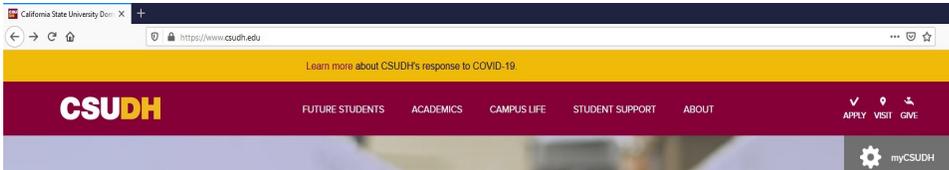


PREPARE/CREATE OFFER - EXTEND OFFER

ACCESSING CS JOBS BY PAGEUP

1. Open a web browser and navigate to **my.csudh.edu**



2. Enter your **Username** and **Password**

A "Signon" form with two input fields: "Username" and "Password". Below the fields is a "Sign in" button. At the bottom of the form are links for "Forgot Password" and "Forgot Username".

3. Select **"EMPLOYEES"**



4. Select **Recruiting** | Select **CHRS Recruiting**



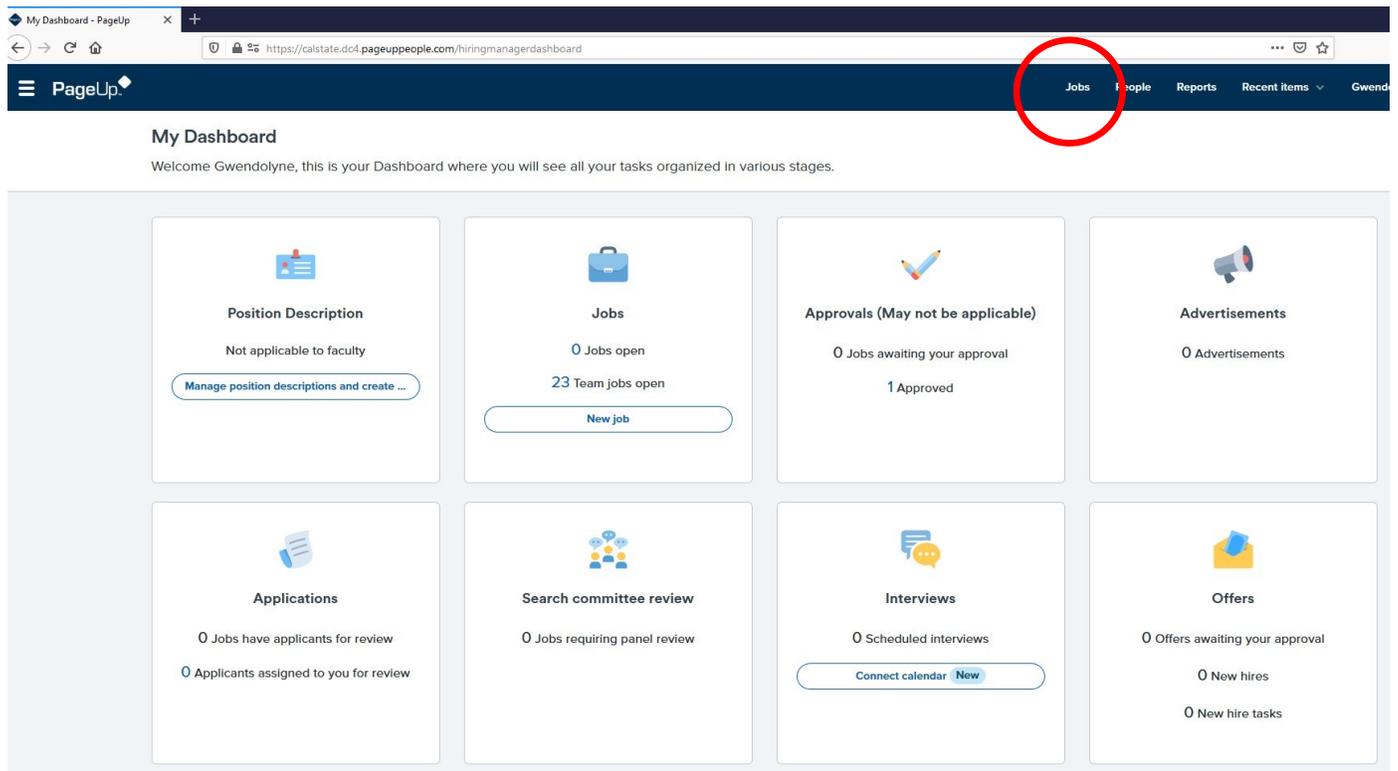
A screenshot of the MyCSUDH user dashboard. At the top is a dark red navigation bar with "STUDENTS", "APPLICANTS", "FACULTY", and "EMPLOYEES". Below this is a sidebar menu with options: "My Personal Info", "My Payroll / Benefits", "Financial Aid", "Recruiting" (highlighted with a dashed border), "CHRS Recruiting", and "PeopleSoft Recruiting". To the right of the sidebar is a "Faculty Development Center" section with the text "A one-stop resource for altern. workshops / online teaching discussion forums / advisory". Below this is a "SOFTWARE LAUNCHPAD" section with three icons: a red square with a white 'A', a red square with a white gear, and a red square with a white cube.

