



**Manager Online – Recruitment
Direct Appointment
User Guide**

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Approval List

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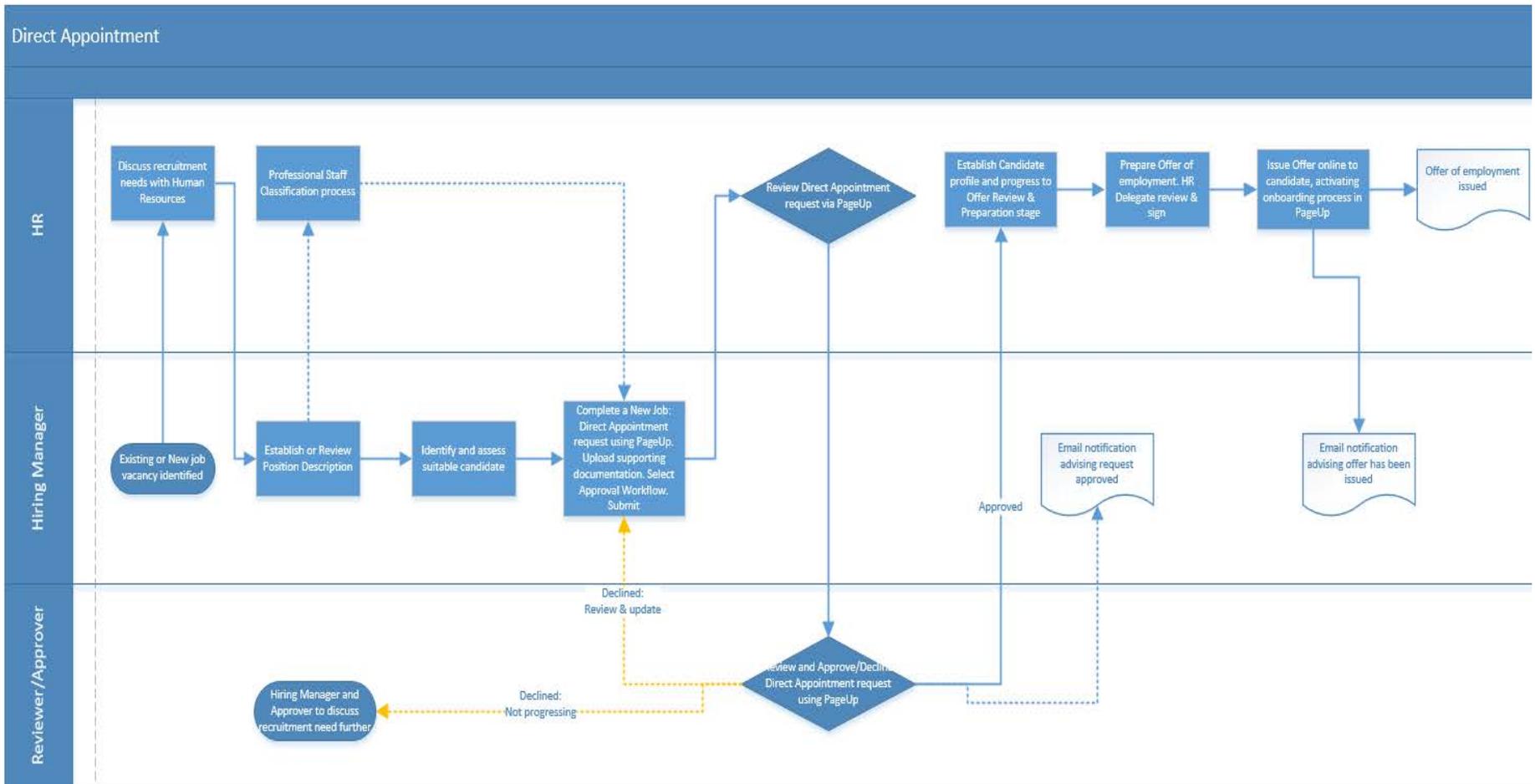
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Direct Appointment – Process Map



1. Manager Online – Recruitment

Manager Online – Recruitment is designed to enhance Human Resources recruitment service delivery through improving the quality and timeliness of the recruitment experience and process for both the hiring manager and for the candidates.

