

Non-Tenure Track Searched Positions Hiring Process



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Process - Initial Hires

Searched Positions

- Non-Tenure Track
 - Greater than 50%
 - Search waivers may be granted in unique situations


Direct Hires

- Non-Tenure Track
 - Less than 50%
- Research Fellows & Senior Research Fellows
- Post Doctoral Research Associates

Process for Searched Positions

- **Requisition**
 - Dean's Office (Approves the search)
 - Provost's Office (Reviews/approves requisition to ensure it complies with relevant contractual requirements)
 - Talent Management (Reviews/approves the job text and notes section for posting instructions)
- **Posting, Applications, Search Committee Review**
- **Offer Card**
 - Department attaches draft offer letter
 - Talent Management (Ensures the candidate meets minimum qualifications)
 - Provost's Office (Reviews offer card and draft offer letter)
- **Offer and Acceptance forms**
 - Forward Offer letter to Provost's Office via DocuSign after Offer Card is approved
- **Background Check Completion**
- **ePAF Initiated**


PageUp Non-TT Searched Positions Process

 **PageUp** BETA

Jobs People Reports Recent items Test ?

My Dashboard


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



Position Description

My position description - Under review


[Manage position descriptions an...](#)



New Requisition


2 Jobs open
1127 Team jobs open

[New Requisition](#)




Approvals

1 Jobs awaiting your approval
1 Approved




Advertisements

0 Advertisements



Search committee review

18 Jobs requiring panel review



Offers

0 Offers awaiting your approval

Click the New Requisition

Select the correct
DeptID for the Non-TT
position

1. Team link

A221600-Dean - Social & Behavioral Sci

Enter the position
number for the
searched position

2. Position



No position selected

A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select your campus name and look for a template that is appropriate for your job in box #4. If you do not see one click next at the bottom.

Select 'No Template' if there is no suitable template available

3. Campus

--No campus--
Univ of Mass Boston
Univ of Mass Central Admin.
Univ of Mass Amherst
Univ of Mass Lowell

Click Univ of Mass
Amherst

4. Template

Non Tenure Track
Post Doc
Research Fellow
Senior Research Fellow
Tenure Track

Select a Template

Skip this box and click
the Next button to
move to a blank Req.

Preview

About UMass Amherst

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western

Next >

Cancel

Commonly used
position numbers for
positions less than 50%
FTE.

Lecturer A U of M	UMAMH90256
Lecturer U of M	UMAMH90250
Research Fellow UM	UMAMH90870
Senior Research Fellow UM	UMAMH90869
Post Doctoral Res Assoc UM	UMAMH90T64
Senior Post-Doct Res Assoc	UMAMH90868

*If your position is 50% FTE or more then you will need to enter a position number with eight digits. You should not enter a position number using the UMAMH prefix in these scenarios. Please contact Talent Management for a new position number in that case.

Commonly used
position numbers for
positions less than 50%
FTE.



Lecturer A U of M	UMAMH90256
Lecturer U of M	UMAMH90250
Research Fellow UM	UMAMH90870
Senior Research Fellow UM	UMAMH90869
Post Doctoral Res Assoc UM	UMAMH90T64
Senior Post-Doct Res Assoc	UMAMH90868

Dept ID	MBU_College
A404500	College of Education
A447200	College of Info & Computer Sci
A432100	College of Natural Sciences
A404200	College of Nursing
A404700	Engineering
A403900	Humanities & Fine Arts
A404800	Management
A404400	Public Health/ Health Sciences
A404100	Social & Behavioral Sciences

Input your Division

Enter a position number if you did
not do so on the prior screen

Approved PD Number OR Previous Req. No.:

Skip this field

For Staff Positions add PD No. Tenure Track add Prev. Req. No.

REQUISITION INFORMATION

Leave blank to automatically create a requisition number

Requisition Number:

Position number:

No position selected.

Campus:*

Univ of Mass Amherst

Division:

No Division selected.

Department:

Select

Select the department
the position resides in

*If your position is 50% FTE or more then you
will need to enter a position number with eight
digits. You should not enter a position number
using the UMAMH prefix in these scenarios.
Please contact Talent Management for a new
position number in that case.

