

PageUp New Navigation Menu

While the navigation has a refreshed look and feel, the functionality of the system remains the same. The existing tiles, menu names, and core functions continue to work as usual, allowing users to complete their tasks without any changes to established processes.

[Sidebar for Easy Navigation](#)

[Bookmark Recruitment Requests](#)

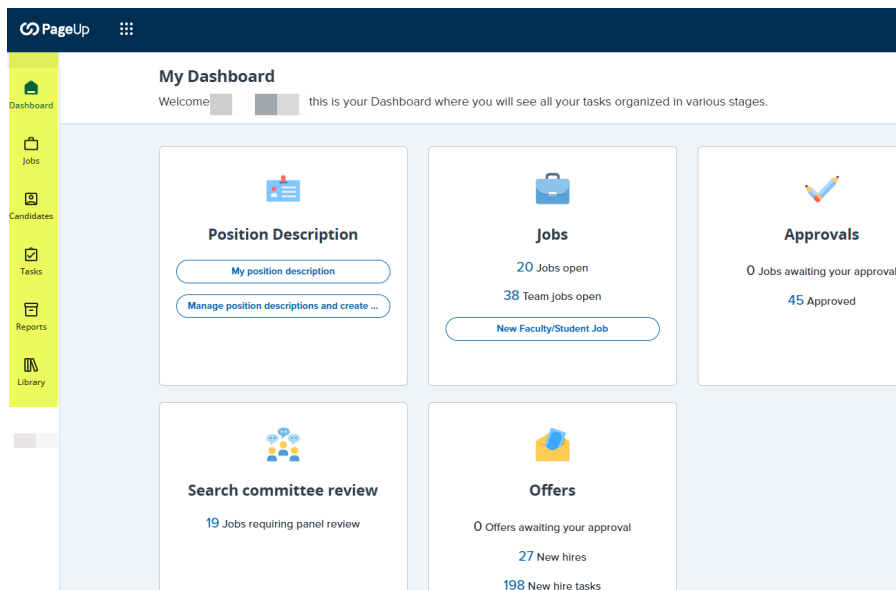
[Bookmark Position Descriptions](#)

[Bookmark Applicants](#)

[Quick navigation to Performance and Learning](#)

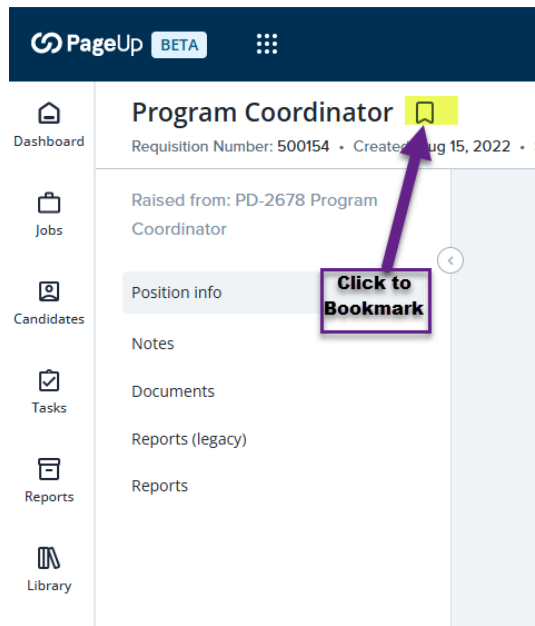
Sidebar for Easy Navigation

The previous main menu icons have been replaced with a persistent sidebar, providing quick and easy access to frequently used features and tools.

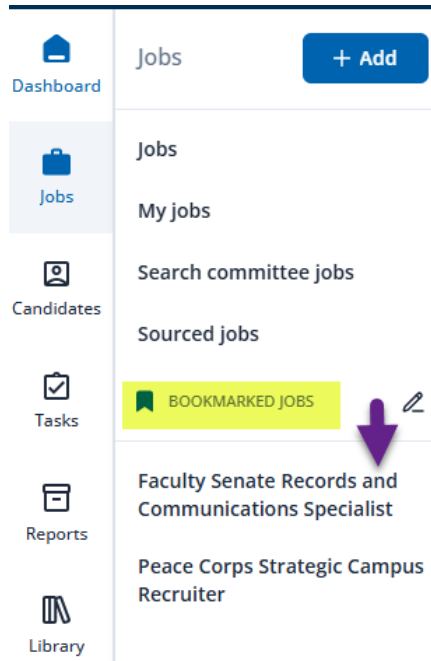


Bookmark Recruitment Requests

Save time by bookmarking important Recruitment Requests. Click the **bookmark icon** on a Recruitment Request to add it to your sidebar for quick access later. To bookmark a request, go to **"Jobs,"** find the Recruitment Request, and click the **bookmark icon**

