Creating a Position Description & Job Posting

University of Wisconsin Oshkosh

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
</tr>
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<tbody>
<tr>
<td>January 24, 2017</td>
<td>Creation of training manual</td>
</tr>
<tr>
<td>June 5, 2019</td>
<td>Misc. updates</td>
</tr>
</tbody>
</table>
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 external job posting

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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s/Directors</td>
<td>Approve position descriptions and job requisitions; view positions</td>
</tr>
<tr>
<td>Hiring Supervisors</td>
<td>Create/edit/approve position descriptions and job requisitions; view positions</td>
</tr>
<tr>
<td>Administrative Support/Search Assistants</td>
<td>Create/edit position descriptions and job requisitions; view positions; view applicants</td>
</tr>
</tbody>
</table>

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:

PageUp training sessions are typically offered on a weekly or bi-weekly basis by the recruitment team in the Office of Human Resources. A training schedule is posted on: 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 create your position description and job posting, 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>The official UW system title.</td>
</tr>
<tr>
<td>Working Title (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Requesting an exemption from the 90 day waiting period</td>
<td>Yes/No</td>
</tr>
<tr>
<td>EMP Class</td>
<td>Select</td>
</tr>
<tr>
<td>Division</td>
<td>Select</td>
</tr>
<tr>
<td>Recruitment process</td>
<td>Select</td>
</tr>
<tr>
<td>Type of action requested</td>
<td>Select</td>
</tr>
<tr>
<td>Needed Filled / Intended Start Date</td>
<td>dd mmm yyyy</td>
</tr>
<tr>
<td>Current/Former Incumbent (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Last Day in Pay Status</td>
<td>dd mmm yyyy</td>
</tr>
<tr>
<td>Current Salary or Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>Proposed Salary or Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
<tr>
<td>FLSA status</td>
<td>Select</td>
</tr>
<tr>
<td>Supervisory Position</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Reports to</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Was this position part of the Retirement Incentive Program</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

- **Provided in blue box above.**
- **Should only be utilized in emergency situations.**
- **Provided in blue box above.**
- **Provided in blue box above.**
- **Select All positions.**
- **Cannot be ASAP, select a date.**
- **Last day on the payroll, NOT last physical day worked.**
- **Provided in blue box above.**
- **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/](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 section corresponding to the position you are recruiting for.

**Step 4: Assign users and approvers to your position description**

**Warning:** The Proposal Review Committee, Vice Chancellor Review Group, Human Recourses, and the Budget office 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.
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. 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 and the approval process is reset.
Creating a Job Posting

Step 1: 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 2: Complete the job requisition (job posting)

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.

If you are replacing a position, notice the Position no. auto-populates with the position number to which you are recruiting for. If you are recruiting for more than one of the same position, enter the number of new OR replacement positions you will be posting for in the Position Openings boxes. Click Add. Depending on the number of positions entered, a row will appear below where you can enter in the position number(s) of the position(s).
- **Create your advertising plan**

Select whether you are requesting an internal or external search for the position. If you are requesting a waiver of recruitment, please categorize the type of waiver and the waiver request form in the documents tab of the page.

![Create Your Posting](image)

**Important**: The Office of Human Resources has centralized the advertising budget solely for three job sites: Higher Ed Jobs, LinkedIn, and The Chronicle of Higher Education. Departments are not responsible for manually posting their jobs to these job boards, nor are they financially responsible for purchasing a job posting in order to post to one of these job boards. If you'd like your job to be posted to one of these job boards, check the corresponding box and your job will be posted once the job requisition has been approved.

![Automatic advertising sources](image)

**Warning**: All other necessary job postings must be manually posted AND paid for by the department. These job boards must be listed here. Documentation such as screen shots of these additional job postings must be uploaded to the documents tab once posted or the search will be failed.

- **Create your external job posting**

The **Advertising summary** is a brief, catchy statement about the position that will be the initial excerpt visible to applicants when searching for jobs on the UWO careers page. (see example below)

![Example Advertisement](image)
The **Advertisement text** is where you will fill in a pre-set table that will be posted externally on the UWO careers page AND on the external job board postings. See below for a detailed outline of the job posting table.

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**Official Title:** the true position title as provided by UW System  
**Compensation:** department discretion, must be within what has been provided as the budget approved maximum on the top of the job requisition  
**Position Summary:** this may be copied/pasted from the position description  
**Responsibilities:** this may be copied/pasted from the position description  
**Required:** this may be copied/pasted from the position description  
**Preferred:** this may be copied/pasted from the position description  
**To Apply:** underneath the first pre-filled sentence, please list the application documents required for a proper review of candidates  
**Application Deadline:** the initial application deadline must be included. The position will remain posted (unless HR is instructed otherwise) until the position has been filled in order to gather a secondary pool of candidates who apply after the deadline. The minimum posting period for all positions is 2 weeks from the posting date.

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**List all required documents to be submitted by each applicant here**
- **Assign a search and screen committee**

Assign a Search Chair to the position by clicking on the search button (binoculars) and finding the employee from a list of all employees. Click **Okay**. You have successfully added a Search Chair if a green plus sign and name appears underneath the open field.

To add search committee members, click **Add Search committee member**. Although the Search Assistant/Administrative Support person will be assigned to the job as a user, if you would like this person to also review and tier applicants, you may add them as a search committee member. Select from a list of employees for your members, click **Add**, and then click **Done**.

The Compliance Panel Facilitator must be completed as the Office of Equal Opportunity and Access. Type “Affirmative Action” into this field and click enter. You’ve successfully added the Affirmative Action email into this field if a green plus sign and email address appears below.
**Step 3: Assign users and approvers**

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

Once you’ve completed all fields of the job requisition, have assigned your Users and Approvers and have reviewed the page, click **Save**. 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.

**Warning**: The Search Chair must be the same person as the Search Chair assigned in the previous section. Select **Job Requisition-New/Replacement** UNLESS you are requesting a waiver of recruitment or internal search. If so, select **Request for Waiver of Recruitment or Request for Internal Search**.

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

*Must be the same Search Chair person as listed above*