Manager Online – Recruitment will:-

- Require that relevant recruitment and appointment information is provided only once.
- Provide greater transparency for the hiring manager to track where you are in a recruitment process.
- Provide an online approval for your recruitment and offer requests, with appropriate notifications when your request has changed status and moved to the next approval stage or has been received by Human Resources for action.
- Provide hiring managers and the selection committee with early access to applications prior to the closing date if required
- Provide job and candidate information you may need at your fingertips with drop down menus, links and helpful hints.
- Provide the successful candidate with access to read and/or complete new starter documentation online.
- Improve system reporting capabilities, including the timeliness of each step in the recruitment process, to inform ongoing improvements

1.1 Roles and Permissions

There are varying levels of permission for access to Manager Online - Recruitment which includes:

Role	Permission
Hiring Manager	Able to create, view and edit their own Direct Appointment Job Requests, view the candidate's progression through to the Offer stage which is managed by Recruitment Services.
Reviewer or Approver	Able to view, edit and approve or decline Direct Appointment Job Requests.
Recruitment Services	Able to view and edit all jobs and candidates. Responsible for candidate management and communication
Super Users (<i>HR only</i>)	Able to view and edit all jobs and candidates. Able to modify systems settings and configuration

2. Help

For help at any time regarding the recruitment process please contact Recruitment Services. Please click on the link below for information on who looks after your area.

<http://www.acu.edu.au/891856>

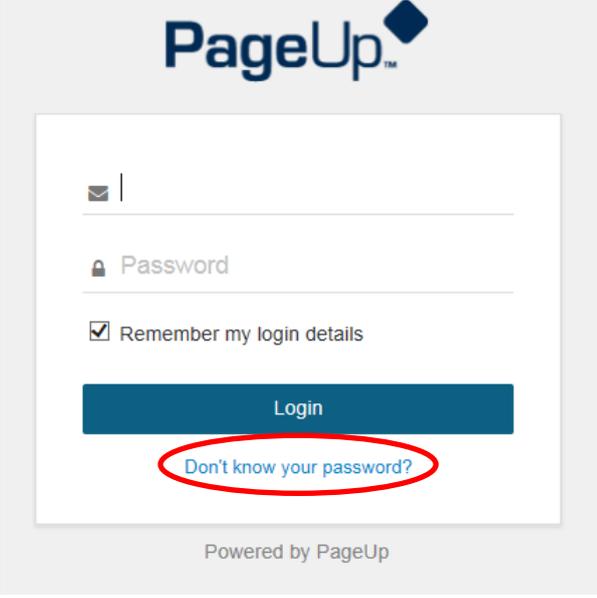
Or contact via email on - recruitment@acu.edu.au.

3. System Access - Login

If this is your first time logging in, click on **'Don't know your password?'** This will prompt you to enter your work email address and will generate an email to you with further instruction. Once you have received this email, follow the prompts to set up your new password. You will be taken to the login screen where you can enter your email address and password, then click login.

You can also click on the 'Remember my login details' if you are logging on to your usual computer.

URL: <https://acu.dc2.pageuppeople.com/default.aspx>



The image shows a login form for PageUp. At the top is the PageUp logo. Below it is a white box containing the login fields: an email input field with an envelope icon, a password input field with a lock icon, a checkbox labeled 'Remember my login details', a blue 'Login' button, and a blue link 'Don't know your password?' which is circled in red. At the bottom of the white box, it says 'Powered by PageUp'.

4. General guidelines for using Manager Online - Recruitment

1. Do not use the **Back** button in your browser to go back to the previous page, as your session will be interrupted and you may lose your changes.
2. Your session will timeout after two (2) hours of inactivity.
3. Do not share your login details with any other person.
4. **Pop-up Blocker** – access your internet setting to turn off the Pop-up Blocker for this site. If you establish this the first time you access the system it will remain accessible moving forward.
5. As a first time user, system generated emails may end up in your 'Junk Email' box. Please access these emails and mark them as 'Safe'.

