Send Candidate Link to SP Requisition to Apply

Step 1: Select View My Searches (View Searches dashboard tile)
Step 2: Click View (far right) for the applicable Search # (Search created by Human Resources)
Step 3: Click Notes/Documents tab at top of page
Step 4: Copy URL listed in notes
Step 5: Email URL to selected candidate for submitting application materials (see sample email text)

Sample Text to send with Link

Dear Colleagues,

Effective immediately, the University requires all applicants for Special Payroll positions to provide an up-to-date resume and to submit an application. By providing this information, departments will be able to issue electronic offer letters to new and reappointed Special Payroll employees.

To apply and submit a resume, please visit PageUp at this link: [INSERT DEPARTMENT SEARCH/REQUISITION LINK HERE – LINK FROM NOTES/DOCUMENTS]

This application does not guarantee appointment or continuation of appointment.

Thank you.