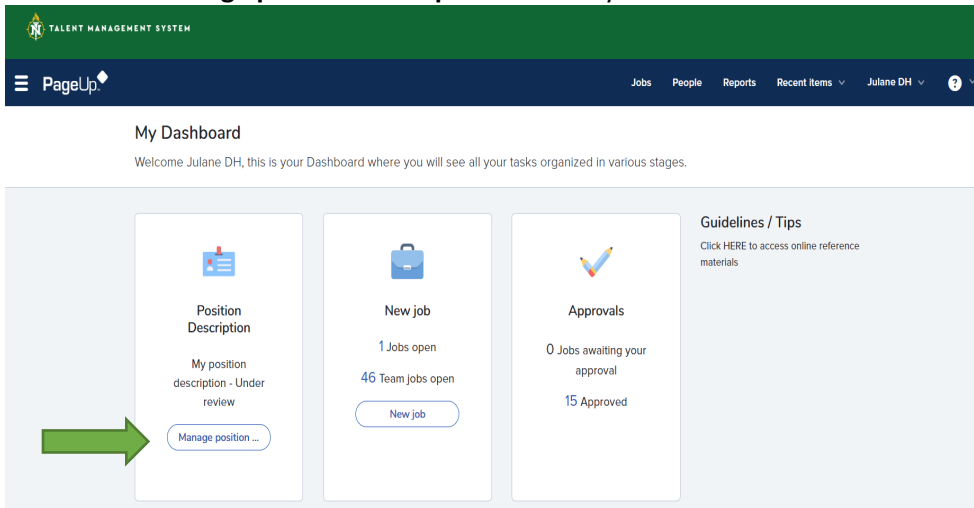




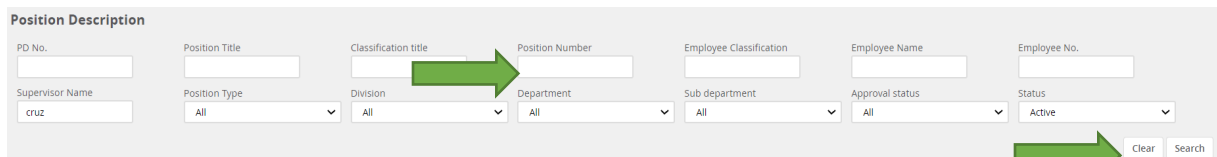
To begin the recruitment process, a job card must be created. The job card can be generated by accessing position descriptions.

Accessing the Position Description

1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. Click on the **Manage position descriptions** link on your dashboard.



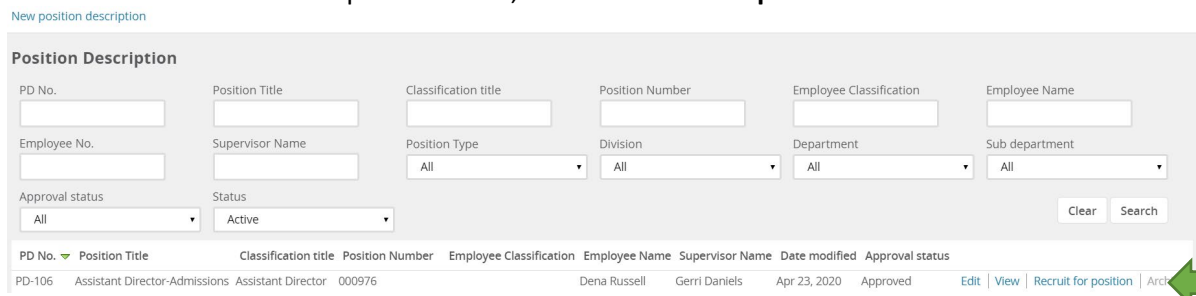
3. Search for the **Position Description** that is in need of recruitment. Click on the **Clear** button and then the **Search** button. All position descriptions assigned to you should appear. If you would like to narrow down the search, enter the six digit position number in the position number field and click on the **Search** button. You can also use the % symbol as a wildcard when searching, e.g., in the position title box enter %Counselor%. A vacant position will not show up when searching by Department.



