



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

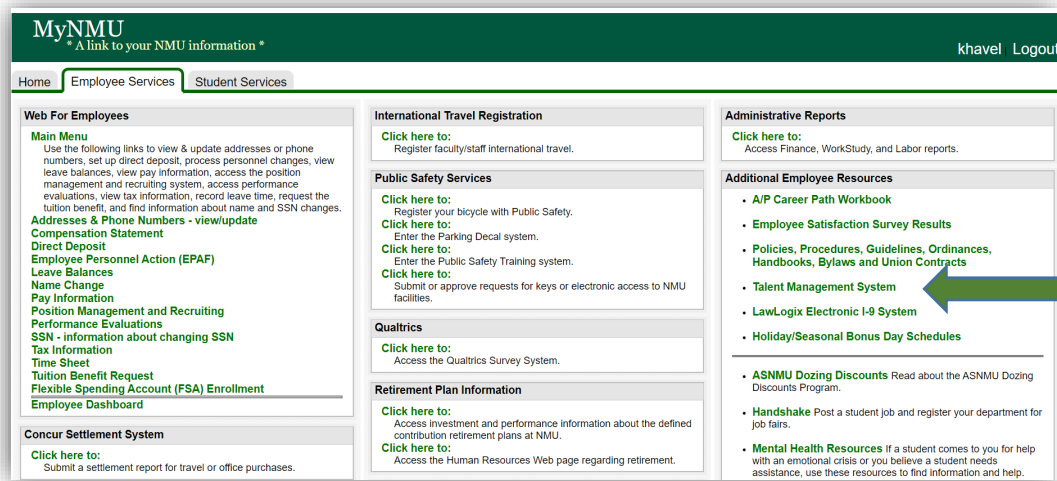
### Logging into PageUp

1. Access the PageUp login screen one of two ways:

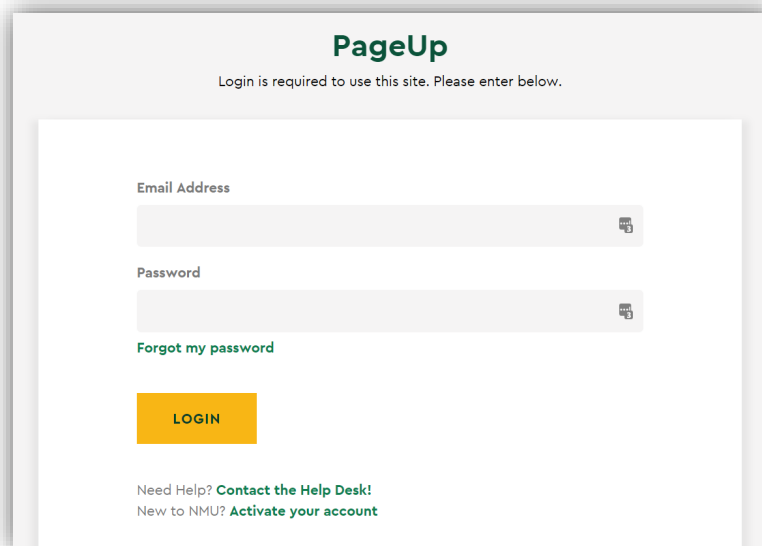
Direct access at <https://nmu.pageuppeople.com>

OR

Under the **Employee Services** tab in MyNMU, click **Talent Management System** in the **Additional Employee Resources** section.



