

## **PageUp Applicant Tracking and Talent Management FAQs**

### **Why is this change occurring (Why are we transitioning from NEOGOV to PageUp)?**

As EMU's contract with NEOGOV was expiring, and based upon the analysis of various software products that were being used for human resources functions, it was determined that a single software partner could be utilized to provide end to end talent management for the institution. Once fully implemented, PageUp will replace not only NEOGOV, but also Simitive (staff performance evaluations) and Bridge (learning management system). Additionally, the University needed a partner that had enhanced functionality to enable electronic workflows that would connect with Banner and to provide the University with a platform to conduct holistic talent management through such activities as succession planning.

### **How was PageUp selected as the University's talent management partner?**

University Human Resources along with stakeholders from Academic Human Resources conducted an extensive RFP process with assistance from Purchasing. Multiple products were reviewed and demonstrated. PageUp was ultimately the successful bidder based on the functionality of their product, their deep bench of experience in higher education, and their past successes with Banner integrations. Other schools utilizing PageUp include Michigan State, Michigan Tech, and Miami University of Ohio. As cost is always a factor, PageUp will be providing all of the required modules at a cost that will be commensurate with what the University is currently paying for NEOGOV, Bridge, and Simitive.

### **What will happen to postings in NEOGOV after October 7, 2022?**

Any posting that is still active in NEOGOV will close to new applicants on October 7, 2022. While Human Resources will retain certain core data, we will no longer be able to pull resumes, cover letters and other applicant materials from NEOGOV after October 14. Hiring authorities and search committees that have active positions in NEOGOV must pull any necessary cover letters, resumes, and applicant materials prior to October 14 and save them onto a network drive as pdf files. Positions that do not have adequate applicant flow as of October 7 will be considered "failed searches" and hiring authorities may follow the process to re-post such positions in PageUp. There will be no automatic transition of open positions between NEOGOV and PageUp. It is extremely important that search committees and hiring managers understand the transition that must occur between October 7 and October 14 for remaining open searches in NEOGOV as it relates to saving pdf versions of candidate materials.

### **What will happen to the current classification specifications that are housed in NEOGOV?**

University Human Resources is working with PageUp to import the active classification specifications into PageUp. We will no longer be updating classification specifications in NEOGOV after August 31, 2022 as we transition to PageUp. In the PageUp environment, these documents will be known as Position Descriptions. Once PageUp is live, University Human Resources will continue to update Position Descriptions and add new Position Descriptions per our customary processes.

### **How will offers be approved and made in PageUp?**

Rather than a separate, out of the system email, authorizations to make offers will be initiated by the hiring authority within the PageUp system. Necessary approvers, including Human Resources Compensation, will approve the requests within PageUp. Offer letters will be generated within PageUp and sent to candidates electronically. All Offers will be contingent upon the successful completion of a background screening.

**What if I have an emergency situation where I need to submit a job for posting between September 1 and September 15, 2022?**

Emergency requests will be reviewed by the Chief Human Resources Officer. Any exceptions that are approved for posting in NEOGOV will be subject to a close date no later than October 7, 2022. Therefore, the hiring authority should carefully consider whether the posting period will allow for a robust candidate pool, or whether, in the alternative, it would be more sensible to submit the job for posting on or after September 15, 2022 in Page Up.

**If a candidate applies for a position that closes in NEOGOV and that position is later deemed “failed search” will the applicant need to reapply in PageUp for a reposted position?**

Yes. Unfortunately candidate materials will not be loaded from NEOGOV into PageUp.

**How will I be trained on how to use PageUp?**

University Human Resources will be hosting training sessions in September. You will be able to sign up for a session via a link that will be provided from Learning and Development.

**How will I receive log in credentials for PageUp?**

You will log into PageUp using the same credentials that you use to log into other EMU systems (NetID and Password) as PageUp is single sign in enabled.