



## **User Guide**

# **ASP Online Guide for Academic Supervisors**

## **Brief Document Description**

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This User Guide has been developed to assist Academic Supervisors when using the PageUp system to review a staff member's ASP application online.

## **About this Business Process**

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For further assistance in using the PageUp system, please contact HR on (07) 3735 4011 and select option 4 or email: [academicwork@griffith.edu.au](mailto:academicwork@griffith.edu.au).

For assistance with Policy and Procedures, please contact [HR Advisory Services](#).

Arts, Education and Law: [hrael@griffith.edu.au](mailto:hrael@griffith.edu.au)

Business: [hrabusiness@griffith.edu.au](mailto:hrabusiness@griffith.edu.au)

Health: [hrhealth@griffith.edu.au](mailto:hrhealth@griffith.edu.au)

Sciences: [hrsciences@griffith.edu.au](mailto:hrsciences@griffith.edu.au)

# Steps

<a href="#">Step 1</a>	Logging into the PageUp system
<a href="#">Step 2</a>	Navigating through the PageUp system and Bulk Compiling
<a href="#">Step 3</a>	Entering Assessment for the ASP Application

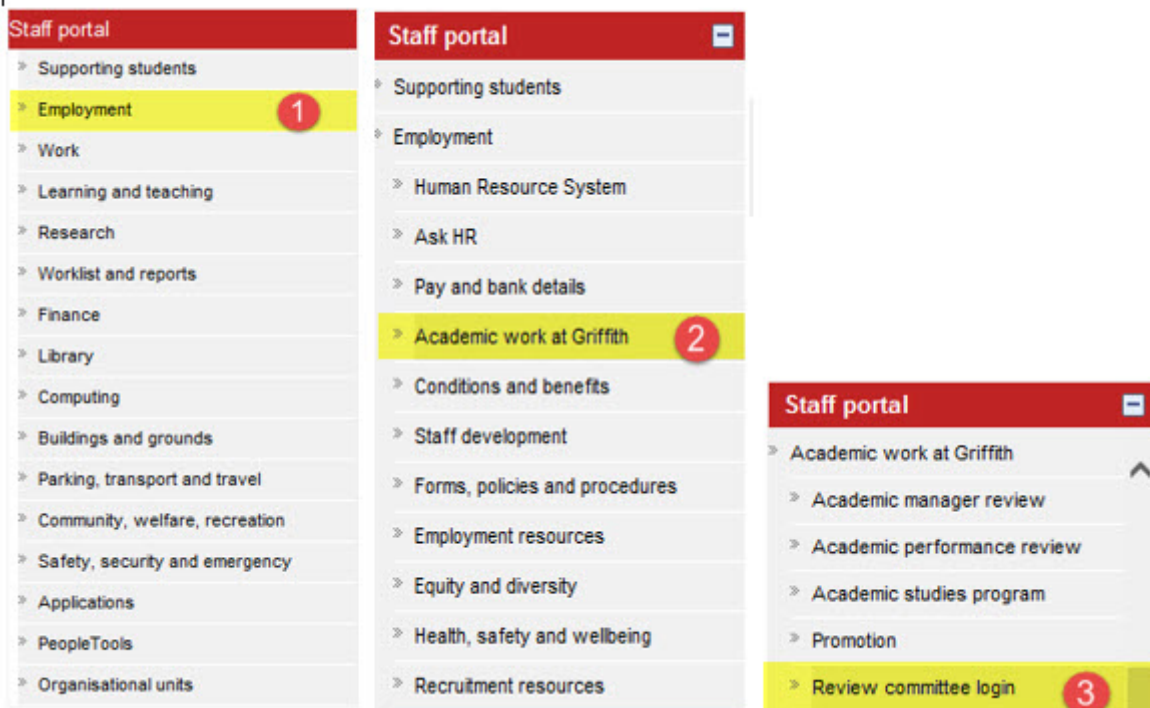
## Step 1 - Logging into the PageUp system

Log into the Griffith Staff Portal using your Griffith ID and Password.



