Temporary Employment Recruitment Process

University of Wisconsin Oshkosh

Revision History

Date	Revision
November 20, 2017	Creation of training manual
October 1, 2018	Updated Screen Shots

Introduction

The Office of Human Resources has implemented this system in order to automate all tasks relating to the recruitment process for all professional positions on campus. This system will **not** house student positions. This training manual focuses on the following actions in PageUp:

1. Create/review/edit/approve position descriptions
2. Create/review/approve your job opening
3. Connecting your applicant to your approved job opening
4. Create/edit/approve an electronic offer of employment
5. General onboarding/orienting a new hire

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Chrome, Firefox, Internet Explorer 5.5 or above, for optimal results Internet Explorer 8 is suggested. The system also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com. To ensure the security of the data provided by applicants, the system will automatically log you out after 120 minutes of inactivity. However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the Logout link located on the top right side of your screen.

Access Within the System

Each user on campus has been categorized into a particular user group, which provides them certain permissions in the PageUp system. Please see below for a brief overview of access granted to different types of users for the actions covered in this guide.

Role	Access Level
Dean's/Directors	Approve position descriptions and job requisitions; view positions
Hiring Supervisors	Create/edit/approve position descriptions and job requisitions; view positions
Administrative Support/Search Assistants	Create/edit position descriptions and job requisitions; view positions; view applicants

Modes of Training

The recruitment team in the Office of Human Resources understands that every individual has a different learning style. Please see below for the various modes of training offered on this piece of the PageUp system:

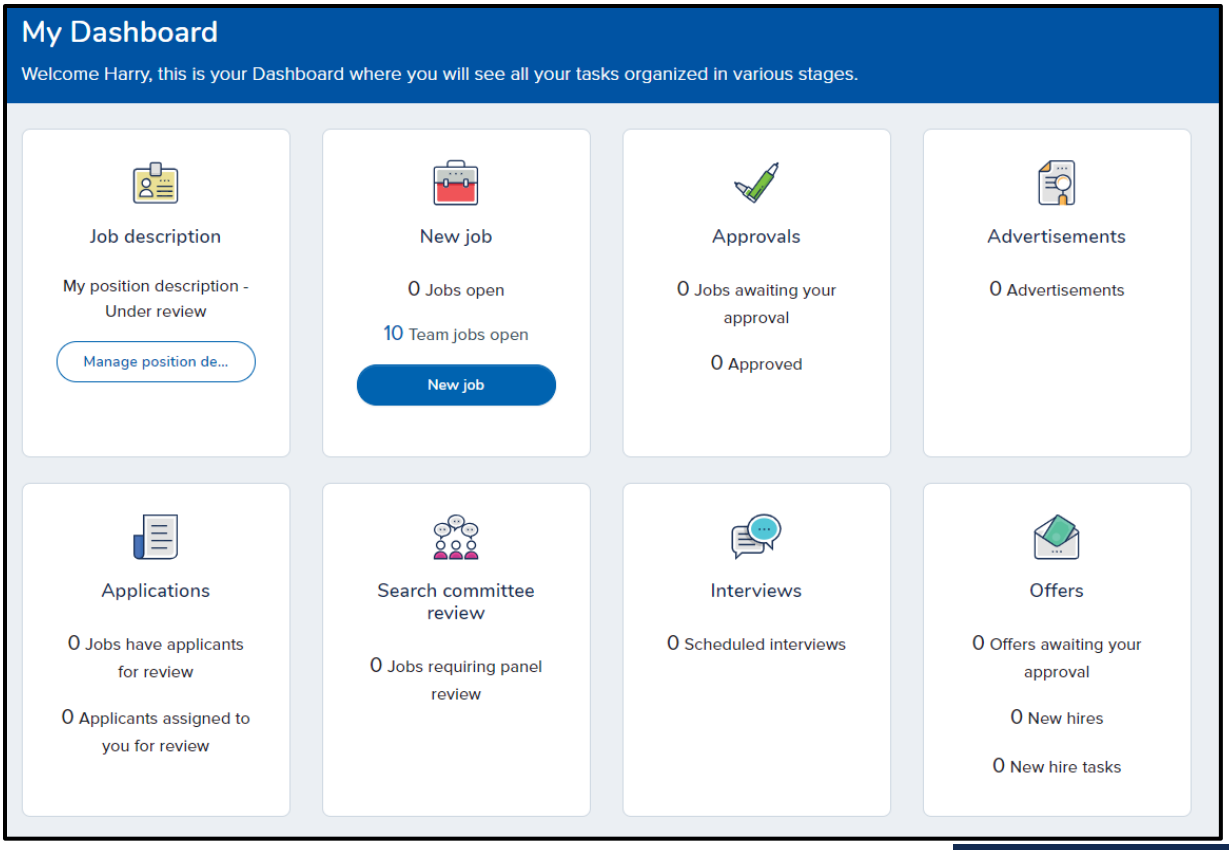
Online training videos can be viewed at any time. These videos walk you through the various scenarios in PageUp and are located on our recruitment webpage: **http://hr.uwosh.edu/recruitment/**

If you would like to have a member of the recruitment team walk you through creating your position description and job posting over the phone, please call the Office of Human Resources at 920-424-1166 and schedule a time for this phone call.

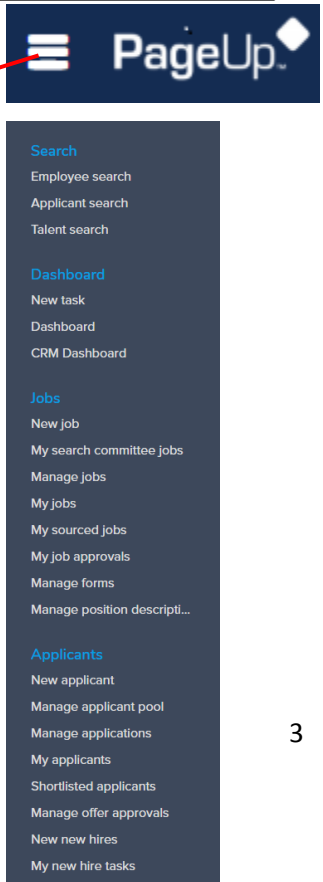
If you feel comfortable solely using this training guide to fill your temporary employee vacancy, this is acceptable. Please know that a member of the recruitment team may reach out to you if there are any follow up items up for discussion.

Homepage Tips

When you log in to PageUp, you should see a homepage looking similar to this one. Familiarize yourself with the options on this page.



On the top left side of the homepage, click here to expand your **action menu**. This will be helpful to have expanded at all times.



When your action menu is expanded, you have access to all items listed on the homepage, regardless of what page you're currently viewing.

Creating a Position Description

Important: If you are beginning the recruitment process for a new or replacement position using PageUp, you must discuss your recruitment plans and FTE availability with the appropriate Vice Chancellor and obtain verbal approval to move forward with the recruitment BEFORE initiating the position description in PageUp. Vice Chancellors are not included as approvers in the PageUp system unless the position is in direct supervision of the Vice Chancellor.

