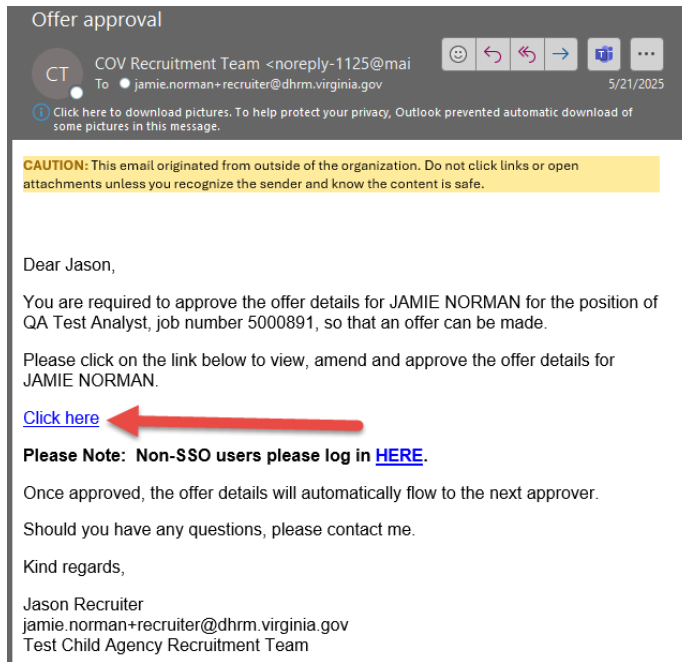


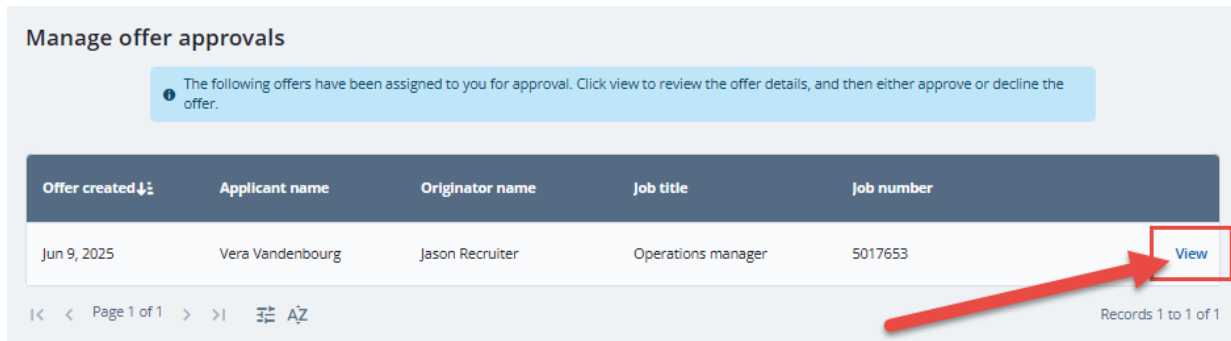
## Approving/Declining an Offer

1. 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.

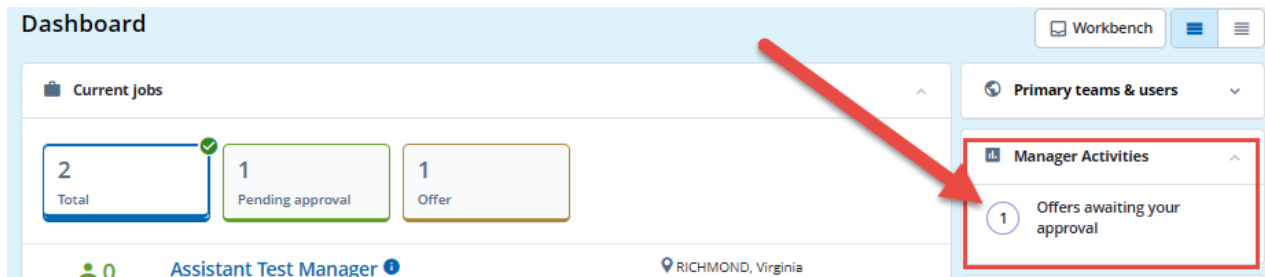
**NOTE:** Non-SSO/ Non-COV users have a designated hyperlink specified in the email.