NUMBER OF POSITIONS

Positions:

Enter the same position number
from position number field above

Position no

Type:

Applicant

Application status

1



Select

-

-

Cancel

No position selected

Select New or Replacement

New:

Replacement:

Add more

Select the amount of positions required: New (additional headcount) or Replacement
(backfilling an existing employee)

Reason:

Select

Select a reason why the position is
vacant i.e. new position

Current/Previous Incumbent:

Enter name if applicable

Incumbent termination date:

Enter date if applicable

Working Title/ Posting Title:*

Lecturer A U of M

Update title i.e. position title

If temporary, please specify duration:

Enter appointment period if applicable

If a term position please indicate the term length:

Select

Pick length of
appointment if
applicable

POSITION DETAILS

Position/Classification Type:*

Select

Select appropriate
classification

Faculty Full Time
Faculty Part Time/Adjunct
Post Doc (Amherst Only)
Senior/Research Fellow (Amherst Only)

Date opened:

Skip Date opened and
Date filled

10 Apr 2019



Date filled:



FLSA Status:

Select

Select Exempt

Hours Per Week:

Enter number of hours position works a week

Weeks per year:

Select

Select appropriate
weeks per year

52
Faculty - Academic Year
Faculty - Calendar Year
Other

Shift and Daily Work Schedule (ie M-F 8:30am -
5pm):

Enter typical work schedule if known

Skip these fields

Pay Grade:

No pay grade selected.

Associated Pay Grade:

Pay Step:

Enter salary information & start/end date

Union - Amherst:

Select Benefit status

Yes or No

Select

Select appropriate Union.

Benefited Position:

☐ Yes ☐ No

Select Amherst

Recruitment process:*

Amherst

Do you wish to apply for a waiver for the posting?:

Select

Select No

Reason for waiver:

Skip this field

1. If you wish to attach a document to the requisition you will need to scroll to the top of the requisition and click the "Documents" tab.
2. Follow the steps on the next page to attach a document to a requisition.

(494577) New Requisition

Position info Notes Posting **Documents**

Select ▼
Select
Document from a file
Document from library

Click “Document from a file” to attach a document to the req.

Click Upload file to find a document on your computer

Size

Category

Upload a new document - PageUp - Google Chrome
https://umass.dc4.pageuppeople.com/FileUpload?sData=UFUtVjMty8xiPrr6I6nviy%...
Upload a new document

File:*
Document category:*
Title:

Upload file Dropbox

Amherst - Other ▼

Save and add another Submit and close Close

Select Amherst – Other as the Document category

Click Save and add another to attach multiple documents otherwise click the Submit and close button to attach your document

Save a draft Submit Submit & exit Cancel

Click Save a draft to save the req. without submitting it for approvals otherwise click either Submit buttons to route the req. through your approval process if you have completed filling out the required fields on the “Position info” tab

FUNDING INFORMATION

Speed Type lookup

HR Speedtype/Combo Code:

Enter speed type(s) that
will fund the position

Proposed Budget:

Enter budgeted amount for the position

FACULTY POSITIONS

Tenure Status:

Select

Will lab/studio space be needed?:

☐ Yes ☐ No

Skip this field

Select Non-
Tenure Track

If lab/studio space is needed click [here](#)

Are ISG Campus Interviews Required?:

☐ Yes ☐ No

Skip this field

If no lab required, enter proposed office space.:

Skip this field

If this is a joint appointment, please select the secondary hiring authority

Secondary hiring authority:

Select

Skip this field

SEARCH COMMITTEE

Do you wish to utilize a search committee?:

☐ Yes ☐ No

Select Yes

If no, please provide an explanation:

Skip this field

Search committee chair:

Enter Search Chair's name

No user selected.

Chair Communication - HR:

Enter the Record Keeper's name

No user selected.

***Chair Communication – HR field is reserved for the Record Keeper of the Search Committee. This field does not grant a user immediate access to PageUp. This user will need to attend training in order to receive the required access.**

***Search committee chair field grants the user immediate access to the search committee module in PageUp. No formal training is required to use this module.**

Search committee members:

Add Search committee member

Click button to add Search Committee Members

Recipient

No Search committee member selected.

Search committee member information:

Email PageUpsupport@umass.edu

to add/remove search committee members after requisition has been submitted for approvals in PageUp.

Pop-Up window will appear search each member and click the “Add” link to add them to the req. as a SC Member

Search - Google Chrome

https://umass.dc4.pageuppeople.com/v5.3/provider/multiSearchField/searchdialoggrid...

First name: Last name: Team: Search

First name	Last name	Team	
James	Adam	A090900-Elect & Computer Engineering	Add
James	Allan	A070100-Computer Science	Add
James	Allen	B008300-Biology	Add
James	Anliker	A836000-Alterations Department	Add
James	Antonovitch	A192400-FCS Admin Services	Add
James	Argiro	A100500-Music & Dance	Add
James	Ayres	A320800-Pre-Award Services	Add
James	Barbieri	C816370-UIITS- Identity Mgt Operations	Add

Page 1 of 22 | Show all records | Jump to page: | Records 1 to 8 of 175

Search committee member information:

No search committee member selected.