Step 1: Log into PageUp

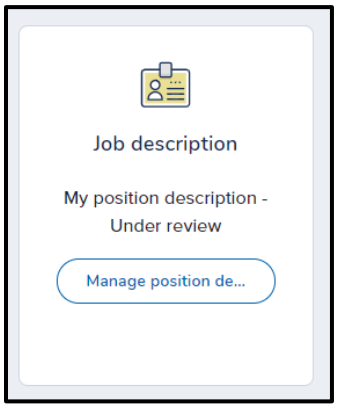
To log into the PageUp system, you may follow the link below:

Oshkosh.pageuppeople.com

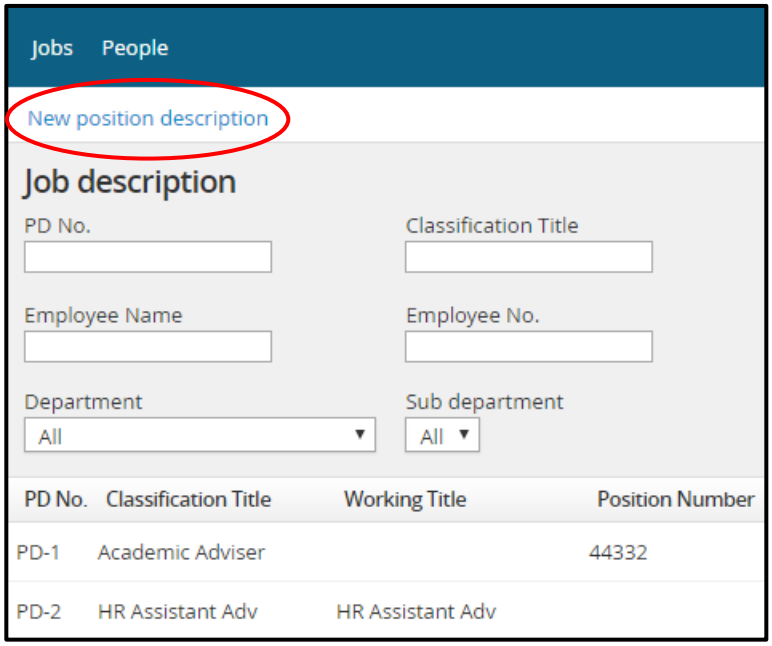
Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

Step 2: Open a new position description

Click **Manage position descriptions and create a new requisition**:

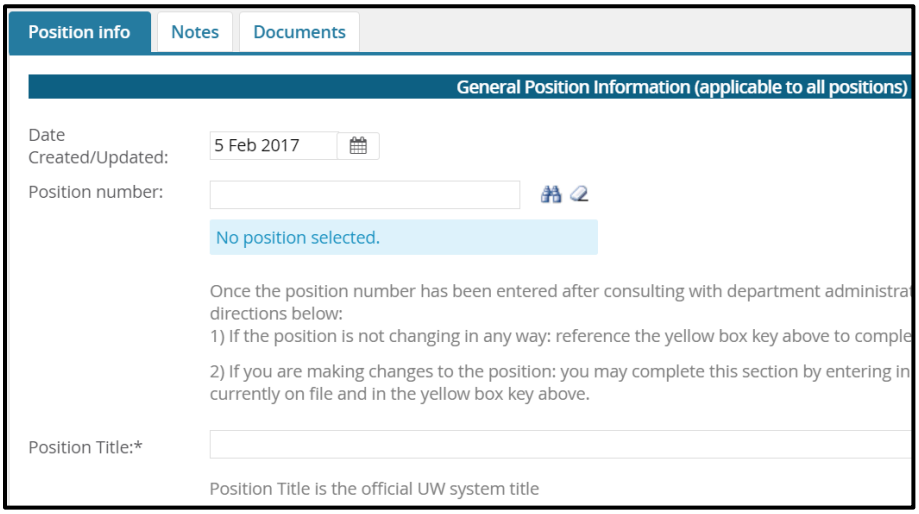


Click **New position description**.

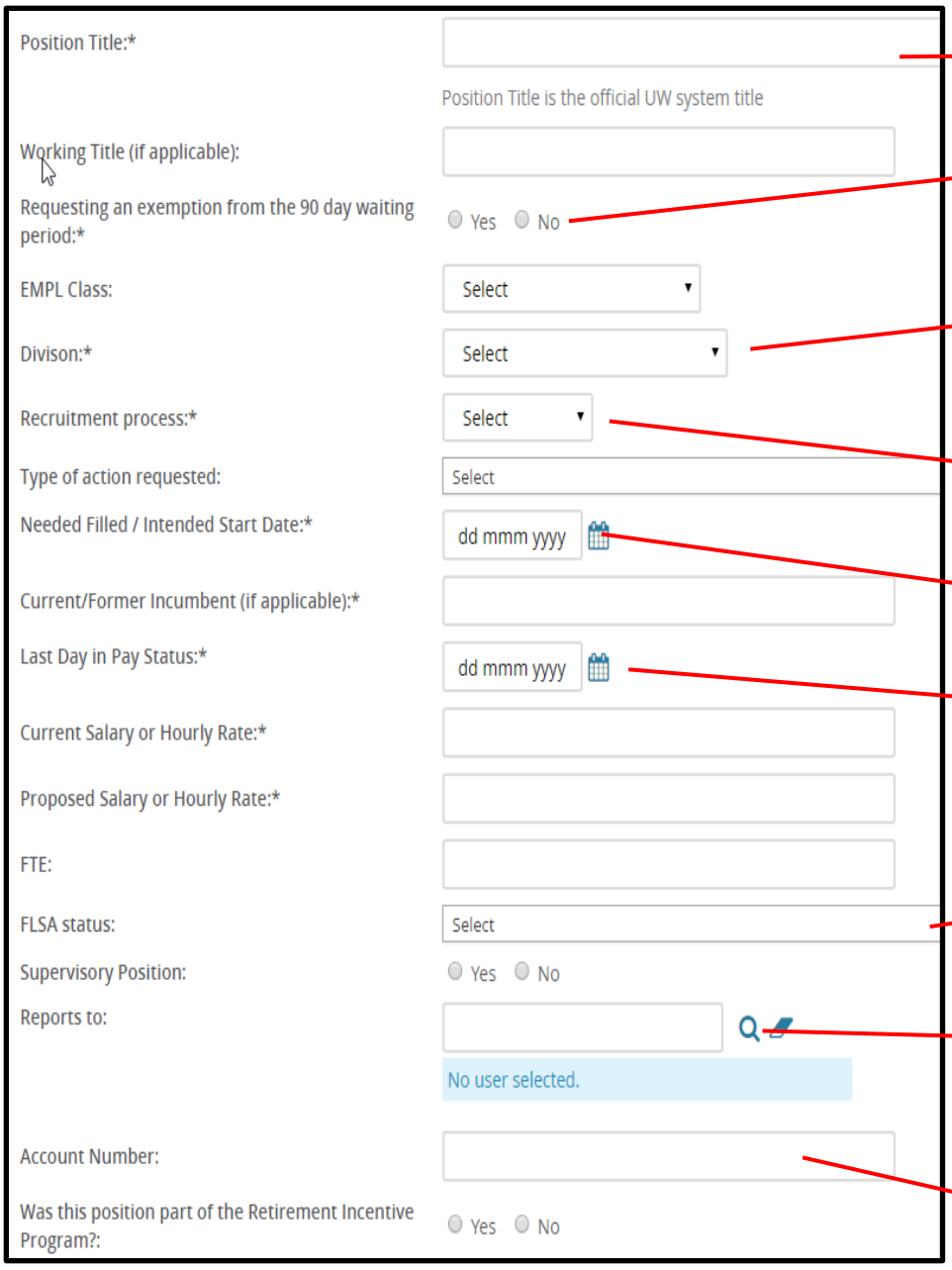


Step 3: Complete the position description fields

A blank position description will appear and is ready to be completed.



Since temporary employees are not assigned a position number in our HRS system, you may skip the position number question. Please move on and complete the rest of the position description card.