4. If the search does not reveal the Position Description that you are looking to recruit for, the user will need to create/modify a Position Description by following the **Creating a New Position Description Guide** or **Modifying an Existing Position Description Guide**. Recruitment for a position cannot begin without a Position Description.

Recruit for Position

1. Once the Position Description is found, click on **Recruit for position**.



2. The system will be directed to the **Requisition Information** page in the system. A large portion of the details populated in the **Position Description** will transfer to the **Job Card** and will be “read only”. Should it be necessary to make a change to a “read only” item, the **Position Description** will need to be edited and processed for approval again.
3. **Requisition Information:** Once in the **Job Card**, begin entering information. Fields with an asterisk (*) are required and must be completed in order to save and/or submit the requisition.
 - **Number of Openings:**
 - a. **Positions:** The position number will prepopulate. Select the type of vacancy from the drop-down menu.

New job

[Position info](#) [Notes](#) [Documents](#)

REQUISITION INFORMATION

NUMBER OF OPENINGS

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

Positions:

Position no:	Type of vacancy:	Applicant:	Application status:	
1	<input style="width: 100%;" type="text" value="000976"/> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Select Select New Replacement </div>	-	-	Cancel

Name of person(s) vacating position:*

New:
Replacement:
Add more

- b. Type in the name of the last incumbent for this position. If the position is new, type “New” into the text field.

- **Position Details:**

Position title, Classification title, Division and Department are prepopulated from the Position Description. Salary will be completed by Human Resources or Academic Affairs prior to posting the position.

- a. **Reason for vacancy:** Select the reason for recruitment from the drop-down menu.
- b. **Position type:** Select the Position Type from the drop-down menu.
- c. **Location:** Click on the magnifying glass icon.

Location:*

🔍

No Site name selected

Choose the home location of the position.

Location:*

🔍

Number: 001 ▼

- d. **Full-time equivalent (FTE):** The FTE entered on the position description will prepopulate. If it is incorrect or blank, enter the FTE, e.g., 1.0 FTE, .83 FTE (10 months), or .75 FTE (9 months or 30 hours per week). NOTE: All full-time faculty positions are considered 1.0 FTE. All 9-month staff positions are considered .75 FTE. If you are unsure, please leave this field blank.
 - e. **STAFF ONLY DETAIL:** Enter **Hours per week, Months employed** and typical **Work schedule**, e.g., traditionally Monday-Friday, 8:00 am-5:00 pm with occasional evening and weekend work required.

- f. **Term of assignment:** Select the Term of assignment from the drop-down menu.
- g. **Term end date, if applicable:** If there is a term end choose the date using the calendar icon.
- h. **Travel:** Select the amount of travel the position requires from the drop-down menu.
- i. **Recruitment process:** This refers to the recruitment process to be followed to post the position.

The four recruitment processes are:

- Faculty/Dept Head/Dean – AA is for Academic Affairs;
- Faculty/Dept Head/Dean – TOS is for Technology and Occupational Sciences;
- Staff is selected for all staff positions except those in the TOP bargaining unit;
- Staff – TOP is for the Technical and Office Professional employee group only

Recruitment process:*

Required education:*

- **Qualifications:** Qualifications will prepopulate from the Position Description.
- **Additional Desirable Qualifications:** Additional Desirable Qualifications will prepopulate from the Position Description.
- **Search Committee Details:**
 - a. **Search Committee Chair:** To enter the name of the Search Committee Chairperson, you can either:
 - i. enter the email address for the approver; or
 - ii. search for their email address. To search for a faculty or staff member, click on the magnifying glass icon. Type the name into the box and click on the **Search** button. When the name appears, click on the name (it will highlight in green), then click on the **Okay** button at the bottom of the window.
 - b. **Search Committee Members:** To add committee members, click **Add Search Committee Member**. A pop-up box will appear to search for faculty or staff members. Type a First name or Last name, click **Search**, and then click the **Add** button to the right of the correct individual's name. Then click **Done** at the bottom of the screen.

Names that were selected will now appear below the Search Committee Members header.

- c. **Selection Criteria:** NOTE: Directions to add selection criteria also appears directly on the Job Card.
 - i. To add an entry, click the **New** button.