The image shows a red login form titled "Griffith Single Sign-On". It contains two input fields: "Username" and "Password". Below the fields is a red button with the text "login" and two right-pointing chevrons "»".

Navigate to:

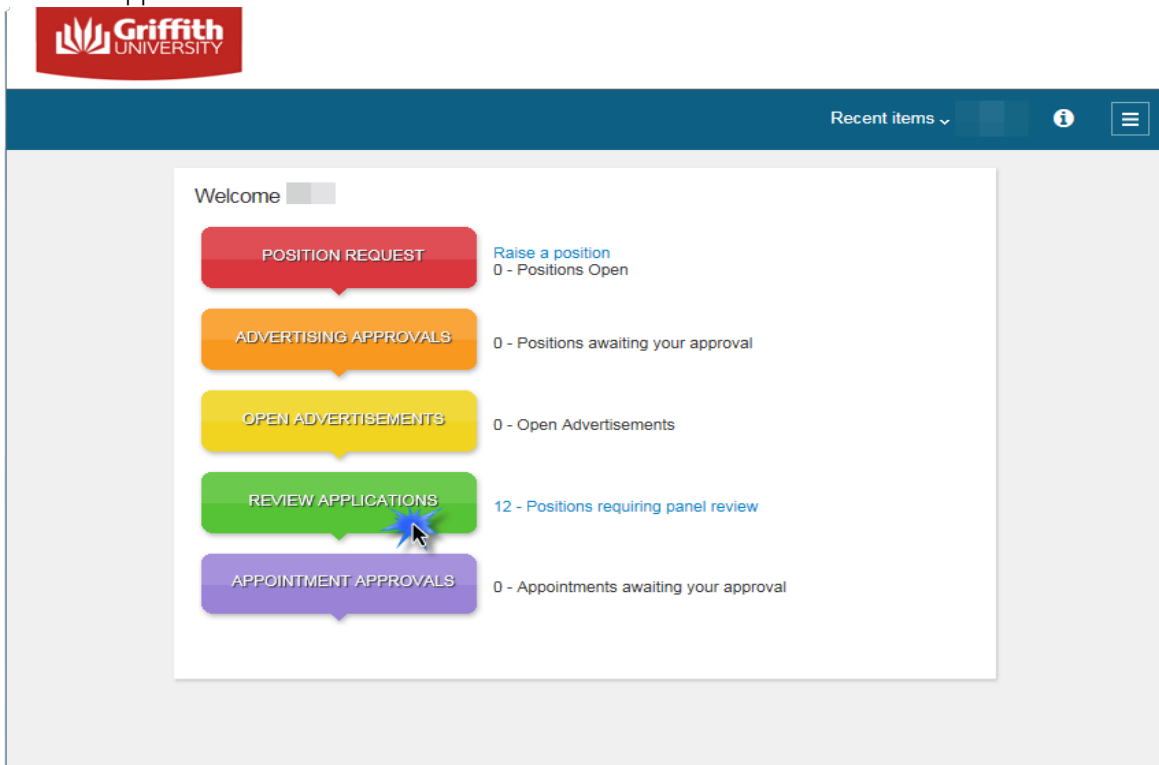


The image shows three screenshots of the Staff portal navigation menu, illustrating the steps to reach the Review committee login page. Red circles with numbers 1, 2, and 3 indicate the steps.