This is the official UW System title

Should only be utilized in emergency situations

Please contact our office you do not know which division number to select

Select **All positions**

Cannot be ASAP, select a date

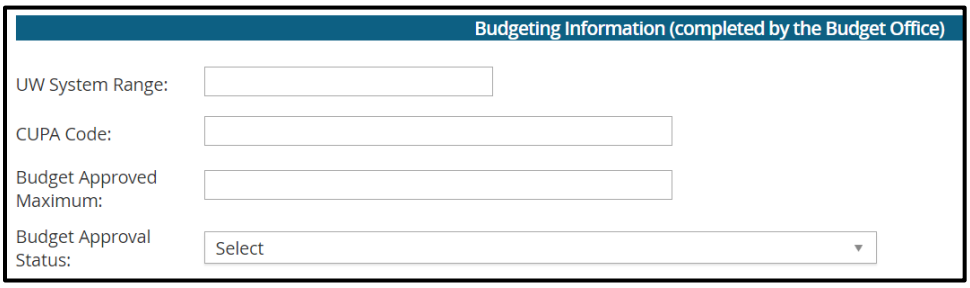
Last day on the payroll, **NOT** last physical day worked

Please select non-exempt

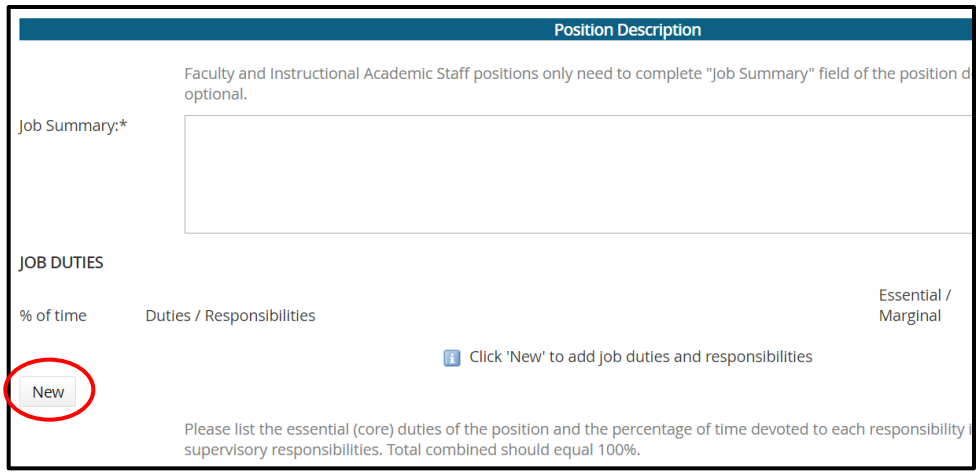
Click the **Look Up** button (magnifying glass) to add the employee who this position will be reporting to.

If you do not know the appropriate account number, please call the Budget Office in Administrative Services

The Budgeting Information section will be completed by the Budget Office in Administrative Services and the Office of Human Resources. This information will be visible to you once your position description has been approved. When approving the position, the Budget Office will be providing the maximum wage allotted in the department budget for the position.

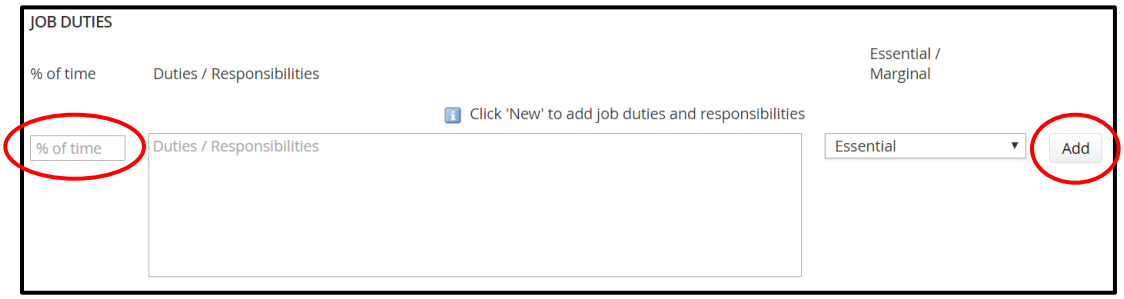


Starting with the job summary, you may add in each section of job duties for the position by clicking **New**. For assistance in writing a position description, reference the PD Guide located here: http://hr.uwosh.edu/recruitment/

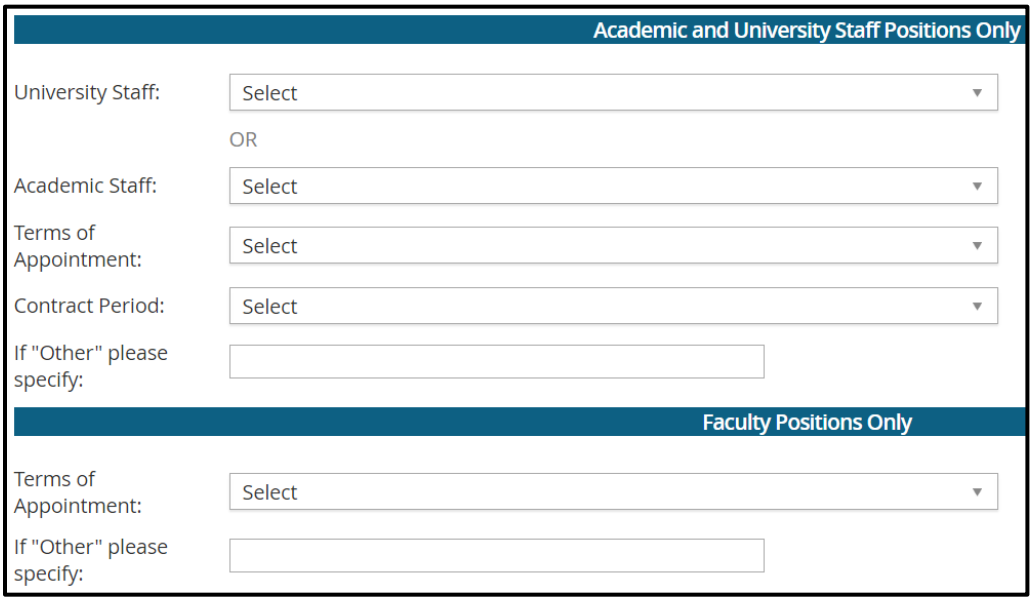


Enter in the percentage of time the incumbent will spend on this section of duties, followed by details about the duties. **Please disregard** the "Essential/Marginal" drop down menu.

Once complete, click **Add**. You may continue adding multiple job duties by clicking **New**. Complete the remainder of this section.

