

**Multiple Sessions  
Available  
Starting April 24, 2017**

# PageUp

**Training for HR Hiring Liaisons,  
and Hiring Managers**

**Session Description:** *This session is targeted to Departments that will be starting a search for a nonexempt position in May. Participants will learn how to successfully operate the PageUp Applicant Tracking System.*

## **Session Objectives:**

- *Navigate through the applicant tracking system dashboard*
- *Create a job requisition and route for approval*
- *Navigate applicant card and review applicant materials*
- *Create and invite applicants to an interview event and move them through the recruitment process*
- *Request references*
- *Send communication to applicants and other users*
- *Create offer card for selection approval*
- *Track status of all positions in your area*

## **Audience:**

- *HR Hiring Liasons (those staff that coordinate hiring for their department)*
- *Hiring Managers (those that directly supervise staff)*
- *Approvers (Department Chairs, Directors, Deans, VPs, etc.) are welcome to attend the first hour.*

**Schedule and Register at:** [www.umbc.edu/training](http://www.umbc.edu/training)

