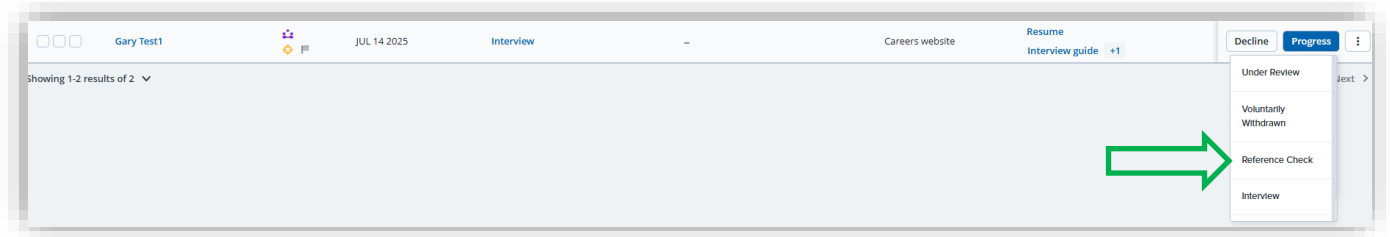




REFERENCE CHECK & EXTEND AN OFFER LETTER

Reference Check

To move an applicant into the reference check portion of the recruitment process, you will select *Progress* then click *Reference Check*.



A communication pop-up box will appear for you to review. This communication will send a system email to the applicant as well as the Key Administrator, Job Card Originator and Hiring Manager to inform them of the status change.

Click *Move now*.

A screenshot of a 'Confirm status change' pop-up box. The title is 'Gary Test1 (Interview)'. The main heading is 'Confirm status change'. The text says: 'You are about to move Gary Test1 to a different status:'. Below this, it shows 'From status: Interview' and 'To status: Reference Check'. There is a section for 'Guidance information' which states: 'Selecting this status will automatically send the online reference check form to the three references the candidate listed in their application.' Below this is a 'Communication template' dropdown set to '-- No template --'. There is a section for 'Email: Applicant' with radio buttons for 'Yes' (selected) and 'No'. Below this is a form for the email content with fields for 'From:*' (jobs@okstate.edu), 'Subject:*' (Contacting your references), and a 'Message:' area. The message content is: 'Dear Gary, I am writing to inform you that we would like to progress you to the next stage of the recruitment process for the position of TEST Human Resources Consultant with Oklahoma State University. In order to do so, we are conducting reference checks on your behalf. Please inform your references that we have reached out and request a timely response. Kind Regards, **Test Jennifer Oklahoma State University'. At the bottom, there are 'Move now' and 'Cancel' buttons.

Upon this status change, a reference check form will be sent out via a system email to the required three references the applicant inputted on their application form.

From: noreply@pageuppeople.com <noreply-1216@mail.pageuppeople.com>

Sent: Thursday, August 28, 2025 9:07 AM

To: Tan, Gary <tkeen@okstate.edu>

Subject: Reference Check Invitation

Dear Test,

Recently, Gary Test1 (Gary) applied for TEST Human Resources Consultant at OSU-Stillwater and has nominated you as a reference. In order to progress their application further, we need your assistance in completing a reference on their behalf.

You may complete your reference in one of two ways.

- Complete your check by using our convenient Self-Service Reference Check Online Form. To complete your reference, please click on the following link:
<https://admin.dc4.pageuppeople.com/gateway/Default.aspx?sData=UFUtVjMtAoUtUGnLJhXgOecMRkTxfFs5jRy0xVv5Q9GfJKZxq387A7BzWuo2nGvAhshfj64LD210aNqPxH0JkD-cSQiUSbNdZv79CHyu52oePPmLUdafT6zKtKJkz7l7z1yLk1ofSy5lR38Eb3fKwPdS7tBO6zGlP21V5PDmeo60ujKSA27LsQQRcyzm4niA8T5TGhJRXQNvoZ5-oRQ2fTNa2jSbw%7e%7e>
- If you do not wish to use our online form functionality but would participate in the reference check process, please contact the hiring manager at philip.goodwin+1@okstate.edu.

Please complete the reference check at your earliest convenience.

NOTE: While a reference check is mandatory, and the form will be sent out, the department is able to reach out to the references via a phone call. In doing this, the department can inform the references how they prefer them to complete the form they received (i.e. leave blank, upload a reference letter (an option on the form), input 'N/A', etc.)

To locate the contact information of the three references, please refer to the application form. The contact information will be towards the bottom of the application form.

Resume

Application form +2

Decline

Progress

Form

Reference	
Reference 1	
Organization	Test
First name	Test
Last name	1
Type of reference	Professional / Colleague
Reference position	Test
Phone Number	123-456-7890
Email address	gary.tan+test1@mail.okstate.edu
Reference 2	
Organization	Test
First name	Test
Last name	2
Type of reference	Professional / Colleague
Reference position	Test
Phone Number	123-456-7890
Email address	gary.tan+test1@mail.okstate.edu
Reference 3	
Organization	Test
First name	Test
Last name	3
Type of reference	Professional / Colleague
Reference position	Test
Phone Number	123-456-7890
Email address	gary.tan@okstate.edu

Once you have received reference responses (or had phone conversation and appropriately completed the form to your department's preference), the Hiring Manager, Key Administrative Officer and Job Card Originator will receive system communication.

