

Requesting a campaign

A campaign is a mechanism for gathering applicants into your talent pool without needing them to apply for a specific job. The process of applying to a campaign is as simple as applying for a standard job, except that the candidates will be given a direct link to apply.

Campaigns are best suited for jobs that do not fit the typical recruitment process – ex. Wage positions, interns, etc.

To request a campaign, fill in the request form and select the topic [Campaign](#). Fill in all the form fields and submit.

Information needed for campaign:

Agency-parent

Agency

Working Title (Wage employment/ non-competitive, Interns)

Work Type (ex. Wage, unpaid intern, temporary)

Posting Locality

Recruiter

Once submitted and processed, you will receive a completion email from the RMS team with the link to the campaign posting. This link can be sent directly to applicants. A job/campaign number will also be provided so recruiters on the campaign team can view and update as needed.

Note: All campaigns will be hidden on the COV jobs site. Only candidates who use the direct link will have access and the ability to apply. The campaign cannot be searched for by name or number.

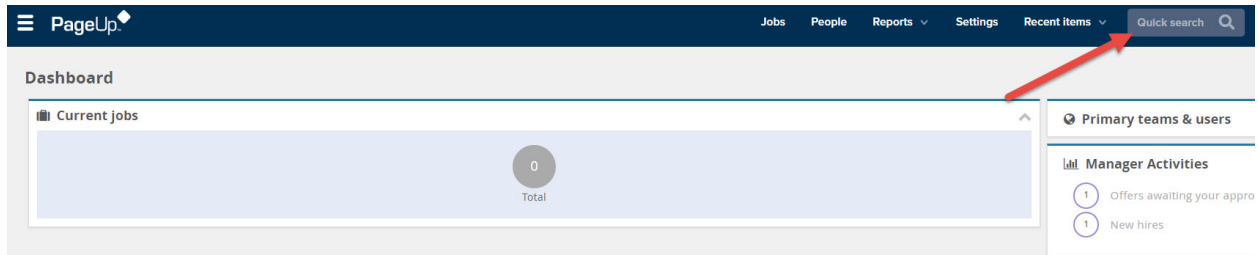
The screenshot shows a web form titled "Sourcing channels: COV Website". On the left, there is a sidebar with navigation options: "COV Website" (selected), "Career Builder - In Imp", "HERC - In Imp", "LinkedIn", and "Monster - In Imp". The main form area contains the following fields and options:

- Opening date:** May 1, 2023 at 9:00 AM Eastern Standard Time
- Closing date:** [empty] at 11:55 PM Eastern Standard Time
- Title:** Testing Campaign
- Posting Pitch:** Come work for us!
- Design template:** Default
- Text to appear in Job Ad:** n/a
- Include video:** Yes (radio), No (radio, selected)
- Hidden job:** Checked (checkbox)

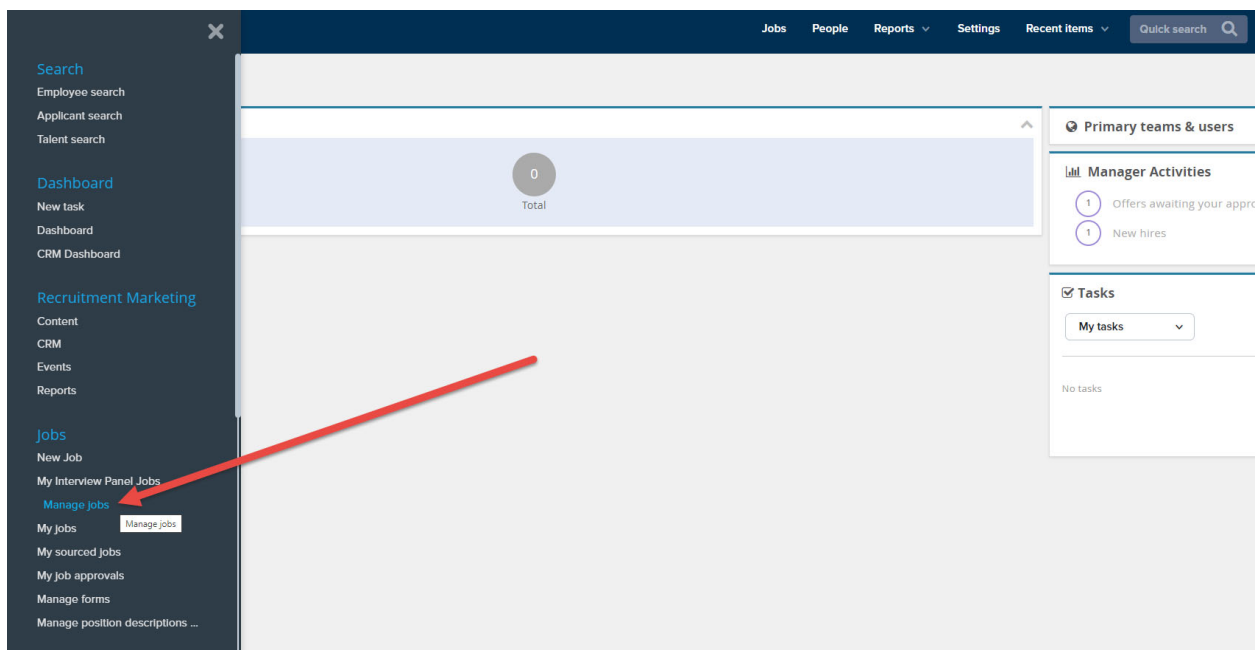
On the right side, there is a "Locations:" list with checkboxes for various Virginia locations. "Richmond (City), Virginia" is selected. At the bottom, there are "Save" and "Cancel" buttons.