SELECTION CRITERIA

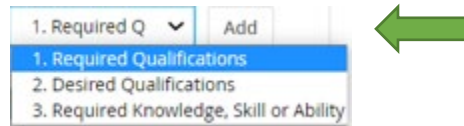
Add

There are no items to show

New

- d. Enter the first selection criteria. Select from the drop down box if the criteria correlates to a Required Qualification, Desired Qualification, or a Required Knowledge, Skill or

Ability. Click the **Add** button to save the entry. Continue the process for each additional selection criteria.



- e. If revisions need to be made, the criteria entry must be deleted by clicking **Remove** and a new entry must be made.
- **Posting Details:**
 - a. **Indicate the advertising sources:** Select the sources in which the posting should appear. If there are any other sources not listed, type in the **Please list any other sources** text box. NOTE: With the exception of the External Career Site, selecting these sources does not automatically add the posting to these sources. Follow standard protocol to post the job externally.
 - b. **Contact for posting:** Type in the name of the primary hiring contact. Traditionally the contact for staff vacancies is Human Resources, e.g., Brenda Bickler for AFSCME and TOP vacancies and Julane Cappo for AP and SA vacancies.
 - c. **Posting location:** Select Marquette, MI from the drop-down menu.
 - d. **Brief statement of duties** will be prepopulated from the Position Description.
 - **Users and Approval:** The users and approvals section will determine who will approve the posting of this position and who will receive notification once approved.
 - a. **Reports to:** field will prepopulate with the hiring manager indicated on the Position Description. If the name is incorrect or if the field is blank, you can enter the correct supervisor one of two ways:
 - i. enter the email address for the approver; or
 - ii. search for their email address. To search for a faculty or staff member, click on the magnifying glass icon. Type the name into the box and click on the **Search** button. When the name appears, click on the name (it will highlight in green), then click on the **Okay** button at the bottom of the window.
 - b. **Equal Opportunity:** To ensure the Equal Opportunity team receives notification of the posting, you can either:
 - i. enter "3. Equal Opportunity"; or
 - ii. search for the Equal Opportunity group email by clicking on the magnifying glass icon. "3. Equal Opportunity" will appear near the top of the search box or type the Equal Opportunity in the First or Last name search field, click the **Search** button. Click on the EO email group (it will highlight in green), then click on the **Okay** button at the bottom of the window.
 - c. **Search Committee Chair** field will prepopulate with the user name of who initiated the Job Card and who will receive notice once the posting is approved. If the name is incorrect or if the field is blank, you can enter the correct supervisor one of two ways:
 - i. enter the email address for the approver; or
 - ii. search for their email address. To search for a faculty or staff member, click on the magnifying glass icon. Type the name into the box and click on the **Search** button. When the name appears, click on the name (it will highlight in green), then click on the **Okay** button at the bottom of the window.
 - d. **Approval process:** In the Approval process box, select the appropriate option from the drop-down menu based on the position. Options are:
 - "Dean - Academic Affairs" - select for an academic dean position reporting to the Provost;
 - "Dean - TOS" - select for an academic dean position reporting to the Vice President for Extended Learning and Community Engagement;

- “Dept Head - Academic Affairs” - select for an academic department head position reporting to the Provost;
- “Dept Head - TOS” - select for an academic department head position reporting to the Vice President for Extended Learning and Community Engagement;
- “Faculty - Academic Affairs” - select for a faculty position reporting to the Provost;
- “Faculty - TOS” - select for a faculty position reporting to the Vice President for Extended Learning and Community Engagement;
- “Staff - Academic Affairs - Academic Dept Positions” - select for a staff position reporting to the Provost and the department reports to an academic dean;
- “Staff - Academic Affairs - Service Dept Positions” - select for a staff position reporting to the Provost and the department DOES NOT report to an “academic” dean, e.g., student service departments;
- “Staff - Service” - select for all other staff positions that do not report to the Provost or TOS;
- “Staff - TOS” - select for a staff position reporting to the Vice President for Extended Learning and Community Engagement.

- For each level of the approval process, you can either:
 - enter the email address for the approver; or
 - search for their email address. To search for an approver, click on the magnifying glass to the right of each level of approver. Type the name into the box and click on the **Search** button. When the name appears, click on the name (it will highlight in green), then click on the **Okay** button at the bottom of the window.

