

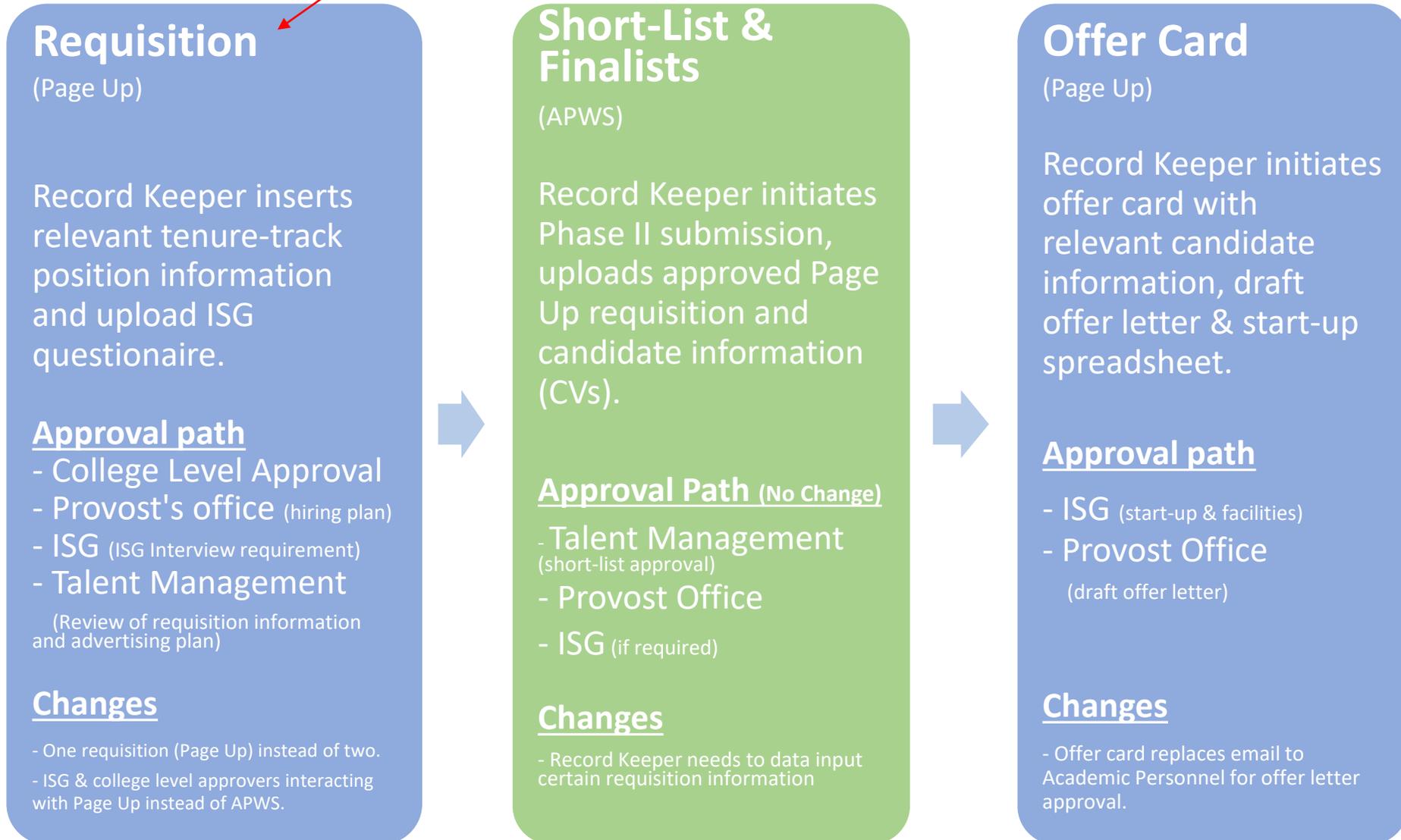


UMassAmherst
The Commonwealth's Flagship Campus

Comprehensive Tenure Track Search Job Aid



Creating Tenure Track Requisitions in PageUp



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 TT position

1. Team link

A190500-Chemistry

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

2. Campus

Univ of Mass Boston
Univ of Mass Central Admin.
Univ of Mass Amherst
Univ of Mass Lowell
Univ of Mass Dartmouth

Click Univ of Mass Amherst

3. Template

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

Click Tenure Track

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

(494577) New Requisition

[Position info](#) [Notes](#) [Posting](#) [Documents](#)

Approved PD Number OR Previous Req. No.:

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

Enter previous req. number from prior search otherwise leave blank

REQUISITION INFORMATION

Requisition Number:

Leave blank to automatically create a requisition number

Position number:



No position selected.

Enter TT position number if known otherwise email TalentManagement for new number

Campus:*

Division:



No Division selected.