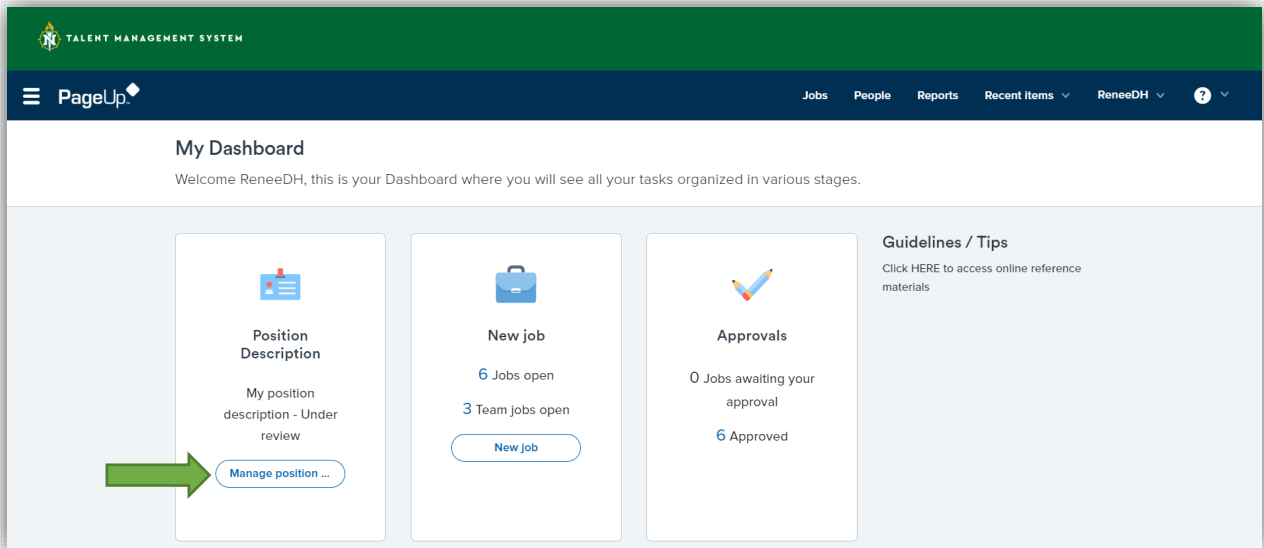
2. You will be directed to the login screen. Because PageUp is part of NMU's single sign-on service, log in with your NMU ID and password.



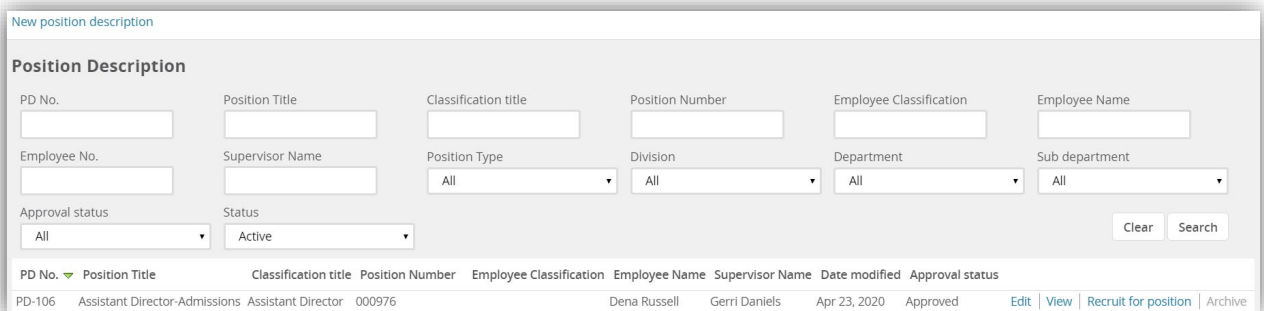
3. My Dashboard will display with navigational tiles/boxes.

## Accessing the Position Description

1. Once in the Talent Management System, click on the **Manage position descriptions** link on your dashboard.



2. Search for the **Position Description** that is need of recruitment. If Human Resources or Academic Affairs assigned a position number, use the search field function by entering the position number and then click **Search**. If a position number was not assigned, the Position Descriptions available to the user are listed below the search fields. If browsing the list, click **Clear** and then **Search** to remove any filters. Users may also use the search fields to assist in finding a Position Description by entering a Position Title, Classification Title or Employee Name (if replacing) and then click **Search**.