Done Add new search committee member

POSTING DETAILS

Speed Type for Advertising:

If you plan to advertise externally indicate the advertising sources:

Enter Speed Type that funds Ads here

- | | |
|---|---|
| <input type="checkbox"/> HigherEd Jobs | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> External careers site | <input type="checkbox"/> Intranet |
| <input type="checkbox"/> The Chronicle of Higher Education | <input type="checkbox"/> Trade Publications/Journals (please specify) |
| <input type="checkbox"/> Diversity Publications/Websites (please specify) | <input type="checkbox"/> Lowell Sun |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Springfield Republican |

Check the applicable boxes, PageUp will not post to these sites, this is to inform HR of your advertising plan

Please list any other advertising sources:

List each advertisement source(s) here
i.e. websites, journals, periodicals etc.

Posting location:*

UMass Amherst

Enter home building for
PeopleSoft record

Campus location:

No Site name selected.

Posting summary:

Enter brief summary of position i.e. Dept.
of X seeks applicants for a Non-TT
appointment in Physics

Posting text:

Complete the Posting text section

B *I* U ~~S~~ *I_x*

About UMass Amherst

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Job Description:

Requirements:

Additional Information:

Application Instructions:

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

Describe the Non-TT position

List the minimum requirements



Specify any additional info you wish to share with your applicants

List required documents and materials for a completed application

USERS AND APPROVALS


Administrative Support/Originator:

Both people will receive emails from PageUp once the req. has been approved

1  
No user selected.

Enter the Record Keeper's name or the person who created the req. name here

Hiring Manager:*

2  
No user selected

Enter Appointing Authority's name here



Approval process:*

None 3 ▼



Select one of the Amherst Non-TT Approval paths

Amherst Non-TT Faculty 2 Approvers
Amherst Non-TT Faculty 3 Approvers
Amherst Non-TT Faculty 4 Approvers
Amherst Non-TT Faculty 5 Approvers
Amherst Research Fellow/Post Doc



1. Approver 1:

 
No user selected.

2. Approver 2:

ProvostOffice Faculty  
Provost-HR@umass.edu ▼

3. Approver 3:

Talent Management  
talentmanagement@umass.edu ▼

4

Enter your Dept Approver's name then leave the remaining approvers as is

Status:*

Select 5 ▼

Select "Pending Approval" to route your req through your Approval process above

Click "Save a draft" to save the req. without submitting it for approvals otherwise click either Submit buttons to route it through your approval process

[Next page >](#)
Please fill in all mandatory fields marked with an asterisk (*).

6
[Save a draft](#) [Submit](#) [Submit & exit](#) [Cancel](#)

Example of Non Tenure Track Approval Paths (Searched Positions)

Name:* Amherst Non-TT Faculty 4.

Step	Approval position	Levels above position	Default user
1	Approver 1	Select ▼	<input type="text"/> No User selected
2	Approver 2	Select ▼	<input type="text"/> No User selected
3	Approver 3	Select ▼	ProvostOffice Faculty E-mail: Provost-HR@umass.edu
4	Approver 4	Select ▼	Talent Management E-mail: talentmanagement@umass.edu

Name:* Amherst Research Fellow/i

Step	Approval position	Levels above position	Default user
1	Departmer	Select ▼	<input type="text"/> No User selected
2	Dean's Offi	Select ▼	<input type="text"/> No User selected
3	Provost's O	Select ▼	ProvostOffice Faculty E-mail: Provost-HR@umass.edu
4	Talent Man	Select ▼	Talent Management E-mail: talentmanagement@umass.edu

*Departments should consult with their respective Dean's Office regarding appropriate approval path.

Position info

Notes

Posting

Documents

Add posting sites

Show advanced options

Source	Opening date	Closing date

Notes:

Add note

Next page >

Save a draft

Submit

Submit & exit

Cancel

Open the req. and click on the Posting tab

Click "Add posting sites" to open Source Channels pop-up window

Sourcing channels: Amherst

☐ System Career Page

☒ Amherst

Get more job boards...

Opening date: *

at 9 : 00 AM Eastern Standard Time

Closing date:

at 3 : 15 PM Eastern Standard Time

Working Title/ Posting Title: *

Assistant Professor-Finance

Summary: *

The Finance Department of the Isenberg School is seeking talented applicants qualified for an assistant professor position.

Design template:

Default

Text to appear in Job Ad: *

About UMass Amherst

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Job Description:

The Finance Department of the Isenberg School is seeking talented applicants qualified for an assistant professor position. Under exceptional circumstances, highly qualified candidates at other ranks may receive consideration. The position requires candidates to teach undergraduate

19895

Include video:

☐ Yes ☒ No

Application form: *

Amherst Faculty

Preview

Customize for job

☐ Hidden job (only visible when searched for by job number)

Submit

Cancel

- Locations:
- UMass Amherst
 - ☒ UMass Amherst
 - UMass Boston
 - UMass Dartmouth
 - UMass Lowell
 - UMass President's Office
- Search categories: *
- Ungrouped
 - Select all
 - Accounting/Finance
 - Administrative/Office Support
 - Advancement
 - Athletics
 - College of Nursing
 - Computer & Information Technology
 - Counseling/Health/Wellness
 - Custodial
 - Facilities/Grounds/Skilled Trades
 - ☒ Faculty
 - Food Service/Hospitality
 - Human Resources
 - Librarians
 - Police, Public Safety, Security
 - Public Relations, Marketing, Communications
 - Research
 - Skilled Labor
 - Springfield
 - Technical

Posting Your Non-TT Position After The Req. Has Been Approved

Sourcing channels: Amherst

☐ System Career Page

☒ Amherst

Get more job boards...