Input your Division

Department:

Select the department the TT position resides in

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

NUMBER OF POSITIONS

Positions:

Position no	Type:	Applicant	Application status
1 <input type="text"/>   <div style="background-color: #e0f2f7; padding: 2px;">No position selected.</div>	<input type="text" value="Select"/>	-	- Cancel

Enter TT position number

Select New or Replacement

New: Replacement:

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

Reason:

Current/Previous Incumbent:

Incumbent termination date:

Working Title/ Posting Title:*

If a term position please indicate the term length:

Select a reason why the TT position is vacant

Skip this field

POSITION DETAILS

Position/Classification Type:*

Select Faculty Full Time

Date opened:

Skip Date opened and
Date filled

Date filled:

FLSA Status:

Select Exempt

Hours Per Week:

Skip this field

Weeks per year:

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

Skip this field

Select Faculty - Academic Yr.
or Faculty - Calendar Yr.

Skip these fields

Pay Grade:

No pay grade selected.

Associated Pay Grade:

Pay Step:

Skip this field

Union - Amherst:

Select ▼

Select MSP

Benefited Position:

Select Yes

Yes No

Recruitment process:*

Amherst ▼

Select Amherst TT

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

Select ▼

Select No

Reason for waiver:

Skip this field

FUNDING INFORMATION

Speed Type lookup

HR Speedtype/Combo Code:

Click link to download ISG Form. Attach completed form to documents tab

Enter speed type(s) that will fund the position

Proposed Budget:

Enter budgeted amount for position

FACULTY POSITIONS

Tenure Status:

Select

Will lab space be needed?:

Yes No

Select Yes or No for lab space

Select Tenure Track

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

Are ISG Campus Interviews Required?:

Yes No

ISG will indicate if an ISG campus interview is required

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

Secondary hiring authority:

Select

Make a selection for joint appointments

Complete this ISG Smart Form and attach it to the requisition in PageUp on the Documents Tab. Instructions on how to attach document are on next slide.

UMassAmherst

Infrastructure Support Group (ISG) Questionnaire for Tenure-Track positions

PAGE UP REQUISITION NUMBER:

1. Proposed office (bldg & room no.)
2. Will the proposed office be vacant on hire date? Yes No
3. If not vacant on hire date, identify swing space (bldg & room no.)
4. Will a lab/studio be needed? Yes No
5. Proposed lab/studio, if applicable (bldg & room no.)
6. Current condition of the lab/studio is: Fair Good Poor
7. Will the proposed lab/studio be vacant on hire date? Yes No
8. If not vacant on hire date, identify swing space (bldg & room no.)
9. Comments by dean/department on facilities plan.
10. Is it possible the person hired for this position will do research requiring any of the following?
 - Vertebrate animals Yes No Maybe
 - Human subjects Yes No Maybe
 - Clean room facilities Yes No Maybe
 - Cell or tissue samples Yes No Maybe
 - Chemical, biological, or radioactive materials Yes No Maybe
 - High-speed, performance, or large-volume computing Yes No Maybe

(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.

Size

Category

Click Upload file to find document on your computer

Upload a new document - PageUp - Google Chrome
https://umass.dc4.pageuppeople.com/FileUpload?sData=UFUtVjMty8xiPrr6I6nviiy%...
Upload a new document

File:*
Upload file Dropbox

Document category:*
Amherst - Other

Title:

Save and add another Submit and close Close

Select Amherst – Other as the Document category

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

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

SEARCH COMMITTEE

Do you wish to utilize a search committee?:

Yes No

Select Yes for Search Committee

If no, please provide an explanation:

Skip this field

Search committee chair:

Enter Search Committee Chair's name here

No user selected.

Chair Communication - HR:

No user selected.

Enter Record Keeper's name here

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:

Enter Speed Type that funds Ads here

If you plan to advertise externally indicate the advertising sources:

- | | |
|---|---|
| <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

Campus location:

Skip this field



No Site name selected.

Posting summary:

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

Complete the Posting text section.

See next slide for example.

Posting text:

B *I* U ~~S~~ [List Bulleted] [List Numbered] [List Check] [List X] Formats A [Color] [Background Color] [Link] [Image] [Video] [Table] [Code] [Help]

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:

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 TT position

List the minimum requirements

Specify priority deadlines etc.

List required documents and materials for a completed application

Example of Completed Posting Text



About UMass Amherst

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Job Description:

The Department of Communication at the University of Massachusetts Amherst seeks a communication scholar whose research and teaching focus on urban communication, environmental communication, and/or civics and governance in 'smart cities'. We seek theoretical and methodological innovation in researching the constitutive role of communication and information infrastructures in people's experience of the built environment. We seek a colleague whose work complements and extends the traditions in the department, which include digital media and public participation, cultural production and social inequality, and postcoloniality.

