CSE TT Recruitment Process,
Interview and Make Offer Stages

Please also see [ABA website](#) and [HR PageUp Resources](#)

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**Department Identifies Candidates to Interview**

- Department chair notifies CSE dean of the top candidates department would like to interview
- Department follows PageUp Reference Guides for Applicant Management and Request to Interview, EOO reviews and approves (committee chain notified)

**Department Identifies Candidate It Wishes to Hire**

- Department identifies its top candidate, completes reference checks, and follows PageUp Reference Guides to initiate Request to Offer in PageUp; approval routes through CSE & EOO
- Chair discusses starting salary and startup expectations with Dean: Dean communicates with Provost regarding commitments

**Department Prepares Request to Offer**

- Department follows PageUp Reference Guide to complete and extend offer:
  - uploads Letter of Offer to be sent to candidate with “Offer Documents”
  - uploads Startup Grid as “Common Internal” document not to be sent to candidate
- Chair communicates with candidate about details of recommended offer, without formally offering position
- Chair, Dean and Provost agree on commitment distribution for salary and startup costs
- Department drafts Letter of Offer and Startup Grid and emails to Dean and Tonya for review and verification

**Candidate Accepts Offer Through PageUp**

- Department: forwards PageUp notification that offer was accepted to Tonya
  - initiates immigration/visa process, if necessary
- CSE:
  - verifies final terms of hire in Letter of Offer and Startup Grid
  - Prepares/uploads A33 signed by Dean
  - approves Request to Offer through PageUp
  - Provost’s office uploads DEP and Moving Guide (to accompany offer) and approves Request to Offer
  - Department receives notice of approval
- Department extends formal offer to candidate through PageUp

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**Process Subject to Change as PageUp Process Evolves**

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**Remember to keep your department manager informed along the way**!