screen. Login using your MyBama ID and password.
Once you are logged in, you will see the following **Home Screen**.

The dashboard displayed will vary, depending on the type of access you have. Contact your HR Recruiter if you have questions regarding what you see on the home screen.

---

**My Dashboard**

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

- **Position description**
  - My Position Description
  - Manage position descriptions & c.

- **Open Requisitions**
  - 1 Open Requisitions

- **Pending approvals**
  - 0 Jobs awaiting your approval
  - 0 Approved

- **Posting summary**
  - 0 Posting summary

- **Search committee**
  - 0 Jobs requiring panel review

- **Schedule interviews**
  - 0 Scheduled interviews

- **Pending offers**
  - 0 Offers awaiting your approval
  - 1 Now hires
  - 8 Now hire tasks

---

This shows a list of all your open requisitions.

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

Requisitions with interviews scheduled online through the PageUp system.

Actions requiring your approval.

Offers requiring your approval and new hire tasks.
All position descriptions and requisition actions will be initiated from the Manage position descriptions & create requisitions tab.

You can get to this screen from the link on your Home Screen or from the Sidebar.
From the Manage position descriptions and create requisitions screen you will see all of the position descriptions that you have access to.

From this screen 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**.
All position descriptions and requisition actions will be initiated from the Manage position descriptions & create requisitions tab.

You can get to this screen from the link on your Home Screen or from the Sidebar.

Select my position description to view your position description.

Select open requisitions to view requisitions currently posted at jobs.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 requisitions to view requisition details and applicant details.

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 requisition details and applicant details.

Select new event to create to create interview options for applicants.

Select manage events to view details of interview events and to add the event to your Outlook calendar.
Glossary of Terms:

**Hiring Manager:** An employee that is responsible for managing position descriptions and requisitions in the online recruitment system.

**HR Compensation and Classification Specialist:** A department’s assigned contact within the Talent Acquisition office for matters related to position descriptions and classification.

**HR Recruiter:** 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 HR Recruiter.