5. Home Page

Please contact Recruitment Services prior to commencing a New Job Request to discuss your requirements and recruitment strategy.

Once you have logged in you will see the Home page. There are 5 'bubbles' on the home page and these bubbles each have a process(s) associated with them and guide you through the recruitment process. The necessary bubbles and the associated processes will be described in detail later in this document.

In summary:

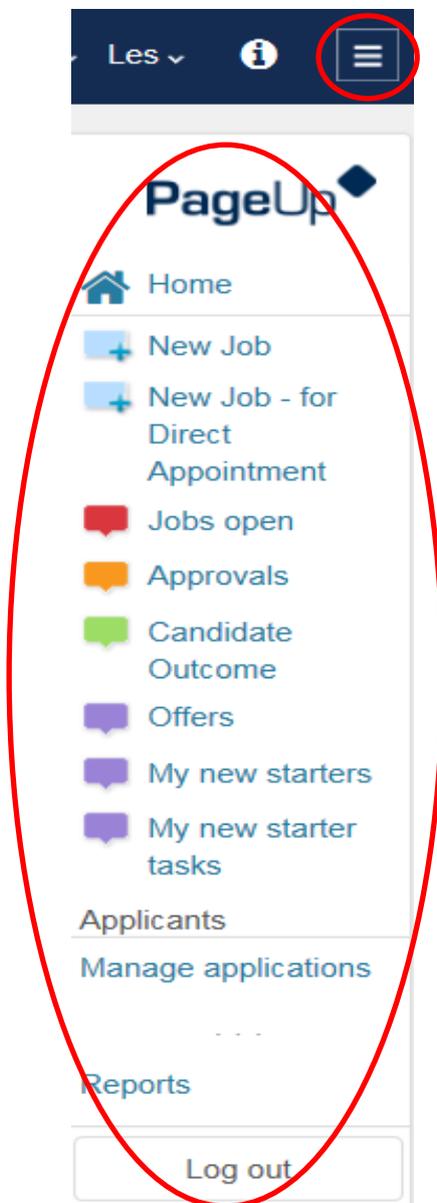
- Red NEW JOB bubble – allows you to create a new job request, whether as a Direct Appointment or for Advertisement (internal or external) and also view any current active job requests.
- Orange APPROVALS bubble – provides a delegated approver with a list of jobs awaiting approval (or decline). You can also view open and active jobs that you have already approved.
- Dark Green PANEL REVIEW bubble – use this bubble to review candidates for all jobs for which you are on the panel
- Light Green CANDIDATE OUTCOME –the hiring manager can manage the candidates for current open jobs and update the candidate outcome
- Purple OFFERS bubble – provides the delegated approver with a list of Offer Recommendations awaiting approval. Also allows the hiring manager to view new starter offer details and manage any on-boarding tasks that are assigned to the new starter.

Welcome Les



Before proceeding please contact your portfolio dedicated Recruitment Liaison Officer to discuss and arrange a hiring brief. [Please click here to find your Recruitment Liaison Officer.](#)