Additionally, the Department is interested in candidates who have demonstrated ability to contribute to the inclusive excellence and diversity mission of the department, college and university in research, teaching, and/or outreach. The rank will be at the Assistant Professor level. The position will begin Sept. 1, 2019 and will include responsibilities for teaching and supervision at the undergraduate and graduate levels. The ability to collaborate on and eventually lead interdisciplinary, grant-funded projects is desirable.

Requirements:

A completed PhD in Communication or closely allied field is required by the start of the appointment.

Additional Information:

Review of applications will begin on October 15, 2018 and will continue until the position is filled.

Application Instructions:

Applications should include a letter of interest, a CV, evidence of teaching effectiveness, and one article-length example of research, and names and contact information for three references.

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.

USERS AND APPROVALS

Administrative Support/Originator:

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

No user selected.

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

Hiring Manager:*

No user selected

Enter Appointing Authority's name here

Approval process:*

None

Select one of the Amherst TT Approval paths

- Amherst TT - CICS
- Amherst TT - CNS
- Amherst TT - COE
- Amherst TT - EDUC
- Amherst TT - HFA
- Amherst TT - Honors
- Amherst TT - ISOM
- Amherst TT - NURSING
- Amherst TT - SBS
- Amherst TT - SPHHS

1. Dept Approver:

No user selected.

2. Dean:

Laura Haas

lmhaas@cs.umass.edu

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

3. Provost Office:

ProvostOffice Faculty

Provost-HR@umass.edu

Status:*

Select

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 (*).

Save a draft

Submit

Submit & exit

Cancel

Example of New Tenure Track Approval Paths

Name:*

Step	Approval position	Levels above position	Default user
1	<input type="text" value="Dept Apprc"/>	<input type="text" value="Select"/>	<input type="text" value=""/> No User selected
2	<input type="text" value="Dean"/>	<input type="text" value="Select"/>	<input type="text" value="Tricia Serio"/> E-mail: tserio@umass.edu
3	<input type="text" value="Provost Off"/>	<input type="text" value="Select"/>	<input type="text" value="ProvostOffice Faculty"/> E-mail: Provost-HR@umass.edu
4	<input type="text" value="ISG"/>	<input type="text" value="Select"/>	<input type="text" value="Pamela Rooney"/> E-mail: prooney@facil.umass.edu
5	<input type="text" value="Human Re:"/>	<input type="text" value="Select"/>	<input type="text" value="Talent Management"/> E-mail: talentmanagement@umass.edu

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

(494577) New Requisition

Position info **Notes** Posting Documents

How to Leave a Note

Add:

To leave a note click Note then type your note within the next pop-up window

Click "Next page" to move to the Posting tab on the req.

Next page >

Add note - PageUp - Google Chrome
https://umass.dc4.pageuppeople.com/JobNote/Add?sData=UFUvJmT6ugVydFxsI4x9wnvMsfYWkwXTUOCIMQTVdL...

Add note

Note:*

Type notes here, these can be seen by all approvers

File:

E-mail this note to:

User:

Other e-mail:

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

Click Submit to save note onto the req.

Posting Your TT Position After The Req. Has Been Approved

Add posting sites [Show advanced options](#)

Source	Opening date	Closing date

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

Notes:

[Add note](#)

[Next page >](#)

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

Sourcing channels: Amherst

System Career Page
 Amherst
[Get more job boards...](#)

Opening date: * at : : AM Eastern Standard Time

Closing date: at : : PM Eastern Standard Time

Working Title/ Posting Title: *

Summary: *

Design template:

Text to appear in Job Ad: *

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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: * [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: *

- 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 TT Position After The Req. Has Been Approved

Position info Notes **Posting** Documents Reports

Add posting sites [+ Show advanced options](#)

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

Source	Opening date	Closing date
Amherst	5 Jun 2019, 9:00am	--
System Career Page in t	--	--

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

- Actions ▾
- Edit
 - Close
 - Link
 - Job preview
 - Bulk update sourcing text

- 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**

Dispositioning Applicants

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

New Requisition | Select a bulk action

Status: Current recruitment Clear Search

Types: All

Working Title/ Posting Title: Assistant Professor in

Search by Current Recruitment

Show other search criteria

Job No.	Date created	User	Title	Department	Status	Applications	Opening date	Closing date	Hiring manager	Posted
495776	21 Sep 2018	HU	Assistant Professor in Mechanical and Industrial Engineeri	Mech & Industrial Er	Offer	119	4 Oct 2018		Sundar Krishnamurty	✓
495455	31 Aug 2018	AF	Assistant Professor in Early American History	History	Finalist	138	21 Sep 2018	22 Mar 2019	Brian Ogilvie	✗
495384	28 Aug 2018	DO	Assistant Professor in Biostatistics	Biostatistics & Epide	Offer	79	28 Aug 2018		Deborah Osowski	✓
495235	21 Aug 2018	SPHHS	Assistant Professor in Epidemiology	Biostatistics & Epide	Offer	67	24 Aug 2018	21 Feb 2019	Deborah Osowski	✗
495053	15 Aug 2018	ST	Assistant Professor in Environmental Health Sciences	Environmental Healt	Reference checking	72	21 Aug 2018		Suzanne Tromara	✓