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

## Recruit for Position

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

New position description

**Position Description**

PD No.  Position Title  Classification title  Position Number  Employee Classification  Employee Name

Employee No.  Supervisor Name  Position Type  Division  Department  Sub department

Approval status  Status

Clear Search

PD No.	Position Title	Classification title	Position Number	Employee Classification	Employee Name	Supervisor Name	Date modified	Approval status	
PD-106	Assistant Director-Admissions	Assistant Director	000976	Dena Russell	Gerri Daniels	Apr 23, 2020	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Recruit for position</a>   <a href="#">A</a>	

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 **Requisition 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 type="text" value="000976"/>	<input type="text" value="Select"/>	-	-	<a href="#">Cancel</a>

New:  Replacement:  [Add more](#)

Name of person(s) vacating position:\*

- 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.

Choose the home location of the position.

- 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**.
- 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.

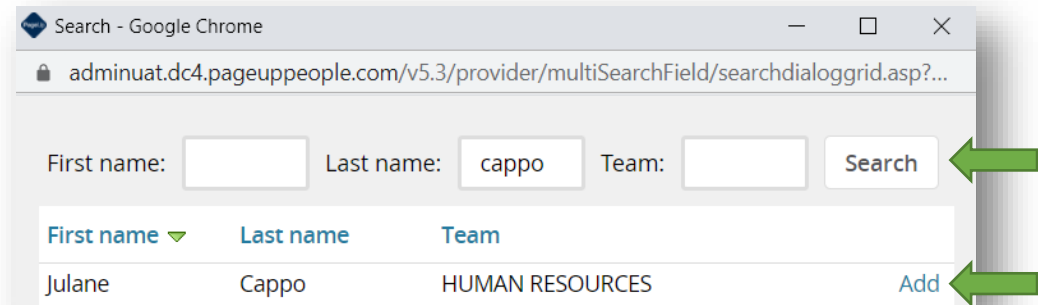
The four recruitment processes are:

- 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

- **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

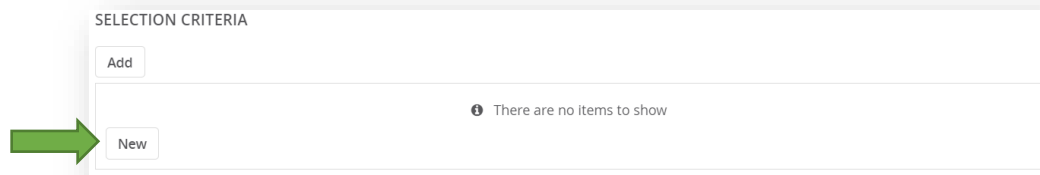
button. When the name appears, click on the name (it will highlight in green), then click on the Okay button at the bottom of the window.

- 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.

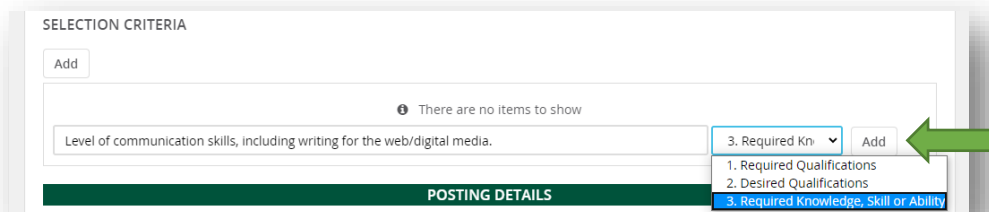


Names that were selected will now appear below the Search Committee Members header.

- 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.



- ii. 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.

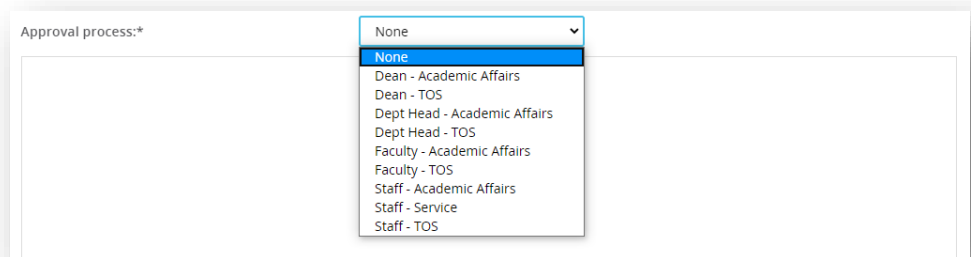


- iii. If revisions need to be made, the criteria entry must be deleted by clicking **Remove** and a new entry must be made.

