Hiring

Q: Will the student worker hiring process stay the same?

A: Yes, please continue to use the paper Student Employment Notification (SEN) to hire student workers. HR hopes to use PageUp to hire students in a future implementation phase.

Advertisements

Q: How do we arrange for advertising positions with professional organizations?

A: Please include your requests for advertising locations in the designated area of the job card (job requisition).

Depending on the position type, jobs will appear on HigherEdJobs, HBCUConnect, Diversity Network, CircaWorks, Indeed, LinkedIn, and The Chronicle of Higher Education (tenure track and select salary positions).

Approval Process

Q: Will PageUp email me if there is something for me to approve?

A: Yes, if you're a designated approver in PageUp, you will receive an email when your approval is required position description, job card, or offer card (offer card will be a future phase).

Resignation Letters

Q: Will resignation letters continue to be required as part of creating a job requisition?

A: Yes, please upload the resignation letter to the document tab of the job requisition.

Search Committee

Q: Can we have a community member on the search committee who is not a USI employee?

A: Please contact the Human Resource Representative assigned to your position (information can be found at the bottom of the job card). They will confirm the individual has taken search committee training and process the request.

Applications

Q: Will PageUp email me if there are applications to view?

A: No, you will not receive an email after a new application is submitted. We recommend regularly checking PageUp if you have an active search.

Reference Checks

Q: Will the reference check survey be standardized questions?

A: Yes, moving an application to the step "Launch Personal References" will email the **personal** reference check survey to the individuals provided on the application. The **personal** reference check survey uses HR's standardized questions.

1. *How do you know the candidate?*
2. *How long have you known the candidate?*
3. *How would you describe their attitude?*
4. *In what ways has the candidate proven themselves to be responsible/reliable?*
5. *What do you feel is the candidate's greatest strength?*
6. *Do you have any knowledge of their work performance?*
7. *How does the candidate's professional experience and skills qualify them for this position?*
8. *Is there anything additional you feel we should know about the candidate?*

A reference call with the candidate's **current or most recent supervisor** is required prior to making an offer to a finalist.

Q: Typically, a search committee calls each reference. Does the personal reference survey email via PageUp replace making phone calls?

A: The dean or department director can decide to utilize the **personal** reference check survey email via PageUp, or they can make the decision to have all references performed via phone. Human Resources requires three references to be performed with one of the references being with the current or most recent supervisor.

Q: With the personal reference check survey via email, what is the process if someone doesn't respond?

A: The personal reference check survey link will expire 5 days after receipt. The answers will become a part of the candidate's application. If you don't see a page added to the end of an application after 48 hours, we recommend following up with your USI email to ensure the email from careers.usi@usi.edu did not get filtered to their junk folder.

The personal reference check survey via email in PageUp is being offered as an option to make reference collection easier on the search committee; however, it is possible that due to time constraints, the committee will need to make reference phone calls instead of using the survey.

Q: When a reference responds to the survey, will the Search Chair get a notification in PageUp or will they be contacted by the HR Representative?

A: No. The answers will become a part of the candidate's application at the end of the form.

Q: Will there be an option for references to upload a recommendation letter?

A: No, a recommendation letter does not replace a reference call with the candidate's **current or most recent supervisor** or a personal reference survey email via PageUp.

General Questions and Help

Q: Who do we contact for general questions?

A: Please email pageup.help@usi.edu.