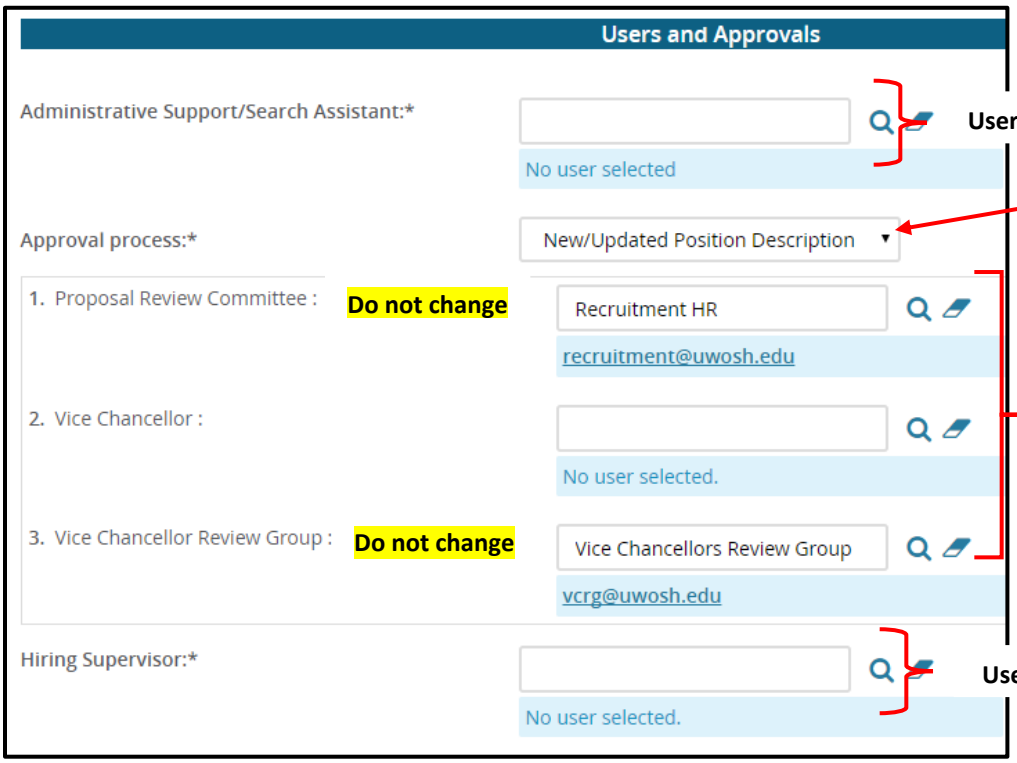


Notice the two breakout sections that pertain to either Academic and University Staff positions, and Faculty positions. Complete only the University Staff section and please select temporary from the dropdown menu.



Step 4: Assign users and approvers to your position description

Warning: The Proposal Review Committee and Vice Chancellor Review Group approval fields will auto populate once you select the appropriate approval process. Do **NOT** change the approvers in these fields. Simply add the appropriate name into the Vice Chancellor validate their name so that the green plus sign appears.



All positions must select **New/Updated Position Description**

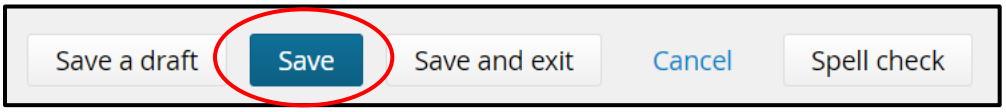
Approvers

An **Approver** is one who will receive a request to review and approve the position before moving onto the next approver.

A **User** is one who will be notified of the status of the PD and who will have access to view the job later on in the process.

Step 5: Finalize and send position description through approval process

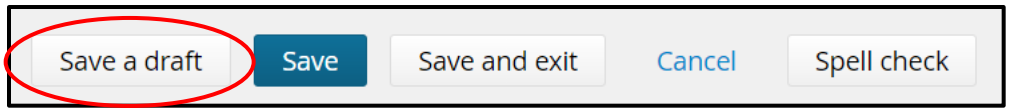
Once you've completed all fields of the position description, have assigned your Users and Approvers and have reviewed the position description, click **save or save and exit**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The creator of the position description will be notified by email once all approvers have approved the position description. If an approver declines the position description approval request, the creator of the position description will be notified, including a justification as to why it was declined.



Additional position description tips:

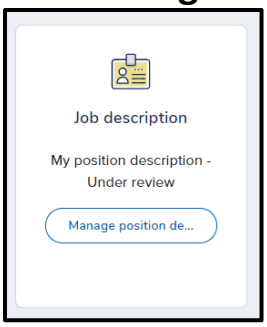
- ## Saving your PD, uncompleted

If you need to leave your position description at any time and would like to save your work to return later, click **Save a draft**.



- ## Viewing the status of your PD once sent through for approval

Click **Manage position descriptions and create a new requisition**.



Find the position you would like to check the status of and click **View** from the options available on the right side of the row.

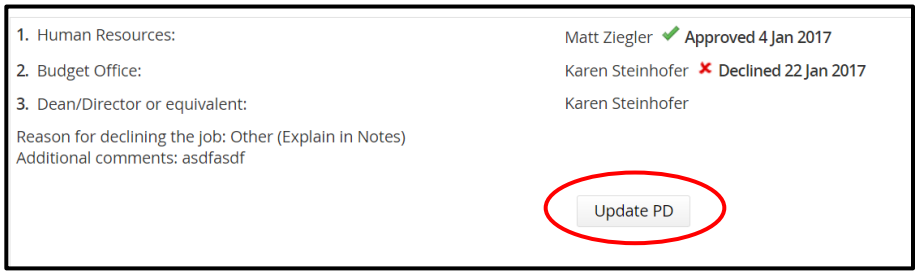
When you scroll to the Users and Approvers section of the PD, you will see where your position is sitting within the approval process.

- **Restarting the approval process**

When a PD has been declined by an approver, the creator of the job must click **Manage position descriptions and create a new requisition** and find the position.

On the right side, click **View**.

Scroll to the Users and Approvers section of the PD and click **Update PD**. This will allow you to make any updates/changes to the PD necessary based on the declination feedback. You will be prompted to start a brand new approval process, which should be completed exactly the same as the initial approval. Once completed, click **save or save and exit** and the approval process will reset.

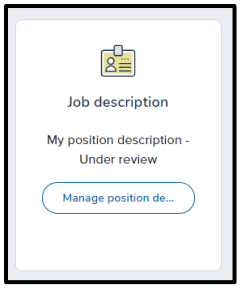


Creating a Job Opening

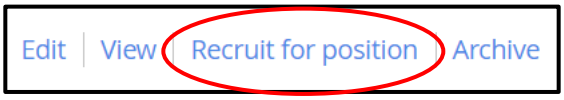
The purpose of the temporary employment open pool campaign (blanket ad) is to make a general advertisement to gather applications for positions that are being continuously hired for. Once there is a specific position you'd like to fill, a separate job must be created and sent through for approval before moving forward. Once the job has been approved, the applications pertaining to this specific role must be applied to this job. If the finalist has already been identified, only the finalist's application would need to be applied to the position. From here, the finalist may be sent through the offer and onboarding process. Please reference the directions below for step-by-step directions for this process.

Step 6: Open the job requisition

Access your approved position description by clicking on **Manage position descriptions and create a new requisition**.



Find the position by searching or by scrolling through the list. On the right side, click **Recruit for position**.

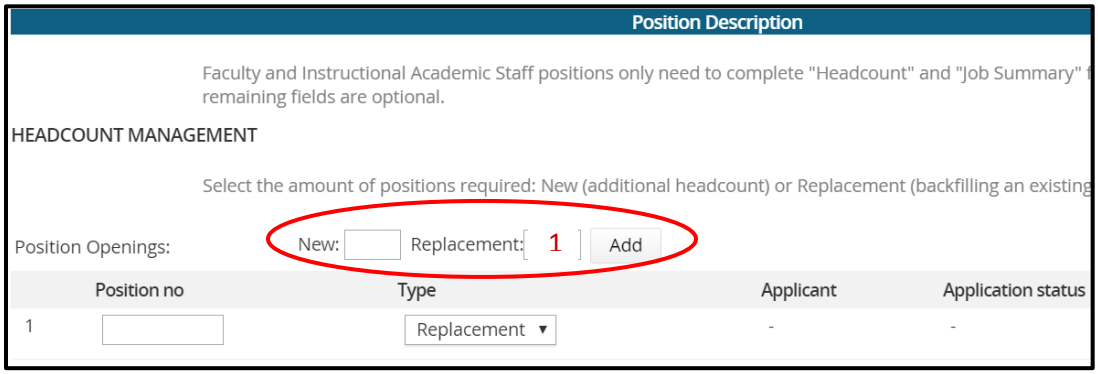


Step 7: Complete the job requisition (job opening)

