

Schedule and Register at:

www.umbc.edu/training

Multiple Dates Available

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).

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
- Send communication to applicants and other users
- 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 (those that directly supervise staff)