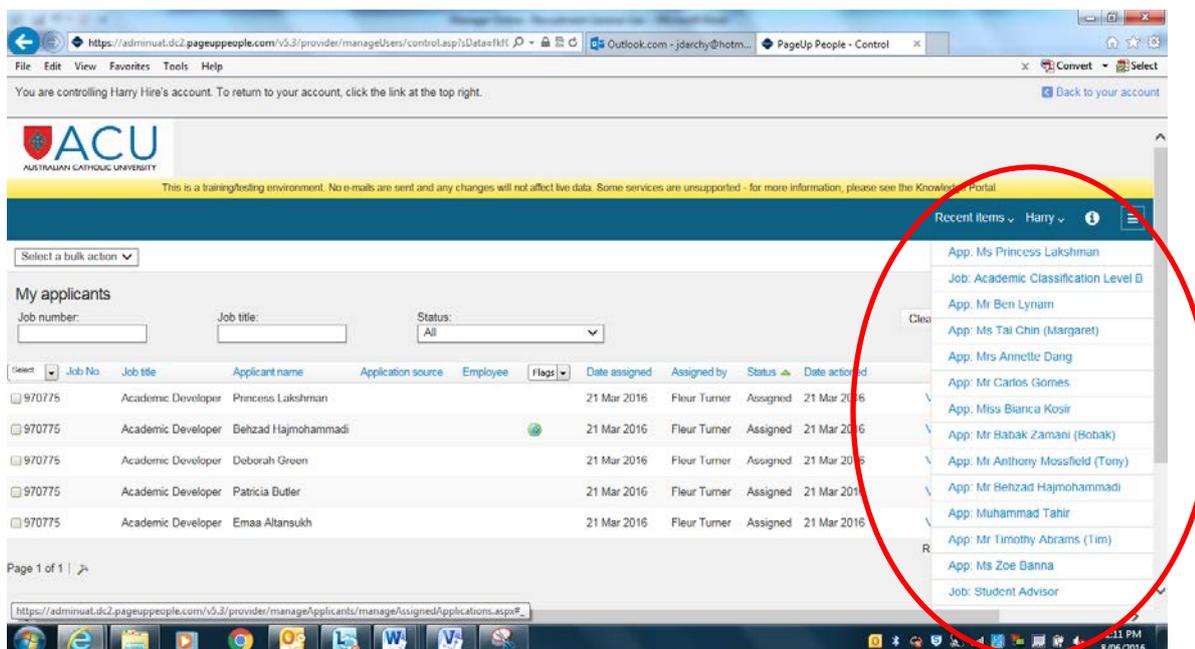
There is also a drop down menu that you can access to navigate through the recruitment process. You can access this menu by clicking on the  icon on the left hand side of the screen beside your name. This will drop down the navigation menu. From anywhere in the system if you want to return to the bubbles please click on **Home**.



6. Recent item history

The recent item history drop down displayed the last 10 applicants and/or jobs viewed by the user. This gives the user the ability to quickly jump directly to a previously viewed item.

Click on the drop down menu to view the last 10 applicants and jobs viewed. Even if you have only just logged in, the last 10 applicants and jobs viewed in your previous session will be stored in your recent items history.



Then click on the applicant name or job title you wish to view. You will be redirected to the applicant or job card. If you have viewed an applicant card in the pop up window, the most recent applicant will appear if the user refreshes the page or navigates away from the applicant card.

7. Printing a page

Any page within the system can be printed, excluding pop-up windows.

To print, click on the Printer icon in the sub menu. Select your printer and click the print button.



TIP: To print all records from a list of information, not just the current page, first click the Show all records link at the bottom of the list of information.

8. Fields

Fields are filled in by entering data directly on the screen or selecting from drop down or lookup lists. Mandatory fields are flagged with an asterisk. These must be completed when filling in a screen.

Lookup or binocular fields are used to allow users to select from a large set of data e.g. users, or departments. To populate binocular fields, click on the binocular icon to view a pop up window which will allow you to search through the data. Select the data you would like to enter by clicking on the appropriate row, then click OK.

9. Creating a New Job: Direct Appointment

Click 'New job: For Direct Appointment' next to the red NEW JOB bubble.



New Job - for Advertisement
New Job - for Direct Appointment
1 - jobs open

9.1 Completing the Position Details

Fill in all relevant and mandatory fields (*) on the job card. At the bottom of the job card there will be a section to elect an approval process. Choose the appropriate approval process.

Position info | Documents

DIRECT APPOINTMENT ONLY

1. SUPPORTING DOCUMENTATION (Documents will appear on the Documents tab located at the top of this page.)

Upload Position Description / Supporting Documents

2. POSITION DETAILS

No. of Positions:*

Reason for request:*

Current/previous incumbent name(s) (where applicable):

Position Title:*

Organisational unit:*

Functional unit:*

Nominated Supervisor:*

No user selected.

9.2 Attaching documents to your job card from file

There are two (2) ways to add a document to your job card.

1. Click on 'Upload Documents' at the top of the job card. Select a document from file to upload the required document from your computer, give it a name and assign it to a document category before clicking Save. If you leave the document title field blank, it will default to the title of the uploaded document. Click Save. Please use Microsoft Word for all documents.