Subject line: Application Reference Checks Complete or Expired

Body:

Dear {EMPLOYEEFIRSTNAME},

The current reference checks for {FIRSTNAME} {LASTNAME}'s application for {JOBTITLE} {JOBNO} have all either been completed or expired.

Completed reference checks:

{COMPLETEDREFERENCECHECKS}

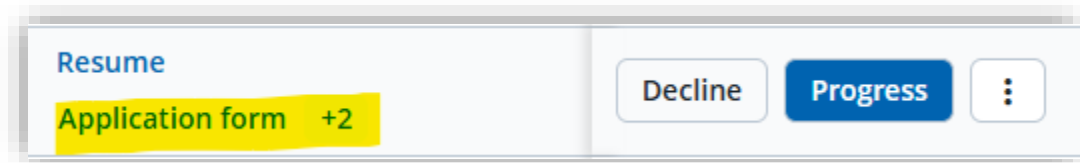
Expired reference checks:

{EXPIREDREFERENCECHECKS}

You may then progress the applicant to 'Request Offer Approval'.

NOTE: To view the reference responses, you can go back into the application form and scroll to the bottom (these answers will be anonymous) **OR** go into the applicant card, select the ellipses, select view references, select view answers (these answers will not be anonymous). Only users with Key Admin and Recruiting Admin permission will be able to use option 2.

