



**Requesting a
Waiver of
Recruitment**

**University of Wisconsin
Oshkosh**

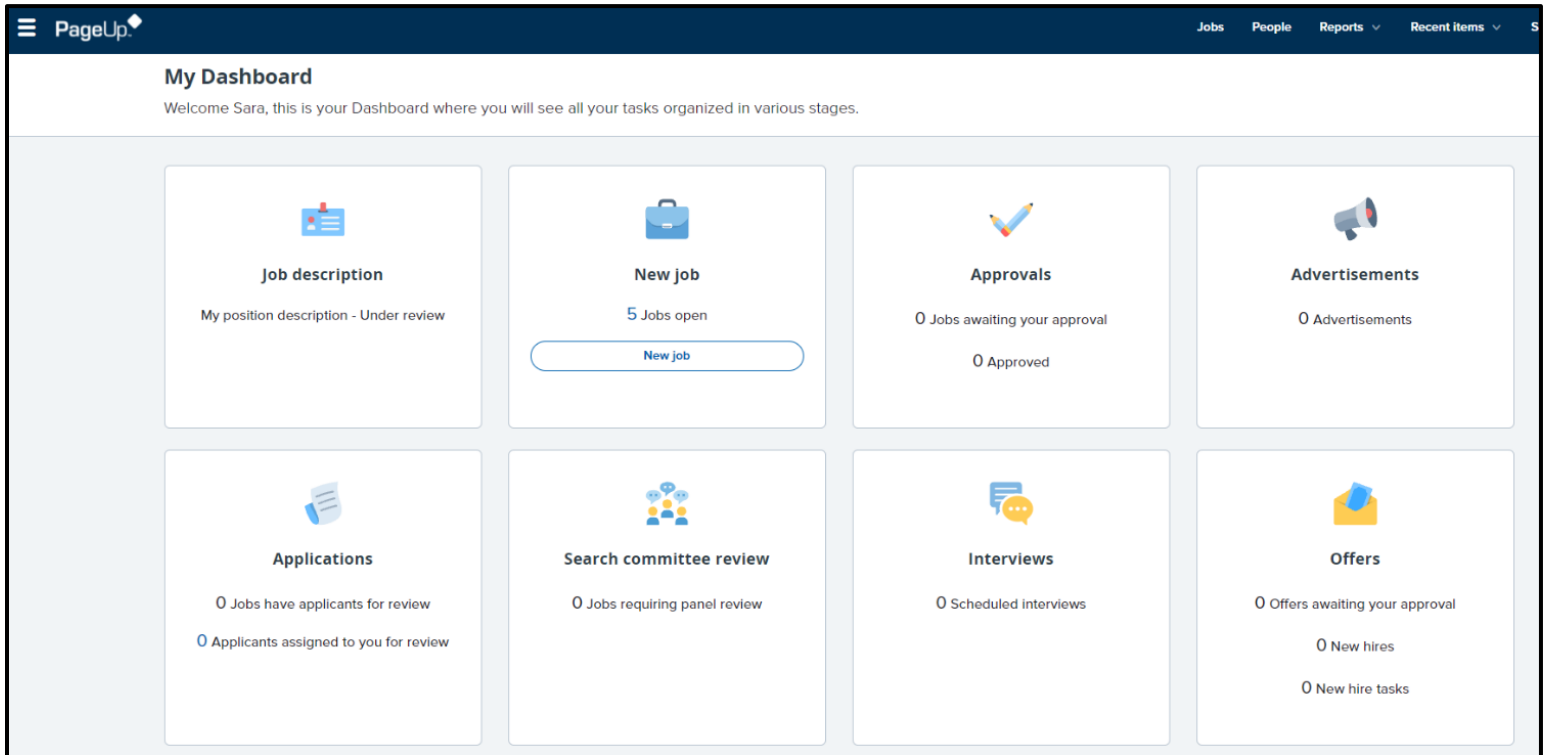


Revision History

Date	Revision
March 31, 2017	Manual Created
October 20, 2021	TTC updates

Homepage Tips

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



Helpful tips

You are able to access an expanded action menu by clicking the hamburger (three lines) on the top left side of the homepage.

A waiver of recruitment is used in situations when it is helpful to do a direct hire of an otherwise qualified applicant. These requests should only be made in very rare or emergency situations.

Creating a Job Requisition

Important: Please 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 job requisition 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](https://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 job requisition

Click on new job from the home screen:




My Dashboard

Welcome Sara, this is your Dashboard where you will see all your tasks organized in various stages.

 Job description My position description - Under review	 New job 5 Jobs open <div>New job</div>	 Approvals 0 Jobs awaiting your approval 0 Approved	 Advertisements 0 Advertisements
 Applications 0 Jobs have applicants for review 0 Applicants assigned to you for review	 Search committee review 0 Jobs requiring panel review	 Interviews 0 Scheduled interviews	 Offers 0 Offers awaiting your approval 0 New hires 0 New hire tasks

Step 3: Complete all required fields

Complete all required fields on the form:

REQUISITION INFORMATION	
General Position Information (applicable to all positions)	
Date Created:	<input type="text" value="Oct 5, 2021"/> 
Requisition Number:	Leave blank to automatically create a reference No.
Date filled:	<input type="text"/> 
	Date filled will be populated upon hire
Position title:*	<input type="text"/> Please use the standard job description (SJD) library located here to review all of our titles and job descriptions. We determine a title, the employee should be doing all the responsibilities listed. Please also keep in mind the overall structure and titles of your current staff.
Job code:	<input type="text"/>
Business Title:	<input type="text"/>
Division:*	<input type="text" value="Select"/>
Department:*	<input type="text" value="No Department found"/>
Reason:*	<input type="text" value="Select"/>
Current/Former Incumbent (if applicable):	<input type="text"/>
Last Day in Pay Status (if applicable):	<input type="text"/> 
Current Salary or Hourly Rate:	<input type="text"/>
Proposed Salary or Hourly Rate:	<input type="text"/>
FTE:*	<input type="text"/>

Account Number:

Reports to:*

No position selected.

