

Job Aid: Managing Offer Letters in PageUp

Adding a Signed Offer Letter

Once the offer card is approved, you will receive email notification prompting you to add the signed offer letter.

To add a signed offer letter, select 'Add document.' A pop-up window will open so you can upload your file.

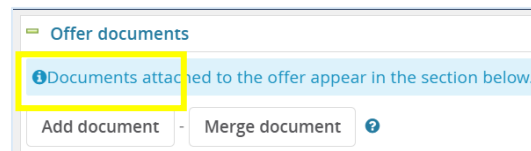
Note: If the start date has changed, edit the start date field under 'position details' on the offer card during this step.

Update: Offer Approval Request has been approved

 recruit@lsuhsc.edu <recruittalent-1218@mail.pageuppeople.com>
To: Hopkins, Madison C.

Follow up. Completed on Monday, July 20, 2026.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

The Offer Card has been approved for: Cam Jordan, Position: Training Human Resource Analyst A, (Job number: 496316)



Please refer to the Unclassified Start Date for pre-employment clearances to be completed.
RecruitTalent@lsuhsc.edu

Start date:*



Once the signed offer letter is attached and the start date field has been updated, proceed to your applicant progress board to change the status by clicking 'Progress', then "Accepted, signed offer letter uploaded"



Once you receive an email notification that the candidate has signed the required forms, reference **Job Aid: Viewing the Biographical Data Card for Drug Screening Information** for next steps.