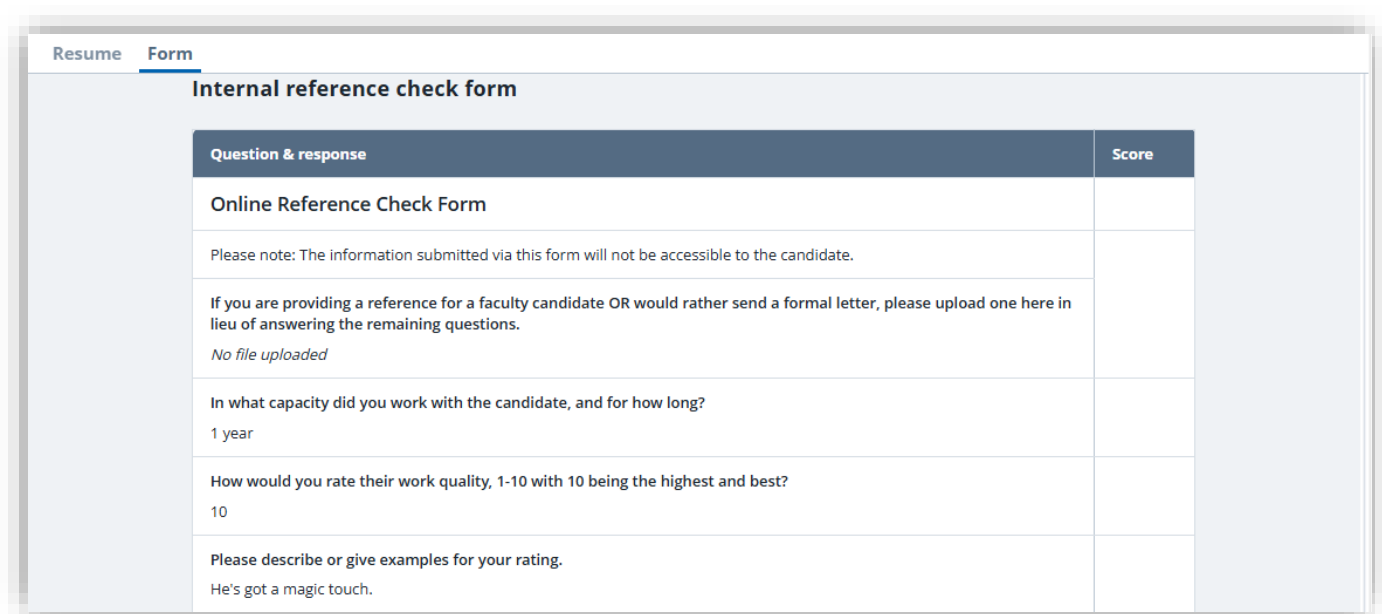
Option 1



Resume

Application form +2

Decline Progress ⋮

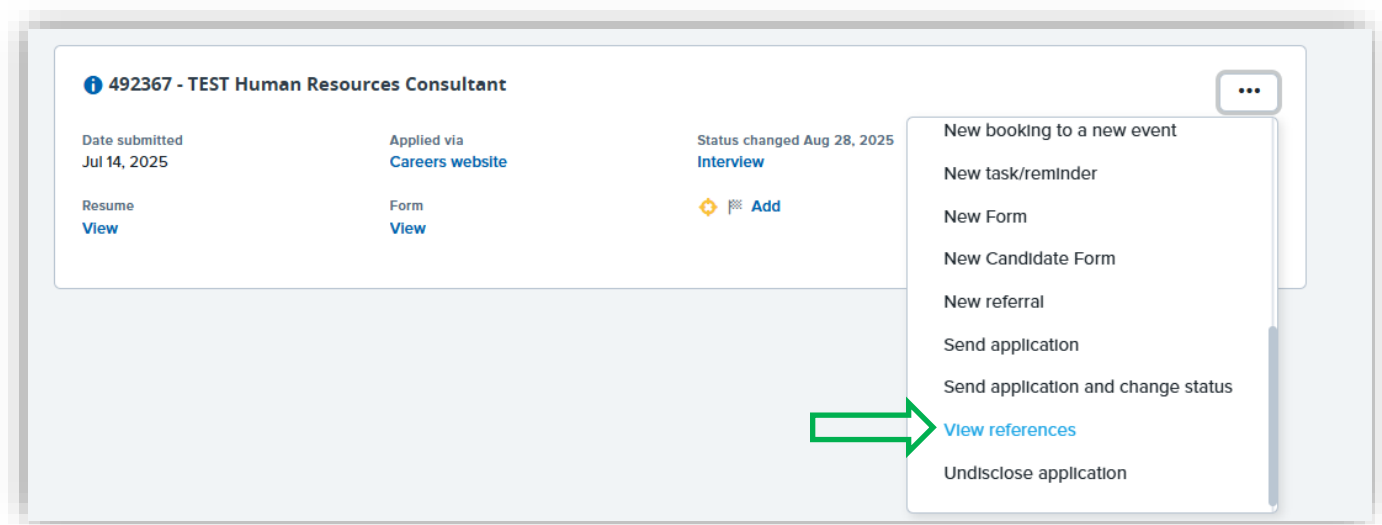


Resume Form

Internal reference check form

Question & response	Score
Online Reference Check Form	
Please note: The information submitted via this form will not be accessible to the candidate.	
If you are providing a reference for a faculty candidate OR would rather send a formal letter, please upload one here in lieu of answering the remaining questions. <i>No file uploaded</i>	
In what capacity did you work with the candidate, and for how long? 1 year	
How would you rate their work quality, 1-10 with 10 being the highest and best? 10	
Please describe or give examples for your rating. He's got a magic touch.	

Option 2



492367 - TEST Human Resources Consultant

Date submitted: Jul 14, 2025
Applied via: [Careers website](#)
Status changed Aug 28, 2025: [Interview](#)

[Resume View](#) [Form View](#) [Add](#)

- New booking to a new event
- New task/reminder
- New Form
- New Candidate Form
- New referral
- Send application
- Send application and change status
- [View references](#)
- Undisclose application

Job: TEST Human Resources Consultant (492367)

Status:

Active

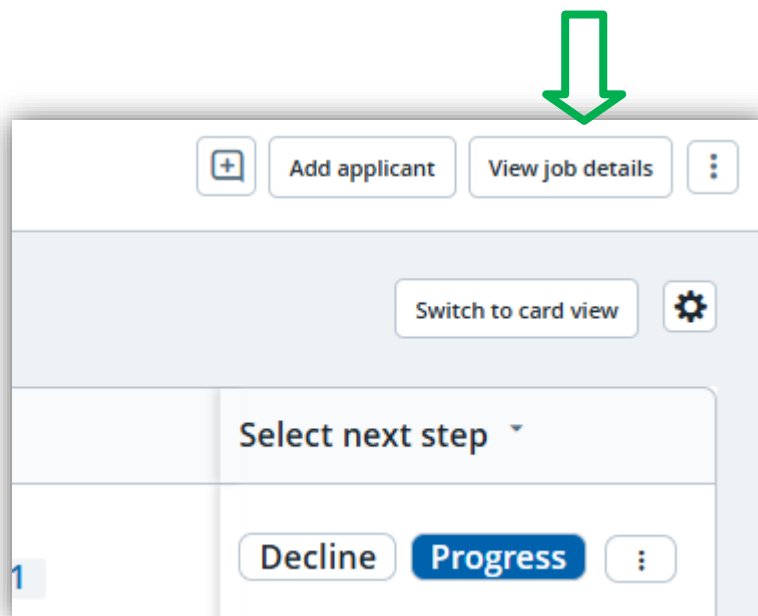
Clear

Search

First name	Last name	Type of reference	Status	Expiry	Score	Organization	Reference position	Phone Number	Email	Length of Tenure					
Test	1	Professional / Colleague	Invited	Sep 11, 2025	Test	Test	Test	123-456-7890	gary.tan@test1@mail.okstate.edu		View answers	Edit	Control	Resend	Archive
Test	2	Professional / Colleague	Invited	Sep 11, 2025	Test	Test	Test	123-456-7890	gary.tan@test1@mail.okstate.edu		View answers	Edit	Control	Resend	Archive
Test	3	Professional / Colleague	Completed	Sep 11, 2025	Test	Test	Test	123-456-7890	gary.tan@okstate.edu		View answers	Edit	Control	Re-open	Archive

Extending an Offer

From your applicant tracking board, select “*View job details*” and review compensation range to ensure job offer is within the range posted.



Scroll down and view the Job Advertisement text to find salary/hourly range.