Supervisory Position:*

☐ Yes
 ☐ No

Is this a position of trust (POT)? Please explain why or why not:*

Defined as: Position may involve unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution,

HEADCOUNT MANAGEMENT

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Position Openings:

Position no	Type:	Applicant	Application status
1	<div></div> <div>Select ▼</div>	-	-

Cancel

New: Replacement:

Add more

Academic and University Staff Positions Only

University Staff:

Temporary ▼

Academic Staff:

Select ▼

Terms of Appointment:

Select ▼

Contract Period:

Select ▼

If "Other" please specify:

Helpful tips

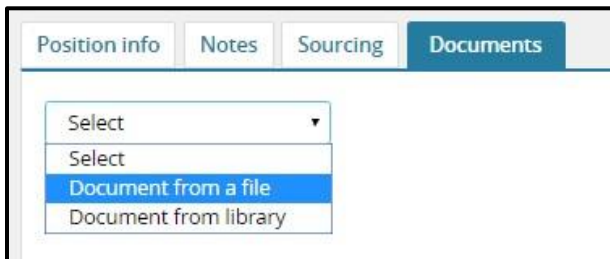
The HR and Budgeting Information section will be completed by the Budget Office and the Office of Human Resources. This information will be visible to you once your job requisition has been approved. When approving the position, the Budget Office will be providing the maximum wage allotted in the department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

Step 4: Attach required waiver documentation to job requisition

With all recruitment waiver requests, you are required to provide the following documentation for the Office of Equal Opportunity, Equity & Affirmative Action to review:

1. **Detailed written justification for waiver of open recruitment.** This needs to explain why the waiver is being requested and the justification for the type of waiver.
2. **Application documents:** Please supply the resume/vita of the individual you are requesting to be waived into the position.

Once you have received/completed these documents, you must attach the documents to the job requisition you are planning to submit. Under the documents tab, you may select **Document from a file** to attach the required documents listed above. Your request for a waiver of recruitment will be denied if these documents are not attached to the job requisition.



Step 5: Assign users and approvers

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

Users and Approvals

Search Chair:

SKIP

No user selected.

Administrative Support/Search Assistant:*

Sara Pritzl

Email address: pritzls@uwosh.edu

Approval process:*

Waiver of Recruitment Request

1. Dean/Director/VC:

No user selected.

2. Human Resources:



Recruitment HR

recruitment@uwosh.edu


3. Equal Opportunity, Equity & Affirmative Action:


Affirmative Action

afaction@uwosh.edu

Hiring Supervisor:*  

No user selected.

Status:* Select 

Next page 

Change the Status of the position to Pending approval.

Helpful tips

Select the Waiver of Recruitment Request approval process. Some names have been prepopulated in the approver spots, such as HR, Budget, and EOAAA. Please do not change those.

An Approver is one who will receive a request to review and approve before moving onto the next approver. A User is one who will be notified of the status of the job requisition and who will have access to view the job throughout the process.

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 6: Apply applicant to job (if waiver is approved)

You will now want to apply the applicant to your job on their behalf.

Select the **new applicant** option on your expanded main menu from your home screen:

On the top left side of the homepage, click here to expand your **action menu**.



Complete the following sections to the best of your abilities:

Personal details

Single | Bulk

E-mail address:*

Title:

First name:*

Last name:*

Preferred name:

Sele

Home address:

City:

ZIP:

Country:

United States

State:

Wisconsin

Phone No.:

Cell No.:

Work No.:

☐ SMS text notification

Employment status:

Select

Resume:

Upload

Other document:


Upload

Other document:

Upload

Select the job you would like to attach to this applicant by selecting the binocular icon:

Job:

 2

No job selected

Source:*

Select

Visibility

Make this applicant visible to:

All users

Save action

☐ Save and complete application form

☐ Save and show applicant card

☒ Save and close

☐ Cancel

Here will be a list of the jobs you have access to. Please select the appropriate one:

Requisition Number:	Title:	Clear	Search
<input type="text"/>	<input type="text"/>		
Requisition Number	Title		
494641	Lecturer		Select

Next:

1. Select a source (how did the applicant hear about the position) from the dropdown menu.
2. **Warning:** Do not select a form type.
3. Select yes, to disclose the application to the candidate.
4. Make this applicant viable to all users.
5. Save action: save and close.

Job:

Lecturer

494641

Source:*

Select

Form:

Select

Do you want to disclose this application to the candidate?:*

Select

Visibility

Make this applicant visible to: All users

Save action

☐ Save and complete application form

☐ Save and show applicant card

☒ Save and close

☐ Save and add another

Click the save button:



Step 7: Complete the offer card

You will now see that one applicant has applied to the job:

Manage jobs

Status:

Current recruitment

Clear

Search

Types:

All

Show other search criteria

Job No.	Date created	User	Title	Area	Department	Status	Applications	Site	Opening date
494641	28 Apr 2017	JN	Lecturer	F08 - Academic Affairs	College Of Edu	Offer	15	UW-Osh	
494870	17 Aug 2017	EA	Associate Dean	F08 - Academic Affairs	College Of Edu	Approved	<div>1</div>	UW-Osh	

You may now complete the offer card. For further guidance on completing the offer card in the PageUp system, reference the Offer and Onboarding guide available under the “PageUp Training Manuals” tab on the recruitment website (<http://hr.uwosh.edu/recruitment/>).