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



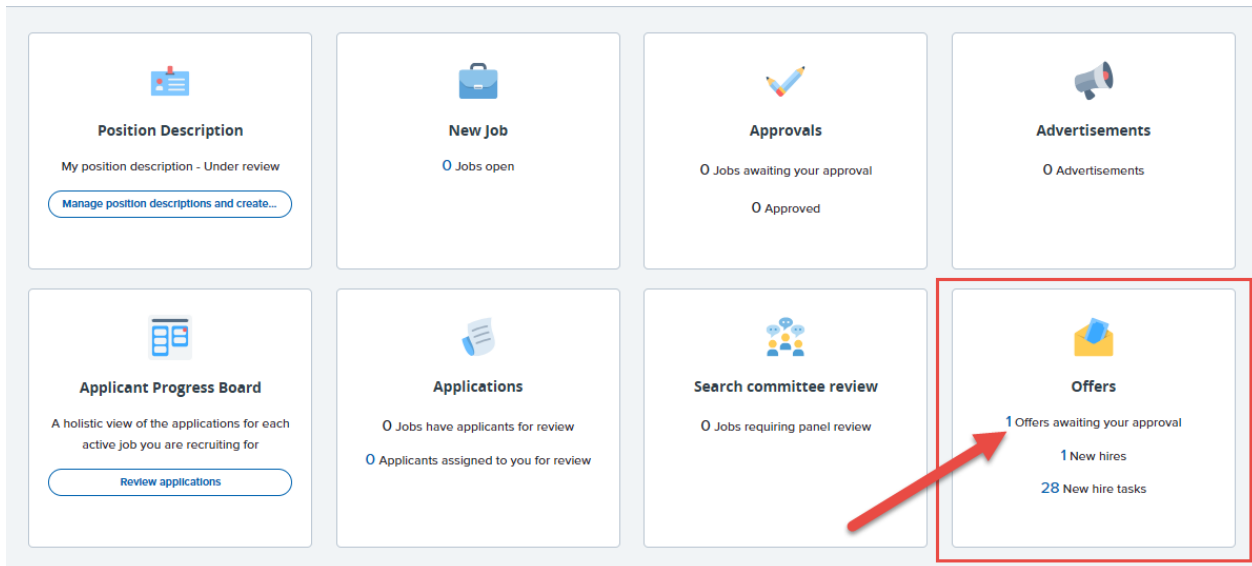
*Recruiter dashboard:*



## Hiring Manager dashboard:

### My Dashboard

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



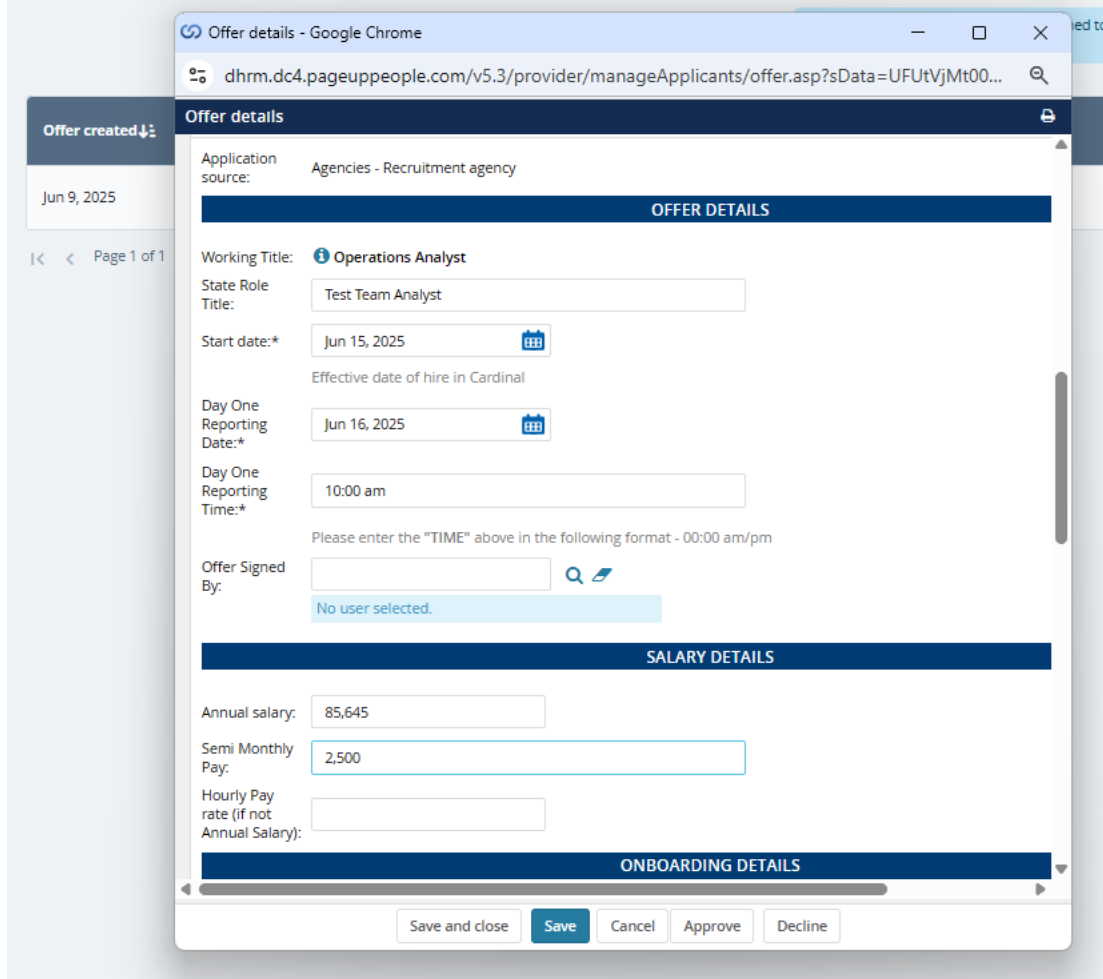
The dashboard consists of eight tiles arranged in a 2x4 grid. The 'Offers' tile in the bottom right is highlighted with a red border and a red arrow pointing to it. Each tile contains an icon, a title, a brief description, and a count of items.