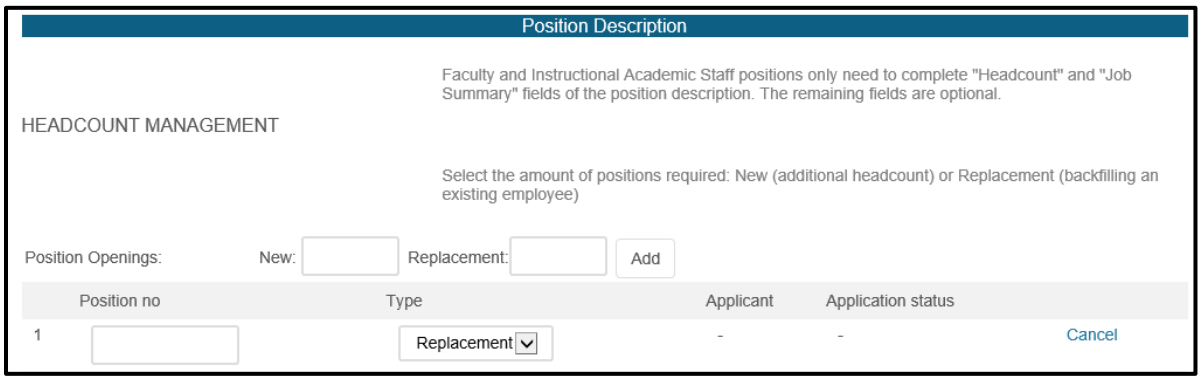
Important: Once the job requisition is open, you will notice the first section of the page is the position description you've already received approval for. This information has been transferred to the job requisition and cannot be edited after being approved.

Continue until reaching the Position Description section, where you may begin with **Headcount Management**.

Enter the number of new OR replacement positions you will be hiring for in the **Position Openings** boxes. Click **Add**.



Important: The position description you have already received approval for has been transferred to the job requisition and cannot be edited after being approved. Please continue onto the **Create Your Posting section**.



KNOWLEDGE / SKILLS / ABILITIES

Required Knowledge, Skills, and Abilities:

-Ability to communicate clearly in interpersonal, oral and written forms.
-Ability to collect, analyze, and process or direct information.
-Ability to analyze problems objectively, to make effective recommendations and to assist with the implementation of solutions to these problems.
-Strong prioritization, organizational skills, and detail orientation are required.

Preferred Knowledge, Skills, and Abilities:

Bachelors degree in human resources or related field.

Essential Functions (if applicable):

- [x] Walks, sits, stands
- [ ] Subject to lifting over 50 pounds
- [ ] Empties trash/recycling, vacuums/mops/sweeps floor
- [x] Files documents; stand, bend, open and lift filing
- [ ] Bends, kneels
- [x] Uses computer and can type
- [ ] Uses heavy equipment (i.e. vacuum, floor cleaner)

Academic and University Staff Positions Only

University Staff: Temporary

OR

Academic Staff: Select

Terms of Appointment: Select

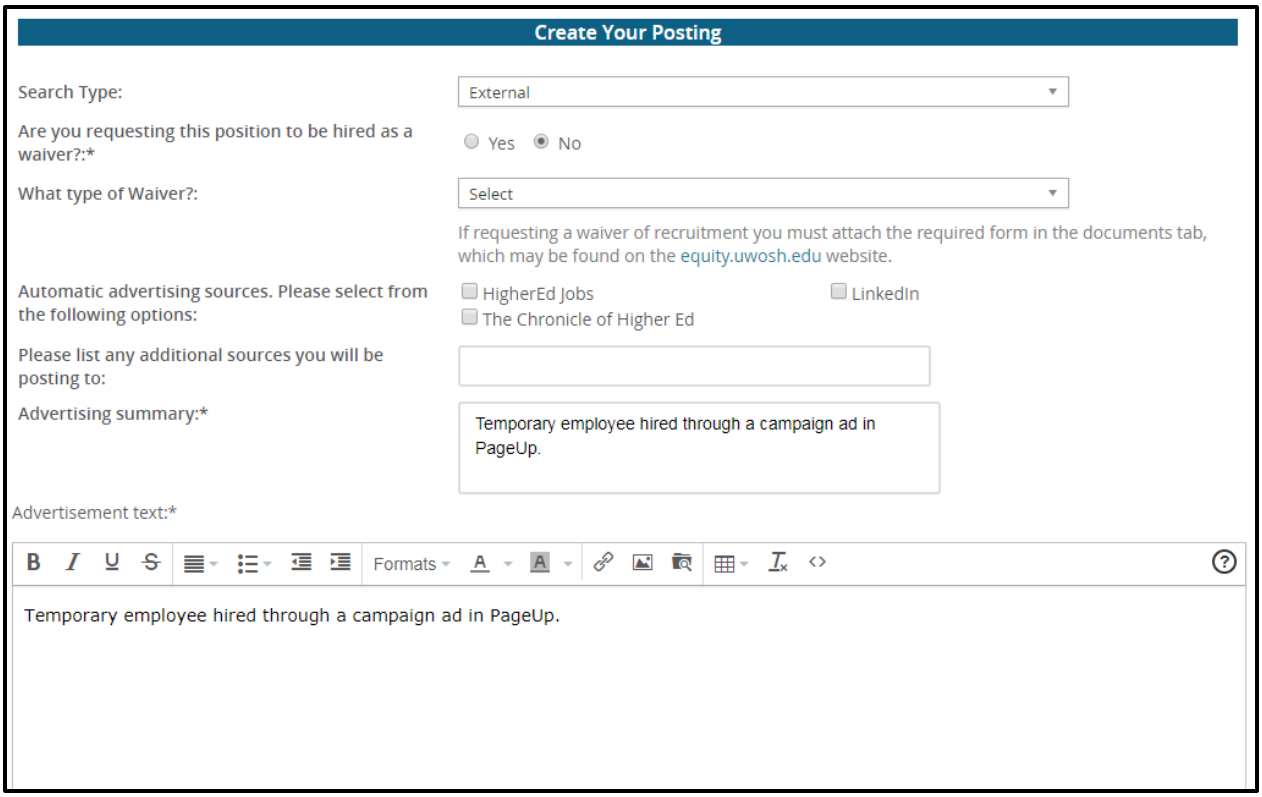
Contract Period: Select

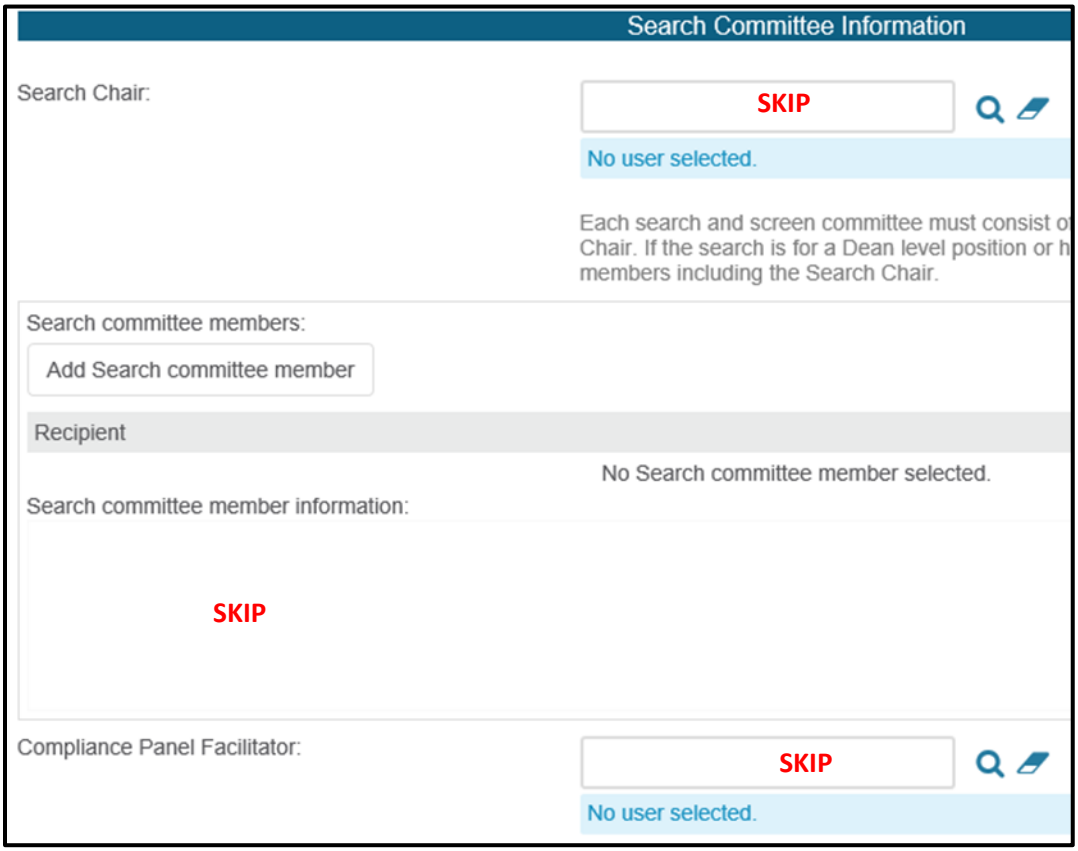
If "Other" please specify:

Faculty Positions Only

Faculty Terms of Appointment: Select

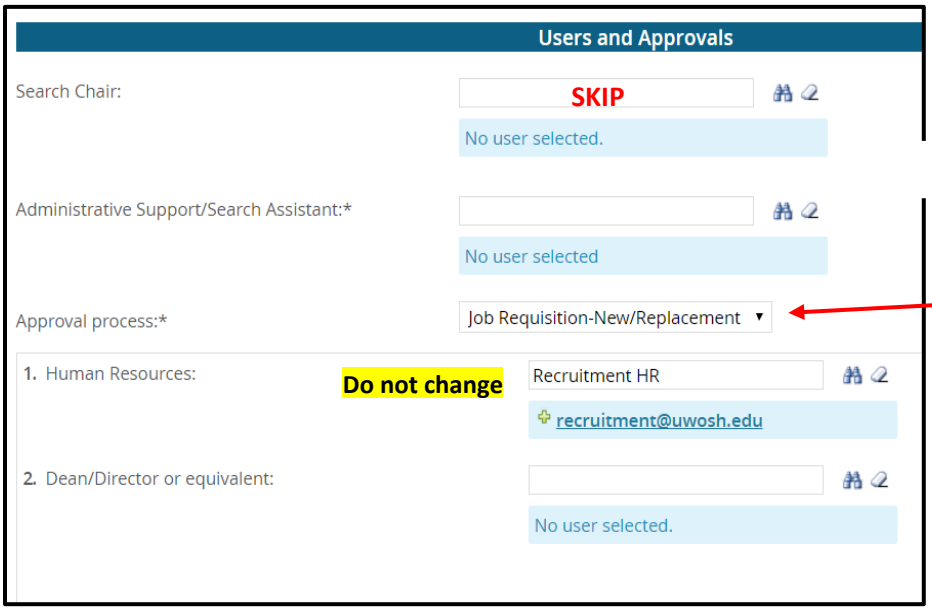
If "Other" please specify:


Create Your Posting
Search Type:
External
Are you requesting this position to be hired as a waiver?:*
Yes
No
What type of Waiver?:
Select
If requesting a waiver of recruitment you must attach the required form in the documents tab, which may be found on the equity.uwosh.edu website.
Automatic advertising sources. Please select from the following options:
HigherEd Jobs
LinkedIn
The Chronicle of Higher Ed
Please list any additional sources you will be posting to:
Advertising summary:*
Temporary employee hired through a campaign ad in PageUp.
Advertisement text:*
Formats
Temporary employee hired through a campaign ad in PageUp.

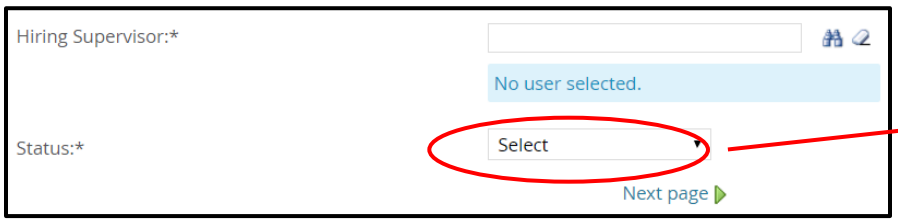

Search Committee Information
Search Chair:
SKIP
No user selected.
Each search and screen committee must consist o
Chair. If the search is for a Dean level position or h
members including the Search Chair.
Search committee members:
Add Search committee member
Recipient
No Search committee member selected.
Search committee member information:
SKIP
Compliance Panel Facilitator:
SKIP
No user selected.

Step 8: Assign users and approvers

Assign the Users and Approvers to the job requisition and initiate the approval process.



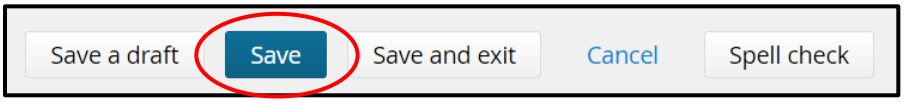
Select **Job Requisition-New/Replacement**



Change the Status of the position to **Pending approval**.

Once you've completed all fields of the job requisition, have assigned your Users and Approvers and have reviewed the page, click **save or save and exit**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The creator of the job requisition will be notified by email once all approvers have approved the job requisition.

If an approver declines the job requisition approval request, the creator of the job requisition will be notified, including a justification as to why it was declined. Updates may be initiated and the approval process may then be restarted.



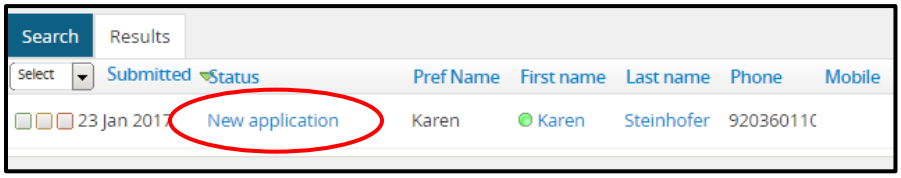
Step 9: Apply applicant(s) to the job from campaign

Once your job has been fully approved, the applicants who have applied to the Temporary Employment Open Pool campaign must be applied to the job you just created. **Please reach out to the recruitment team with the name of the applicant you would like to hire and we will assign them to the job you created.**

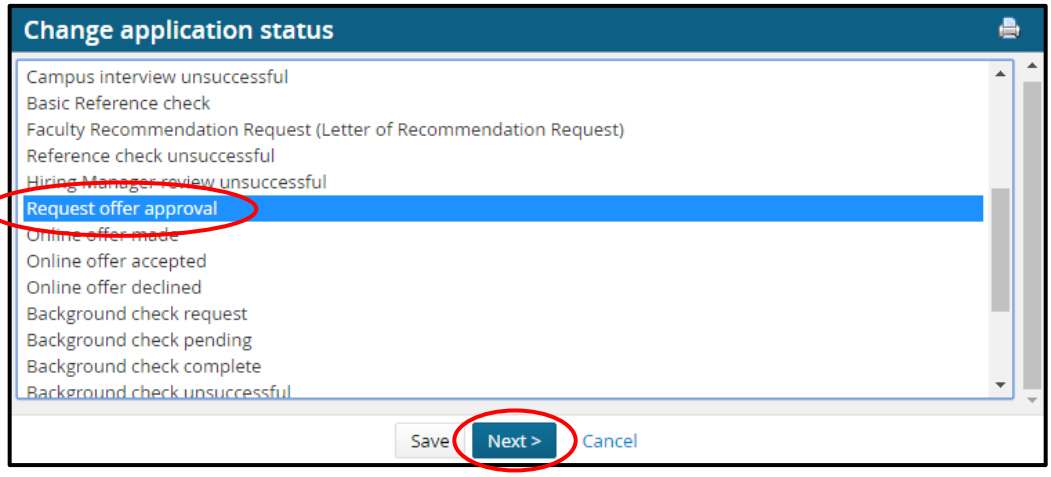
You will now be directed to complete the **offer card**. This is a form in the system that will allow you to make requests for the offer you will eventually make. The offer card must be completed and approved **before** making a verbal offer. The offer card assumes the place of the Appointment Form for all newly hired individuals.