Generate Description

B*I*U~~S~~

Formats

A

A

Monday through Friday, 8:00am-5:00pm with occasional evenings and weekends.

Appointment Length

Regular Continuous/Until Further Notice

Hiring Range

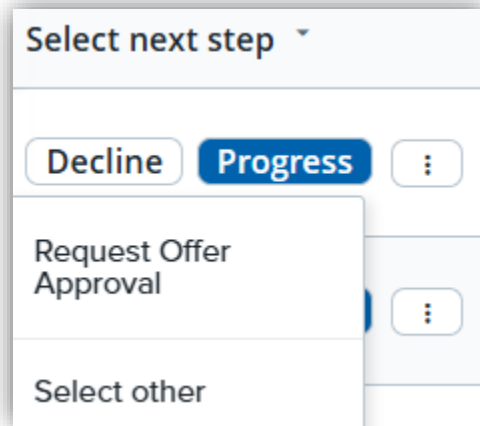
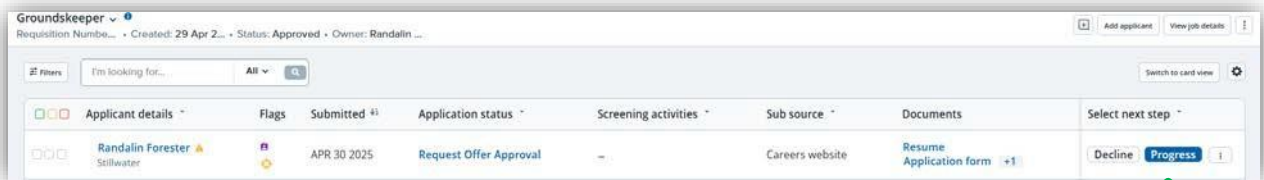
\$45000 - \$62050

Salary

Search Committee Details

Then navigate back to the applicant tracking board.

From the applicant tracking board for your position, find the candidate you are requesting to send an offer letter and select “*progress*” for the candidate to request an offer approval.



Select *“Request Offer Approval”*.

A new page will populate to confirm the status change.

→

[REDACTED] (Under Review)

Confirm status change

You are about to move **[REDACTED]** to a different status:

From status: Under Review
To status: Request Offer Approval

Communication template: -- No template --

Email: Applicant: ☐ Yes ☒ No

Send an SMS to the applicant: ☐ Yes ☒ No

Additional users from Job: ☒ Yes ☐ No


Additional users from Job

<input checked="" type="checkbox"/> Key Administrative Officer	<input checked="" type="checkbox"/> Originator
<input type="checkbox"/> Job Card Originator	<input type="checkbox"/> Reports to Manager - Not in Use
<input type="checkbox"/> Search Committee Chair	<input type="checkbox"/> Search Committee Member

Additional users from Offer

<input type="checkbox"/> Assistant Recruiter	<input type="checkbox"/> Originator
<input checked="" type="checkbox"/> Hiring Manager	

Other additional users



Email from:*

Email subject:*

Email body:*

[Merge fields](#)

Move now Cancel

In the communications window, select individuals in your department you want to send the email notification to in the *Additional users from job* and *Additional users from offer* boxes. You may add another person to receive the email in the *other additional users* field.

Click “*Move now.*”

A new page for offer details will populate, **allowing you to complete the offer card and create an offer letter.**

Offer details

Mrs Randalin Ciera Forester (Randalin)

Personal details

Address: 201 General Academic Building
Stillwater, Oklahoma
74075, United States

sPhone2: 9189344226

E-mail: randalin.forester+@okstate.edu

PageUp Applicant ID: 24981523 Employment status:

Banner ID: A20132887

[View profile](#)

Current or previous employee details

! If the applicant you are extending an offer to is a current or previous employee, then use the lookup below to select their employee applicant is not a current or previous employee, or if the applicant is not found in the search, please leave the field blank.

Employee number: A20132887

Current or previous employee details enter the name of the candidate you are creating the offer letter for.

Under approval Status you can see here that the approval is *pending*.

Offer details

Approval status: **Pending**

Recruiter: Christy Bunney

Date entered: May 12, 2025, 3:44 pm

Application source: Internet - Careers website [Edit](#)

Positions:

Position no:	Type:	Applicant	Application status
GK8888	Replacement	-	-

[Details](#)

Randalin Forester (Reference Check)

Offer details

Approval status: Pending

Recruiter: Christy Bunney

Date entered: May 7, 2025, 11:07 am

Application source: Internet - Careers website [Edit](#)

Positions:

Position no:	Type:	Applicant	Application status
GK8888	Replacement	-	-

[Details](#)

POSITION DETAILS

Position title:* Groundskeeper

Start date:*

End date if applicable:

SALARY

If this position is salaried (exempt) only use annual pay rate (Example: 50,000)

Annual salary:

If this position is hourly (non-exempt) only use hourly pay rate (Example: 20.00)

Hourly Pay rate (if not Annual Salary):

This field will populate in the signature line of the offer letter

Hiring Manager:* [Q](#) [✎](#)

No user selected.