NOTE: In the **Users and Approvals** section, use the scroll bar to the far right to scroll down to the bottom of the list of Approvers. For many processes, there are more than three approvers that are visible in the window and all email addresses must be included in order to submit the Job Card for approval.

NOTE: The email addresses for Equal Opportunity and Human Resources and/or Academic Affairs in each process as well as the Human Resources/Academic Affairs box is defaulted. Please do not modify these entries.

Attaching Additional Advertising Information to the Job Card

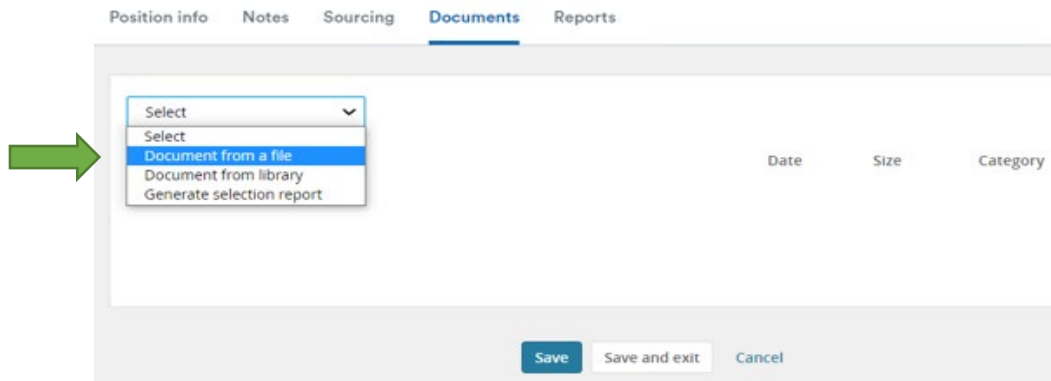
- If there is a need to attach additional clarifying information for advertising, click on the **Documents** link at the top of the page.

(493454) Crd-Student Equity/Engmnt Cntr

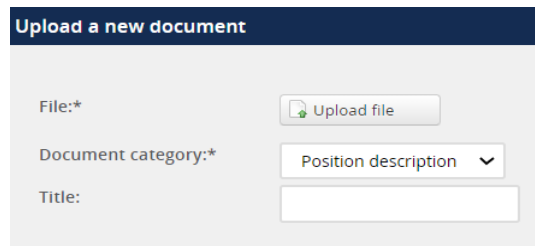
Raised from: PD-527 - Coordinator - Student Equity and Engagement Center

[Position info](#) [Notes](#) [Documents](#) 

- a. For faculty vacancies, attach the application materials that need to be submitted as well as the closing date.
 - b. For staff vacancies, a document with posting specific questions can be attached. Posting specific questions need to directly correlate to the qualifications of the position, e.g., Do you have a Bachelor's Degree? Responses can be either yes/no or disqualifying. If the question is for a required qualification and the applicant responds that they do not possess that qualification, the applicant will receive an immediate notice that they are no longer under consideration. Please identify if questions are yes/no or disqualifying.
2. In the drop-down menu, select **Document from a file**.



3. Click on **Upload a file**. The system will prompt you to locate the document that you saved on your computer. The title can be advertising information. Once uploaded, click on **Save and close**.



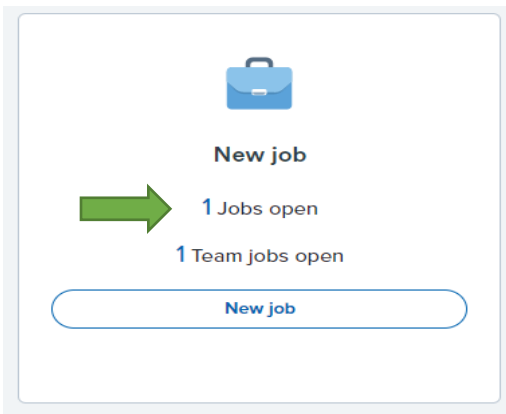
4. Click on **Save**.