Click on the title of the job you wish to view

(501101) Test Tenure Track For Training

[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

Click View applications



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

Test Tenure Track For Training (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
<input type="checkbox"/>	6 Jun 2019	New	John	John	Doe	123-456-		marie.mcnamara@pageuppeo	United St	Massachuse	SC				True		Internet	ItA	
<input type="checkbox"/>	6 Jun 2019	New	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy				True		Internet	ItA	
<input type="checkbox"/>	6 Jun 2019	New	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ				True		Internet	ItA	

Page 1 of 1

Clicking an applicant's name will launch their applicant card.

Mr Billy Madison

View profile View references Add

Address: 1 Test St, Amherst, Massachusetts 01003, United States

E-mail: fonssecar@yopmail.com

Number: 58284

Original source: Diversity Jobs

e-Zines comms hold: No

Applications History CRM Resume

- 501798 - Background Check Testing Requisition
 - Date submitted: 15 Jul 2019
 - Applied via: Invite to apply
 - Status changed: 15 Jul 2019
 - Offer: No offer
 - Resume View
 - Form View
 - Add flags
- 500963 - HR TT Test Job
 - Date submitted: 03 Jun 2019
 - Applied via: Diversity Jobs
 - Status changed: 03 Jun 2019
 - Offer: Offer accepted
 - Resume View
 - Form View
 - Add flags

New Disposition Process

Change application status - PageUp People - Google Chrome

https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjM...

Change application status

- New
- Meets Minimum Qualifications
- Faculty Letters of Recommendation
- Screened - No Longer Under Consideration
- Pending Additional Documents
- Preliminary Interviews (Skype/Zoom/Phone)
- Preliminary Interview - No Longer Under Consideration
- Campus Interview (Shortlist)
- Declined Campus Interview Invite
- Campus Interview - No Longer Under Consideration
- Finalist
- Finalist - Not Selected for Hire
- Approved for Offer
- Recommended For Hire
- Offer Made
- Offer Accepted
- Offer Declined
- Background Check in Progress (Do not use)
- Background Check Cleared
- Hired
- Ineligible
- Withdrawn

Submit Next > Cancel

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

Test Tenure Track For Training (501101)

Search Results

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
<input type="checkbox"/>	6 Jun 2019	New	John	John	Doe	123-456-		marie.mcnamara@pageuppeo	United St	Massachuse	SC			True		Internet	ItA	
<input type="checkbox"/>	6 Jun 2019	New	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy			True		Internet	ItA	
<input type="checkbox"/>	6 Jun 2019	New	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ			True		Internet	ItA	



Change application status - PageUp People - Google Chrome

https://umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjM...

Change application status

- New
- Meets Minimum Qualifications
- Faculty Letters of Recommendation
- Screened - No Longer Under Consideration
- Pending Additional Documents
- Preliminary Interviews (Skype/Zoom/Phone)
- Preliminary Interview - No Longer Under Consideration
- Campus Interview (Shortlist)
- Declined Campus Interview Invite
- Campus Interview - No Longer Under Consideration
- Finalist
- Finalist - Not Selected for Hire
- Approved for Offer
- Recommended For Hire
- Offer Made
- Offer Accepted
- Offer Declined
- Background Check in Progress (Do not use)
- Background Check Cleared
- Hired
- Ineligible
- 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.

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). See next 2 pages for acceptable disposition codes.

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

Test Tenure Track For Training (501101)

Search		Results																
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@pageuppeo	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:

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

Run EEO Report

(Under the following Statuses)

1. **New = Applicants appear on the “All Applications” tab within the EEO report. This is the first tab in the report that reflects the demographic data of your entire applicant pool.**
2. **Meets Minimum Qualifications = Applicants in this status appear on the 2nd tab labeled “Minimally Qualified” within the EEO report. This shows you the demographic makeup of your minimally qualified pool.**
3. **Preliminary Interviews (Skype/Zoom/Phone) = Applicants in this status appear on the 3rd tab labeled “Preliminary Interview” within the EEO report. This shows you the demographic makeup of your preliminary interview pool.**
4. *** Campus Interview (Shortlist) = Applicants in this status appear on the 4th tab labeled “Campus Interview” within the EEO report. This shows you the demographic makeup of your campus interview pool.**
5. ***Finalist = Applicants in this status appear on the 5th tab labeled “Finalist Interview” within the EEO report. This shows you the demographic makeup of your finalist pool.**
6. **Offer Accepted = Applicants in this status appear on the 6th tab labeled “Offer Accepted” within the EEO report. This shows you the demographic makeup of your final candidate.**

***Requires Pre-Approval in APWS**

Run EEO Report (Example)