Accessing Your RECOMMENDED HIRE

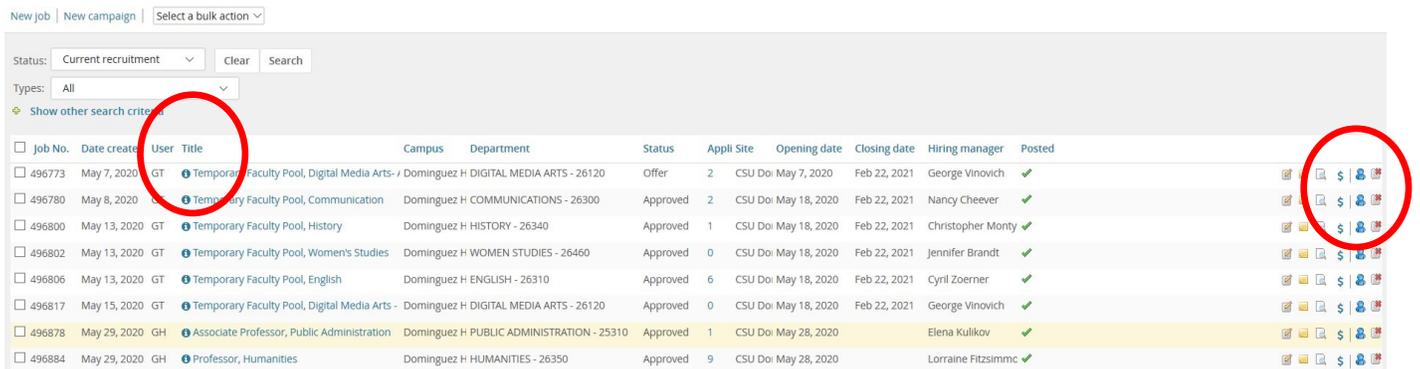
1. Select the **PageUp** logo in the upper-left corner to return to your dashboard



2. Click **Jobs** in the upper right-hand corner



3. Click on the **blue person icon** to view applicants or select job title and then click view applicants



- Click the status of the applicant. Change the status from **Recommend for hire** to **Prepare Offer**. The offer card is created with some fields pre-populated with information from the job requisition.

PageUp

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

Temporary Faculty Pool, Women's Studies (496802)

Search Results

Select	Submitted	Status	Applicant No	First name	Last name	Ran Phone	Mobile	Email	Country	State	City	Ref.	Unc	Employ
<input type="checkbox"/>	Jul 24, 2020	Recommend For Hire	39802	Frank	Buckley	310	243	dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	New Applicant	39795	Haysting	Bryce	3102433360		dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	New Applicant	39816	Henry	Decarlo	3102433360	3102433360	dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	New Applicant	39804	Jessica	Holmes	3102433360		dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	New Applicant	39814	Mark	Kriskey	3102433360	3102433360	dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	New Applicant	39817	Mark	Mesner	3102433360	3102433360	dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	New Applicant	39803	Megan	Tellas	310	243	dhpape	United St	Californ	Cars			Fals
<input type="checkbox"/>	Jul 24, 2020	Offer Paperwork Received	39815	Sam	Ruben	3102433360	3102433360	dhpape	United St	Californ	Cars			Fals

- Move to new status **Prepare Offer**. Click **Next**.