Saving the Job Card

1. When finished, the final stage is to **Save** the Job Card.
 - a. Select **Save as draft** if the Job Card isn't ready to be submitted through the approval process. **IMPORTANT: If the Job Card was Saved as draft, DO NOT click on the Recruit for position link because it will create a second Job Card.**
 - b. Select **Save** to submit through the approval process.
 - c. Select **Save and exit** to submit through the approval process and exit the system.
 - d. If **Cancel** is selected, nothing will save and you will return to your Dashboard.

Accessing a Job Card at the Status of Saved as Draft

1. If the Job Card is at the status of Draft, on the **New Job tile**, click on **Jobs open**.



2. Click on **View job** to the far right.

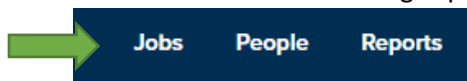
Title	Classification title	Sub department	Date added	Status	Request Provider	Reporting to Manager	Team	
Crd-Student Equity/Engmnt Cntr	Coordinator		Jan 19, 2021	Pending approval	Jessica Cruz	Jessica Cruz	STUDENT EQUITY/ENGAGEMENT CNTR	Review applications View job

3. Make any necessary changes.

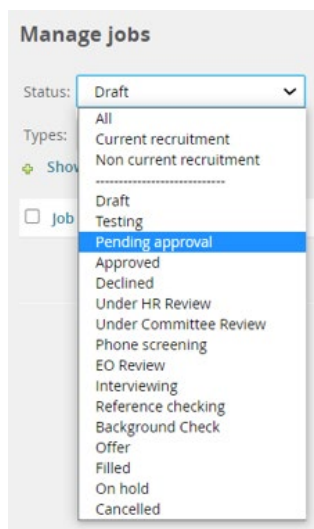
Tracking the Status of a Job Card

Once the Job Card has been submitted there are two ways to check the status of the job card approval process.

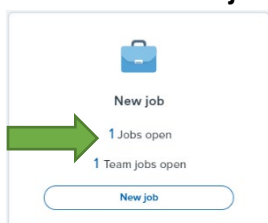
1. Click on the **Jobs** tab on the blue PageUp banner.



- a. Locate the position or use the search function by selecting **Pending Approval** from the Status drop-down menu and click on the **Search** button.



- b. Click on the position title link.
2. Return to **My Dashboard**. If not already on that screen, click on the Page Up logo at the top, left-hand corner of the page.
 - a. On the **New job** tile, click on the **Jobs open** link.



- b. Locate the position on the list and check the status. If the Job Card is **Pending approval**, click **View**.

My jobs

Visibility			Status						
All jobs	My jobs	Team jobs	All	Current	Non-current				
7 search results Settings									
Job number	Title	Classification title	Sub department	Date added	Status	Request Provider	Reporting to Manager	Team	
492439	Assistant Director-Admissions	Assistant Director		Jun 26, 2020	Pending approval	ReneeSC SearchChairs	ReneeOH DeptHeadMgrRS	BUSN, W.L.CISLER COLLEGE OF	View

3. Using either method, the approval status can be checked.
 - a. Scroll to the **Users and Approvals** section at the bottom of the Job Card to view the status. **You are here** reflects who needs to approve the Job Card. There is a green check and date next to the approver's name if approved.
 - b. If an approver hasn't responded to the approval request in a timely manner, click on the **Resend email to approver** link and an additional e-mail notice will be sent.

Approval process:* Staff - Service

1. Manager/Supervisor:	Brenda Bickler ✓ Approved Apr 7, 2020
2. Department Head:	Janet Koski ⓘ You are here Resend email to approver ←
3. Senior Management/Executive:	Rhea Dever
4. Human Resources:	2. Human Resources Human Resources

Logging Out or Returning to the Dashboard

Sign out of PageUp by selecting your name in the blue banner at the top of the screen and choosing the logout option **OR** return to your dashboard by clicking on the PageUp logo in the left hand corner.

The screenshot shows the PageUp dashboard interface. At the top, there is a blue navigation banner with the PageUp logo on the left and user information on the right. The user's name, 'Julane', is circled in green. A dropdown menu is open, showing options like 'View profile', 'Switch to beta', and 'Logout'. A green arrow points to the 'Logout' option. Below the banner, the 'Position Description' section is visible, containing various input fields and dropdown menus for job details.