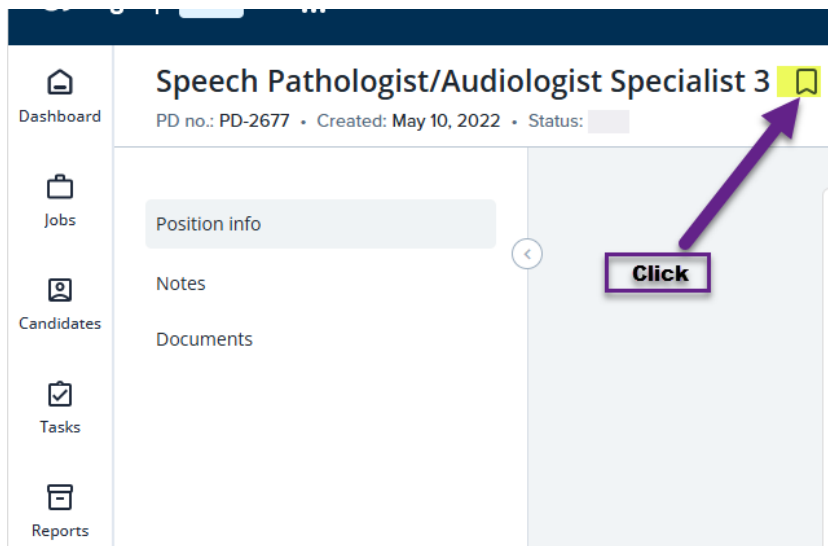


To access Recruitment Requests bookmarks
Click “Jobs” on the left sidebar

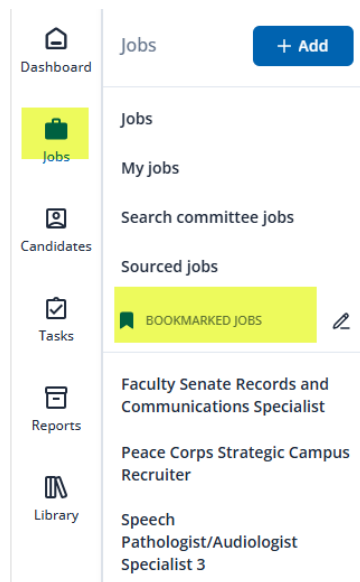


Bookmark a Position Description (PD)

To bookmark a PD, click “Manage Position Descriptions” search for the PD and click the bookmark icon

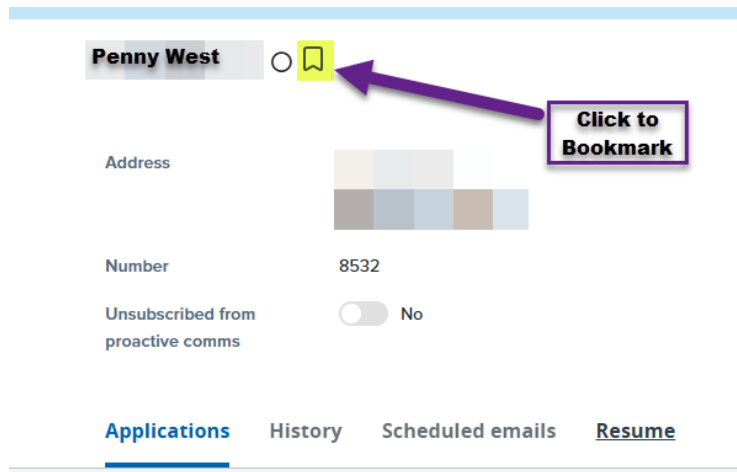


To access Position Description bookmark, click “Jobs” on the left sidebar

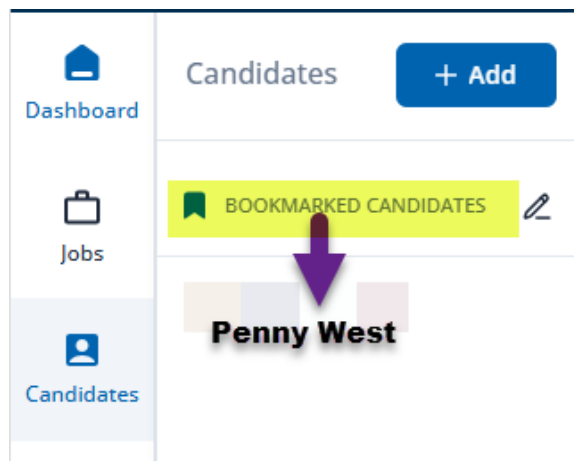


Bookmark applicants

Click **Jobs**, select the **Recruitment Request**, open **View Applicants**, and then select the applicant you want to bookmark



To access candidates Bookmarks, click “**Candidates**”



Quick Access to Performance and Learning

In the top-right corner, click the **App Switcher (waffle icon)** to access your apps



Talent acquisition

Essential talent acquisition and recruitment tools



Recruitment
Current

Talent management

Tools to manage, develop, and retain talent



Performance



Learning