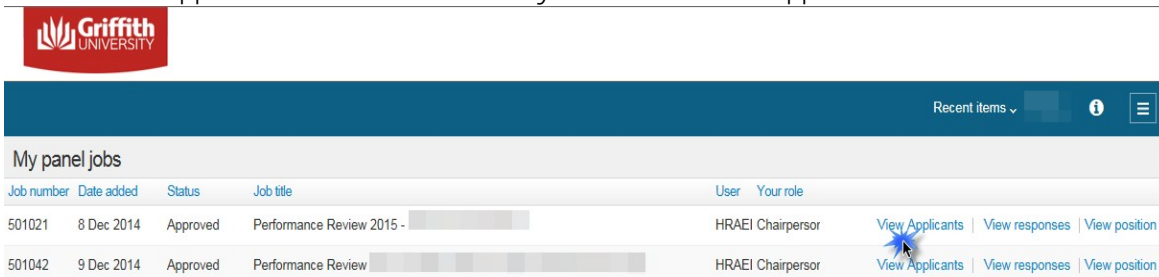
- Step 1:** The "Employment" menu item is highlighted in yellow.
- Step 2:** The "Academic work at Griffith" menu item is highlighted in yellow.
- Step 3:** The "Review committee login" menu item is highlighted in yellow.

## Step 2 - Navigating through the PageUp system & Bulk compiling

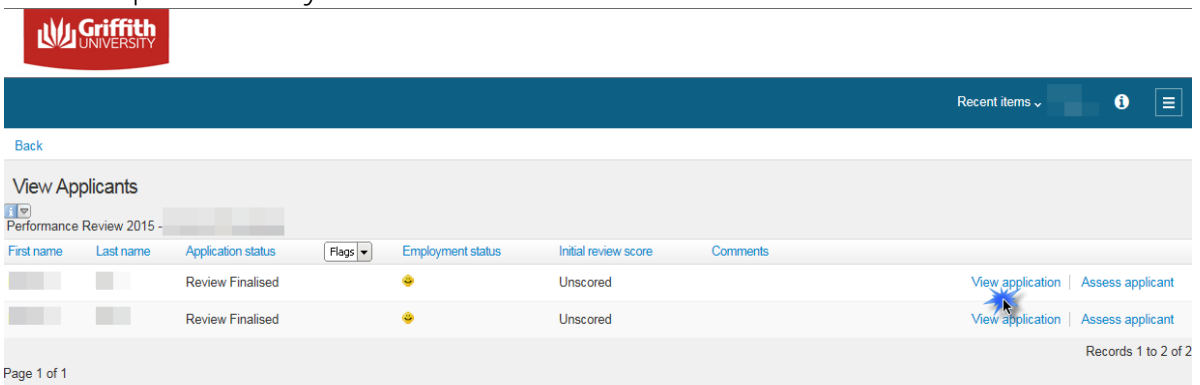
Once logged in you will land on the home screen of the PageUp system and will need to select "Review Applications"



Select "View Applicants" from the list below you wish to review applications for:



Select the person whom you wish to review the submission for:



You can now select the document that you wish to view by clicking on "View PDF".

Print | Actions

You are viewing this applicant's application for the job [redacted] Only information related to this application will be shown.

Address: [redacted] Phone: [redacted]  
E-mail: [redacted] Mobile: [redacted]  
Birth date: [redacted] Gender: [redacted]  
Original source: [redacted] Nationality: [redacted]

### Applications

#501021 [redacted] Review Finalised No offer Actions Form  
Status changed 10 Jun 2015

### History

Item: All Job: All

Date & time	Item	
Tuesday, 3 Mar 2015, 10:00am System	Research Performance (My Publications): PUBLICATIONS.docx Size: 36kb	<a href="#">View PDF</a>
Tuesday, 3 Mar 2015, 9:39am System	Academic Staff Review and Plan: 2015 Academic Staff Review and Plan.docx Size: 75kb	<a href="#">View PDF</a>
Tuesday, 3 Mar 2015, 10:00am	Score: 0.00	<a href="#">View</a>
Thursday, 26 Feb 2015, 12:24pm System	Academic Staff Review and Plan: 2014 Signed ASPR.pdf Size: 868kb	<a href="#">View PDF</a>
Thursday, 26 Feb 2015, 12:23pm System	Summary of Teaching Evidence (SET/SEC): 02,14 SETS,SECS.pdf Size: 1223kb	<a href="#">View PDF</a>
Thursday, 26 Feb 2015, 12:23pm System	Academic Portfolio: Academic Portfolio 2015.docx Size: 111kb	<a href="#">View PDF</a>

