

## **Schedule and Register at:**

[www.umbc.edu/training](http://www.umbc.edu/training)

April 24, 2018

9:30 am - 12:30 pm

# PageUp

From Requisition to Offer Approval  
Training for HR Hiring Liaisons and Hiring Managers

**Session Description:** Learn how to use the PageUp Applicant Tracking System for recruitment and hiring! This session is designed for those individuals that will be responsible for coordinating the hiring process from start (requisition) to finish (offer approval) and for those that will manage the search process.

## **Session Objectives:**

- Navigate through the applicant tracking system dashboard
- Create a job requisition and route for approval
- Navigate applicant card and review applicant materials
- Review Search Committee panel access
- Create and invite applicants to an interview event and move them through the recruitment process
- Send communication to applicants and other users
- View search related reports
- Create offer card for selection approval
- Track status of all positions in your area

## **Audience:**

HR Hiring Liaisons (those staff that coordinate hiring for their department)  
Hiring Managers and Search Committee Chairs

\* Individuals that will not need to complete requisitions may arrive at 10:30 am