Step 10: Change the status of the applicant

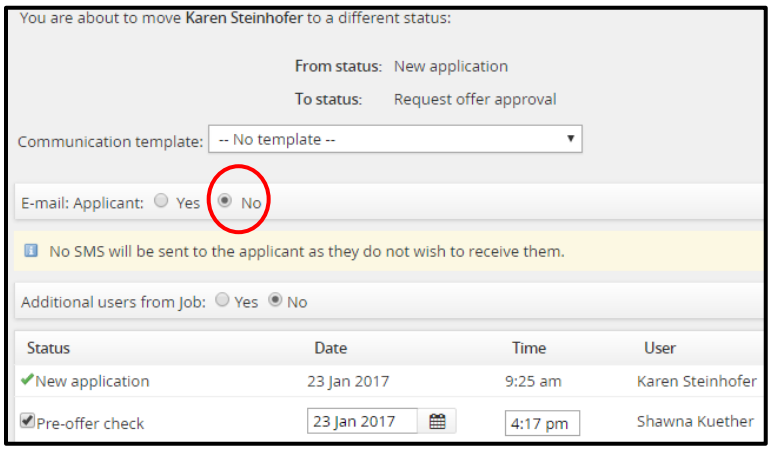
Find the applicant you intend to offer the position to. To change the applicant's status and initiate the offer details, click on the **status** of the application.



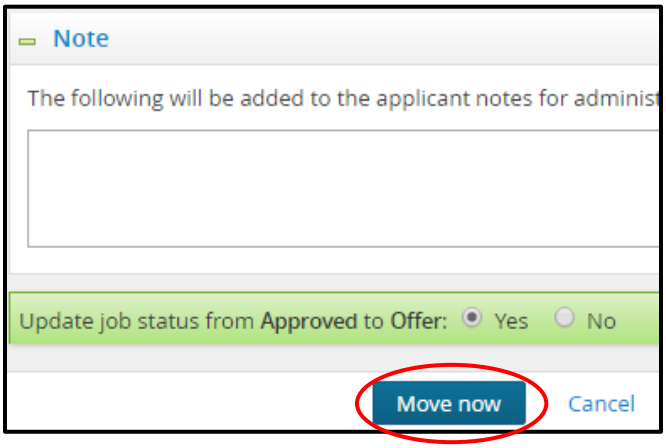
A box will appear where you are prompted to change the status of the application. Select **Request offer approval** and click **Next**.



You will be directed to a page where the system will document your updates. There is no need to select a communication template. Select **No** when asked to **E-mail Applicant**.



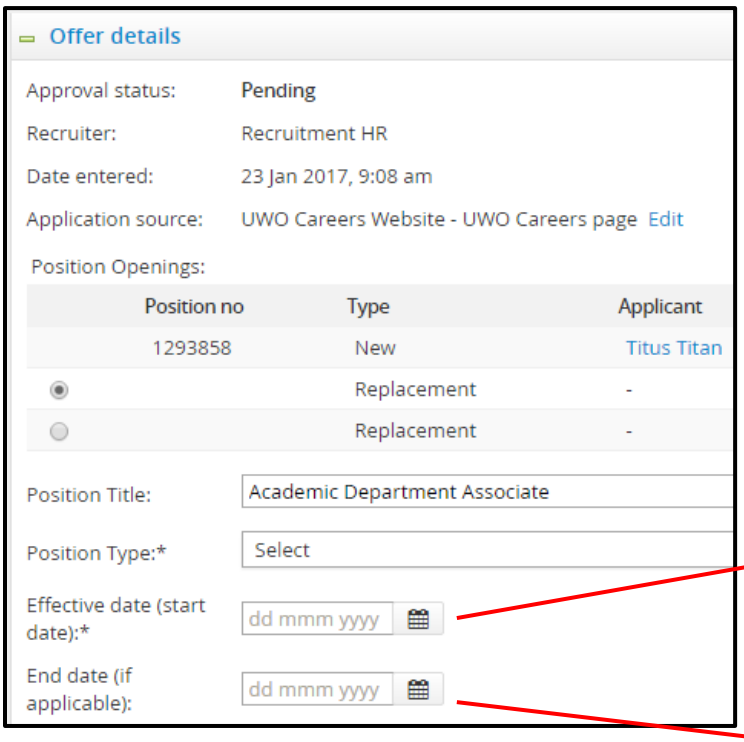
Click **Move now**.



You will now be directed to complete the **offer card**. This is a form in the system that will allow you to make requests for the offer you will eventually make.

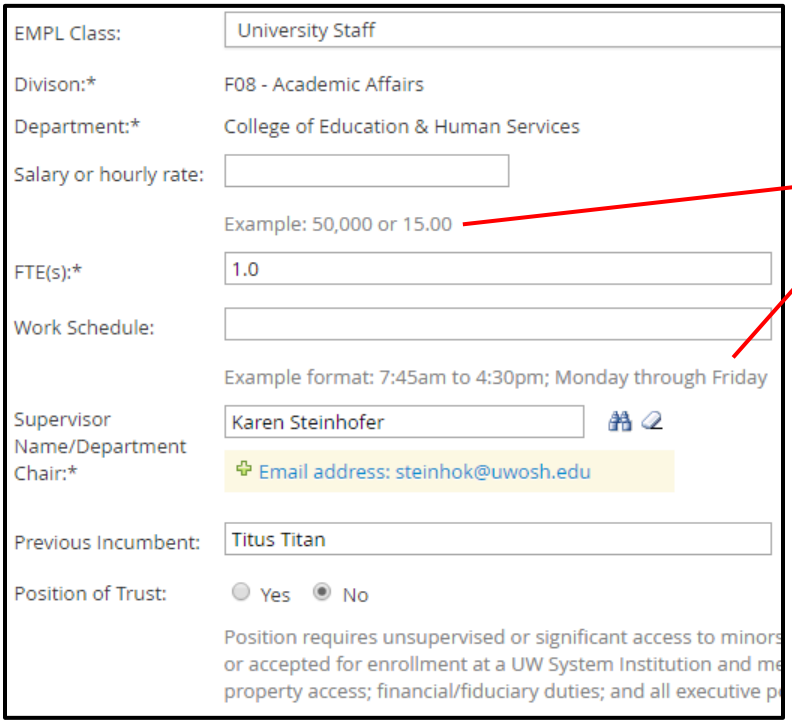
Step 11: Complete the offer card fields

Warning: The information entered into the fields on the offer card will eventually be merged directly into the official contract/offer letter. The accuracy of this information is very important. You will notice that certain fields will be pre-filled based on the information gathered in the beginning of the process. Please complete all applicable fields of the offer card. (see below for helpful tips)

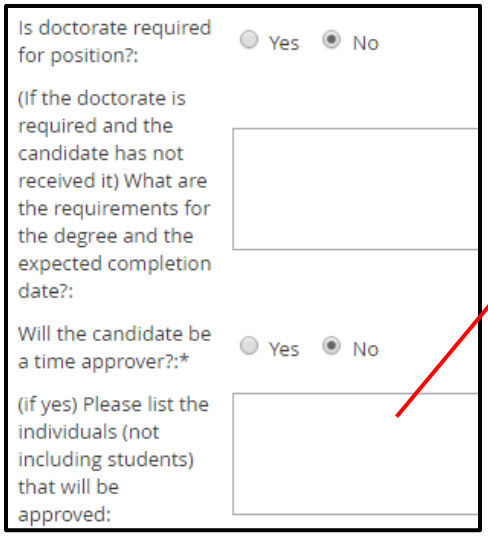


Estimate an **effective date** while considering the length of time you will need for the approval process and the time span where the candidate will need to give notice to a current employer.