[Show all records](#)

In order to Bulk compile the applicant's documentation, select the action drop down list and select "Compile and Send" as per the below image:

Print | Actions

You are viewing this applicant's application for the job [redacted] Only information related to this application will be shown.

Address: [redacted] Phone: [redacted]  
E-mail: [redacted] Mobile: [redacted]  
Birth date: [redacted] Gender: [redacted]  
Original source: [redacted] Nationality: [redacted]

### Applications

#501021 [redacted] Review Finalised No offer Actions Form  
Status changed 10 Jun 2015

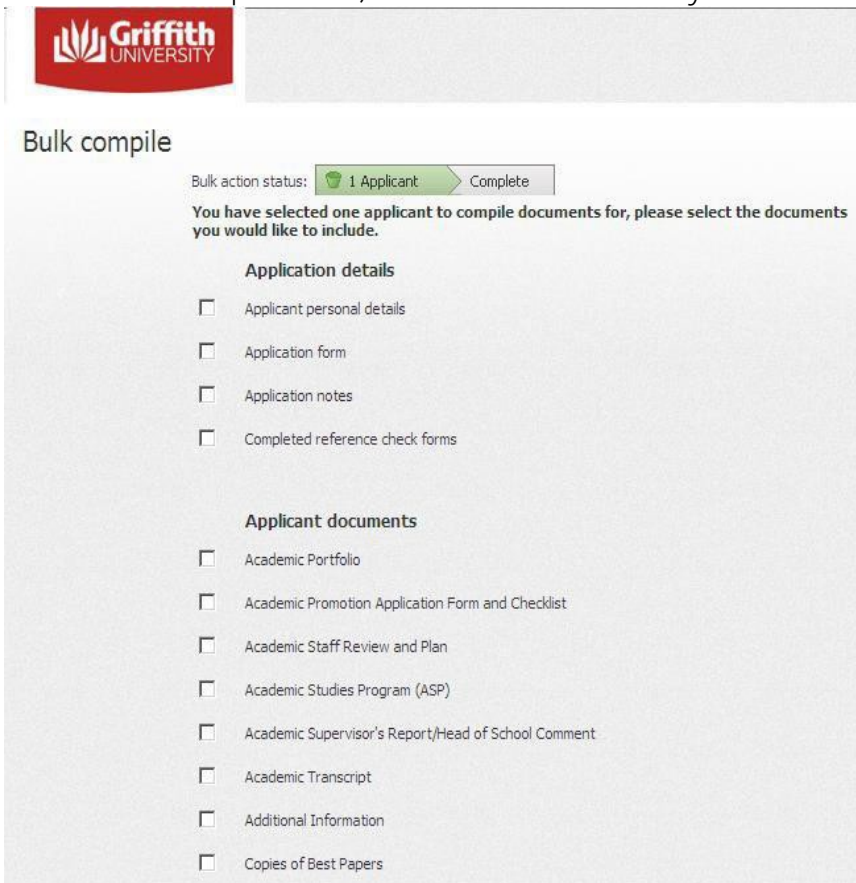
- Compile and send
- Offer details
- View references
- Undisclose application

