

Accessing Your Position Description

Website to PageUp- <https://hokies.pageuppeople.com>

Uses 2 Factor Login credentials

Most Employees are a **Role 1** in the system and will see this upon login:

My Dashboard

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

The dashboard features a grid of six task cards and a 'Guidelines / Tips' section on the right. The cards are:

- Position Description:** 1 My position description
- Approvals:** 0 Jobs awaiting your approval, 0 Approved
- Applications:** 0 Jobs have applicants for review, 0 Applicants assigned to you for review
- Search committee review:** 0 Search committee jobs to review
- Interviews:** 0 Scheduled interviews
- Offers:** 0 Offers awaiting your approval, 0 New hires

The 'Guidelines / Tips' section includes a link for 'Hiring Guidelines'.

You would then select- My position description and all the details of your job will be displayed for you to review.

Role 2(and higher) Users

Dashboard will look like this:

The dashboard shows a 'Current jobs' section with 0 Total. On the right, there is a 'Primary teams & users' dropdown menu and a 'Tasks' section with a 'My tasks' dropdown and an 'Add' button. The 'Tasks' section currently shows 'No tasks'. The footer indicates 'English (US) | Powered by PageUp'.

You would select from the “hamburger” menu in the top left “Manage position descriptions” under the *Jobs* section.

Then in the ‘Employee Name’ section- Type in your legal name, then select “View”

Position Description

System Number	Title	Position Number	Role Number	Employee Name	Supervisor Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Jeffrey Cumberland	<input type="text"/>
Job Type	Senior management	Department	Organization	Approval status	Status
All	VP of Human Resources	All	All	All	Active

Clear Search

System Number	Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-17943	Talent Acquisition Manager	120304	BASE	Jeffrey Cumberland	Sandee Cheynet	Jul 15, 2019	Approved	Edit View Recruit for position Archive