Offers Quick Reference Guide

This offer quick reference guide applies to permanent and temporary classified and professional staff, and executive officers. For tenure-track faculty and NTT faculty hires, please view the applicable user guide.

To get approval to make an offer

To make an offer to the candidate

Accessing the offer details

To update an offer

If you have any questions about the offer, please reach out to HR:

HR@wwu.edu

Logging into Western PageUp

Go to https://western.pageuppeople.com
Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
   A. Sign In: userID@wwu.edu (ex: doej@wwu.edu)
   B. Password: Your universal password

To Get Approval to Make an Offer

Once you have selected a candidate, begin the offer process by updating the applicant status:
   1. From the PageUp home page, click 'Jobs' on the top menu bar
   2. Locate the job in the list, you can sort the list alphabetically by clicking on the column heading
   3. Click the job title to open the job
   4. Click 'View applications'
   5. If you are brought into applicant Progress Board, you will see List View and Board View on the top right side of the screen.

Click List View and then click on "Manage Applications" in top right corner

6. Click on the application status (left of the applicant's name)
7. Select 'Request to Offer' from the list
8. Click 'Next'
9. Click 'Move now' and the applicant status will be changed/updated
10. Complete the 'Offer details' page, add all applicable and required information
11. Select an approval process from the 'Approval Process' drop-down list click here to view the approval process instructions

    a. Add approver by typing name or clicking the spyglass
    b. Click 'Submit',
    c. Click 'OK' to confirm and initiate the offer for approvals

12. An email is sent to the offer originator once the offer has been approved

    NOTE:
    Sexual Misconduct Background Check Requirement

    When your candidate is placed in 'Request to Offer' status, HR will contact your candidate to complete the Sexual Misconduct Declaration & Release Authorization through our Ideal-Logic system. Your candidate must complete this form before the Request to Offer can receive final approval. Questions can be directed to HR.Disclosure@wwu.edu

To Make an Offer to the Candidate

Once the Offer has been approved, the Originator of the Request to Offer form will receive an email notification. Use these steps to extend the offer online to the candidate.

Do not manually move your candidate into offer accepted status. *The offer will need to be accepted by the candidate via the online process.*

1. It is highly recommended you call the applicant to let them know you would like to make an offer and negotiate a start date and a beginning salary

2. Click 'Jobs' on the top menu bar

3. Locate the job in the list, you can sort the list alphabetically by clicking on the column Heading

4. Click the job title to open the job

5. Click 'View applications'

6. Click on the application status (left of the applicant's name)

7. Select 'Online offer made'

8. Review and customize the email to the applicant

9. Click 'Move now'

10. An offer email is sent to the applicant which provides instructions on how to view/accept their offer

Accessing the Offer Details

To see an offer that is in process or that has been approved, view the applicant's profile.
1. Click 'Jobs' on the top menu bar
2. Search job or click the job title from the list
3. Click 'View Applications'
4. Locate the applicant and click the applicant's name or click 'View application'
5. In the Applications section, click 'Offer details' or "No Offer"
6. The offer card will open
7. To add or update approvers, click 'Edit'
8. To make other changes follow the instructions below (To Update an Offer)

To Update an Offer

IMPORTANT: If the offer details change (i.e. Start Date), contact your HR Consultant to make changes to the offer letter and form before it is sent to your candidate.

When updating any of the following fields on the offer, the approval process will need to be canceled and re-routed:
- Appointment Percent
- If Position is Cyclic or Faculty
- Annual Salary $
- Hourly Pay Rate if not Annual Salary $
- Is the Job split funded with 3 or more funding strings o If yes, have the funding strings changed since the recruitment started
- Funding String One o FAST Index o FOAPAL or Account Code o Funding Percentage
- Funding String Two o FAST Index o FOAPAL or Account Code o Funding Percentage

1. Click 'Cancel' in the Approval Routings box at the bottom
2. Enter a reason for Offer Approval Cancelation
3. Update the 'Offer Detail Form'
4. Select an approval process from the 'Approval Process' drop-down list click here to view the approval process instructions
   a. Add approver by typing name or clicking the spyglass
   b. Click 'Submit',
   c. Click 'OK' to confirm and initiate the offer for approvals
5. An email is sent to the offer originator once the offer has been approved