Opening date: *

Closing date:

Working Title/ Posting Title: *

Summary: *

Design template:

Text to appear in Job Ad: *

Assistant Professor-Finance

The Finance Department of the Isenberg School is seeking talented applicants qualified for an assistant professor position.

Default

About UMass Amherst

UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

Job Description:

The Finance Department of the Isenberg School is seeking talented applicants qualified for an assistant professor position. Under exceptional circumstances, highly qualified candidates at other ranks may receive consideration. The position requires candidates to teach undergraduate

Include video:

☐ Yes ☒ No

Application form: *

Amherst Faculty

Preview

Customize for job

☐ Hidden job (only visible when searched for by job number)

Submit

Cancel



Apply job template

Locations:

- ☒ UMass Amherst
- ☒ UMass Boston
- ☒ UMass Dartmouth
- ☒ UMass Lowell
- ☒ UMass President's Office

Search categories: *

- ☐ Select all
- ☐ Accounting/Finance
- ☐ Administrative/Office Support
- ☐ Advancement
- ☐ Athletics
- ☐ College of Nursing
- ☐ Computer & Information Technology
- ☐ Counseling/Health/Wellness
- ☐ Custodial
- ☐ Facilities/Grounds/Skilled Trades
- ☒ Faculty
- ☐ Food Service/Hospitality
- ☐ Human Resources
- ☐ Librarians
- ☐ Police, Public Safety, Security
- ☐ Public Relations, Marketing, Communications
- ☐ Research
- ☐ Skilled Labor
- ☐ Springfield
- ☐ Technical



1. Click the word Amherst to refresh the source channel page. Amherst should be highlighted blue, when done correctly.
2. Enter Opening date and time.
3. Click "+ Ungrouped" then select the "Faculty" check box under the Search Categories section.
4. Select Amherst Faculty as the "Application form"
5. Check the Posting Text to ensure the correct priority deadline etc. is listed.
6. Click the check box next to Amherst
7. Click the "Submit" button

Posting Your Non-TT Position After The Req. Has Been Approved

Position info Notes **Posting** Documents Reports

Your Non-TT position is set to post if you see the Opening date you selected.

Add posting sites + Show advanced options

Source	Opening date	Closing date	Actions
Amherst	5 Jun 2019, 9:00am	--	<div>Edit Close Link Job preview Bulk update sourcing text</div>
System Career Page  	--	--	

Use the "Actions" button to access a drop down menu

1. Edit = Opens the Source Channel Page for editing.
2. Close = Close the posting and remove it from the careers page.
3. Link = Gives you a direct link that can be placed in external ads.
4. Job Preview = A snapshot of the Posting Text
5. Bulk Update Sourcing Text = DO NOT USE

My Dashboard

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



Click Jobs



Position Description

My position description - Under review

[Manage position descriptions an...](#)



New Requisition

2 Jobs open

1127 Team jobs open

[New Requisition](#)



Approvals

1 Jobs awaiting your approval

1 Approved



Advertisements

0 Advertisements



Search committee review

18 Jobs requiring panel review



Offers

0 Offers awaiting your approval

New Requisition | Select a bulk action ▾

Status:

Current recruitment ▾

Clear

Search

Types:

All ▾

Working Title/ Posting Title:

Non Tenure

[+ Show other search criteria](#)

Search by Current Recruitment

<input type="checkbox"/>	Job No.	Date created ▲	User	Title	Department	Status	Applications	Opening date	Closing date	Hiring manager	Posted
<input type="checkbox"/>	495776	21 Sep 2018	HU	Non Tenure Track	Mech & Industrial Er	Offer	0	4 Oct 2018		Sundar Krishnamurty	✓
<input type="checkbox"/>	495455	31 Aug 2018	AF	Non Tenure Track	History	Finalist	0	21 Sep 2018	22 Mar 2019	Brian Ogilvie	✗
<input type="checkbox"/>	495384	28 Aug 2018	DO	Non Tenure Track	Biostatistics & Epide	Offer	1	28 Aug 2018		Deborah Osowski	✓
<input type="checkbox"/>	495235	21 Aug 2018	SPHHS	Non Tenure Track	Biostatistics & Epide	Offer	1	24 Aug 2018	21 Feb 2019	Deborah Osowski	✗
<input type="checkbox"/>	495053	15 Aug 2018	ST	Non Tenure Track	Environmental Healt	Reference checking	1	21 Aug 2018		Suzanne Tromara	✓

Click on the title of the job you wish to view

(501101) Non Tenure Track

View applications

...