Tile	Icon	Title	Description	Count
Position Description	Document with star	Position Description	My position description - Under review	0
New Job	Briefcase	New Job	Jobs open	0
Approvals	Pencil	Approvals	Jobs awaiting your approval	0
Advertisements	Megaphone	Advertisements	Advertisements	0
Applicant Progress Board	Calendar	Applicant Progress Board	A holistic view of the applications for each active job you are recruiting for	0
Applications	Document with checkmark	Applications	Jobs have applicants for review	0
Search committee review	Group of people	Search committee review	Jobs requiring panel review	0
Offers	Envelope	Offers	Offers awaiting your approval	1

The 'Offers' tile also displays: 1 New hires, 28 New hire tasks.

### 3. Review all fields completed on the Offer Card.

#### Manage offer approvals



The form is titled 'Offer details' and is displayed in a modal window. It contains several sections for managing offer approvals.

**Offer created:** Jun 9, 2025

**Application source:** Agencies - Recruitment agency

**OFFER DETAILS**

**Working Title:** Operations Analyst

**State Role Title:** Test Team Analyst

**Start date:** Jun 15, 2025

**Effective date of hire in Cardinal:**

**Day One Reporting Date:** Jun 16, 2025

**Day One Reporting Time:** 10:00 am

**Offer Signed By:** No user selected.

**SALARY DETAILS**

**Annual salary:** 85,645

**Semi Monthly Pay:** 2,500

**Hourly Pay rate (if not Annual Salary):**

**ONBOARDING DETAILS**

**Buttons:** 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

Offer details - Google Chrome

dhrm.dc4.pageuppeople.com/v5.3/provider/manageApplicants/offer.asp?sData=UFUtVjMt00ywbATi1VFTu5t13GqtAhrKqt%2BejP4ARGH1sSiURgAK0...

Offer details

Date Offer Declined:

**Approval Process**

Originator:\* JAMIE NORMAN

Approval Process: Offer Approval Process

Approval workflow initiated: Jun 9, 2025, 3:39pm EST

1. Next Level Manager: Manager McTester **You are here**  
[Resend email to approver](#)

[Cancel](#)

**Exports**

Export Title	Exported	Export Date
No Exports were found.		

[Save and close](#) [Save](#) [Cancel](#) [Approve](#) [Decline](#)

- 
- Offer details - Google Chrome
- dhrm.dc4.pageuppeople.com/v5.3/provider/manageApplicants/offer.asp?sData=UFUtvJmT00ywbTaTi1VFTu...
- ### Offer details
- Date Offer Declined:
- #### Approval Process
- Originator:\* JAMIE NORMAN
- Approval Process: Offer Approval Process
- Approval workflow initiated: Jun 9, 2025, 3:39pm EST
1. Next Level Manager:
- Decline offer approval - Google Chrome
- dhrm.dc4.pageuppeople.com/v5.3/provider/man...
- Please enter a note explaining why these offer details have been declined:
- Decline offer reasons listed here.
- Save Cancel
- Cancel
- Export Date
- No Exports were found.
- Save and close Save Cancel App Decline