When an offer is ready for review, an email notification will be sent. This email will contain general information related to the role. Click "Click here" to be directly to the offer within PageUp.
 NOTE: Non-SSO/ Non-COV users have a designated hyperlink specified in the email.

Offer approval
COV Recruitment Team <noreply-1125@mai To ● jamie.norman+recruiter@dhrm.virginia.gov 5/21/2025</noreply-1125@mai
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Dear Jason,
You are required to approve the offer details for JAMIE NORMAN for the position of QA Test Analyst, job number 5000891, so that an offer can be made.
Please click on the link below to view, amend and approve the offer details for JAMIE NORMAN.
Click here
Please Note: Non-SSO users please log in <u>HERE</u> .
Once approved, the offer details will automatically flow to the next approver.
Should you have any questions, please contact me.
Kind regards,
Jason Recruiter jamie.norman+recruiter@dhrm.virginia.gov Test Child Agency Recruitment Team

PageUp will direct the user to *Manage offer approvals* screen, click *View* against the applicable offer.
 <u>NOTE:</u> Pending offers can be found in *Manager Activities* section (Recruiter Dashboard) or *Offer* tile (Hiring Manager Dashboard).

Manage offer	approvals				
• The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer.					
Offer created↓ <u>÷</u>	Applicant name	Originator name	Job title	Job number	
Jun 9, 2025	Vera Vandenbourg	Jason Recruiter	Operations manager	5017653	View
I< < Page 1 of 1	>>I II AŻ				Records 1 to 1 of 1

Recruiter dashboard:

Dashboard		Workbench
â Current jobs		y teams & users 🛛 🗸
2 1 1	Manage	er Activities
Total Pending approval Offer	1 Offe appr	rs awaiting your roval
👱 👔 🔹 Assistant Test Manager 🔍	RICHMOND, Virginia	

Hiring Manager dashboard:

My Dashboard

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

Position Description My position description - Under review Manage position descriptions and create	New Job O Jobs open	Approvals O Jobs awaiting your approval O Approved	Advertisements O Advertisements
Applicant Progress Board A holistic view of the applications for each active job you are recruiting for Review applications	Applications O Jobs have applicants for review O Applicants assigned to you for review	Search committee review O Jobs requiring panel review	Offers Offers 1 Offers awaiting your approval 1 New hires 28 New hire tasks

3. Review all fields completed on the Offer Card.

lanage offer	r approvals	
	🐼 Offer details - Google Chrome —	×
	25 dhrm.dc4.pageuppeople.com/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMt00	Q
Offer created	Offer details	₿
	Application source: Agencies - Recruitment agency	
un 9, 2025	OFFER DETAILS	
I < Page 1 of 1	Working Title: 1 Operations Analyst	
	State Role Title: Test Team Analyst	
	Start date:* Jun 15, 2025	
	Effective date of hire in Cardinal	
	Day One Reporting Jun 16, 2025	
	Day One Reporting 10:00 am Time:*	
	Please enter the "TIME" above in the following format - 00:00 am/pm	
	Offer Signed Q 🥒	
	No user selected.	
	SALARY DETAILS	
	Annual salary: 85,645	
	Semi Monthly 2,500 2,500	
	Hourly Pay rate (if not Annual Salary):	
	ONBOARDING DETAILS	
	Save and close Save Cancel Approve Decline	•

4. Once the offer has been thoroughly reviewed, click Approve or Decline based the review.

Manage offer	approvals				
C	Offer details - Google Chrome			- 0	×
9	dhrm.dc4.pageuppeople.com/v5.3/prov	ider/manageApplicants/offer.asp	sData=UFUtVjMt00ywbaTi1VP?	Tu5t13GqtAHrKqt%2BejP4ARGH1sSiURgAK0	Q
C	Offer details				₿
Offer created↓ <u>:</u>	Date Offer Declined:	t			^
Jun 9, 2025	Approval Process				
< 🎸 Page 1 of 1	Originator:*	JAMI	E NORMAN		
	Approval Process:	Offe	Approval Process		
	1. Next Level Manager:	Approval workflow init	iated: Jun 9, 2025, 3:39pm EST	Manager McTester • You are here Resend email to approver	
			Cancel		
	- Exports				
	Export Title	Exported	Export Date		
		No Exports were found.			
					ļ
		Save and close Save	Cancel Approve Decline		

- a. <u>Approve:</u> Triggers a notification to the next approver to act. Upon the last approval, an approval notification will go out to the Originator (Recruiter).
- b. <u>Decline</u>: Triggers additional action to take, then will trigger the Originator to update based on feedback provided. The Recruiter will complete necessary action, then re-start the approval process again.
 - i. Provide commentary for Recruiter.
 - ii. Click Save.

ffer detai	dc4.pageuppeople.com/v5.3/provider/ma Is	nageApplicants/on	rer.asp?sData=UFUtVJMtUUywba111VF
	Date Offer Declined:	i	
	Approval Process		
	Originator:* Approval Process:		JAMIE NORMAN Offer Approval Process
	1. Next Level Manager:	Approval workfl	low initiated: Jun 9, 2025, 3:39pm EST
	Decline offer approval - Google Chrome dhrm.dc4.pageuppeople.com/v5.3/prov	− □ × vider/man Q	Cancel
de	ase enter a note explaining why these offer det clined:	ails have been	
2	Decline offer reasons listed here.		
	3 Save Cancel	A	Export Date No Exports were found.