

# Summer or Temporary Hiring Manager Instructions

## Submitting a job request through PageUp:

1. Log into the applicant tracking system, PageUp, at [swarthmore.pageuppeople.com](http://swarthmore.pageuppeople.com) with your Swarthmore username and password.
2. Click on the pink "Job Description" bubble.

The screenshot shows the PageUp system interface. At the top, there is a Swarthmore logo and a navigation bar with 'Home', 'Jobs', and 'People' links. The main content area displays a 'Welcome Diane' message and a list of job-related tasks:

- JOB DESCRIPTION** (pink bubble): My position description - Under review. Manage position descriptions and create a new requisition.
- NEW JOB** (red bubble): 0 - jobs open.
- ADVERTISEMENTS** (yellow bubble): 0 - open advertisements.
- SEARCH COMMITTEE REVIEW** (green bubble): 0 - jobs requiring search committee review.
- INTERVIEWS** (blue bubble): 0 - scheduled interviews.
- OFFERS** (purple bubble): 0 - offers awaiting your approval, 0 - new hires, 0 - new hire tasks.

3. Click on "New Position Description" on the top left side.

4. Complete all required fields and the entire section of Temporary Positions.

Position Info | Notes | Documents

Department: McCabe Library  
Select "All Position Descriptions" to make this Position Description available to other Departments

### POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

Type of Action Requested: Select

Employment Type:\* Select

If temporary or limited term specify duration:

Title:\*

Department:\* Select

Current or Previous Incumbent:

Supervisor:    
No user selected.

Work Schedule (e.g. Monday to Friday 9:00am to 5:00pm):

Hours Per Week:

Position Summary:

5. After you fill in the job details, select "Temporary Approval" from the "Approval Process" drop-down menu

USERS AND APPROVALS

Hiring Manager:\* Amanda Puchon   
Email address: apuchon1@swarthmore.edu

Approval process:\* Temporary Approval

1. Human Resources: Amanda Puchon   
apuchon1@swarthmore.edu

Recruiter:\*    
No user selected.

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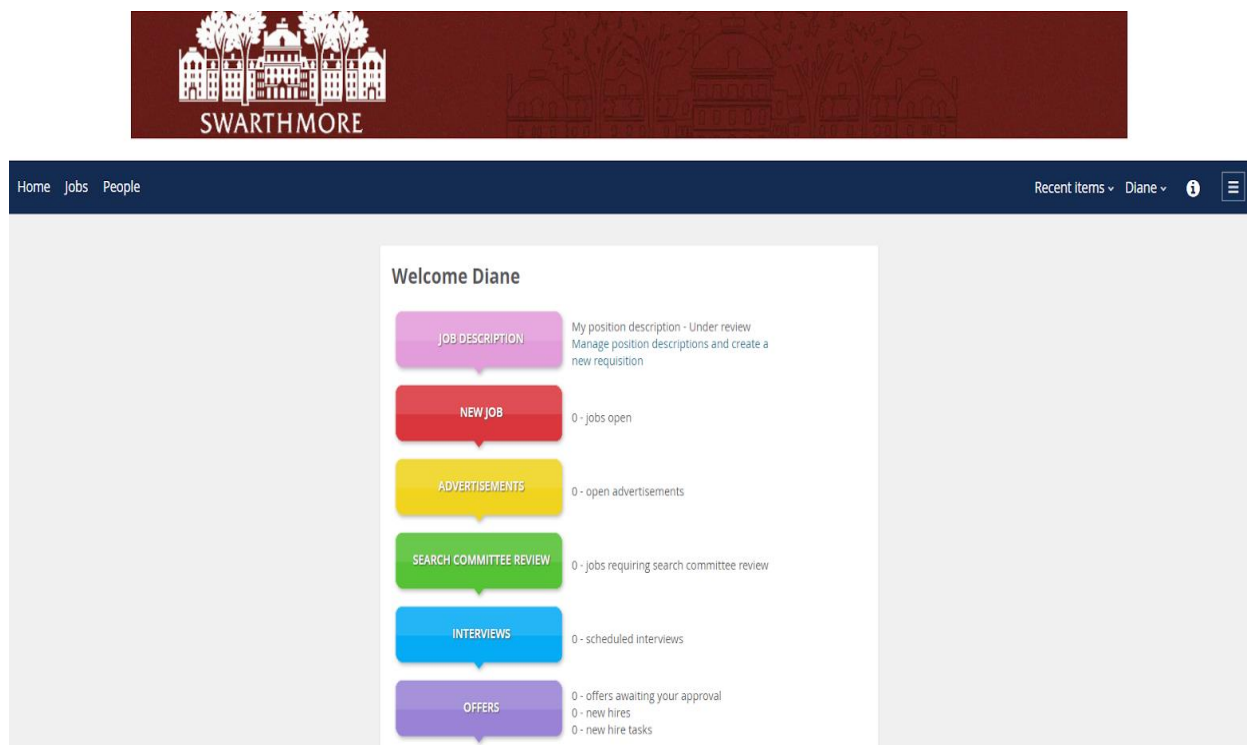
Please fill in all mandatory fields marked with an asterisk (\*).