Change application status

- New Applicant
- Recommend For Hire
- Approved for hire
- Prepare Offer**
- Offer Extended
- Offer Accepted
- Offer Paperwork Received
- Withdrawn
- Applicant Withdraw
- Incomplete
- Ineligible
- Offer Declined
- Offer Rescinded
- Removed
- Submitted

Submit Next > Cancel

- 6. Confirm you are moving the correct applicant and status. Do not email applicant. Do not included additional users at this point. Click **Move now**.

Confirm status change - Microsoft Edge

https://adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtWGNvINZ43GEUp3Y5ojCbGJj0V

Confirm status change

You are about to move **Frank Buckley** to a different status:

From status: Recommend For Hire
To status: Prepare Offer

Communication template: -- No template --

E-mail: Applicant: Yes No

i No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

Move now Cancel

PREPARE OFFER – CREATE OFFER

Verify the pre-populated fields. Complete the fields on the Offer card by using the following screen captures and data tables.

1. PERSONAL, JOB, OFFER DETAILS SECTIONS

The Personal details, Job details, and Offer details sections are pre-populated. You cannot edit these. The values for these fields are drawn from the Applicant Profile and the Job card.

Frank Buckley [Revision history](#)

Personal details

Address:	1000 E Victoria Street Carson, California 90747, United States	Phone:	310 243 3360
E-mail:	dhpageupt+frankbuckley@gmail.com		
Applicant No:	39802	Employment status:	Never Employed at CSU

[View profile](#)

Job details

CSU Working Title:	Temporary Faculty Pool, English.
Position Type:	Instructional Faculty - Temporary/Lecturer
Campus:	Dominguez Hills
Division:	Office of Provost
College/Program:	Coll Arts & Humanities
Department:	ENGLISH - 26310

Offer details

Approval status:	Approved
Recruiter:	Gwendolyn Taylor
Date entered:	Jun 9, 2020, 10:02 pm
Date updated:	Jun 9, 2020, 10:19 pm
Application source:	Internet - LinkedIn Edit

Positions:

Position no	Type:	Applicant	Application status
<input checked="" type="radio"/> Lecturer AY Position no: DH-00000001 v		Frank Buckley	Prepare Offer

2. POSITION DETAILS

Complete: Start date, End date and Union Code

POSITION DETAILS	
Job Code/Employee Class:	Lecturer AY  Job Code: 2358 
Hiring Type:	Temporary 
Start date:*	Aug 17, 2020 
End date if applicable:	Dec 16, 2020 
Probation End Date:	
FTE:	.200000
Hours Per Week:	8.00
FLSA Status:	Exempt 
Union:	California Faculty Association (CFA) 
Union Language:	
Mandated Reporter:	Limited - The person holding this position is considered a limited mandated rep 
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Sensitive Position:	None 
Conflict of Interest:	None 
Concurrent Hire:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Rehired Annuitant:	<input type="radio"/> Yes <input checked="" type="radio"/> No

3. BUDGET DETAILS

Pre-populated with information from the job requisition. No entry needed.

BUDGET DETAILS	
Budget/Chart field/Account string:	
Pay Plan:	AY 
Pay Plan Months Off:	
Salary Range/Grade:*	2358-A-Grade-2  Minimum: \$ 4,229.00 Maximum: \$ 5,654.00 Pay Frequency:
Anticipated Hiring Range:	
Maximum budgeted amount:	

PREPARE OFFER – CREATE OFFER

1. SALARY AND COMPENSATION

Complete: Base Pay Rate and Unit Basis

SALARY and COMPENSATION

Base Pay Rate:*

Unit basis:*

Monthly Pay:

Annual salary:

Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

Benefits Eligibility

Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

Benefits Eligible?: Yes No

Benefit Eligibility

2. FACULTY/R03 DETAILS

Not used by part time recruitment process.

