PAGEUP: INSTRUCTIONS FOR APPROVING AN OFFER CARD

- 1) Log into system
- 2) Select Employee Tab

myJSE	
🖶 Home	HOME Home Community / Home
📽 Employee	
Library	Featured Links
	Administrative Ranner

3) Select Talent Management System (PageUP), located in the Human Resources section

Talent Management System (PageUP)

4) Select the Offers awaiting your approval

Position Description My position description Manage position descriptions	New job 3 Jobs open 13 Team Jobs open	Approvals O Jobs awaiting your approval 2 Approved	Guidelines / Tips Questions regarding Recruitment, please email: talentacquisition@jsu.edu Questions regarding Position Descriptions, please email: classandcomp@jsu.edu
Advertisements 3 Advertisements	Applications 0 Jobs have applicants for review 0 Applicants assigned to you for review	Search committee review O Jobs requiring panel review	
Offers Offers Offers awaiting your approval O New hire tasks)		

- 5) To the right of the candidate's and originator's name, select "View"
- 6) At the bottom od the screen, select "Approve"

Save and close	Save	Cancel	Approve	Decline
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