Notes:

In the “Start Date” field, enter the candidate’s anticipated start date.

You may include the end date if applicable. However, most positions will not include this field.







Enter the appropriate compensation range based on the position posting. For salaried positions complete the **annual salary** field; for hourly positions, complete the **hourly pay rate**.

NOTE: Do not use a dollar sign as it will create an error message. For salary, use a comma (Example 50,000). For hourly, use a decimal (Example 20.00).

POSTION DETAILS	
Position title:*	<input type="text" value="Groundskeeper III"/>

NOTE: In the position title, please be sure to specify the level at which the candidate will be starting, if the position is on a CDP. (i.e. change the title from Groundskeeper I-IV to Groundskeeper III if the candidate is starting at the III level)

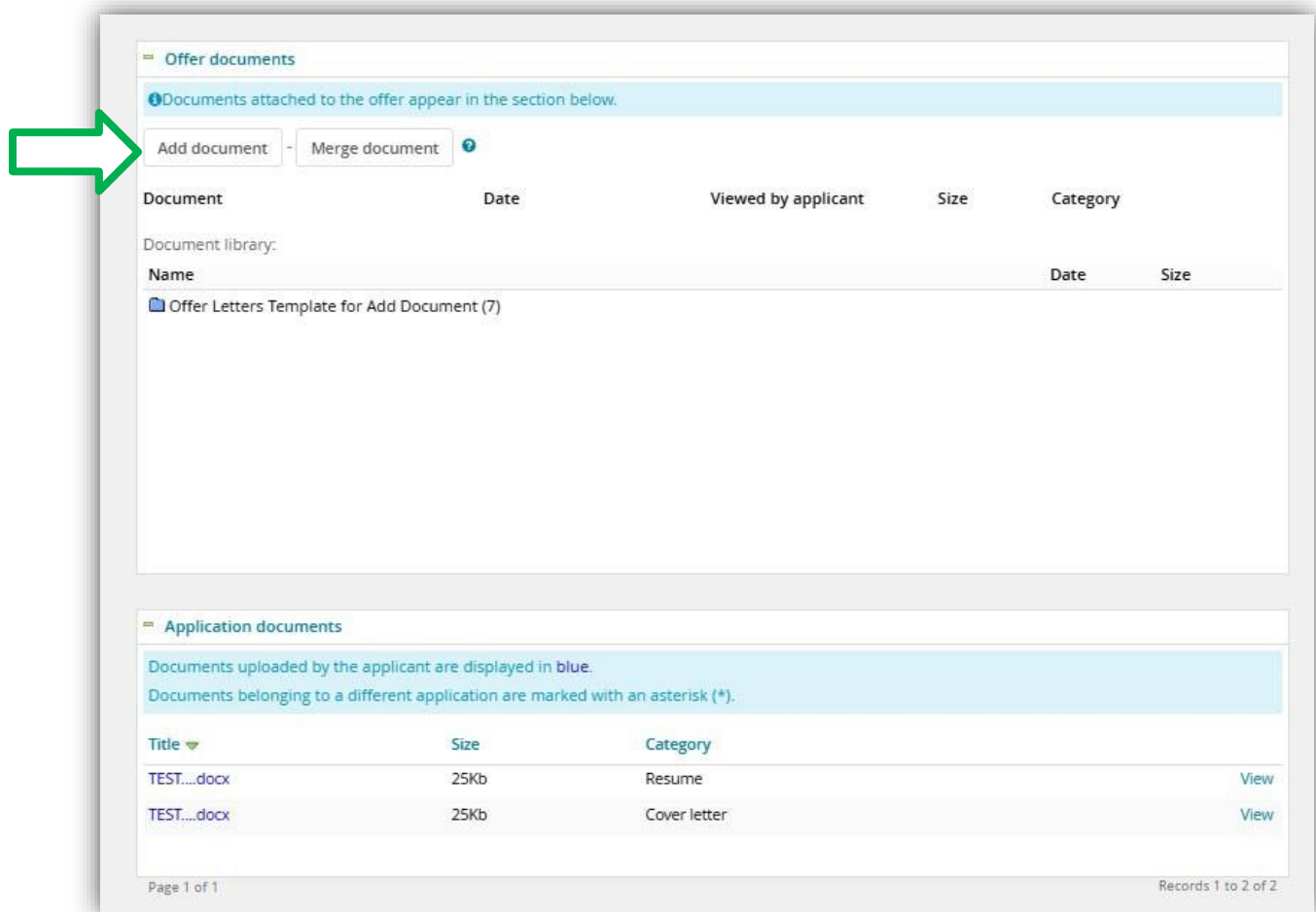
Next, answer questions for reference checks and minimum qualifications, enter accept offer by date (if you would like) and click and select new hire form.