FACULTY / R03 DETAILS

Rank:

Service Credit:

Start Up Amount:

Duration of Start Up Funds:

Assigned/Release Time (in terms of WTU's):

Duration of Assigned/Released WTU:

Contingent annual salary:

Contingent pay rate:

Term:

Total Term Pay:

Duration of Appointment:

Weighted Teaching Units (WTU's):

Faculty Fraction Numerator:

Faculty Fraction Denominator:

3. EDUCATION

Complete the following using transcript or links below:

Highest Level of Education: **See transcript**

Degree Type: **See transcript**

Date of Completion: **See transcript**

Major Code: **Use code from Major list**

Institution Code: **Use code from Institute list**

EDUCATION and LICENSE VERIFICATION

Please note that you must use the Major - Institute and License Name codes from PeopleSoft in this section so the data can correctly Integrate to PeopleSoft

If the appropriate code does not exist in the drop down list or the reference sheets - please follow the campus process to request it in PeopleSoft first and then enter the appropriate code below

Highest Level of Education: Master's Level Degree

Degree Type: Master of Fine Arts

Date of Completion: Dec 31, 2019

View the list of the Major Codes to copy and paste the Code below.

Major Code: 20

View the list of the Institute Codes to copy and paste the Code below.

Institute Code: 001169

License/Certification

View the list of License/Certificate Codes to copy and paste the code below.

License/Certification Code:

License/Certification Number:

License/Certification Expiry Date:

4. EMPLOYMENT CHECK

Not used by part time recruitment process.

EMPLOYMENT CHECKS

PRE-EMPLOYMENT CHECKS

Background Check: Yes No

Background Check Codes: Select

Pre-placement physical: Yes No

5. ONBOARDING

Complete the following:

Offer Type: **Hire or Re-hire**

Pay Group: **ACD**

Offer Approval Type: **DH**

Onboarding Form: **Base New Employee Data Form**

Onboarding Portal: **DH Onboarding Portal**

Onboarding workflow: **DH – Faculty Temp, Limited Reporter**

Reports to: **Dean**

Onboarding delegate: **HR Staff**

ONBOARDING	
OfferType:*	<input type="text" value="Hire"/>
Pay Group:*	<input type="text" value="Academic Calendar (ACD)"/>
Offer Approval Type:*	<input type="text" value="DH"/>
Onboarding Form:	<input type="text" value="Base New Employee Data Form"/>
Onboarding Portal:	<input type="text" value="DH Onboarding Portal"/>
Onboarding workflow:	<input type="text" value="DH - Faculty Temp, Limited Reporter"/>
Reports To:*	<input type="text" value="Mitchell Avila"/>   <input type="text" value="Email address: *mitchavila@csudh.edu"/>
Onboarding delegate:	<input type="text" value="Adrienne Gutierrez"/>   <input type="text" value="Email address: *agutierrez@csudh.edu"/>

6.

PREPARE OFFER – create offer

1. OFFER PROGRESS

Not used by part time recruitment process.

OFFER PROGRESS

The following fields will require manual updates

Verbal offer extended: Yes No

Date verbal offer extended:

Verbal offer accepted: Yes No

Date verbal offer accepted:

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted:

Offer declined: Yes No

Date offer declined:

2. OFFER DOCUMENTS

This function attaches the welcome letter to the offer.

Click on **Merge Document**

Offer documents

Documents attached to the offer appear in the section below.

Add document

Merge document ? 3

Document	Date	Size	Category
1	2		

PREPARE OFFER – CREATE OFFER

1. OFFER DOCUMENTS

Save Offer Card – **Click OK**

Documents attached to the offer appear in the section below.