Save a draft Save Save and exit Cancel Spell check

6. Click the Save button at the bottom for the description to automatically be sent to Human Resources.
7. Once HR receives the position description, the position summary and qualifications will be posted on our HR Employment website: [careers.pageuppeople.com/819/cw/en-us/listing/](https://careers.pageuppeople.com/819/cw/en-us/listing/)

## Viewing Candidate Applications:

1. Log into the applicant tracking system, PageUp, at [swarthmore.pageuppeople.com](https://swarthmore.pageuppeople.com) with your Swarthmore username and password.
2. Click on the red "New Job" bubble.



The screenshot shows the Swarthmore HR system dashboard. At the top, there is a Swarthmore logo and a navigation bar with 'Home', 'Jobs', and 'People' links. The main content area displays a 'Welcome Diane' message and a list of job-related metrics:

- JOB DESCRIPTION**: My position description - Under review. Manage position descriptions and create a new requisition.
- NEW JOB**: 0 - jobs open.
- ADVERTISEMENTS**: 0 - open advertisements.
- SEARCH COMMITTEE REVIEW**: 0 - jobs requiring search committee review.
- INTERVIEWS**: 0 - scheduled interviews.
- OFFERS**: 0 - offers awaiting your approval, 0 - new hires, 0 - new hire tasks.

3. Click "View job" on the right hand side of the page
4. Click "View applicants" on the upper left side. The applicants will then appear in a list along with their application form, resume, and other documents they attached.

## Making an Online Offer:

Once your top candidate submits their online application materials, you can extend a verbal offer.

**When an offer is accepted and a start date is determined, send an email to HR confirming the start date and hourly rate.**

HR will then send the below welcome email with instructions on how to accept the offer online and complete the onboarding forms through the portal.

**The temporary employee will need to stop by the HR office within 3 days of their start date to complete the paper I-9 and present forms of identification.**

Confirm status change - Google Chrome

Secure | <https://admin.dc4.pageuppeople.com/beta/v5.3/provider/manageApplicants/changeStatus.asp?sD>

### Confirm status change

Upon moving into this status, the applicant will have the ability to approve or decline an employment offer for this job.

Warning: No form has been set against this offer.

E-mail: Applicant:  Yes  No

From\*:

Subject\*:

Message: Merge fields

**B** *I* U ~~S~~

Dear Amanda,

We would like to formally welcome you to **Swarthmore College** in the position of Temporary Employment.

In order to view your offer letter, which outlines the terms and conditions of your employment, please follow the steps below:

1. Access the **Swarthmore College** careers website at <http://careers.swarthmore.edu/cw/en-us/listing/>. Then click on the 'Login' button and log into your account. Then click on 'Existing Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.
2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your employment contract.
3. Please open and review your offer documents before accepting or declining your offer.

4. After reviewing your employment contract, you will need to click the contract and

# Onboarding a New Employee:

**All new hires must stop by the HR office located in 101 S. Chester Road, office 104 to complete the I-9 and present their forms of identification any time prior to hire but at least within three days of their start date.** The HR office is open Monday-Friday 8:30am-4:30pm.

The new employee will be directed to the following online onboarding portal to complete their “Before Your First Day” forms.

As the supervisor, you have access to login to PageUp to view your new hires remaining onboarding tasks. Reminder emails will be sent to you and the new hire if the forms are past due.

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## Home

Hi David,

Welcome to Swarthmore College and to the new employee onboarding site, which is designed to help make your transition to our community as smooth as possible. Please make it a priority to complete the task list to the right. When you complete a task, please make sure to mark it as completed.

We hope the additional features on this site will help you feel “at home” as soon as possible. You can review details regarding benefits, payroll, and local resources at the tabs above. Additional information can be found on our Human Resources website as well.

Again, welcome to Swarthmore College David!



# Welcome to Swarthmore College

### Your task list

**BEFORE YOUR FIRST DAY**

- I-9 Form completion
- Complete W-4 Tax Documents Due: 1 Dec 2017
- Residency Certification Form
- Direct Deposit Authorization Agreement Due: 3 Dec 2017
- Workers Compensation
- Emergency Evacuation Referral Form
- Policy Overview and Consent