Position info | Documents

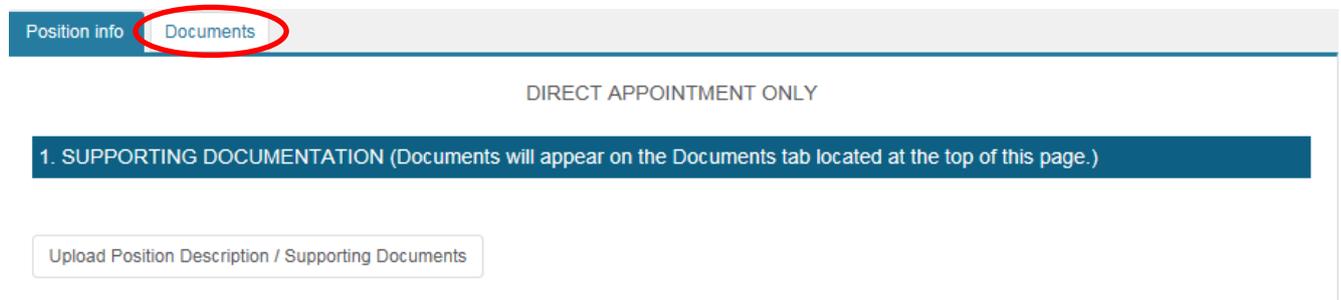
DIRECT APPOINTMENT ONLY

1. SUPPORTING DOCUMENTATION (Documents will appear on the Documents tab located at the top of this page.)

Upload Position Description / Supporting Documents

2. From the job card, click the Documents tab. Select a document from file to upload the required document from your computer, give it a name and assign it to a document category before clicking Save. If you leave the document title field blank, it will default to the title of the uploaded document. Click Save.

NOTE: The job must be resaved in order for the View button to become active. Please use Microsoft Word for all documents.



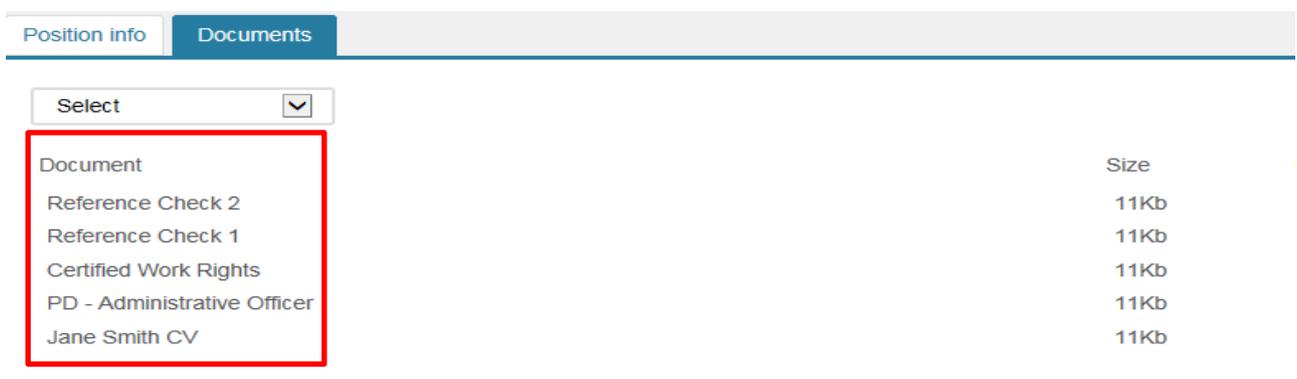
For a Direct Appointment, the Hiring Manager will need to attach the following supporting documentation:

- Candidate Curriculum Vitae (CV)
- Position Description (PD) – updated where necessary, and in the current PD template (located on the ACU website [here](#))
- Certified copy of candidate’s working rights for Australia – Australian passport or citizenship, or Visa permit with foreign passport (if collected)
- Completed reference check reports