In RMS, you can search for your team campaign(s) multiple ways:

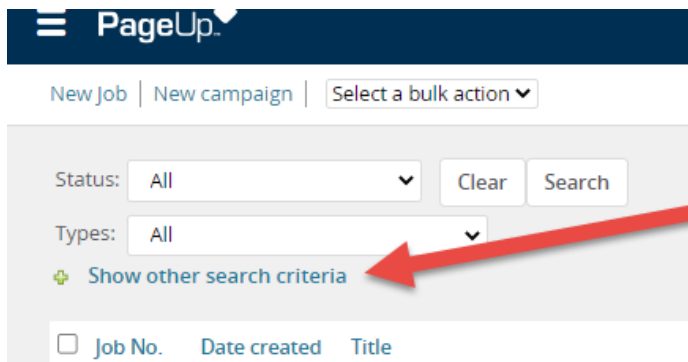
1. Enter requisition number in *Quick search*



2. Go to *Manage jobs*



→ Expand *Show other search criteria*



→ Enter requisition number

The screenshot shows the PageUp search interface. At the top, there are navigation links for 'New Job', 'New campaign', and 'Select a bulk action'. Below this, there are search filters: 'Status: All', 'Types: Campaign - General', and 'Hide other search criteria'. The 'Requisition Number' field is highlighted with a red arrow. Below the search filters, there are several input fields for 'Working Title', 'Currently sourced', 'Agency - Parent', 'Agency', 'Work Location', 'Team', 'Recruiter', and 'Hiring Manager', each with a search icon and a message indicating no results were found. At the bottom, there is a 'Recruitment Process' dropdown and a 'Search' button. Below the search filters, there is a table with columns 'Job No.', 'Date created', and 'Title'. The table contains two rows of data:

Job No.	Date created	Title
498700	Feb 27, 2023	Wage Employment - Non Competitive
505153	May 1, 2023	Testing Campaign

To find the link to the campaign, go to the sourcing tab as shown:

The screenshot shows the PageUp 'Testing Campaign' page. The page has a dark blue header with the PageUp logo and navigation links for 'Jobs', 'People', 'Reports', 'Recent Items', 'Quick search', 'TERRI', and a help icon. Below the header, there are tabs for 'Campaign info', 'Notes', 'Sourcing', and 'Reports'. The 'Sourcing' tab is selected. Below the tabs, there is a 'View applications' button and a three-dot menu. The main content area shows a table with columns 'Source', 'Opening date', and 'Closing date'. The table contains one row of data:

Source	Opening date	Closing date
COV Website	May 1, 2023, 9:00am	...

Below the table, there is a 'Notes' section. A red arrow points from a text box to a context menu that appears over the table row. The text box contains the text: 'Go to sourcing tab on campaign to find the link to the campaign application.' The context menu contains the following options: 'Edit', 'Close', 'Link', 'Job preview', 'Bulk update sourcing text', and 'text'.