

Navigating Your Dashboard in PageUp

1. Position Description

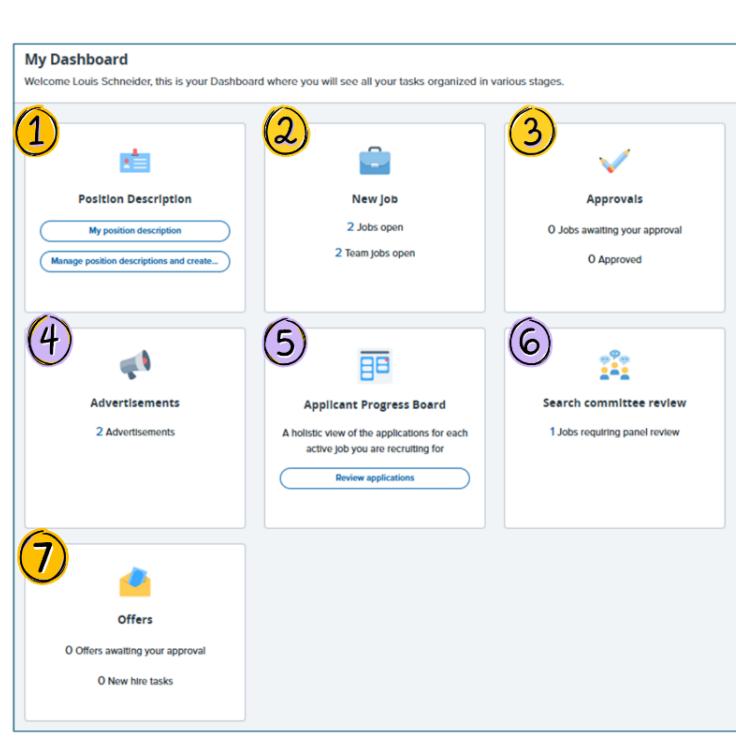
The *Position Description* Tile offers two choices:

- *My position description* will show you your own current position description.
- *Manage position descriptions and create...* (a new requisition) will show you all of the position description that you have access to view, edit, and recruit from.

2. New Job

The *New job* tile offers two choices:

- *Jobs open* will take you to a list of the current job cards (requisitions) you are working on.
- *Team Jobs open* will take you to a list of all the job cards that you and others are working on, based on your team access.



3. Approvals

The *Approvals* tile offers two choices:

- *Jobs awaiting your approval* will take you to a list of any job card requests that are in your queue for review and approval.
- *Approved* will take you to a list of job card requests that have been approved.

4. Advertisements

Advertisements will take you to a list of your currently posted jobs, which are also referred to as 'sourced.'

5. Applicant Progress Board

Applicant Progress Board is a way to view applicants for each active job you are recruiting for.

6. Search committee review

Search committee review will take you to view each of the jobs that you are participating on a search committee.

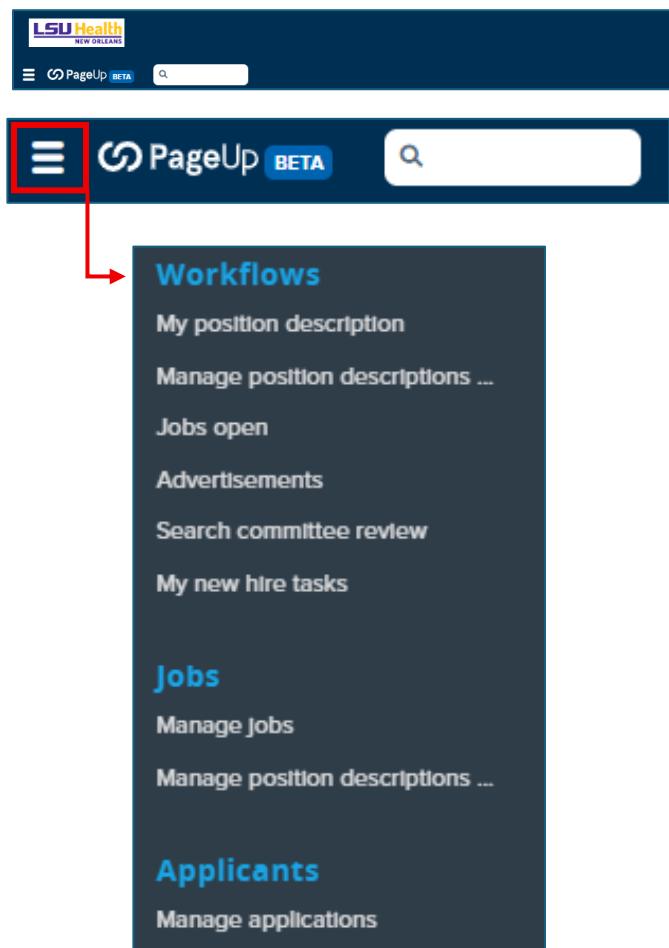
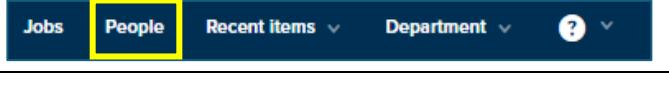
7. Offers

The *Offers* tile has two choices:

- *Offers waiting for your approval* will show you any offer card requests that are in your queue for approval.
- *New hire tasks* will show you the current onboarding progress for any New Hires that you have been listed as the *Department Onboarding Delegate*.

Navigating Your Menus in PageUp

You will always have visibility of your menu options at the top of your screen. This guide will provide an overview of how to use these menus to navigate in the PageUp system.

	<p>Workflows</p> <ul style="list-style-type: none">• My position description will take you to your own position description.• Manage Position Descriptions will take you to all the position descriptions you have access to.• Jobs open will take you to view jobs that are in an active recruitment step.• Advertisements will show you your currently advertised jobs.• Search Committee review will show you the jobs where you are listed as a search committee member.• My new hire tasks will take you to view the new hires where you have been listed as the onboarding delegate on the offer card. <p>Jobs</p> <ul style="list-style-type: none">• Manage jobs will show you all of your jobs, and you can use filter options to sort by status, department, team, job type, and more.• Manage Position Descriptions will take you to the PDs that you have access to view, edit, and recruit for. <p>Applicants</p> <ul style="list-style-type: none">• Manage Applications will take you directly to your applicant progress board.
	You can navigate back to your home screen dashboard by clicking on the PageUp logo in the top left.
	The search bar allows you to search for jobs, applicants, position descriptions using key words.
	The Jobs menu will take you to a page where you can view all of your jobs.
	The People menu will take you directly to your applicant progress board.
	Recent Items will display the 15 most recent people, applicants, jobs, etc that you viewed.
	You'll view your own name as a menu, and can see your own profile details, as well as the ? menu with the ability to print your screen.