- **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 get the job posted externally.
- b. **Contact for posting:** Type in the name of the primary hiring contact.
- 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.
  - d. **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.
  - b. **Search Committee Chair** field will prepopulate with the user name of who initiated the Position Description 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.
  - c. **Approval process:** In the Approval process box, select the appropriate option from the drop-down menu based on the position. Options are:
    - For academic and staff positions, select “Academic Affairs” if the position reports to the Provost;
    - For academic and staff positions, select “TOS” if the position reports to the Vice President for Extended Learning and Community Engagement;
    - For all other staff positions, select “Service.”



- i. 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 the three approvers that are visible in the window and all email addresses must be included in order to submit the Position Description 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.

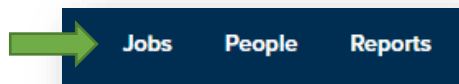
## Saving the Job Card

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.
  - 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.

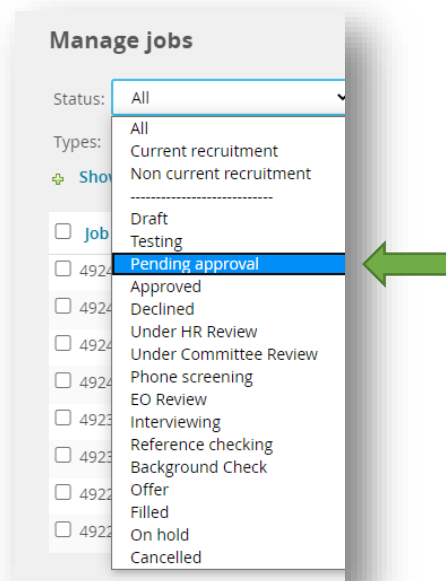
## Tracking the Status of a Job Card

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.

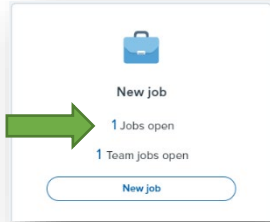


- a. Locate the position or use the search function by selecting Pending Approval from the Status drop-down menu and click on the **Search** button.

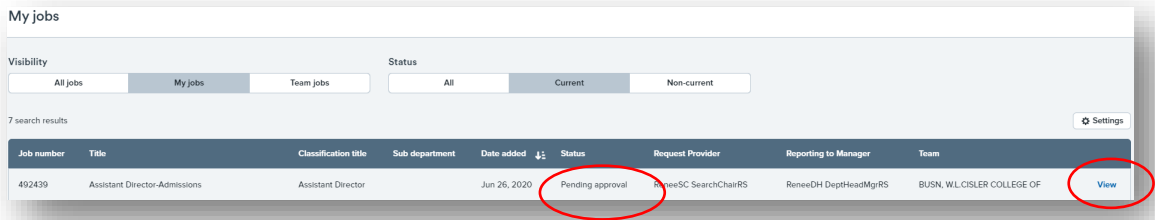


- b. Click on the position title link.

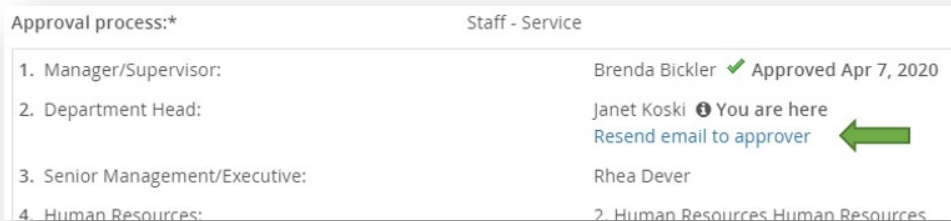
2. Return to **My Dashboard**, if not already on that screen click on the Page Up logo at the top, left-hand corner of the page.
  - a. On the New job tile, click on the **Jobs open** link.



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



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.



## 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