Click View applications

- Position info
- Notes
- Posting
- Documents
- Reports

Approved PD Number OR Previous Req. No.:

For Staff Positions add PD No. Tenure Track add Prev. Req. No.

REQUISITION INFORMATION

Requisition Number:

501101
Leave blank to automatically create a requisition number

Position number:

Visiting Assistant Professor
UMAMH90T86
Visiting Assistant Professor
Campus: Univ of Mass Amherst
Department ID:
Department:
Position Reports To:
Job Code: 90T86
Pay Grade: No Pay Grade
Union Code: A50MTA/NEA MSP Faculty
IPEDS Code: Instruction (Rsrch/PubSrvc)
EEO-1 Category: Professionals
EEO-6 Category: Faculty
SOC: 25-1000-PostsecondaryTeachers
FLSA: X-No FLSA Required
Job Group: 22

Campus:*

Univ of Mass Amherst

Division:

A432100

Department:

Veterinary & Animal Sciences

NUMBER OF POSITIONS

Non Tenure Track (501101)

SearchResults

<div><div><div><div></div><div>All</div></div><div></div></div></div> <div>Submitted</div> <div>Status</div>	Pref Name	First name	Last name	Phone	Cell Phone	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
<div><div><div><div></div><div></div><div></div></div><div>6 Jun 2019</div></div><div>New</div></div>	John	John	Doe	123-456-		marie.mcnamara@pageuppeople.com	United St	Massachuse	SC	<div></div>			True		Internal	ItA	<div></div>
<div><div><div><div></div><div></div><div></div></div><div>6 Jun 2019</div></div><div>New</div></div>	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy	<div></div>			True		Internal	ItA	
<div><div><div><div></div><div></div><div></div></div><div>6 Jun 2019</div></div><div>New</div></div>	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ	<div></div>			True		Internal	ItA	

See next 3 pages for “Status” explanations

Clicking an applicant’s name will launch their applicant card

Mr Billy Madison

View profileView referencesAdd

Address

1 Test St
Amherst, Massachusetts
01003, United States

E-mail

fonsecar@yopmail.com

Number

58284

e-Zines comms hold

No

Original source

Diversity Jobs

Applications

History

CRM

Resume

501798 - Background Check Testing Requisition

Date submitted

15 Jul 2019

Applied via

Invite to apply

Resume

View

Status changed 15 Jul 2019

Background Check Cleared

Offer

No offer

Add flags

500963 - HR TT Test Job

Date submitted

03 Jun 2019

Applied via

Diversity Jobs

Resume

View

Status changed 03 Jun 2019

Hired

Offer

Offer accepted

Add flags

Close

<

>

New Non-TT Searched Positions Disposition Process

Change application status - PageUp People - Google Chrome

umass.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMt%2FqtlwhO...

Change application status

New

AFSCME Review
PSU A Review
PSU B Review
USA/MTA Review
Pending Additional Documents
Meets Minimum Qualifications
Screened - No Longer Under Consideration
Not Screened - No Longer Under Consideration
Phone Screen
Phone Screened - No Longer Under Consideration
Interview
Interviewed - Not Selected for Hire
Second/Final Interview
Second/Final Interviewed - Not Selected for Hire
Faculty Letters of Recommendation
Reference Check
Recommended For Hire
Offer Made
Offer Accepted
Background Check in Progress (Talent Management Use Only)
Background Check Cleared (Talent Management Use Only)
Offer Declined
Offer Rescinded
Hired
Ineligible
Submitted
Withdrawn

Submit

Next >

Cancel

PageUp

BETA

JobsPeopleReports

New applicant

Search by answers to questions

Merge applicants

Select a bulk action

Non Tenure Track (501101)

SearchResults

AllSubmittedStatus

		Pref Name	First name	Last name	Phone	Cell Phone	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags
6 Jun 2019	New	John	John	Doe	123-456-		marie.mcnamara@pageuppeople.com	United St	Massachuse	SC				True		Internal	ItA	
6 Jun 2019	New	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy				True		Internal	ItA	
6 Jun 2019	New	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ				True		Internal	ItA	

Page 1 of 1

Change application status - PageUp People - Google Chrome

umass.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMt%2FqtlwhO...

Change application status

New

AFSCME Review

PSU A Review

PSU B Review

USA/MTA Review

Pending Additional Documents

Meets Minimum Qualifications

Screened - No Longer Under Consideration

Not Screened - No Longer Under Consideration

Phone Screen

Phone Screened - No Longer Under Consideration

Interview

Interviewed - Not Selected for Hire

Second/Final Interview

Second/Final Interviewed - Not Selected for Hire

Faculty Letters of Recommendation

Reference Check

Recommended For Hire

Offer Made

Offer Accepted

Background Check in Progress (Talent Management Use Only)

Background Check Cleared (Talent Management Use Only)

Offer Declined

Offer Rescinded

Hired

Ineligible

Submitted

Withdrawn

Submit

Next >

Cancel

Click on an applicant's status to open a pop-up window with additional statuses you may place them into.