(500963) HR TT Test Job

View applications

Position info Notes Posting Documents Reports

Click Reports then click the "Amherst EEO Report - TT link"

Amherst EEO Report

Robert Saunderson
a month ago

Amherst EEO Report - TT

Rachel Fonseca
19 minutes ago

Applicant Data Export

Robert Saunderson
8 months ago

UMassAmherst

Job ID: 500963
Job Title: HR TT Test Job

Org Hierarchy:
Univ of Mass Amherst
Human Resources

All Applications

Total Count 4

Gender	#	%
Male	3	75%
Female	1	25%
Not Disclosed	0	0%
Not Specified/Incomplete	0	0%

Are you Hispanic or Latino?	#	%
Yes	1	25%
No	2	50%
Not Disclosed	1	25%
Not Specified/Incomplete	0	0%

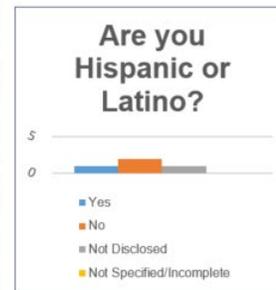
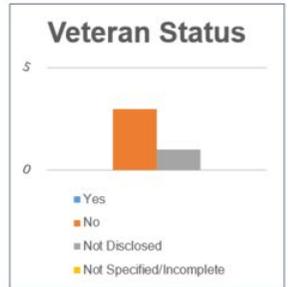
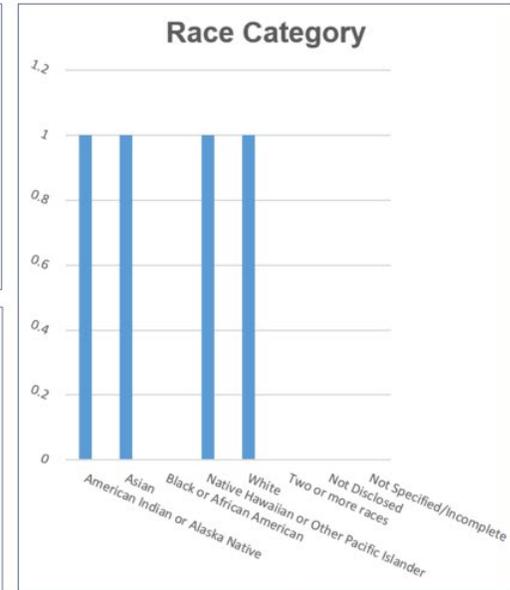
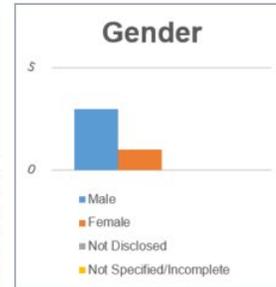
Race Category	#	%
American Indian or Alaska Native	1	25%
Asian	1	25%
Black or African American	0	0%
Native Hawaiian or Other Pacific Islander	1	25%
White	1	25%
Two or more races	0	0%
Not Disclosed	0	0%
Not Specified/Incomplete	0	0%

Veteran Status	#	%
Yes	0	0%
No	3	75%
Not Disclosed	1	25%
Not Specified/Incomplete	0	0%

Applicant EEO Report

Report Date: 07/15/2019
Powered by PageUp

Visuals



Matrix View

	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or more races	Not Disclosed	Not Specified/Incomplete	Not Disclosed	Not Specified/Incomplete	Total
Non-Hispanic / Non-Latino	1	1	1	0	1	1	0	0	0	0	0	4

All Applications

Minimally Qualified

Preliminary Interview

Campus Interview

Finalist Interview

Offer Accepted

Begin APWS Process Now



Requisition

(Page Up)

Record Keeper inserts relevant tenure-track position information and upload ISG questionnaire.

Approval path

- College Level Approval
- Provost's office (hiring plan)
- ISG (ISG Interview requirement)
- Talent Management

(Review of requisition information and advertising plan)

Changes

- One requisition (Page Up) instead of two.
- ISG & college level approvers interacting with Page Up instead of APWS.



Short-List & Finalists

(APWS)

Record Keeper initiates Phase II submission, uploads approved Page Up requisition and candidate information (CVs).

Approval Path (No Change)

- Talent Management (short-list approval)
- Provost Office
- ISG (if required)

Changes

- Record Keeper needs to data input certain requisition information



Offer Card

(Page Up)

Record Keeper initiates offer card with relevant candidate information, draft offer letter & start-up spreadsheet.

Approval path

- ISG (start-up & facilities)
- Provost Office (draft offer letter)

Changes

- Offer card replaces email to Academic Personnel for offer letter approval.

Short-List (Campus Interviews) Approvals

<https://cps.provost.umass.edu/umaerpt/auth/login>

Log In

Please enter your NetID (IT Account user name) and password below to enter the system.