PRE-EMPLOYMENT CHECKS	
References Contacted?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does candidate meet minimum qualifications?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please do not interview or extend an offer if the candidate does not meet minimum qualifications. Contact Talent Recruitment or your Human Resources Consultant with questions	
Accept Offer by Date:	<input type="text"/> 
NEW HIRE FORM	
New Hire Form:*	<input type="text" value="Select"/> 
OFFER PROGRESS	
The following fields will be automatically updated by the system and are for tracking/reference purposes only.	
Offer accepted:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date offer accepted:	<input type="text"/> 
Offer declined:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date offer declined:	<input type="text"/> 
FACULTY OFFER LETTER MERGE FIELDS	
For Faculty positions only. The following fields should be populated prior to merging your Offer Letter below. Please do not use dollar signs on funding amounts to ensure correct merge formatting (Example: 2,500).	
Position Rank (e.g. Associate Professor):	<input type="text" value="Select"/> 
Number of Expected	<input type="text" value="Select"/> 

NOTE: Offer Progress- Please do not edit these fields. This information will automatically update in the system.

FACULTY OFFER LETTER MERGE FIELDS	
<p>For Faculty positions only. The following fields should be populated prior to merging your Offer Letter below. Please do not use dollar signs on funding amounts to ensure correct merge formatting (Example: 2,500).</p>	
Position Rank (e.g. Associate Professor):	<div>Select</div>
Number of Expected Courses (per semester):	<div>Select</div>
Start-Up Funding Amount:	<div></div>
Moving Expense Amount:	<div></div>
INSTRUCTIONS FOR ATTACHING OFFER DOCUMENTS BELOW	
<p>Below in the Offer Documents section, use the "Merge document" button to select the appropriate Offer Letter and attach it to this offer card. To review and make edits:</p> <ol style="list-style-type: none">1) Open the merged Offer Letter file to review and make edits to any red text in the Offer Letter.2) Change all text to black before saving a local copy of the updated file on your computer.3) Once the updated file is saved on your computer, use the "Add document" button to re-upload the new Offer Letter below.4) After re-uploading your edited version of the Offer Letter, ensure you delete the original/old versions of these documents below. <p>All documents attached below will be sent to the applicant with their offer.</p>	

When creating an offer for a faculty position, complete the fields above. Before attaching or merging your offer letter, familiarize yourself with the process of deleting and uploading documents to ensure the candidate receives the appropriate offer letter.



Offer documents

Documents attached to the offer appear in the section below.

[Add document](#) - [Merge document](#) ⓘ

Document	Date	Viewed by applicant	Size	Category
Document library:				
Name	Date	Size		
📁 Offer Letters Template for Add Document (7)				

Application documents

Documents uploaded by the applicant are displayed in blue.
Documents belonging to a different application are marked with an asterisk (*).

Title ▼	Size	Category	
TEST....docx	25Kb	Resume	View
TEST....docx	25Kb	Cover letter	View

Page 1 of 1 Records 1 to 2 of 2

Select “*add document*” to upload an offer letter created outside the system or select “*merge document*” to merge fields into the standard offer letter template and generate an offer letter.

NOTE: When you select “merge,” a message (shown below) will appear. Select “OK” and wait a few seconds for a pop-up box to populate with all the offer templates.

NOTE: Please make sure you have your pop-up blockers turned off.

semester);
Start-Up
Funding
Amount:

Moving
Expense
Amount:

osu.dc4.pageuppeople.com says

To perform this action the offer card must first be saved.

Do you want to save the offer card now?

OK

Cancel

INSTRUCTIONS FOR ATTACHING OFFER DOCUMENTS BELOW

There are two ways to create your offer documents below:

1. You may upload your own offer letter for approval by clicking the "Add document" button below and selecting the appropriate letter from your files.
- OR
2. You can complete all of the appropriate fields above and follow the instructions below to utilize the merge functionality.

Merging an Offer Letter
Below in the Offer Documents section, use the "Merge document" button to select the appropriate Offer Letter and attach it to this offer card. To review and make edits:

- 1) Open the merged Offer Letter file to review and make edits to any **red text** in the Offer Letter.
- 2) Change all text to black before saving a local copy of the updated file on your computer.
- 3) Once the updated file is saved on your computer, use the "Add document" button to re-upload the new Offer Letter below.
- 4) **After re-uploading your edited version of the Offer Letter, ensure you delete the original/old versions of these documents below.**

All documents attached below will be sent to the applicant with their offer.

Offer documents

Documents attached to the offer appear in the section below.

Add document

Merge document

Document	Date	Viewed by applicant	Size	Category
Document library:				
Name	Date	Size		
<div>Offer Letters Template for Add Document (7)</div>				

Save and close

Save

Cancel

Select the appropriate offer letter template from the pop-up box and select “merge.”

Documents

Offer Letters Template for Add Document

☐

Faculty Tenure/Tenure-Track

☐

Faculty Tenure/Tenure-Track 9 Month Moving

☐

Faculty Career Track

☐

Full Time Staff - Salaried

☒

Full Time Staff - Hourly

☐

Part Time Staff - Hourly

☐

Police Officer Staff Hourly

The offer letter will appear in the “*Document Library*” section of the offer documents box. Select “view” and review the merged document to ensure correct verbiage is in the letter and that merge fields filled appropriately.