Select the status you wish to place the applicant into then click the "Next" button.

When placing applicants into any status that doesn't have an automatic email template your next pop-up window should be similar to this screenshot.

Confirm status change - Microsoft Edge

https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjl

Confirm status change

You are about to move Reggie Miller to a different status:

From status: New
To status: Meets Minimum Qualifications

Communication template: -- No template --

E-mail: Applicant: ☒ Yes ☐ No

Additional users from Job: ☒ Yes ☐ No

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Screening: ☒ Yes ☐ No

Move now Cancel

Review to confirm you are moving your applicant to the correct status.

Do not update any of the fields, simply click the "Move now" button to place your applicant into your specified status.

Your pop-up screen should resemble the screen below, when placing your applicant into a status that has an automatic email or a *Final Status.

Confirm status change - Microsoft Edge

https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtLREA2

Confirm status change

You are about to move Reggie Miller to a different status:

From status: New

To status: Screened - No Longer Under Consideration

Communication template: -- No template --

E-mail: Applicant: ☒ Yes ☐ No

From:* talentmanagement@umass.edu

Subject:* UMass Amherst application update.

Message: Merge fields

Dear Reggie,

Thank you for submitting your application for consideration for the position of Test Tenure Track For Training with the Veterinary & Animal Sciences department.

We were pleased to review your qualifications, however we have decided to move forward with other candidates whose qualifications are better aligned with the position requirements.

Thank you again for your interest in employment with UMass Amherst and we encourage

Move now Cancel

Click the "Move now" button after selecting the appropriate disposition code.

When using a Final Status, make sure you scroll to the bottom of the window to disposition your applicant(s).

Confirm status change - Microsoft Edge

https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtLREA2

Confirm status change

Delay e-mail by:* No delay

Additional users from Job: ☒ Yes ☐ No

Screened - No Longer Under Consideration reason

Please indicate the reason for selecting the screened - no longer under consideration status:*

Select

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Approved to Screening: ☒ Yes ☐ No

Move now Cancel

[New applicant](#) | [Search by answers to questions](#) | [Merge applicants](#) | [Select a bulk action](#)

Non Tenure Track (501101)

[Search](#)
[Results](#)

<input checked="" type="checkbox"/> All	Submitted	Status ▾	Pref Name	First name	Last name	Phone	Cell Phone	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags ▾
	6 Jun 2019	New	John	John	Doe	123-456-		marie.mcnamara@pageuppeople.com	United St	Massachuse	SC				True		Internet	ItA	
	6 Jun 2019	New	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ				True		Internet	ItA	
	6 Jun 2019	Screened - No Longer Under Consideration	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy				True		Internet	ItA	

Page 1 of 1 |

After clicking the “Move now” button your applicant’s status should be updated to the status indicated on the prior pop-up window.

Confirm status change - Microsoft Edge

<https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtLREA2>

Confirm status change

You are about to move Reggie Miller to a different status:

From status: New

To status: Screened - No Longer Under Consideration

Communication template: -- No template --

E-mail: Applicant: ☒ Yes ☐ No

From:* talentmanagement@umass.edu

Subject:* UMass Amherst application update.

Message: [Merge fields](#)

B *I* U ~~S~~

Formats

Dear Reggie,

Thank you for submitting your application for consideration for the position of Test Tenure Track For Training with the Veterinary & Animal Sciences department.

We were pleased to review your qualifications, however we have decided to move forward with other candidates whose qualifications are better aligned with the position requirements.

Thank you again for your interest in employment with UMass Amherst and we encourage

Move now

Cancel

New applicant | Search by answers to questions | Merge applicants | Select a bulk action

Offer Card Training Session 01-11-19 (497430)

Search

Results

Click an applicant's status

Page	Submitted	Status	Pref Name	First name	Last name	Phone	Cell Phone	Email	Country	State	City	Ref. Score	Dup	Undisclosed?	Employee	Source	Sub-source
<input type="checkbox"/>	9 Jan 2019	New	Clark	Clark	Kent	123											
<input type="checkbox"/>	9 Jan 2019	New	Rick	Rick	Grimes	951-318-											
<input type="checkbox"/>	9 Jan 2019	New	Peter	Peter	Parker	951-318-	951-318-										
<input type="checkbox"/>	9 Jan 2019	USA/MTA Review	Rachel	Rachel	Fonseca	123-456-											
<input type="checkbox"/>	9 Jan 2019	USA/MTA Review	Union	Gabrielle	Union	951-318-	951-318-										
<input type="checkbox"/>	9 Jan 2019	AFSCME Review	LL	Larry	Legend	123-123											
<input type="checkbox"/>	9 Jan 2019	AFSCME Review	Mr. Anderson	Thomas	Anderson	122											

Page 1 of 1 |

Change application status - PageUp People - Google Chrome

umass.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMt91q4IWZbn...