An **end date** is necessary for any positions on a contractual basis, temporary positions, project appointments, limited appointments, etc. This information is required for the contract/offer letter.



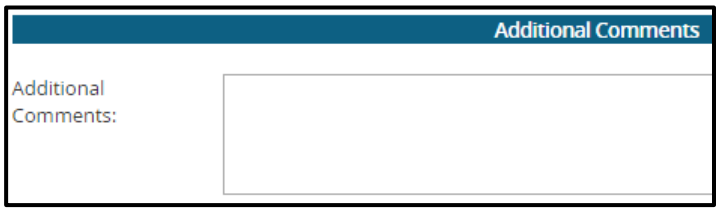
Certain fields require specific formatting, which is stated directly below the open field, if applicable.



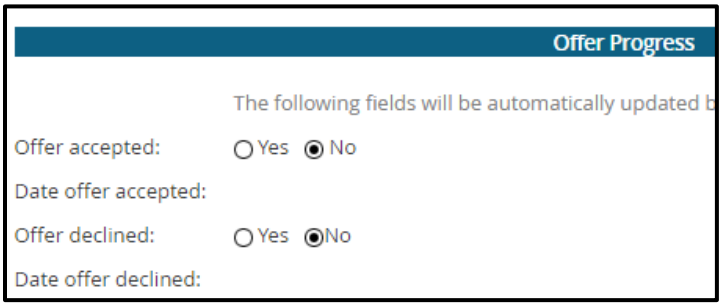
If this position will serve as a time approver, please list the names of those current employees who will be reporting their time to this candidate. If you are not yet sure who will be reporting their time to the candidate, you must report this to the Office of Human Resources once it has been determined.

You may skip the Faculty, Instructional Academic Staff, and Non-Instructional Academic Staff Only sections.

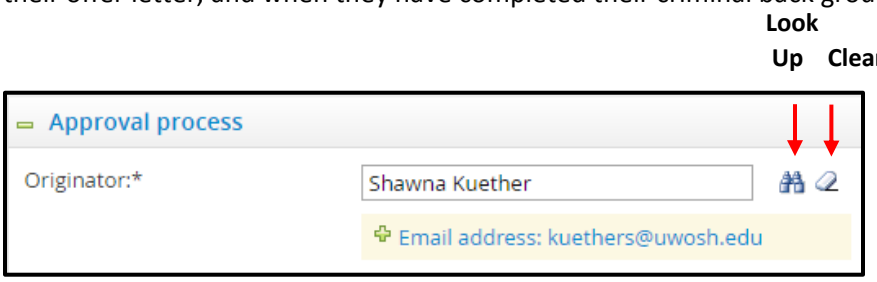
You may use the **Additional Comments** section to justify any piece(s) of information provided on the offer card. You must also include any additional offerings you'd like to include in the offer, such as: moving reimbursement, start-up costs, housing, etc. This will be manually written into the contract/offer letter.



The **Offer Progress** section provides an automated status update regarding whether the offer has been electronically accepted or declined by the candidate. Nothing needs to be entered/edited in this section, it simply serves as a status update.

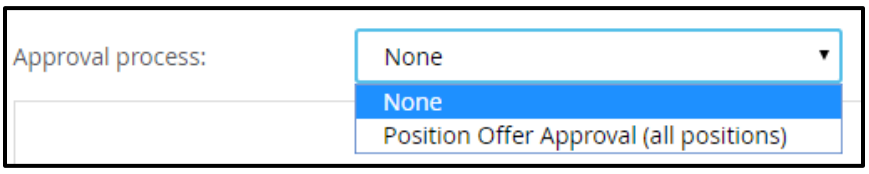


On the bottom of the offer card, begin by assigning an Originator. The **Originator** should be the person you who would like to be notified once the offer is approved, when the new employee has accepted their offer letter, and when they have completed their criminal back ground check (if applicable).

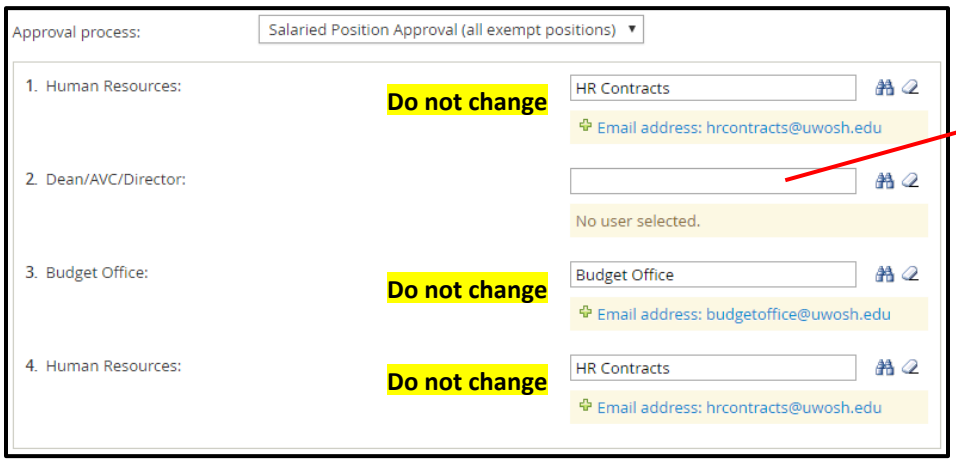


Click on the binoculars to select the Originator from a list of all UWO employees.

Select the Position Offer Approval (all positions) process.



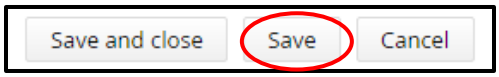
Warning: The Human Resources and Budget Office approval fields will auto populate. Do **NOT** change the approvers in these fields.



Simply add the appropriate name into the Dean/AVC/Director or equivalent field and validate their name so that the green plus sign appears below the open field.

Step 12: Finalize and send offer card through approval process

Once you've completed all fields of the offer card, have assigned your Users and Approvers and have reviewed the offer details, click **save or save and close**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The Originator of the offer card will be notified by email once all approvers have approved the offer. If an approver declines the offer approval request, the Originator of the offer card will be notified, including a justification as to why it was declined.



Step 13: Once offer request approved, verbally offer the position

Once you receive an automated email from PageUp stating that the position has been fully approved, **review the offer card to understand what has been approved in case any updates have been made by the approvers.** You may verbally offer the position to the proposed candidate.

Step 14: Once offer has been accepted, notify Office of Human Resources A.S.A.P. (recruitment@uwosh.edu or 920-424-1166)

Once an offer has been accepted, the hiring supervisor or administrative support staff **must** immediately notify the Office of Human Resources. This will allow HR to send a formal contract/offer letter right away to solidify the start date and request an electronic signature. Once the new employee has electronically accepted the offer of employment, they will be automatically redirected to the onboarding portal. The onboarding portal will provide them with necessary employment paperwork, a warm welcome to the campus community, and a list of general tasks that need to be completed within a particular timeframe to make for a smooth transition to the cam