### History

Item: All Job: All

Date & time	Item	
Tuesday, 3 Mar 2015, 10:00am System	Research Performance (My Publications): PUBLICATIONS.docx Size: 36kb	<a href="#">View PDF</a>
Tuesday, 3 Mar 2015, 9:39am System	Academic Staff Review and Plan: 2015 Academic Staff Review and Plan.docx Size: 75kb	<a href="#">View PDF</a>
Tuesday, 3 Mar 2015, 10:00am	Score: 0.00	<a href="#">View</a>
Thursday, 26 Feb 2015, 12:24pm System	Academic Staff Review and Plan: 2014 Signed ASPR.pdf Size: 868kb	<a href="#">View PDF</a>
Thursday, 26 Feb 2015, 12:23pm System	Summary of Teaching Evidence (SET/SEC): 02,14 SETS,SECS.pdf Size: 1223kb	<a href="#">View PDF</a>
Thursday, 26 Feb 2015, 12:23pm System	Academic Portfolio: Academic Portfolio 2015.docx Size: 111kb	<a href="#">View PDF</a>

From the Bulk compile screen, select the documentation you wish to view or print:



Once the relevant documentation has been selected, select **Create PDF** (located at the bottom of the Bulk compile screen).



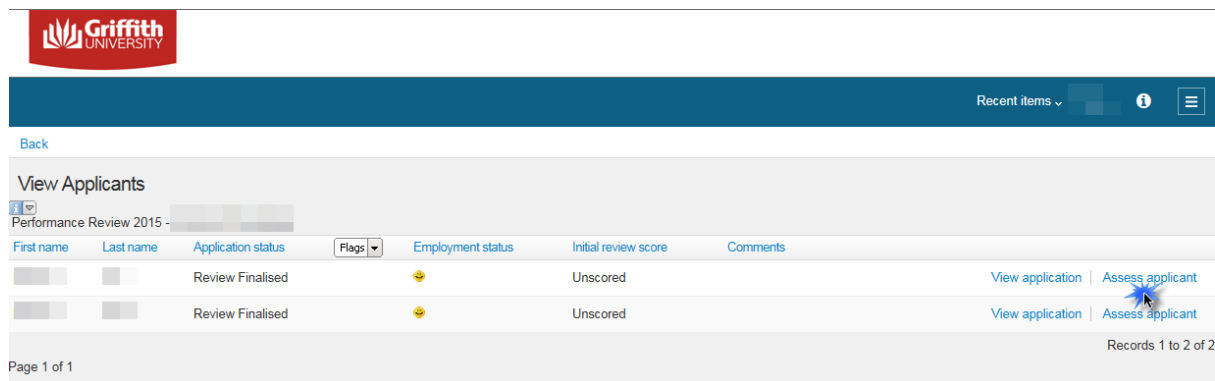
Once the bulk compile PDF has been created, click the **Download Document** link.



Staff member's review documentation will be compiled into a single PDF which can now be viewed or printed..

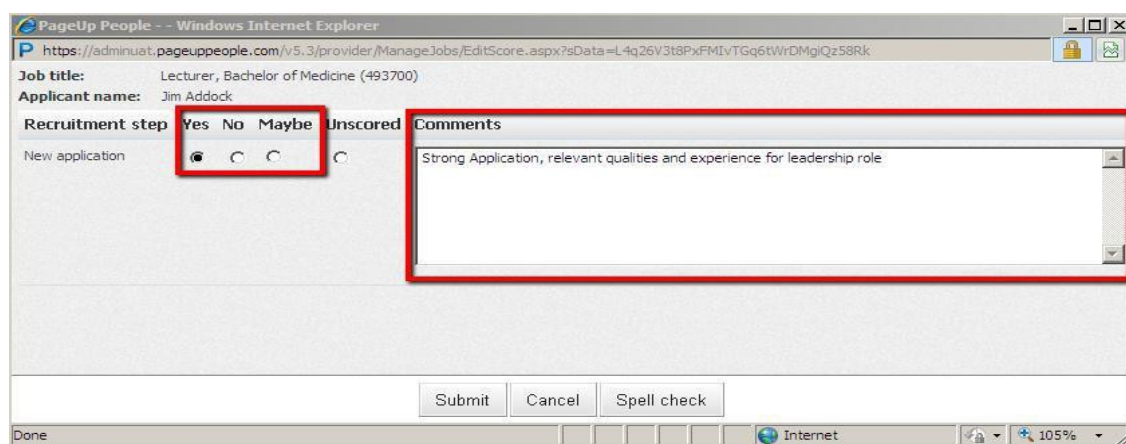
## Step 3 - Entering Assessment for the ASP Application