The screenshot shows a web interface titled "Offer documents". At the top, there is a blue banner with the text "Documents attached to the offer appear in the section below." Below this banner are two buttons: "Add document" and "Merge document". Underneath the buttons is a table with the following columns: "Document", "Date", "Viewed by applicant", "Size", and "Category". The "Document" column contains a yellowed-out entry. Below the table, there is a section labeled "Document library:" with a sub-header "Name" and columns for "Date" and "Size". A single entry is listed: "Offer Letters Template for Add Document (7)".

Select the appropriate number of approvers for your department/division.

The screenshot shows a web form with two main sections. The first section is labeled "Originator:*" and contains a text input field with the name "Christy Bunney" and a search icon. Below the name is a blue box containing the email address "Email address: christy.bunney@okstate.edu". The second section is labeled "Approval process:" and features a dropdown menu. The dropdown menu is open, showing the following options: "None" (selected), "Langston", "OSU-STW 2 Approvers", "OSU-STW 3 Approvers", "OSU-STW 4 Approvers", and "OSU-STW 5 Approvers". At the bottom of the form are three buttons: "Save and close", "Save", and "Cancel".

Enter the appropriate users into the approval workflow.

NOTE: If your offer is for faculty or Academic Affairs staff, please select Stephanie Rossander, Office of the Provost, as the second to last approver just before “Jobs Account HR User.” “Jobs Account HR User” will **always** be the final approver.

The screenshot shows a web form titled "Approval process:" with a dropdown menu set to "OSU-STW 2 Approvers". Below this, there are two numbered steps for adding approvers:

- 1. College/Division Approver:** A text box contains "Jennifer Moody" and a link below it reads "Email address: jennifer.moody@okstate.edu".
- 2. UHR Jobs:** A text box contains "Jobs Account HR User" and a link below it reads "Email address: jobs@okstate.edu".

Once the offer letter has been reviewed select “save” to submit offer letter for approval.

TO CHANGE OFFER LETTER:

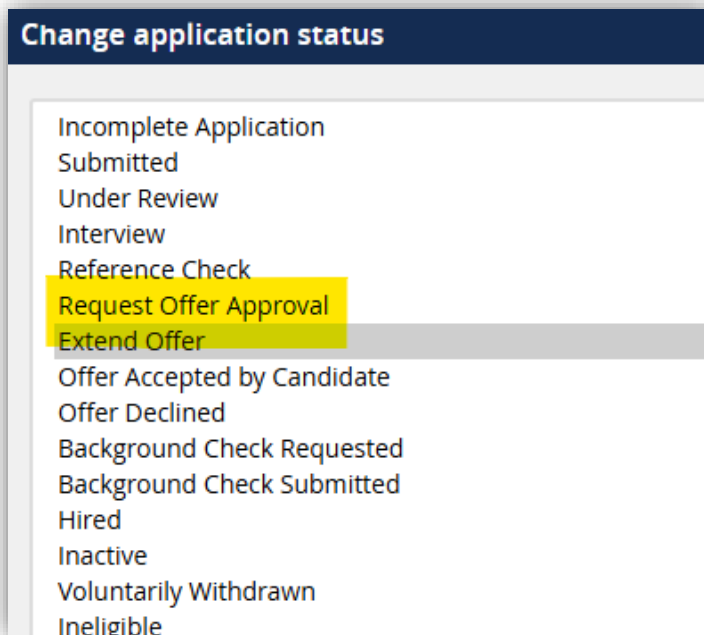
NOTE: If the candidate negotiates for a different start date, offer amount or other item, you may edit the fields, re-merge the document and send another offer.

On the applicant tracking board, click “Progress” and then “Select Other.”

The screenshot shows a table with columns "Documents" and "Select next step". The "Documents" column lists "Resume" and "Application form". The "Select next step" column has buttons for "Decline", "Progress", and a three-dot menu. The "Progress" button is highlighted in blue. A dropdown menu is open from the three-dot menu, showing the following options:

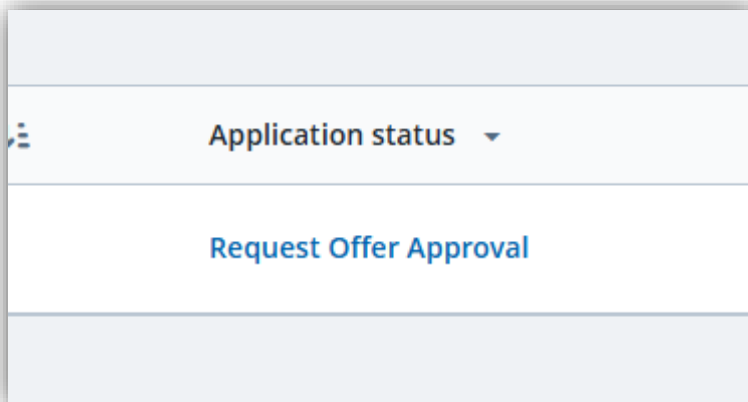
- Offer Accepted by Candidate
- Offer Declined
- Select other (highlighted in yellow)

Go back to *“Request Offer Approval.”*



Then click *“Save.”*

You will then be back on the applicant tracking board. You can click on *“Request Offer Approval”* to return to the Offer Card for edits.



