



Requesting and Posting a Position

University of Wisconsin
Oshkosh



Revision History

Date	Revision
March 1, 2017	Creation of training manual
October 5, 2021	Updated for TTC

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/approve your job opening

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 job requisitions; view positions
Hiring Supervisors	Create/edit job requisitions; view positions; view applicants
Administrative Support/Search Assistants	Create/edit 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](#).



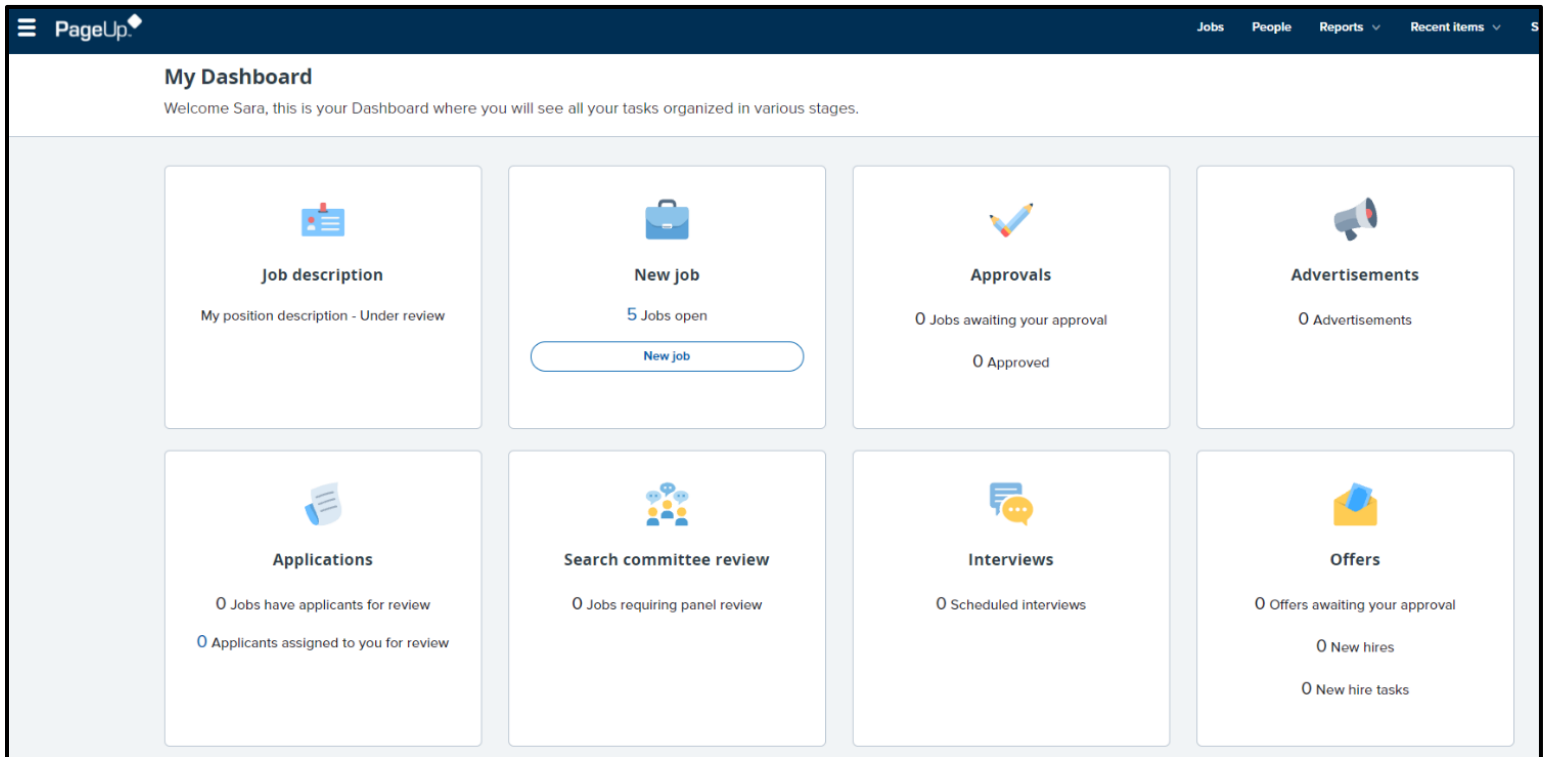
If you would like to have a member of the recruitment team walk you through creating your position over the phone, please call the Office of Human Resources at 920-424-1166 and schedule a time for this phone call.



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 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.

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:

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,

Recruitment process:*

Select ▼

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	<input type="text"/>	Select ▼	-	-

Cancel

New: Replacement: Add more

Academic and University Staff Positions Only

University Staff:

Select ▼

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.

Create Your Posting

Search Type:*

Are you requesting this position to be hired as a waiver?:*

☐ Yes ☐ No

What type of Waiver?:

If requesting a waiver of recruitment you must attach the required justification and candidate documents in the documents tab. If justification is not provided the request will be denied. For more information review the PageUp manual.

(Faculty searches only) Offer visa sponsorship?:

Thorough documentation is required for searches that may hire an employee who requires sponsorship. More information will be provided later in the process based on your applicant pool.

Additional outreach is highly encouraged and a best practice. Please list all additional advertisement sources the job will be posted to by including the name and link when possible.:

(Note, all additional advertisements placed will need to be paid for and posted by the hiring department) Once posted it is required that a screenshot be taken of all advertisements and must be uploaded to the documents tab of this job requisition.

Location:*

Advertising summary:*

Advertisement text:*

Generate Description

B *I* U ~~S~~ Formats A

Official Title:

Working Title:

Employment

Class:

{!JobTypeID}

FTE:

Compensation:

FLSA Status:

{GenericListType_flsa}

Terms of

Employment:

Helpful tips

Click on generate description to generate the posting table. Please fill in as much information as you can. The HR office will fill in any missing data.

Our recommendation for application materials is a cover letter, resume, and contact information for three references.

Don't forget to provide the application deadline!

Search Committee Information

Search Chair:

No user selected.

Each search and screen committee must consist of 3 members including the Search Chair. If the search is for a Dean level position or higher, the committee must have 5 members including the Search Chair.

Search committee members:

Add Search committee member

Recipient

No Search committee member selected.

Search committee member information:

Compliance Panel Facilitator:

No user selected.

Step 4: Assign users and approvers

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

Users and Approvals

Search Chair:

No user selected.

Administrative Support/Search Assistant:*

No user selected

Approval process:*

External Recruitment

1. Dean/Director or equivalent:

No user selected

2. Human Resources:

recruitment@uwosh.edu

3. Equal Opportunity, Equity & Affirmative Action:

afaction@uwosh.edu

The screenshot shows a form with two main sections. The top section is labeled 'Hiring Supervisor:*' and contains a text input field with a blue bar below it that says 'No user selected.' The bottom section is labeled 'Status:*' and contains a dropdown menu with the word 'Select' inside. A red circle is drawn around the 'Select' dropdown. A red line points from the circle to a red-bordered box on the right. This box contains the text: 'Change the Status of the position to Pending approval.'

Helpful tips

Select the appropriate approval process for your request. Some names have been prepopulated in the approver spots, such as HR, Budget, and EOEA. 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.

The screenshot shows a horizontal row of five buttons. From left to right, they are: 'Save a draft' (disabled), 'Save' (active, blue background, circled in red), 'Save and exit' (disabled), 'Cancel' (disabled), and 'Spell check' (disabled).

Your position will be posted to our careers page and centrally funded job boards once the job requisition is approved by all parties.