Select "Assess applicant" next to the applicant you wish to leave comments against:



The screenshot shows the Griffith University application management interface. At the top, there is a blue header with the Griffith University logo and navigation options like 'Recent items', 'i', and a menu icon. Below the header, there is a 'Back' link and a 'View Applicants' section. The main area displays a table of applicants with columns for 'First name', 'Last name', 'Application status', 'Flags', 'Employment status', 'Initial review score', and 'Comments'. Two rows of applicants are visible, both with 'Review Finalised' status and 'Unscored' initial review scores. Each row has 'View application' and 'Assess applicant' links. The 'Assess applicant' link for the second row is highlighted with a mouse cursor. At the bottom right, it says 'Records 1 to 2 of 2'.

The following screen will appear:



The screenshot shows a web browser window displaying the assessment form. The browser title is 'PageUp People - Windows Internet Explorer'. The URL is 'https://adminuat.pageuppeople.com/v5.3/provider/ManageJobs/EditScore.aspx?sData=L4q26V3t8PxFM1vTGq6tWRDMgiQz58Rk'. The form fields are: 'Job title: Lecturer, Bachelor of Medicine (493700)', 'Applicant name: Jim Addock', and 'Recruitment step: New application'. The 'Recruitment step' section has radio buttons for 'Yes', 'No', 'Maybe', and 'Unscored'. The 'Comments' section has a text area containing the text 'Strong Application, relevant qualities and experience for leadership role'. At the bottom of the form, there are 'Submit', 'Cancel', and 'Spell check' buttons. The browser status bar shows 'Done' and 'Internet'.

To score the employee ASP application:

- Submit your assessment by selecting Yes, No or Maybe
- Write a comment in the field box provided. If supporting the application, HoS/Ds need to advise what arrangements will be made to cover duties of applicant during absence.
- In the comments section, the HoS/D will need to advise:
  - How provision will be made for carrying out the duties (including supervision of higher degree students, examinations and teaching) of the applicant during their absence.
  - If the applicant teaches in more than one element, have other Heads of Element been consulted?
  - What other academic staff will be/plan to be on ASP or leave without salary during the same calendar year?
  - Details of staff whose ASP is already requested and those seeking to take ASP during the same calendar year (name and dates of ASP period).
  - Other circumstances the Dean should be aware of?

Select SUBMIT to save your score and recommendations:

The screenshot shows a web browser window titled "PageUp People - Windows Internet Explorer". The address bar displays the URL: <https://adminuat.pageuppeople.com/v5.3/provider/ManageJobs/EditScore.aspx?sData=L4q26V3t8PxFMIVTg6tWrDMgiQz58Rk>. The page content includes:

- Job title:** Lecturer, Bachelor of Medicine (493700)
- Applicant name:** Jim Addock
- Recruitment step:** New application
- Buttons:** Yes (selected), No, Maybe, Unscored
- Comments:** Strong Application, relevant qualities and experience for leadership role
- Action buttons:** Submit (highlighted with a red box), Cancel, Spell check

You can now view your recommendations/comments on the "View Applicants" page:

This screenshot is identical to the one above, showing the same recruitment step form for 'New application' with the 'Submit' button highlighted. The page content is the same as in the previous screenshot.

### ***Further information***

Staff Portal Access: [IT Service Centre](#)

Phone: 373 55555

HR Information: [AskHR](#) webpage

Email: [askhr@griffith.edu.au](mailto:askhr@griffith.edu.au)

Phone: 373 54011