

Rehire Process

University of Wisconsin
Oshkosh



Maintain rehire pool

- Can be done one of two ways depending how the employee was originally hired



Create job requisition EACH semester

- One job requisition can be used for the whole semester and for multiple hires



Attach the rehired employees to the job requisition EACH semester

- "Apply" your employee that you want to rehire for that semester/academic year from the rehire pool to the created job requisition



Submit offer card for each rehire

- The offer card is where you indicate title, pay, FTE, etc. for each individual rehired employee

Review the step-by-step guide below to help navigate the rehire process in PageUp.

Questions? The recruitment team is happy to assist. Contact us at: recruitment@uwosh.edu or (920) 424-1166.

1. Everyone is encouraged to read through our PageUp manuals, which provides details on how to complete each step
2. Establish your rehire list in PageUp. Can be achieved two different ways depending on if the employee was originally hired in the PageUp system
3. Complete job requisition in PageUp **every** semester and submit for approval (one job requisition can be used for the whole semester and for multiple hires)
4. "Apply" your employee that you want to rehire for that semester/academic year from the rehire pool to the created job requisition (can be done individually or a bulk move)
5. Complete offer card for each employee in PageUp and submit for approval (this replaces the paper rehire form)
6. Hiring supervisor extends verbal offer to the employee
7. Employee verbally accepts the offer
8. Immediately notify the recruitment team of accepted verbal offer
9. Recruitment team sends out the contract/offer of employment
10. Employee electronically reviews/accepts offer of employment through the PageUp system