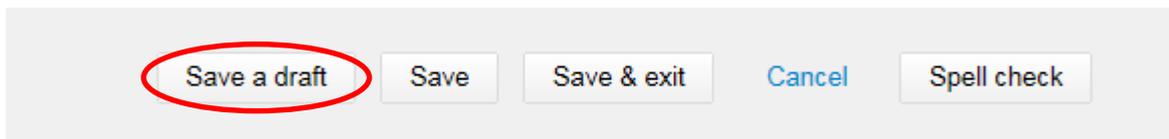
You may also need to include:

- Copies of any Professional registration(s)
- Copies of any Academic Qualifications
- Copy of Working with Children or Vulnerable Adults clearance
- Memo or other correspondence containing any additional information or supporting justification for the recommended appointment

All documentation that is uploaded can be viewed under the **Documents** tab at the top of the page:



You can save your job card as a draft and come back to it later to complete, just click on 'Save as Draft'.



Once all of the Job Request fields have been completed and the Supporting Documentation attached, select the appropriate Approval process from the drop down box toward the end of the page.

Approval process:* Corporate Services ▼

1. Recruitment:	<input type="text" value="Gemma Cavallaro"/>	
	+ gemma.cavallaro@acu.edu.au	
2. Endorser:	<input type="text" value="Harry Hire"/>	
	+ harry@test.com	
3. SEG Member:	<input type="text" value="Stephen Weller"/>	
	+ stephen.weller@acu.edu.au	

PLEASE NOTE: the Endorser field in the approval process will default to the last person selected in this field – if this is incorrect please change to the correct person.

You can spell check your job card before exiting by clicking on the 'Spell check' button.

Once you click Save & Exit the approval process will commence.



10. Direct Appointment – Review/Approve or Decline

You might be required to review, endorse and approve new job requests as part of your delegated responsibilities. If you have a New Job Request to be reviewed and approved (or declined) you will be notified via email. You will need to log in to Manager Online and click on '# - jobs awaiting your approval'.



This will take you to a list of Job cards waiting for action. Find the job card that you wish to approve/decline and click on 'View'.

Manage approvals						
Date raised	Job No.	Job title	Requested by	New	Replacement	
2 Jun 2016	972784	Academic Classification Level C	Jenny Fricke	0	0	View

Review the Job card, including any supporting documentation. You can click on the Documents tab at the top of the Job card to review these documents

Position info
Documents

DIRECT APPOINTMENT ONLY

1. SUPPORTING DOCUMENTATION (Documents will appear on the Documents tab located at the top of this page.)

Upload Position Description / Supporting Documents

Once all details have been reviewed, click on 'Approve' or 'Decline'.
 If you select 'Decline' you will be asked for a reason for declining this job – this is a mandatory field. Your reason and comments will be sent to the Hiring Manager in an email notification.

Save a draft

Approve

Decline

Cancel

Spell check

11. Managing jobs

To look for your existing jobs click on '# - jobs open' next to the red NEW JOB bubble.

NEW JOB

New Job - for Advertisement
 New Job - for Direct Appointment
1 - jobs open

This will open a list of your jobs. You can see from this page the status of your jobs. For example, if the job is approved or still pending approval.

My jobs				
Status: <input type="text" value="Current"/>				<input type="button" value="Clear"/> <input type="button" value="Search"/>
Job No.	Job title	Date added	Status	
972783	Academic Classification Level B	1 Jun 2016	Pending	View job
972782	Academic Classification Level B	31 May 2016	Approved	View job
972781	Academic Classification Level A	30 May 2016	Approved	View job
971779	Academic Classification Level C	17 May 2016	Offer	View job

11.1 Sorting jobs

You can click on any of the column headings on the My Jobs screen to sort jobs via that column.

12. Following Approval of your Direct Appointment Request

The Hiring Manager will receive an email notification once the job request has been reviewed and approved/declined.

Recruitment Services will establish the candidate profile within Manager Online and will then progress your candidate through to the Offer stage.

Recruitment Services will review and prepare the Offer of Employment for the recommended candidate.

Recruitment Services will issue the Offer of Employment via Manager Online.

The Hiring Manager will be notified when the Offer of employment has been issued.

13. Candidate Outcome (Hiring Manager only)

13.1 Keeping track of your candidate

Click on '# - jobs have applicant for review' to view recommended candidates.