Your NetID and password are what you use to sign into systems such as UMail, SPIRE and UDrive, as well as many other IT systems.

NetID:

Password:

← **Log-In with your NetID and Password**

Sign In

If your NetID works in UMail, SPIRE or UDrive - but not here - send email to Tech Support 

Don't have a NetID username, or can't remember your password? Contact UMass IT Support Center or call 545-TECH (8324)

Choose Your Employment Type

[I am a Faculty Member or I am Creating a Submission Related to Faculty](#)

If you are a faculty member (instructor, assistant professor, associate professor, professor; or a person with any rank in these titles: lecturer, clinical, extension, research), click on the link above to begin a new submission for a personnel action (reappointment, promotion, tenure, AFR, sabbatical applications, etc.).

[I am a Librarian or I am Creating a Submission Related to Library Staff](#)

If you are a librarian at any rank, click on the link above to begin a new submission for a personnel action (reappointment, promotion, continuing appointment, AREL, sabbatical applications, etc.).

Choose Submission Type

Faculty Hiring

[Conduct interviews for faculty searches](#)

Submission for Tenured Faculty Interviews

Search Year

Choose the academic year in which the search will be conducted.

2019-2020 ▼

Ensure the appropriate search year is selected

Primary Hiring Authority

Please choose the primary hiring authority.

IMPORTANT: These two fields will determine workflow!

Select the appropriate department.

Select the appropriate School/College.

College of Education ▼

Dept not yet determined ▼

Requisition Number

Enter the five or six digit requisition number

* R

Enter in the approved Page Up Requisition Number

Working Title

Chose the working title

* Select One... ▼

Choose between: Assistant, Associate, Professor, or Open Rank

Area of Specialization

To distinguish this position from other requisitions in progress, *briefly* describe the area of specialization that the search proposes to fill. Ex physics" "Macroeconomic theory", etc.

Enter in the area of specialization. If more than one position is part of this requisition, note it here.

Go Back

Proceed to Next Page



Confirmation Required: Do you want to create this draft submission for **Tenured Faculty Interviews** ?

Requisition Number: 123456

Working Title: Assistant Professor

Primary Hiring Authority: School: College of Humanities & Fine Arts Dept: History

I WANT TO CREATE THIS SUBMISSION

[Create Draft](#)

After creating the draft submission you will then be able to edit it and submit it for review and approval. You can still add material after you submit, but you

I WANT TO CANCEL THIS ACTION

[Cancel](#)

This will reflect your Page Up Requisition Number

R123456 UMass Historian -- Provost (ref #18973)

Your APWS reference number.

Instructions

Edit Draft

Share/Submit/Withdraw

Sections

Edit

Section: Search Personnel (click to show)  3 required items unanswered

Search Personnel (#18973)

 Be sure to press the Save button every 3 hours at least to avoid being logged out and losing your work.

Any items marked with a * are *REQUIRED*

Any items marked with a  are required and have not yet been answered.

Save/Upload and Return Cancel

Requisition Information

*Working Title

Assistant Professor ▼

*Specialization

Enter a brief (6 words or so) description of position's specialization

UMass Historian

 *Upload a PDF of the approved Page Up requisition

Upload file

Add to File Uploads

Confirm this information is correct

Upload approved Page Up
requisition

Enter in the record keeper. Be consistent with what you entered in Page Up.

Involved People

 *Please enter the name of the record keeper for this search:

Type last name

Enter in the search committee chair. Be consistent with what you entered in Page Up.

 *Please enter the name of the the search committee chair:

Type last name

Facilities

*Did ISG indicate on the requisition that ISG interviews were required?

No

IMPORTANT: This field will determine workflow!

If ISG indicated on the Page Up requisition that ISG interviews are required, Select Yes.

If yes, upload the completed ISG questionnaire:

Upload file

Add to File Uploads

If yes, upload the ISG questionnaire.

Save/Upload and Return Cancel

Instructions

Edit Draft

Share/Submit/Withdraw

Sharing

Reassign Draft Submission Specify the new owner of this draft submission. You will no longer be able to edit or submit the draft unless it is reassigned back to you.

Workflow Actions

Note: As you have uploaded files and entered text, the system has saved your work. You may leave this page, move to other pages, or quit your browser without losing your work. When you want to resume work on this draft, look for the "TO DO!" tab in "My Submissions."

When completely done with your submission, start the review process by clicking on the "Prepare for Submission" button below. The submission will no longer be able to be edited once it is submitted.

Prepare for Submission

Discard This Draft Submission

Confirm Workflow or Go Back to Editing

Do you want to submit this submission?



Examine the **Future Reviews/Approvals** section below *VERY CAREFULLY!* If anything looks wrong or is missing (no Honors review, joint a missing, etc) contact **contact the system administrators** before submitting this draft. Failure to do so may cause this submission to b to need to start over.

