Western PageUp

NTT Faculty Hire Action/Offers Quick Reference Guide

Offers

Logging into Western PageUp

1. Go to https://western.pageuppeople.com or find the Western PageUp – Admin link on MyWestern under the Employee Tab in the Technology Tools section

2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)

   a. Sign In: userID@wwu.edu (ex: doej@wwu.edu)

   b. Password: Your universal password

Starting the NTT Hire Action Process

When you are ready to start the offer process for an applicant in a NTT pool, you will notify Human Resources using the following steps:

1. Click 'Jobs' in the top header bar

2. Locate the job you are ready to hire for

3. Open the Recruitment Request by clicking the job title

4. Click 'View Applicants'

5. Select the applicants for the intended offer by clicking the first checkbox (green) next to each applicant's name ☑☐☐

6. Click the drop down arrow at the top of the screen 'Select a bulk action', click 'Bulk send' from the drop down list

7. A communication template will open in a new window

8. Choose the communication template, select 'NTT Applicant Hire Action Ready (To HR)' in the first drop down

   a. **NOTE:** *Select 'NTT Outreach and Continuing Education Applicant Hire Action Ready (To HR)' for positions funded through Extended Education*

9. Input Recruit.HR@wwu.edu as the 'User' receiving the email

10. Change the 'From' email address to the Search Coordinator or Search Chair's address

11. An email is populated with information needed for HR in the 'Body'

12. Click 'Send application' at the bottom of the window

HR will then create a Copy of the job and the application pool for Hiring. The Search Coordinator or Search Chair will receive an email back from HR with the subject, 'NTT Applicant Ready to Request

Offer (To Department)'. The department can then follow the Request to Offer Process for NTT below.

Requesting an Offer for NTT hires

When HR has finished setup for the Request to Offer process, you will receive an email with the subject 'NTT Applicant Ready to Request Offer'. This email will include the new Job's title, Recruitment Number, and the list of the applicants identified for a hire action earlier. Once you receive this email you can find the applicant(s) and start the 'Request to Offer' in PageUp.

1. Complete the [Non-Tenure Track Faculty Contract Letter](#) and print the form as a PDF

   a. After the NTT Contract E-sign form is locked, follow the below steps to complete the hire process through PageUp. The NTT Contract E-sign form should be initiated by the department and routed for approval to the Chair, Dean's Office. If the contract is funded by the Provost or RSP, please route accordingly. This form will be locked by the college or department.

2. Log in to [Western PageUp](#)

3. Click 'Jobs' in the top menu bar

4. Locate the new Job indicated in the email from HR and click the title

5. Click 'View Applications' and locate the applicant(s) with the 'Selected Applicant' status

6. Click their status and move them to the 'Request to Offer' Status

7. Fill out the following fields:

   a. Start Date

   b. Mail Stop/Room Number

   c. External Mailing Fields (If Applicable)

8. In the Offer Letter section attach two files:

   a. The NTT Faculty Contract e-sign PDF saved earlier using the "Offer Letter" document category

   b. The NTT Funding Spreadsheet using the "NTT Funding Spreadsheet" document category

9. Select and fill out the appropriate NTT Faculty Approval Routing

10. Click 'Submit & Exit'

To Extend the Offer to the Candidate

Once the Offer has been approved, the Originator of the Request to Offer form will receive an email notification. Use these steps to extend the offer online to the candidate.

Do not manually move your candidate into offer accepted status. The offer will need to be accepted by the candidate via the online process.

1. It is highly recommended you call the applicant to let them know you would like to make an offer

2. Click 'Jobs' in the top menu bar

3. Locate the job in the list, you can sort the list alphabetically by clicking on the column heading

4. Click the job title to open the job

5. Click 'View applications'

6. Click on the application status (left of the applicant's name)

7. Select 'Online offer made'

8. Review and customize the email to the applicant

9. An offer email is sent to the applicant which provides instructions on how to view/accept their offer

Once the candidate accepts the Offer, a notification will be sent to the Search Coordinator/Originator of the Recruitment Request and the Supervisor or Onboarding Coordinator.

The candidate will also be prompted to complete new starter paperwork and given instructions on how to complete their Form I-9 if applicable. If an I-9 is required, once completed the Supervisor will be notified the hire is eligible to work. Once all paperwork is completed by the applicant, Banner will be updated through PageUp integration, a **Personnel Action form is not required for hire**. If any changes need to be made after the candidate has accepted the Offer, contact Human Resources for next steps.

Accessing the Offer Details

To see an offer that is in process or that has been approved, view the applicant's profile.

1. Click 'Jobs' in the top menu bar

2. Search job or click the job title from the list

3. Click 'View Applications'

4. Locate the applicant and click the applicant's name or click 'View application'

5. In the Applications section, click 'Offer details' or "No Offer"

6. The offer card will open

7. To add or update approvers, click 'Edit'

Additional Resources

1. PageUp Login – western.pageuppeople.com

2. PageUp User Guides – wp.wwu.edu/dataresources/wtm

3. Approval Routing - https://wp.wwu.edu/dataresources/approval-routings/

4. Need more help? Contact Human Resources, Stephanie Norsby: Stephanie.Norsby@wwu.edu or 360-650-3306