Once all edits are made and you have re-merged the fields for the updated offer, please **cancel** the original Approval Process by selecting the “cancel” button at the bottom of the workflow. A pop-up box will appear with a drop-down menu to select appropriate reasoning for canceling, as well as a text box. Create a new workflow and submit the updated offer through approvals.

Approval process

Originator:*
Jeannette Parrish

Approval process:
OSU-STW 3 Approvers

Approval workflow initiated: Jun 20, 2025, 4:40pm CST

1. Departmental Approver:
Jeannette Parrish ✓ Approved Jun 20, 2025





2. College/Division Approver:
Ginger Gripe ✓ Approved Jun 20, 2025

3. UHR Jobs:
Jobs Account HR User ✓ Approved Jun 23, 2025

Edit
Cancel

NOTE: Should the candidate decline, you may extend an offer to another candidate from the pool; however, a new position will need to be added to the job card. The candidate's decline of the original offer will be tracked for reporting purposes. You may utilize the same position number for this step. Please create a job card note to jobs@okstate.edu with a disposition reason (example: candidate declined, candidate no-showed, department rescinding offer etc.) to have the declined candidate moved to inactive. HR will add a duplicate position number to the job card for the next candidate.

Positions:*

	Position no:*	Type:*	Applicant	Application status	
1	AS6847  	New	Agatha Harkness	Extend Offer	Cancel
	Details				
2	AS6847  	New			Cancel
	Details				

New:
Replacement:
Add more

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Extending the Offer Letter:

You will receive an email from PageUp indicating that your offer details have been approved and are ready to send to the applicant.

From: noreply@pageuppeople.com <noreply-1216@mail.pageuppeople.com>
Sent: Wednesday, July 9, 2025 11:47 AM
To: Rose, Susan <susan.rose@okstate.edu>
Subject: Offer approved

Dear Laura,

Offer details for [REDACTED] for the position of District Family and Consumer Sciences Program Specialist in District Director Office Se (STW) 100383, job number [REDACTED], have been approved.

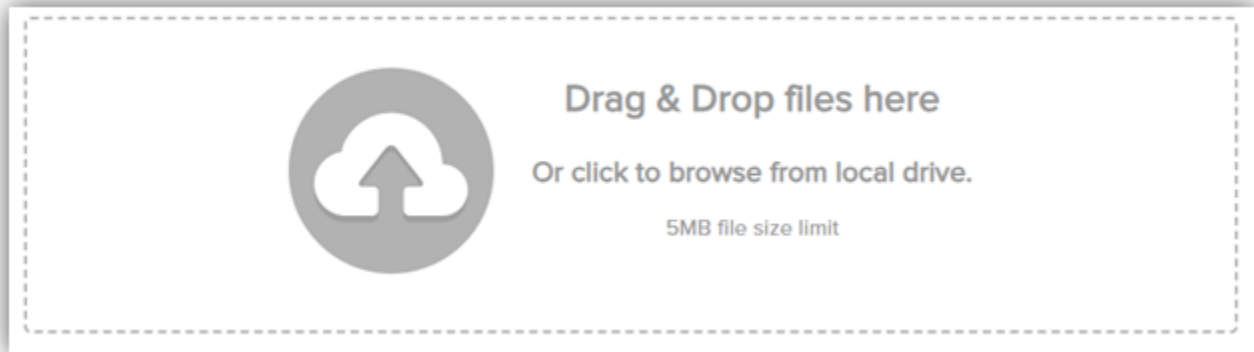
Please [log into PageUp](#) to extend the offer to the candidate.

You will then locate the appropriate applicant in PageUp for that Job Card and progress them to the “Extend Offer” status.

	Forrest Gump Greenlo		MAY 27 2025	Request Offer Approval	--	Careers website	Resume Interview guide +1	Decline Progress
	John Doe Buckley		MAY 27 2025	Under Review	--	Careers website	Resume	Extend Offer

A pop-up box will populate to confirm the status change and preview the communications that will go out.

The top communication will go to the applicant, and the bottom communication will go to those selected from that job area.



You will then select “Move now” to extend the offer to the applicant’s profile. On the applicant tracking board, their status will now be “Extend Offer”.


Offer Letter Acceptance:

Once the applicant accepts the offer in their portal and fills out their new hire form, the hiring manager and job card originator of the position will receive an email from Page Up stating that the offer has been accepted.

At this point, the applicant will automatically progress to ‘Background Check Requested’.


NOTE: If you need to refer to when the offer was accepted, you can locate this information in the ‘History’ section of the applicant card. Offer letters are not formally signed. Acceptance via PageUp response will indicate their signature. Only those in the recruiting admin and key admin permission levels will have access to this information.


To review New Hire Form data, navigate to the hired candidate's applicant card and click "view form." Retrieve the data and share with your department admin to begin the UKG onboarding process.



Applications **History** Scheduled emails CRM Resume

Compliance review

Friday, Aug 1, 2025, 2:14pm  **Note**
[Redacted]
System changed status to 'Offer Accepted by Candidate'. Offer has been accepted by [Redacted]

Friday, Aug 1, 2025, 2:14pm  **Offer viewed**
[Redacted]
Offer viewed