

## COMPLETE OFFER CARD (RECOMMENDATION)

1. Login to the PageUp system at <https://mtsuemployees.pageuppeople.com> using your FSA credentials.
2. Click on the Administration link to be directed to your dashboard.
3. Several boxes should appear. Click on the “Jobs open” link within the New job box.
4. A listing of the current postings will appear. Click on “View” at the right of the page to review the application materials.
5. Click on “View applicants” in the top, right corner to see the applicant list.
6. To change the status for the recommended candidate, click on the “Applicant Approved for Interview (Equity and Compliance use only)” link next to the candidate’s name.
7. The Change application status screen will appear. Select the status of “Recommend for Hire” and then click “Next.”
8. You will be directed to a new screen with communication and email information. **DO NOT change any of the pre-populated fields.** Click “Move Now.”
9. You may immediately be directed to the offer card, but if not, click on the recommended applicant’s name from the list. This will open the applicant’s profile. Click on the link under Offer, either “No offer” or “Offer incomplete,” to be directed to the offer card. Complete the required fields. The other fields are automatically generated from the job card or not used for administrative/classified positions.
  - Current or Previous Employee Details: Enter recommended candidate’s name if previously or currently employed at MTSU (*employee with @mtsu.edu email address*).
  - Administrative Classified Positions Only, as applicable:
    - Enter Date Employee Desired
    - Housing Allowance
    - Stipends or Other Special Conditions (annual amount); does not include information required on separate forms (i.e., moving allowance, phone allowance, etc.)
    - Is this position on a Non-Standard Work Week?
  - Position Details: Complete all fields and note formatting requests (MTSU Box No. and Campus Telephone).
  - Approval Process:
    - List the hiring manager as the originator.
    - Select the “Admin/Classified Offer Approval” for the Approval Process. Additional fields will appear.
      - HR Employment/Background: *Jamie Wilson*
      - HR Employment Director: *Laura Jent*
      - Equity & Compliance: *Michelle Halman*
    - Vice President/Provost: Enter name based on the division. Please note that *Becky Cole* should be entered for Academic Affairs.
10. Click “Save and Close” or “Save” to initiate the approval process. HR will be notified and will complete the background check as well as submit the offer card for HR, IE&C, and Vice President/Provost approval. You will receive an email from [emp@mtsu.edu](mailto:emp@mtsu.edu) to inform you when the verbal offer can be extended, which will provide steps to access the approved salary (also provided on the Extend Verbal Offer one-page guide).