I confirm this submission AND its workflow are ready for review

Cancel (back to editing)

Future Reviews/Approvals

Please look over these workflow steps and their chairs. If you see anything incorrect, missing, or that you are unsure of, or are aware of any possible please **contact the system administrators.** Failure to do so may cause this submission to be rejected and you to need to start over.

Step

Person Responsible

Enter Short List

Jocelyn J Tedisky (jtedisky)

R123456 UMass Historian -- Provost (ref #18973)

Instructions

View Submission Contents

View Recommendation History

Complete Your Recommendation

Withdraw

Enter Short List

Forms

To complete your processing of this submission, the following forms must be completed.

Action	Form Name	Last Updated	Status
Edit	Proposed Campus Interview List		1 Required Item(s) Unanswered

Record Keepers or Search Committee Chairs can complete this step.

Title: Proposed Campus Interview List
Creation Date: 07/15/2019
Last Update Date:
Last Editor:

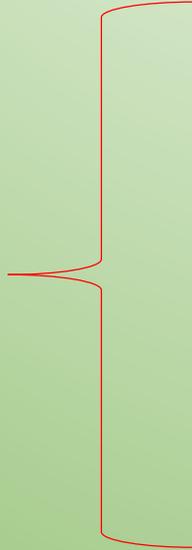
Upload Search Committee Memo



Search Committee Memo
Enter your memo describing how you determined this list.

Add to File Uploads

Insert Candidate information



Candidate List
You can enter this information in any order.

▼ **Candidate #1** (click to hide)

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

CV
Add to File Uploads

Research Statement
Add to File Uploads

Other
Add to File Uploads

▼ **Candidate #2** (click to hide)

Instructions

View Submission Contents

View Recommendation History

Complete Your Recommendation

Withdraw

Enter Short List

Forms

To complete your processing of this submission, the following forms must be completed.

Action	Form Name	Last Updated	Status
Edit	Proposed Campus Interview List	07/15/2019	

You have the authority to take action for your committee/department/etc, level of review below. Unless otherwise stated beside the option you pick, this will move this submission from this step to the next step so that committee or person level of review can start its work. The next step is *College Approval of Campus Interview List*.

Done. Move to next step

If you have any comments you want to make, you can enter them below. These *WILL* be seen by the person who created this submission and by all other reviewers.

Save Decision

[Dashboard](#)[Create New Submission](#)[My Submissions](#)[Review Others' Submissions](#)[Staff](#)

Process **R123456 UMass Historian -- Provost**

Proxy

You have proxy privilege to manage submissions on behalf of **Hiring Search Committee Chair (R123456)**.
You can process on behalf of **Jocelyn Tedisky**

Do you want to proceed ?

R123456 UMass Historian -- Provost (ref #18973)

Instructions	View Submission Contents	View Recommendation History	Withdraw	
Step	Done By	Status	Date	Forms
Enter Short List (head: Jocelyn J Tedisky )	Jocelyn J Tedisky 	processed	07/15/2019	Proposed Campus Interview List
Step	Possible Approvers			Forms
CURRENT STEP: College Approval of Campus Interview List		Possible Approvers:		
Provost Approval of Campus Interview List (head: Michael J Eagen )	Possible Approvers: Michael J Eagen (chair), John J McCarthy, Jessica L Sadowski, Ann M Williams			
ISG Post-interview Comments (head: Christine A Rogers )	Possible Approvers: Christine A Rogers (chair), Kelly N Smiaroski, Tilman Wolf			
Committee Assessment and Ranking of Candidate (head: Jocelyn J Tedisky )	Possible Approvers: Jocelyn J Tedisky			
Dean Preferred Rankings	Possible Approvers:			
Vice Provost of Facilities Approval (head: Deborah M Gould )	Possible Approvers: Deborah M Gould (chair), Ann M Williams			
Provost Review Rankings (head: John J McCarthy )	Possible Approvers: Michael J Eagen, John J McCarthy (chair), Ann M Williams			

Begin Offer Card Stage



Requisition

(Page Up)

Record Keeper inserts relevant tenure-track position information and upload ISG questionnaire.

Approval path

- College Level Approval
- Provost's office (hiring plan)
- ISG (ISG Interview requirement)
- Talent Management

(Review of requisition information and advertising plan)

Changes

- One requisition (Page Up) instead of two.
- ISG & college level approvers interacting with Page Up instead of APWS.

Short-List & Finalists

(APWS)

Record Keeper initiates Phase II submission, uploads approved Page Up requisition and candidate information (CVs).

Approval Path (No Change)

- Talent Management (short-list approval)
- Provost Office
- ISG (if required)

Changes

- Record Keeper needs to data input certain requisition information

Offer Card

(Page Up)

Record Keeper initiates offer card with relevant candidate information, draft offer letter & start-up spreadsheet.

Approval path

- ISG (start-up & facilities)
- Provost Office (draft offer letter)

Changes

- Offer card replaces email to Academic Personnel for offer letter approval.