Change application status

New
 AFSCME Review
 PSU A Review
 PSU B Review
 USA/MTA Review
 Pending Additional Documents
 Meets Minimum Qualifications
 Screened - No Longer Under Consideration
 Not Screened - No Longer Under Consideration
 Phone Screen
 Phone Screened - No Longer Under Consideration
 Interview
 Interviewed - Not Selected for Hire
 Second/Final Interview
 Second/Final Interviewed - Not Selected for Hire
 Faculty Letters of Recommendation
 Reference Check
Recommended For Hire
 Offer Made
 Offer Accepted
 Background Check in Progress (Talent Management Use Only)
 Background Check Cleared (Talent Management Use Only)
 Offer Declined
 Offer Rescinded
 Hired
 Ineligible
 Submitted
 Withdrawn

Select Recommended for Hire then click the Next button

Submit

Next >

Cancel

Confirm status change - Google Chrome

https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtzc5...

Confirm status change

You are about to move Clark Kent to a different status:

From status: New

To status: Recommended For Hire

Communication template: -- No template --

E-mail: Applicant: ☐ Yes ☒ No

Additional users from Job: ☐ Yes ☒ No

Note

The following will be added to the applicant notes for administrators to view:

Leave screen as is and click Move now

Move now Cancel

Offer Card Process

Offer details

Please fill in all mandatory fields marked with an asterisk (*).

Mr Reggie Miller (Reggie)

Personal details

Address: 123 3 Pointer Lane
Indy, Indiana
0000001, United States


E-mail: dannygranger33@yahoo.com

Applicant number: 45626

[View profile](#)

Ensure this is the
correct applicant
and the correct
requisition

Job details

Working Title/
Posting Title:  Test Non Tenure Track For Training.

Employment
type: Faculty Full Time

Campus: Univ of Mass Amherst

Department:

Site: UMAMHBLDG0118 - Amherst

Offer details

Approval status: Pending

Date entered: 10 Jan 2019, 8:35 am

Application source: Internet - Invite to apply [Edit](#)

Positions:

Position no	Type:	Applicant	Application status
<input checked="" type="radio"/> Visiting Assistant Professor	New	-	-
<div>UMAMH90T86 Visiting Assistant Professor Campus: Univ of Mass Amherst Department ID: Department: Position Reports To: Job Code: 90T86 Pay Grade: No Pay Grade Union Code: A50MTA/NEA MSP Faculty IPEDS Code: Instruction (Rsrch/PubSrv) EEO-1 Category: Professionals EEO-6 Category: Faculty SOC: 25-1000-PostsecondaryTeachers FLSA: X-No FLSA Required Job Group: 22</div>			

POSITION DETAILS

Start date:*

Enter start date



End date if applicable:

Enter end date if applicable



FLSA status:

Exempt

Enter Exempt

Hours per week:

Enter hrs per wk.

Select appropriate weeks per year

Weeks per year:

Select

52
Faculty - Academic Year
Faculty - Calendar Year
Other

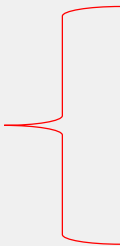
Non-TT Skip
these fields



Skip these
fields



Skip these fields



SALARY

Annual Salary:

Bi-Weekly Salary:

Hourly Pay rate (if
applicable):

Pay Step:

Salary
Justification:

Salary Justification
(HR Only):

Relocation/Moving
Expenses:

Stipend:

Summer Salary:

Pre TT
Appointment Start
Date:



OFFER CONTINGENCIES/PRE-EMPLOYMENT CHECKS

Standard
Background
Verification:

☐ Yes ☒ No

Physical Exam:

☐ Yes ☒ No

Psychological
Exam:

☐ Yes ☒ No

Additional
Checks/Reference
Checks:

Enter Reference's Name, Title & Date contacted

Please list Name, Title and Date of reference contacted

**Answer Yes if applicant has
never worked on campus before
or their last hire date was
beyond one year.**

ONBOARDING

Reports to
manager:



Enter position's reports to manager

No user selected.

OFFER PROGRESS

The following fields will be automatically updated by the system

Offer accepted:

☐ Yes ☒ No

Date offer
accepted:



Offer declined:

☐ Yes ☒ No

Date offer
declined:



Skip this section

Offer documents

Documents attached to the offer appear in the section below.

Add document

Document	Date	Size	Category
----------	------	------	----------

Upload draft offer letter

Docs. Uploaded by the applicant are here.

Application documents

Documents uploaded by the applicant are displayed in blue.