Add document

Merge document



Document	Date	Size	Category
----------	------	------	----------

Document library:

Name	Date	Size
1 - EEO Report Templates (3)		
2 - Selection Reports (0)		
BASE Documents (2)		
CO - Chancellor's Office		
DH-Dominguez Hills (2)		
FL-Fullerton (4)		
FR-Fresno (3)		
LA-Los Angeles (1)		
LB-Long Beach (5)		

This site says...

To perform this action the offer card must first be saved.

Do you want to save the offer card now?

2. OFFER DOCUMENTS

Select Document. Click Merge.

Document merge - PageUp People - Microsoft Edge

https://adminuat.dcd4.pageuppeople.com/v5.3/provider/manageApplicants/documentMerge.aspx?sData=UFUvYjMtWyWj3dBgzJnxsx6ZgoEBy9e4qK4blkaLWMmdu1pdIplisYpAMg2eH6bwtDG3f10NYDh5qxd3YLspGw6N09lav8U00T3w02Egmz6iCEn4Ktree72mV3Gd

Document merge

Note: Merge template documents MUST be one of the following file types:

- Rich Text Format (File extension = .rtf or .RTF)
- Microsoft Word 2010 or newer (File extension = .docx or .DOCX)

Select documents to merge:

Documents

- 1 - EEO Report Templates
- 2 - Selection Reports
- BASE Documents

<input type="checkbox"/>	Offer Letter Common Merge Fields	Feb 9, 2020	133Kb	View
BASE - Offer Letters				
<input type="checkbox"/>	Offer Letter merge field TEST	Mar 24, 2020	32Kb	View
- CO - Chancellor's Office
- DH-Dominguez Hills

DH - Faculty Appointment Letters				
<input type="checkbox"/>	Full-time Faculty Appointment Letter	Mar 4, 2020	429Kb	View
<input checked="" type="checkbox"/>	Part Time Faculty Welcome Letter	Dec 17, 2019	57Kb	View
- DH - Staff MPP Appointment Letters
- FL-Fullerton
- EP-Eureka

Merge Cancel

PREPARE OFFER – CREATE OFFER

1. APPLICATION DOCUMENTS

Verify welcome letter is attached

2. OFFER CHECK: Not used by part time recruitment process.

Offer Check

Add a check group: Permanent Employee 1

Add a check type: Police Check 2

APPROVE OFFER

1. APPROVE OFFER

Complete the following:

Originator: **ARM**

Approval Process – Campus: **DH-PT-APPROVAL -ONE APPROVER**

ARM: **ARM or DEAN**

Approval process - Campus

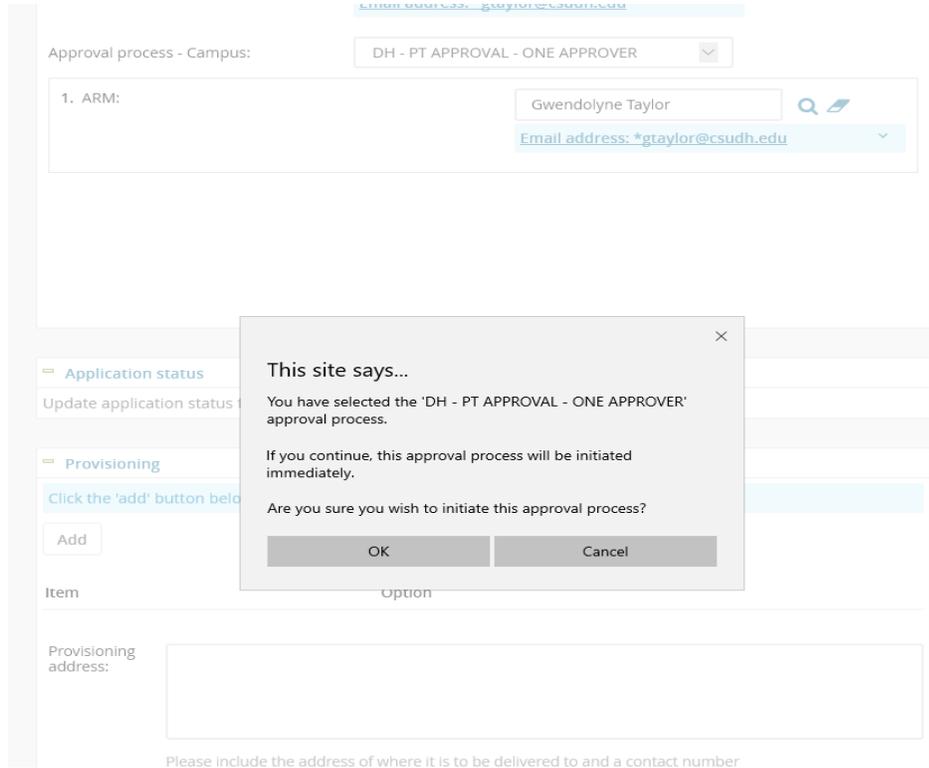
Originator:*

Approval process - Campus:

1. ARM:

- 2. **APPLICATION STATUS** - Not used by part time recruitment process.
- 3. **PROVISIONS** - Not used by part time recruitment process.
- 4. **SUBMIT APPROVAL PROCESS**

Click – **OK** to submit approval



EXTEND OFFER

1. EXTENDED OFFER

Select applicant and move from **Prepare Offer** to **Offer Extended**

2. REVIEW OFFER

Click **Move Now** to send email to applicant.

You are about to move Frank Buckley to a different status:

From status: Prepare Offer

To status: Offer Extended

Communication template: -- No template --

Upon moving into this status, the applicant will have the ability to approve or decline an employment offer for this job. On approving the offer, the applicant will be required to complete the Base New Employee Data Form form.

E-mail: Applicant: Yes No

From:* *gtaylor@csudh.edu

Subject:* Application Outcome

Message:

Merge fields

B *I* U ~~S~~ Formats A



Dear Frank,

Congratulations on your offer for the Temporary Faculty Pool, Women's Studies position in WOMEN STUDIES - 26460 at California State University, Dominguez Hills! Please click on [this link](#) to view your conditional offer letter of employment, where you can accept electronically. Once you accept the position, you will be taken directly to the California State University, Dominguez Hills onboarding portal. As part of the recruitment process, please have your official unopened transcripts conferring your highest terminal degree submitted to the following address of:

California State University, Dominguez Hills
Coll Arts & Humanities, WOMEN STUDIES - 26460

Attn: Academic Resource Manager

PageUp People - Application form - Microsoft Edge

https://adminuat.d4.pageuppeople.com/v5.3/provider/applyGateway/ControlApply.aspx?sData=UFUVjM1qjdyQMpd27w0pRcbkDN_JZJDL6_zoeEd38ajS_3FalH_1U9CcFQLpNsHTwFAPKxU9Lixv0cPkoNDNjCDI-ccd7IMSa8rpOySqNMTJAVLXBYPhA-BO-ufo5K0gl

You are controlling Frank Buckley's applicant account. [Back to PageUp People](#)

Welcome Frank [Home](#) [Update profile](#) [Update resumé](#) [Account](#)

You have been made an employment offer for your Temporary Faculty Pool, Women's Studies application. [View Offer](#)

You have been made an employment offer for your Temporary Faculty Pool, Communication application. [View Offer](#)

Below you will find information regarding jobs to which you have applied. You may also update your profile information and/or change your password.

Incomplete applications
You have no incomplete applications.

Submitted applications

Please note that offer documents can be retrieved from within the "view application" link of the job.

- ▶ Temporary Faculty Pool, Women's Studies (496802) [View application](#)
Dominguez Hills
Application submitted 24 Jul 2020 at 9:26am PST.
Current status: Offer Extended
- ▶ Temporary Faculty Pool, Communication (496780) [View application](#)
Dominguez Hills
Application submitted 23 Jul 2020 at 3:41pm PST.
Current status: Offer Extended
- ▶ Temporary Faculty Pool, English (496806) [View application](#) [Update references](#)
Dominguez Hills
Application submitted 8 Jun 2020 at 10:34pm PST.
Current status: Application Received

Powered By PageUp People