You will be presented with a list of your current jobs. Click on 'View applicants (#)' to view candidates.

Applicants					
Job No.	Job title	Date added ▲	Status	Owner	
972807	HR Officer	17 Jun 2016	Interviewing/Assessment	Liz Paul	View applicants (2)
972792	HEW 7	8 Jun 2016	Approved	Liz Paul	View applicants (1)
972799	Events Coordinator	8 Jun 2016	Approved	Liz Paul	View applicants (1)

You will be able to access the Candidate profile and Offer Details for the recommended candidate by clicking View.



View applicants								
HEW 7	Select	Applicant name	Phone	Date submitted	Current application status	Outcome	Reviewed	Status history
		Gemma Cavallaro	0399533021	8 Jun 2016	New	Select an outcome Proceed to Interview Unsuccessful at Shortlisting	✘	View

14. Offer of employment

Recruitment Services will prepare and issue the contract of employment and the Hiring Manager will receive notification when this has been issued.

14.1 View offer details

The Hiring Manager will be able to view the Offer details and associated contract of employment by clicking on Offers - '# new starters'. You will be presented with a list of all your new starters. Find the new starter you would like to review and click on 'View offer Details'. A copy of the contract of employment will be saved under the Offer Documents section.

My new starters				
Applicant name	Job No.	Job title	Application status	
Tai Chin	971779	Academic Classification Level C	Offer Accepted Form Complete	View offer details View all tasks
Muhammad Tahir	971779	Academic Classification Level C	Offer Recommendation and Approval	View offer details View all tasks
Jane Morrow	972807	HR Officer	Offer Recommendation and Approval	View offer details

You can now review the job and offer details for the new starter.

Offer details 🖨️

Ms Gemma Cavallaro (Gemma)

➤ Personal details

Address: Locked Bag 4115
Fitzroy, VIC
3065, Australia

Phone: 0399533021

E-mail: gemma.cavallaro@acu.edu.au

Gender: Female

[▶ View profile](#)

➤ Job details

Position Title: Senior Campaigns Manager.

Organisational unit: Marketing and External Relations Directorate

Functional unit: Marketing and Communications

Site: -

Work Type: Continuing full time

➤ Offer details

Approval status: Pending

Recruiter: Liz Paul

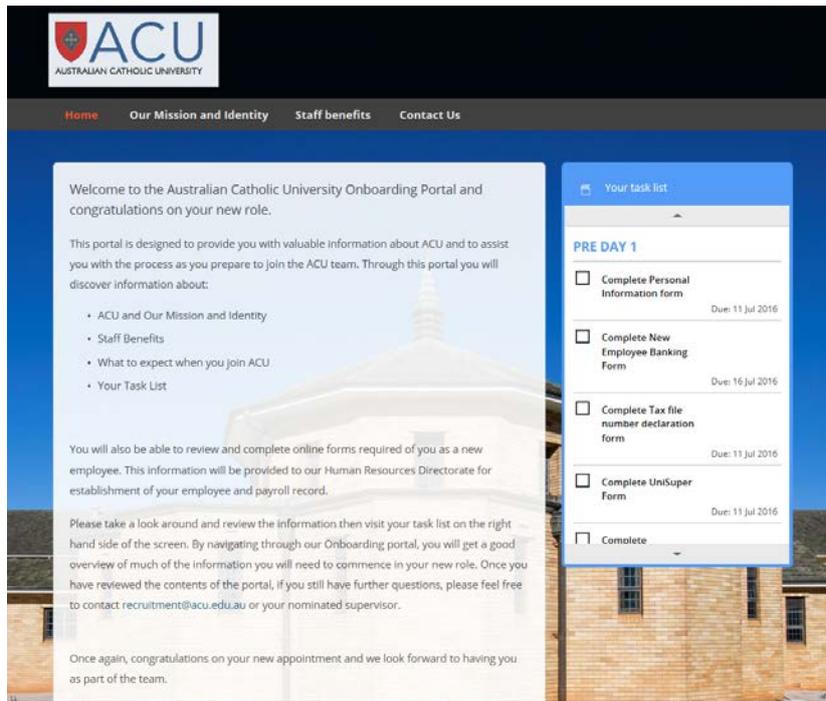
Application source: Internet - Indeed [Edit](#)

Save and close
Save
Cancel

15. Acceptance of Offer – Onboarding

Once the candidate has accepted their online offer of employment, onboarding is initiated. Notifications of the new starter details will be provided to Properties, Finance and IT so that appropriate preparation for establishing accounts, systems and office arrangements, etc. can begin.