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

Completing the Offer Card

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
9 Jan 2019	New	Clark	Clark	Kent	123		123@gmail.com	United St	California	SA		False			Internet	ItA	
9 Jan 2019	New	Rick	Rick	Grimes	951-318-		rsaun001@gmail.com	United St	Georgia	Atlanta		False			Internet	ItA	
9 Jan 2019	New	Peter	Peter	Parker	951-318-	951-318-645	saundersonllc@gmail.com	United St	Massachuse	Sunderlai		False			Internet	ItA	
9 Jan 2019	USA/MTA Review	Rachel	Rachel	Fonseca	123-456-		rfonseca@yopmail.com	United St	Massachuse	Ludlow		False			Internet	ItA	
9 Jan 2019	USA/MTA Review	Union	Gabrielle	Union	951-318-	951-318-645	dannygranger33@ymail.com	United St	Florida	Miami		False			Internet	ItA	
9 Jan 2019	AFSCME Review	LL	Larry	Legend	123-123		janedoe123@ymail.com	United St	California	San Fran		False			Internet	ItA	
9 Jan 2019	AFSCME Review	Mr. Anderson	Thomas	Anderson	122		123@ymail.com	United St	California	LA		False			Internet	ItA	

Change application status

- New
- Meets Minimum Qualifications
- Faculty Letters of Recommendation
- Screened - No Longer Under Consideration
- Pending Additional Documents
- Preliminary Interviews (Skype/Zoom/Phone)
- Preliminary Interview - No Longer Under Consideration
- Campus Interview (Shortlist)
- Declined Campus Interview Invite
- Campus Interview - No Longer Under Consideration
- Finalist
- Finalist - Not Selected for Hire
- Approved for Offer
- Recommended For Hire**
- Offer Made
- Offer Accepted
- Offer Declined
- Background Check in Progress (Do not use)
- Background Check Cleared
- Hired
- Ineligible
- Withdrawn

Select Recommended For Hire then click Next

Submit **Next >** Cancel

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](#)

Job details

Working Title/
Posting Title: **i** Tenure Track Example for HRCN July 17.

Employment
type: Faculty Full Time

Campus: Univ of Mass Amherst

Department:

Site: UMAMHBLDG0118 - Amherst

Ensure this is the
correct applicant
and the correct
requisition

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"/> Assoc Professor A U of M UMAMH90029 Assoc Professor A U of M Campus: Univ of Mass Amherst Department ID: Department: Position Reports To: Job Code: 90029 Pay Grade: 04 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: 21	New	-	-

POSITION DETAILS

Start date:*

Enter start date 

End date if applicable:



FLSA status should be Exempt

FLSA status:

Exempt 

Hours per week:

Skip this field

Weeks per year:

Select

Skip this field 

SALARY

Annual Salary: **Exempt Positions enter Annual Salary**

Bi-Weekly Salary:

Hourly Pay rate (if applicable):

Pay Step:

Salary Justification:

Salary Justification (HR Only):

Relocation/Moving Expenses:

Stipend:

Summer Salary: **Use this field for all Fall/Spring Pre-TT appointments
Enter full stipend amount/title/percentage of time**

Pre TT Appointment Start Date:  **Enter start date of Pre-TT appointment**

Tenure Track positions skip these fields

Only Pre-Tenure Track complete these fields

OFFER CONTINGENCIES/PRE-EMPLOYMENT CHECKS

Standard Background Verification:

Yes No

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

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

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 and start-up spreadsheet.

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: ▼

1. ISG: 🔍 ✎
[Email address: wolf@umass.edu](mailto:wolf@umass.edu) ▼

2. Provost Office: 🔍 ✎
[Email address: Provost-HR@umass.edu](mailto:Provost-HR@umass.edu) ▼

Select Amherst TT as the Approval process.

Click Submit and close to submit Offer Card for approvals.

Submit and close Submit Cancel

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.

Page 1 of 1 |

*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

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

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.

*For Pre-TT offer modifications please see next slide

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.

Modifying a Pre-TT 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

1. Click "Cancel" to update Pre-TT start date & stipend amount.

Submit and close Submit Cancel

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:

2. Enter reason why new offer is being requested. Then click the OK button.

OK Cancel

3. Scroll up to the "Salary" section in the Offer Card.
4. Use the "Summer Salary" field to enter all Fall/Spring Pre-TT appointments and full stipend amount/title/percentage of time.
5. Enter the Pre-TT appointment start date in the identified field.
6. Upload signed offer letter to the "Offer Document" section, see slide 12 for reference.
7. Submit for approval:
 1. ProvostOffice Faculty
 2. Talent Management

Summer Salary:

Use this field for all Fall/Spring Pre-TT appointments
Enter full stipend amount/title/percentage of time

Pre TT
Appointment Start
Date:

Enter start date of Pre-TT appt. 📅