Guide To Getting Started With The PageUp System
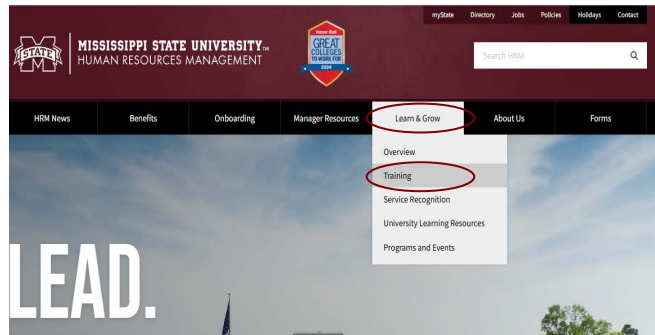
PageUp

MISSISSIPPI STATE
UNIVERSITY™

HUMAN RESOURCES MANAGEMENT

Revised 11/13/2024

PAGEUP ACCESS FOR HIRING COORDINATORS

PAGEUP TRAINING

- To see trainings currently offered, visit the HRM website and select the "Learn & Grow" dropdown, then select "Training".

- Here you should see all available face-to-face and online trainings currently offered.

- To enroll in a course, sign-in using your NetID and NetPassword, find the course you'd like to attend then select "Enroll".

HRM offers PageUp training for hiring coordinators once per month. Please search and enroll, as appropriate.

REQUEST USER ACCOUNT IN MSU RECRUITMENT SYSTEM

After you attend training, the User Account Request Form must be completed and submitted to the Department of Human Resources Management (HRM) to set up your permissions as a hiring coordinator or additional hiring coordinator. Once your permissions have been set up in the system, you will receive an email from HRM.

ACCESS THE PAGEUP SYSTEM

To access the PageUp System, click on https://msstate.pageuppeople.com/

Login using your NetID and NetPassword.

Welcome to the Home Screen in the PageUp System! Depending on the permissions of the user, the dashboard will display a different number of tiles. Each tile on the dashboard is related to a link on the left hand menu. Clicking either one will bring the user to the same page in the system.

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

New job 3 Jobs open [New job]	**Approvals** 1 Jobs awaiting your approval 0 Approved	**Advertisements** 0 Advertisements
Applications 2 Jobs have applicants for review	**Search committee review** 1 Jobs requiring panel review	**Interviews** 0 Scheduled interviews

☰ PageUp◆

My Dashboard

Welcome Harry, this is your Das

Clicking on the hamburger menu above will open the left menu, as seen below.

Workflows
New job
Jobs open
Advertisements
Applications
Assigned applications
New Hires
My new hire tasks

Jobs
Manage Jobs

Applicants
Manage applications

HAMBURGER VIEW MENU ▦

NEW JOB—Select to create new posting

JOBS OPEN—Select to view PARFs currently posted

ADVERTISEMENTS—Select to view PARFs for this user that are advertised on the MSU career's page

APPLICATIONS—Select to view applicant details associated with a specific PARF

ASSIGNED APPLICATIONS—Select to view applicants for PARFs assigned to the user

NEW HIRES—Select to view offer details for applicants hired associated with the user

MY NEW HIRE TASKS—Select to view and manage onboarding tasks assigned to applicants/hiring coordinator(s) for applicants hired associated with the user

MANAGE JOBS—Select to view PARF and applicant details

MANAGE APPLIATIONS—Select to view applicant details associated with a specific PARF