Supervisor Navigation

STEP 1:

Go to the MyUA website

In the Address bar of your web browser, enter one of 3 web addresses:

1) unialaska.pageuppeople.com
   This is the preferred login for the recruitment module.

2) myua.pageuppeople.com *

3) www.uaf.edu/uafhr *

Tip: adding this address as a favorite will save you time in the future.

* CAUTION: utilizing these log-in options will open your links in separate pages and if you click out of
browser you may feel you lost your screens; hover over your browser icon from bottom menu to ‘find’
the pop up screen(s) in the background.

Use unialaska.pageuppeople.com to avoid this issue. If using this URL skip to STEP 3.
STEP 2:

*If using other log in Options – you will be presented with the myUA Tree. Choose myUA Recruitment Module

Either of these options will bring you to the single sign on screen STEP 3.

STEP 3:

Enter your UA Username and Password that is managed by ELMO

Original training documents are still accessible; however, they have not been updated with myUA customization. Training quick guides will be available through the Recruitment & OnBoarding tab of the UAF HR website.
STEP 4:
Welcome to My UA!

- The first page that you will see will be the **Dashboard** page.
- Your view may be different depending on your level of access.
- All available functions are within the blue links on the right-hand side of tabs.

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**Supervisor Dashboard**

- **JOB DESCRIPTION**
  - My position description
  - Manage position descriptions and create a new requisition

- **NEW JOB**
  - 0 jobs open

- **APPROVALS**
  - 0 jobs awaiting your approval

- **ADVERTISEMENTS**
  - 0 open advertisements

- **SEARCH COMMITTEE REVIEW**
  - 0 jobs requiring search committee review

- **APPLICATIONS**
  - 0 jobs have applicants for review
  - 0 applicants assigned to you for review

- **INTERVIEWS**
  - 0 scheduled interviews

- **OFFERS**
  - 0 offers awaiting your approval
  - 0 new hires
  - 0 new hire tasks

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- **This is a quick way to look at your own PD.**
- **Click on this link to access your existing PDs, start a new PD or recruit from a PD. Clicking on the Pink button will access these same**
- **The red button will take you to see ‘My Jobs’. The number indicates the number of requisitions that are open currently.**
- **This button and link will take you to any jobs requiring your approval.**
- **This button and link indicate the number of your jobs that are sourced.**
- **This button and link indicate the number of jobs that you are on the search committee for, by clicking here you will be taken to the search committee view.**
- **The number indicates the number of jobs that have applications for you to review.**
- **The number of applicants that you can view.**
- **If you have an interviews scheduled, they will be indicated here and clicking the button will lead you to the events management page.**
- **This is the number of offers that are needing your approval, clicking the link will take you to view each offer card.**
- **This shows you how many new hires you have. By clicking the link you will be able to view all of your new hires and from there select and view applications.**
- **These are the tasks that you as the supervisor are in charge of completing in relation to your new hires.**
### STEP 5:

Access side menu from the menu icon

<table>
<thead>
<tr>
<th>Supervisor Side Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens window to allow you to edit your personal information.</td>
</tr>
<tr>
<td>Takes you to your dashboard view from anywhere else on the site.</td>
</tr>
<tr>
<td>This will take you to a copy of your current PD.</td>
</tr>
<tr>
<td>Will take you to all the PDs listed in your team. From here you can create a new PD or Requisition.</td>
</tr>
<tr>
<td>Current jobs that are open within your team.</td>
</tr>
<tr>
<td>Any jobs waiting for your approval</td>
</tr>
<tr>
<td>Jobs that are sourced, or have open advertisements</td>
</tr>
<tr>
<td>Any Jobs that are you have been assigned for search committee review</td>
</tr>
<tr>
<td>Shortlisted applicants</td>
</tr>
<tr>
<td>Any applicants that you have been assigned</td>
</tr>
<tr>
<td>Any interviews that you have scheduled</td>
</tr>
<tr>
<td>Offers that have been assigned to you to approve</td>
</tr>
<tr>
<td>Where to see and manage new hires where you have been assigned</td>
</tr>
<tr>
<td>In relation to any new hires you are assigned, these are where you see your tasks</td>
</tr>
<tr>
<td>Will lead you to Performance Management Module and allow you to view performance links.</td>
</tr>
<tr>
<td>This will take you to view all the jobs listed in your team visibility.</td>
</tr>
<tr>
<td>This link will take you to all the PDs listed in your team. From here you can create a new PD or Requisition.</td>
</tr>
<tr>
<td>Link to create a new applicant</td>
</tr>
<tr>
<td>Functionality that allows you to search on applicants by various criteria</td>
</tr>
<tr>
<td>Manage the applications on a specific job you have searched for</td>
</tr>
<tr>
<td>Allows you to view or complete reference checks</td>
</tr>
<tr>
<td>How you will create a new event for interview booking</td>
</tr>
<tr>
<td>Managing events that have already be created</td>
</tr>
<tr>
<td>Takes you to the reports functionality</td>
</tr>
<tr>
<td>Click to logout of the system</td>
</tr>
</tbody>
</table>
STEP 6:

You may log out of the system from the menu as indicated above or from the menu bar on the top using the drop down from your name.

If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).