

Logging In

- PageUp is configured with Single Sign-On (SSO) for you to use your standard NetID and password to login
- Log in to PageUp at:

Hiring Managers and Approvers: <https://hr.uconn.edu/pageup/>

Career Portal (Job Postings): <https://hr.uconn.edu/jobs/>

Recommendation: Bookmark the link or save the link as a favorite in your browser

General Guidelines

- Do not use the browser Back button - browser navigation will interrupt the session and may lose changes
- Session will timeout after 120 minutes of inactivity
- Do not share login details with anyone
- Do not use the enter key

Preferred browsers

Browser	Version	Operating systems
Chrome* (*Preferred)	Latest version	Windows / Mac / Android / IOS
Firefox	Latest version	Windows / Mac
Safari	Latest version	MAC / iOS

Popup Blockers

- Pop-up blocker software can interfere with some aspects of the PageUp system.
- Most pop-up blocking software will allow you to disable the pop-up warning messages for PageUp only and leave them on for other sites where you wish the pop-up blocking functionality to remain.

Navigation Bar



- (1) Pop out menu for various tasks (e.g. View Searches, View Postings, Manage Applications, etc.)
- (2) PageUp icon returns view to the Dashboard from anywhere in the system
- (3) Jobs – Quick list of jobs in a detailed list
- (4) People – Quick list of people by Search #
- (5) Recent items – items recently viewed such as applicants and searches
- (6) Quick Search – search by name, search # , title
- (7) Profile Menu – View profile and Logout of system
- (8) Screen in printable format
- (9) Guidelines / Tips (Right Column on My Dashboard) – Links to help documents, tutorials, and announcements
- (10) Dashboard Tiles – Recruitment tasks organized in various stages – details about each tile in next section

Dashboard Tiles

PageUp Dashboard landing page organizes recruitment tasks in various stages and enables you to perform certain functionality relevant to our recruitment process

Menu Item	Details
View Searches	View the search details, workflow status, notes, attached documents
<i>View My Searches:</i>	View searches you initiated
<i>View My Team Searches:</i>	View team searches to which you have access ^{SP}
<i>New Job:</i>	Create a new search
Approve Searches	Searches will display when you are specifically identified in the workflow; searches with a general approver group will not display here
<i>Jobs awaiting your approval:</i>	View searches awaiting your approval, edit details, and approve
<i>Approved:</i>	View searches you have already approved.
View Postings	Searches that have active/open sourcing (advertising)
<i>View Postings:</i>	View the ad details
Update Applicant Status	Displays applicants and application materials for searches which you are either a department feedback user or search committee member
<i>Jobs have applicants for review:</i>	View applications and attachments ^{SP} Perform bulk actions: Bulk compile and send (applications into 1 PDF for search) Bulk communicate to applicants within the search Update status for applicants Pre-Interview – Interview, Qualified, Unqualified, Withdrawn Post-Interview – Preliminary Offer Decided, Reject, Withdrawn ^{SP} Approved Hire – Make Online Offer ^{SP} Create hire request including offer letter from templates Make online offer to selected candidate ^{SP}
Enter Evaluations	Lists all applicants for pre-interview evaluations/comments and “Interview” applicants for post-Interview comments Enter pre-interview evaluations indicating which qualifications each applicant did not meet and/or pre-interview comments Notify OIE requesting interview approval Enter post-interview comments for all applicants approved for Interview
Approve Offers and Manage Onboarding	Offer approvals and department access to onboarding tasks.
<i>Offers awaiting approval</i>	Shows the hire requests that are requiring your approval ^{SP}
<i>New Hires</i>	Shows your new employee/s ^{SP}
<i>Current onboarding tasks</i>	View all tasks associated with each new hire ^{SP} Shows the tasks to be completed for the new employee/s (filter by employee or task ^{SP})

All recruitment tasks listed in grid are relevant to Regular Payroll searches/hires.

Tasks labeled ^{SP}, are also relevant to Special Payroll hires.