



# Non-Tenure Track Direct Hire Hiring Process



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# What is a Direct Hire?

- An individual who has been identified by an appointing authority outside the context of a search procedure.
  - For Example: A Lecturer identified to teach a 3 credit fall semester course, in order to provide coverage for a sabbatical leave.
  - For Example: A Post-Doc identified by a PI to work on their research project.



# Process for Direct Hires

- **Requisition**
  - Department uploads draft offer letter to requisition
  - Dean's Office (Approves)
  - Provost's Office (Reviews/approves requisition and candidate)
  - Departments create hidden posting link and sends it to the identified individual to apply
- **Application**
  - Identified individual applies to the job through the hidden link
  - Abbreviated application
- **Offer Card**
  - Talent Management (Reviews/approves to ensure offer card is complete)
  - Department sends approved offer letter to identified individual.
- **Background Check Completion**
- **ePAF Initiated**

# Reappointments

## Searched Positions

- Non-Tenure Track
  - Greater than 50% if originally hired on a search waiver
  - \*must go thru PageUp

## Direct Hires

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

# Reappointments for Direct Hires

- Do not need to go through PageUp if the following criteria have been met:
  - The original requisition the individual was hired from is fully complete
  - An application for the individual is in PageUp.
  - The break in service was less than a year.

Questions regarding the status of these three criteria can be directed to Talent Management

# Process for Reappointments

- Has the aforementioned criteria been met?
  - No – A requisition may be needed. Contact Talent Management to see the status of the original requisition and/or application.
  - Yes – Proceed as below
- Complete the Reappointment Form/Letter and gather the appropriate approvals.
- Initiate ePAF

# PageUp Direct Hire Process



## My Dashboard

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

 <b>Position Description</b> My position description - Under review <a href="#">Manage position descriptions an...</a>	 <b>New Requisition</b> 2 Jobs open 1127 Team jobs open <a href="#">New Requisition</a>	 <b>Approvals</b> 1 Jobs awaiting your approval 1 Approved	 <b>Advertisements</b> 0 Advertisements
 <b>Search committee review</b> 18 Jobs requiring panel review	 <b>Offers</b> 0 Offers awaiting your approval		

**Click the New Requisition**

Select the correct DeptID for the Non-TT position

1. Team link

A103300-Architecture

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

--No template--  
**Direct Hire**  
Non Tenure Track  
Post Doc  
Research Fellow

Select Direct Hire

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 Massachusetts, and offers a rich cultural environment in a unique setting close to major urban centers. In addition, the University is

Enter the position number for the direct hire position

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

Next > Cancel

# (494577) New Requisition

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

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

Approved PD Number OR Previous Req. No.:

**Skip this field**

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

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

## REQUISITION INFORMATION

Leave blank to automatically create a requisition number

Requisition Number:

Position number:

No position selected.

Campus:\*

Division:

No Division selected.

Input your Division

Department:

Select the department the position resides in

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

\*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	<input type="text" value="No position selected"/>	Select	-	-

**Select New or Replacement**

New:  Replacement:

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

Reason:  **Select a reason why the position is vacant i.e. reappointment**

Current/Previous Incumbent:

Incumbent termination date:

Working Title/ Posting Title:\*  **Update title i.e. position title – Direct Hire’s Name**

If temporary, please specify duration:

If a term position please indicate the term length:

**Pick length of appointment if applicable**

## POSITION DETAILS

Position/Classification Type:\*

Select appropriate classification

Select

- 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 **Select appropriate Union**

Benefited Position: **Select Benefit status Yes or No**  Yes  No

Recruitment process:\* Amherst Direct Hire **Select Amherst Direct Hire**

Do you wish to apply for a waiver for the posting?: Select **Select No**

Reason for waiver: Skip this field

1. You will need to attach a C.V. to the requisition for any direct hires.
2. For NTT searched with waiver a search waiver justification & draft offer letter must be attached to the requisition.
3. Scroll to the top of the requisition and click the "Documents" tab.
4. 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:\*   Upload file   Dropbox

Document category:\*   Amherst - Other

Title:

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 No

If no, please provide an explanation:

Enter Direct Hire

Search committee chair:

Skip this field



No user selected.

Chair Communication - HR:

Skip this field



No user selected.

Search committee members:

Add Search committee member

Recipient

Remove all

No Search committee member selected.

Search committee member information:

## POSTING DETAILS

Speed Type for Advertising:

Skip this field

If you plan to advertise externally indicate the advertising sources:

Skip check boxes

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

Please list any other advertising sources:

Skip this field

Posting location:\*

UMass Amherst

Campus location:

Enter building name



No Site name selected.

Posting summary:

Enter brief summary of position i.e. X position will be responsible for....

Posting text:

## Complete the Posting text section



### **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 direct hire position

List the minimum requirements

Specify any additional info you wish to share with your direct hire

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 Direct Hire Approval Paths

Amherst Direct Hire 2 Approvers  
Amherst Direct Hire 3 Approvers

1. Dean's Office:

   
No user selected.

2. Provost Office:

ProvostOffice Faculty    
Provost-HR@umass.edu 

4

Enter your Dean's Office 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

# Example of Non Tenure Track Approval Paths (Direct Hire Approval Paths)

Name:\* Amherst Direct Hire 2 Appi

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

Name:\* Amherst Direct Hire 3 Appi

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 Offi	Select ▼	ProvostOffice Faculty E-mail: Provost-HR@umass.edu ▼

Add more

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

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

(494577) New Requisition

Position info Notes **Posting** Documents

Open the req. and click on the Posting tab

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

Add posting sites [Show advanced options](#)

Source	Opening date	Closing date
--------	--------------	--------------

Notes:

[Next page >](#)

### 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: \*

**Formatting toolbar:** B I U S [List icons] Formats A [Color icons] [Link icons] [Table icon] [Text icon]

**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: \*

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

### 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

# Creating A Hidden Link Once the Req. Has Been Approved

Sourcing channels: Amherst

System Career Page

Amherst

Get more job boards...

7

Opening date: \*  at 9 : 00 AM Eastern Standard Time

2

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: \*

**B** *I* U Formats **A**

### 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

19895

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 (Direct Hire) as the "Application form"

5. Check the "Hidden Job" box

6. Review the Posting Text to ensure the correct priority deadline etc. is listed.

7. Click the check box next to Amherst

8. Click the "Submit" button

6

3

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

Include video:  Yes  No

Application form: \* Amherst Faculty (Direct Hire) Preview Customize for job

5

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

8

Submit Cancel

# 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	--	Edit Close Link Job preview Bulk update sourcing text
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

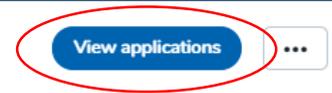
Search by Current Recruitment

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	Non Tenure Track	Mech & Industrial Er	Offer	0	4 Oct 2018		Sundar Krishnamurty	✓
495455	31 Aug 2018	AF	Non Tenure Track	History	Finalist	0	21 Sep 2018	22 Mar 2019	Brian Ogilvie	✗
495384	28 Aug 2018	DO	Non Tenure Track	Biostatistics & Epide	Offer	1	28 Aug 2018		Deborah Osowski	✓
495235	21 Aug 2018	SPHHS	Non Tenure Track	Biostatistics & Epide	Offer	1	24 Aug 2018	21 Feb 2019	Deborah Osowski	✗
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



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 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

### Non Tenure Track (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@pageuppeop	United St	Massachuse	SC	000		True			Internet	ItA	
6 Jun 2019	New	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy	000		True			Internet	ItA	
6 Jun 2019	New	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ	000		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 Direct Hire Disposition Process

Change application status - PageUp People - Google Chrome

umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMtVfc0i4...

## Change application status

- New
- Meets Minimum Quals / Recommended for Hire
- Screened - No Longer Under Consideration
- Offer Made
- Offer Accepted
- Background Check in Progress (Talent Management Use Only)
- Background Check Cleared (Talent Management Use Only)
- Offer Declined
- Hired
- Ineligible
- Withdrawn

Submit Next > Cancel

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

### Non Tenure Track (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	Reggie	Reggie	Miller	1		dannygranger33@yahoo.com	United St	Indiana	Indy	🟢		True		Internet	ItA	
6 Jun 2019	New	Michael	Michael	Jordan	2		mj123@yahoo.com	United St	Arkansas	MJ	🟢		True		Internet	ItA	

Page 1 of 1

Change application status - PageUp People - Google...

umass.dc4.pageuppeople.com/beta/v5.3/provider/manage...

#### Change application status

New

- Meets Minimum Quals / Recommended for Hire
- Screened - No Longer Under Consideration
- Offer Made
- Offer Accepted
- Background Check in Progress (Talent Management Use Only)
- Background Check Cleared (Talent Management Use Only)
- Offer Declined
- Hired
- Ineligible
- Withdrawn

**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 - Google Chrome

umass.dc4.pageuppeople.com/beta/5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtL0xTV6jg...

### Confirm status change

You are about to move Michael Jordan to a different status:

From status: New

To status: Meets Minimum Quals / 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:

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). See next 3 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

### Non Tenure Track (501101)

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	

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** [Icons] Formats - A - A - [Icons] [?] [X]

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)

Click an applicant's status

Submitted	Status	Pref Name	First name	Last name
9 Jan 2019	New	Clark	Clark	Kent
9 Jan 2019	New	Rick	Rick	Grimes
9 Jan 2019	New	Peter	Peter	Parker
9 Jan 2019	USA/MTA Review	Rachel	Rachel	FonsecaTES
9 Jan 2019	USA/MTA Review	Union	Gabrielle	Union
9 Jan 2019	AFSCME Review	LL	Larry	Legend
9 Jan 2019	AFSCME Review	Mr. Anderson	Thomas	Anderson

Change application status - PageUp People - Google Chrome

umass.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFUtVjMt1KGCoOc...

### Change application status

- New
- Meets Minimum Quals / Recommended for Hire**
- Screened - No Longer Under Consideration
- Offer Made
- Offer Accepted
- Background Check in Progress (Talent Management Use Only)
- Background Check Cleared (Talent Management Use Only)
- Offer Declined
- Hired
- Ineligible
- Withdrawn

**Select Meets Minimum Quals/Recommended for Hire then click Next**

Submit Next > Cancel

Undisclosed?	Employee	Source	Sub-source
False		Internet ItA	
False	😬	Internet ItA	
False	😬	Internet ItA	
False		Internet ItA	
False	😬	Internet ItA	🎯
False	😬	Internet ItA	
False	😬	Internet ItA	

## Confirm status change

You are about to move **Michael Jordan** to a different status:

From status: New

To status: Meets Minimum Quals / 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:  Test Non Tenure Track For Training.

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"/> 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	New	-	-

POSITION DETAILS

Start date:\*

End date if applicable:

FLSA status:

Hours per week:

Weeks per year:

Enter Exempt

Select appropriate weeks per year

- 52
- Faculty - Academic Year
- Faculty - Calendar Year
- Other

**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:  

**Non-TT Skip these fields**



**Skip these fields**



**Skip 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
----------	------	------	----------

Skip this section

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	<a href="#">View</a>

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:  **Select Approval Path**

1. 1st Approver:  [Email address: talentmanagement@umass.edu](#)

Only Talent Management is required on the Offer Card approval path. Departments should consult with their respective Dean's Office regarding additional approvals. 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 (Direct Hires)

Name:\*

Step	Approval position	Levels above position	Default user
1	<input type="text" value="1st Approv"/>	<input type="text" value="Select"/>	<input type="text" value="Talent Management"/> E-mail: talentmanagement@umass.edu

Name:\*

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

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

# How To Check An Offer Card's Approval Status

1. Follow steps outlined on slides/pages 25-28 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.

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

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

Search Results

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

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

Applied via: Invite to apply

Status changed 15 Jul 2019: Background Check Cleared

Offer: No offer

Resume View

Form View

Add flags

# 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