Documents belonging to a different application are marked with an asterisk (*).

Title	Size	Category	
	107Kb	Resume	View

Page 1 of 1

Records 1 to 1 of 1

Enter your name here.
You will receive an email once the Offer Card is approved.

Approval process

Originator:*



No user selected

Approval process:

Amherst Non-TT Faculty 2 Approvers

Select a Non-TT Faculty Approval Path

1. Approver 1:

ProvostOffice Faculty



Provost-HR@umass.edu



2. Approver 2:

Talent Management



talentmanagement@umass.edu



See next page for approval path examples.

Click Submit and close to submit Offer Card for approvals.

Submit and close

Submit

Cancel

Example of Non Tenure Track Offer Card Approval Paths (Searched Positions)

Name:*

Step	Approval position	Levels above position	Default user
1	<input type="text" value="Talent Man"/>	<input type="text" value="Select"/>	<input type="text" value="Talent Management"/> E-mail: talentmanagement@umass.edu
2	<input type="text" value="Provost Off"/>	<input type="text" value="Select"/>	<input type="text" value="ProvostOffice Faculty"/> E-mail: Provost-HR@umass.edu

Name:*

Step	Approval position	Levels above position	Default user
1	<input type="text" value="Dean's Offi"/>	<input type="text" value="Select"/>	<input type="text" value="No User selected"/>
2	<input type="text" value="Talent Man"/>	<input type="text" value="Select"/>	<input type="text" value="Talent Management"/> E-mail: talentmanagement@umass.edu
3	<input type="text" value="Provost Offi"/>	<input type="text" value="Select"/>	<input type="text" value="ProvostOffice Faculty"/> E-mail: Provost-HR@umass.edu

*Departments should consult with their respective Dean's Office regarding appropriate approval paths.

How To Check An Offer Card's Approval Status

- 1. Follow steps outlined on slides/pages 21-24 to get to the Applicant Pool screen as shown below.
- 2. Click on the applicant's first name to launch their applicant card.
- 3. Click on the link that appears under "Offer" this will launch the Offer Card.
- 4. Scroll to the bottom to view the approval path.

PageUpBETA

New applicant | Search by answers to questions | Merge applicants | Select a bulk action

Offer Card Training Session 01-11-19 (497430)

Search

Results

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name	Phone	Cell Phone	Email	Country	State	City
<input type="checkbox"/>	9 Jan 2019	Interviewed - Not Selected for Hire	Union	Gabrielle	Union	951-318-6451	951-318-6451	dannygranger33@ymail.com	United States	Florida	Miami
<input type="checkbox"/>	9 Jan 2019	Recommended For Hire	Rick	Rick	Grimes	951-318-6451		rsaun001@gmail.com	United States	Georgia	Atlanta
<input type="checkbox"/>	13 Mar 2019	Recommended For Hire	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United States	Indiana	Indy
<input type="checkbox"/>	9 Jan 2019	Reference Check	LL	Larry							
<input type="checkbox"/>	9 Jan 2019	Screened - No Longer Under Consideration	Peter	Peter							
<input type="checkbox"/>	9 Jan 2019	Screened - No Longer Under Consideration	Clark	Clark							
<input type="checkbox"/>	9 Jan 2019	Screened - No Longer Under Consideration	Rachel	Rachel							
<input type="checkbox"/>	9 Jan 2019	Screened - No Longer Under Consideration	Mr. Anderson	Thomas							

Page 1 of 1

Mr Billy Madison

View profile View references Add

Address

1 Test St
Amherst, Massachusetts
01003, United States

E-mail

fonsecar@yopmail.com

Number

58284

Original source

Diversity Jobs

e-Zines comms hold

No

Applications

History

CRM

Resume

*If you complete the steps above and don't see an application, contact Talent Management.

501798 - Background Check Testing Requisition

Date submitted

15 Jul 2019

Resume

View

Applied via

Invite to apply

Form

View

Status changed 15 Jul 2019

Background Check Cleared

Add flags

Offer

No offer

Modifying An Offer After Approval

Approval process

Originator:* Robert Saunderson
Approval process: Amherst 1 Approver

Approval workflow initiated: 18 Jan 2019, 7:30am EST

1. 1st Approver: Talent Management  Approved 18 Jan 2019

Cancel

To enter new salary after initial salary has been approved click the cancel button.

Submit and close

Submit

Cancel

After completing the steps shown on this slide scroll back to the Salary section on the Offer Card and enter your new salary amount then resubmit through the same approval paths.

Cancel approval process - Google Chrome
<https://umass.dc4.pageuppeople.com/v5.3/provider/mana...>



Are you sure you want to cancel the approval process?

Users who have already approved this offer will need to be notified. Please enter a reason for cancelling the approval process below:

Enter reason why new offer is being requested. i.e. candidate declined wants new salary of X amount. Then click the OK button.

OK

Cancel