Your new starter will be invited to access the new employee portal where they will find useful information about ACU and be able to review and complete new employee forms and tasks.



16. Managing New Starter

As part of the online recruitment process there will be appropriate onboarding tasks for the new starter and the hiring manager to complete and monitor. Your new starters are able to review and accept their job offer online and complete new employee forms online.

To access your new starters click on '# - new starters'.



16.1 View all tasks

You will be presented with a list of all your new starters. Find the new starter you would like to review and click on 'View all tasks'.

My new starters				
Applicant name	Job No.	Job title	Application status	
Tai Chin	971779	Academic Classification Level C	Offer Accepted Form Complete	View offer details View all tasks
Muhammad Tahir	971779	Academic Classification Level C	Offer Recommendation and Approval	View offer details View all tasks

You will be presented with a document which gives you detailed information about how the tasks area works. Once you have reviewed this document you can click on 'Don't show this again' and you will not see this document again. Or you can click on 'Continue' to be taken to your new starters tasks.

New starter tasks

Rick White
Start date: 1 Sep 2011
Business Operations
Email Rick White updates

Legend of what each icon means

New starter task actions

- Add new task
- Delete
- Edit
- Hiring manager task
- Employee task
- Group task
- Draggable task
- Complete task

View tasks by employee | View tasks by manager | All tasks | Apply favourite induction plan | Save and email

Filter tasks by their type | Apply a saved fav. plan | Manage fav. plans here | View help page | Display this help guide again

Click to add a new task to the plan

Tasks completed are highlighted blue with the date and time completed

Complete a task

Remove a task

When task to start/due

Click to edit a task

Tasks overdue are highlighted red

Add optional tasks

- Specific Systems & Tools for your role
- Other Activities
- Get photo taken for ID Card

Click to add a pre-defined optional task to the plan

My favourite tasks

- Click to add a favourite task to the plan
- Headstart information

Tasks can be reordered by drag and drop.

* Some functionality may not be visible depending on your user permission setup.

Do not show this again

Continue

The task lists for you and your new starter will be pre-populated with some generally required tasks. This is distributed over periods of time leading up to and from the commencement of employment, and will include the completion of new employee forms for payroll purposes.

You will be able to monitor the task completion for both you and your new starter to ensure a seamless entry into the University.

You will receive reminder notifications as the tasks near their due date, and tasks will appear as overdue if the due date has passed.

New starter tasks

Tai Chin
Start date: 31 May 2016
Academic Classification Level C
Notify Tai of updates

Employee task list | Hiring manager task list

External tasks
There are currently no external tasks

Pre Day 1
Add new task

Read IT Policy
26 May 2016 - Overdue

Day 1
Add new task

Week 1
Add new task

By Month 1
Add new task

Within first 6 months
Add new task

New starter task actions

- Add new task
- Delete
- Edit
- Hiring manager task
- Employee task
- Group task
- Draggable task
- Complete task

Add optional tasks

There are no optional tasks to choose from as none have been set.

My Favourite Tasks

There are no favourite tasks to choose from as none have been set.

You can also add new tasks to your new starter task list by clicking on **Add new task**. You will be able to give your new task a Title which is a brief description of the required task, Group your task in the appropriate timeframe and select a required completion date and time. You can then complete the Content area with more details.

New task

Title:

Group:

Date:  Time:

Content: [Merge fields](#)

B *I*       

You can also select an Activity type and allocate a task to an employee, the hiring manager or the employee and the hiring manager. You can also add a newly created task to your favourites to be used in the future.

Activity type:

Task allocated to:

Add to favourites: