



Hiring Manager: Hiring a New Position

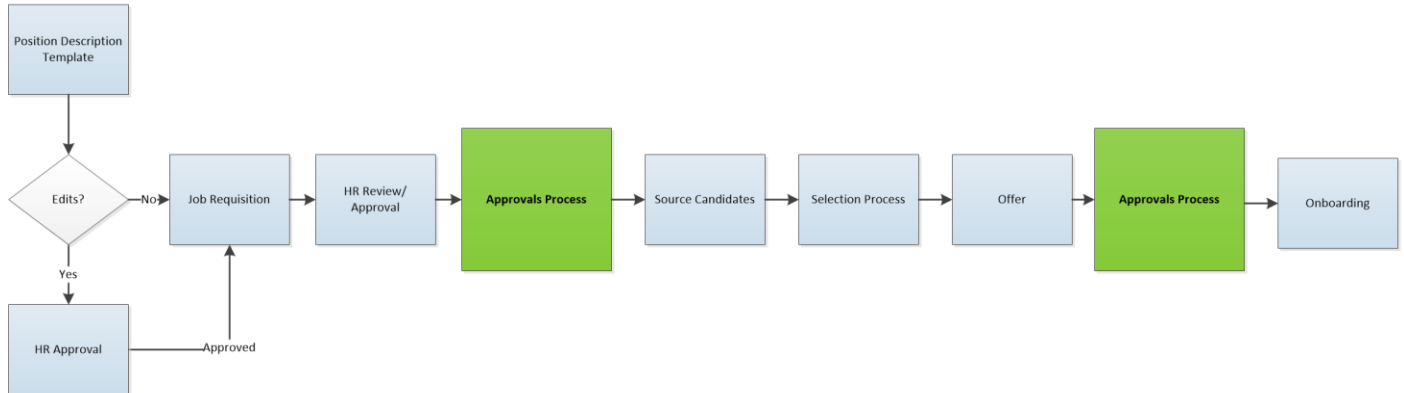
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Introduction

As we move forward with the PageUp implementation, we will create and manage Position Descriptions in this tool. For Position Descriptions that were originally created as Word documents will be recreated in PageUp (with edits) to be used going forward. Eventually, all Position Descriptions will be managed in PageUp. This will allow you to be able to manage the entire recruitment process from one place.


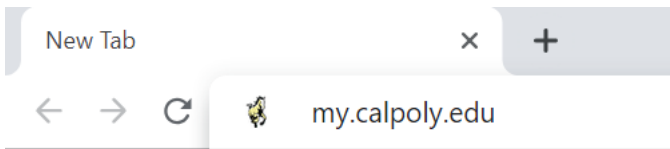
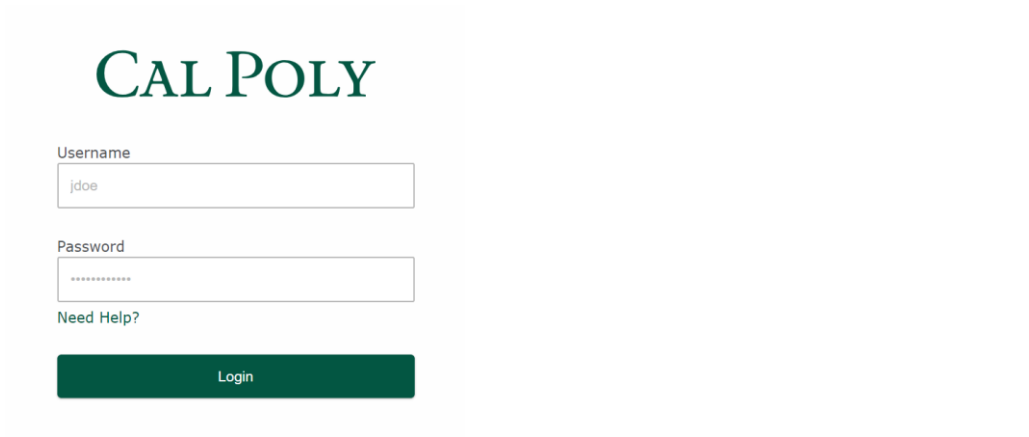
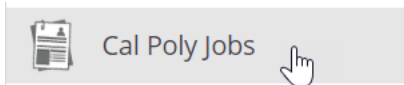
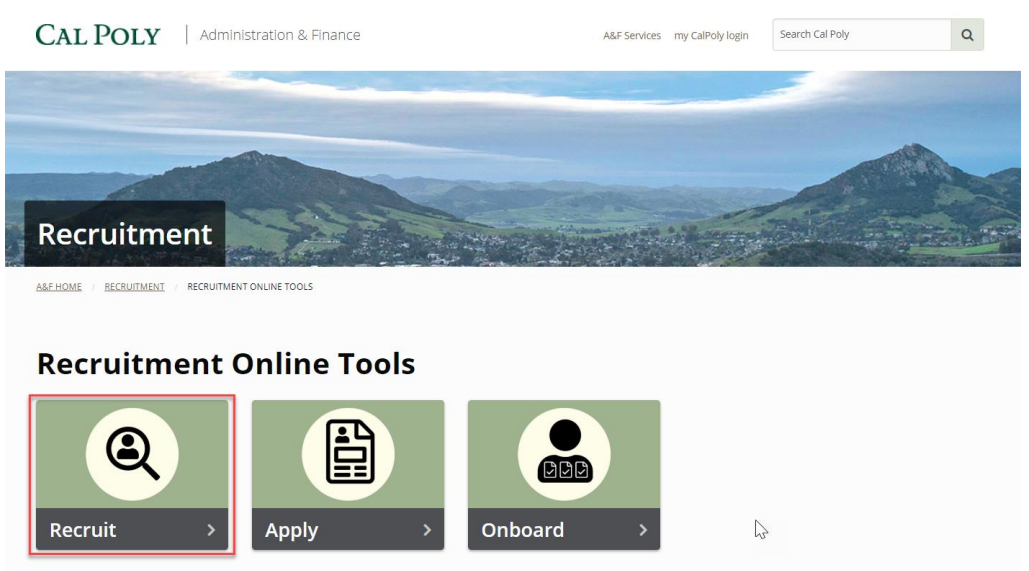
Process



Terms

- Advertising Text: Short description that is shown on the Jobs Listing page
- Hiring Administrator: The individual with authority to hire the position
- Internal Team: Department-level security protocols
- Job Code/Employee Classification: Information related to the classification assigned to the Position Description
- PageUp: Robust Applicant Tracking System that houses all the data and workflows related to a recruitment, including the Position Description, Requisition, Approvals, Applicants and Application Materials, Offer Letters, and Onboarding Documents
- Position Description: The form (previously a Word document known as the HR 120) used to capture the details of a particular position
- Position Number: Information pulled from the PeopleSoft position data through integration
- Salary Range/Grade: Information related to the Classification and Grade for the Position Description
- Supervisor: Individual with the authority to supervise the position

Accessing Cal Poly Jobs (PageUp)

1. Open a web browser	
2. Navigate to my.calpoly.edu	
3. Enter your username and password	
4. Select Cal Poly Jobs under My Apps	
5. Select Recruit for Position	

Creating a New Position

This process allows a hiring manager to fast track the time to hire process by utilizing a position description template to create new positions. If you choose to edit a template, the position will need to go through the classification review process with Human Resources.

1. On the Hiring Manager Dashboard, select "Manage position descriptions" to find an appropriate template.

My Dashboard

- Position Description**: Not applicable to faculty. [Manage position descriptions and ...](#)
- Jobs**: 10 Jobs open
- Approvals (May not be applicable)**: 0 Jobs awaiting your approval, 13 Approved
- Advertisements**: 4 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

2. On the Position Description Search:
 - A.Type "Template" into the Working title field to find all templates
 - B.Select "Search"
 - C.Find the matching position
 - D. Select "Edit"

New position description

Position Description

PD No. Working title Position Number Employee No. Reports to

Work Type Campus *Division Sub department Approval status

Status

PD No.	Working title	Position Number	Employee Name	Reports to	Date modified	Approval status
PD-116	Communications Specialist - Template	SL-00011032			26 Mar 2019	Draft

[Edit](#) | [View](#) | [Recruit for position](#) | [Archive](#)

3. Review the position to verify that it aligns closely with the duties and requirements for your new position.

If it matches, continue with the procedure below.

If it does not match, repeat this procedure to find a more appropriate position description.

Position info Documents

POSITION INFORMATION

Internal Team: SL-Position Description Templates

Job Code/Employee Classification: Info Tech Consultant 12 Mo
Job No: 0420

Position Number: No position selected.

CSU Working Title: Technology Consultant - Template

Salary Range/Grade: 0420 CAREER-Grade-2
Minimum \$ 4,372.00
Maximum \$ 10,478.00

Campus: San Luis Obispo

Division: Academic Affairs-Provost

College/Program: CSM-College of Science & Math

Department: CSM-Chemistry & Biochemistry - 115200

FLSA Status: Exempt

Job Summary/Basic Function: Department: complete this information specific to your area.

Minimum Qualifications: Bachelor's Degree and two years of relevant experience (additional qualifying experience may be substituted for up to two years of required education on a year-for-year basis)

Required Qualifications: Proficiency using standard software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems.

Edit New Position Template: Position Information

The position information section outlines basic position information utilized by the pre-approved position template within PageUp.

1. On the Review Position Information Template:

- A. Select the ellipsis to open the Actions menu
- B. Select Copy position description

Note: This allows you to use the copied template to build out the details for your new position.

The screenshot shows the 'Position info' tab of the form. At the top right, there is a 'Recruit' button (callout A) and a three-dot menu icon. The menu is open, showing options: Print, History, Revision history, Copy position description (callout B), and Recruit for position. Below the menu, there are two red header bars: 'POSITION DESCRIPTION INFORMATION' and 'POSITION INFORMATION'. Under the second bar, there are two fields: '*Internal Team:*' with the value 'SL-Position Description Templates' and '*Job Code/Employee Classification:' with the value 'Info Tech Consultant 12 Mo'.

2. Select the internal team that is equivalent to your department.

The screenshot shows the dropdown menu for the '*Internal Team:*' field. The selected item is 'SL-Position Description Templates'. Other visible items include: SL-CAFES, SL-Provost's Office, SL-San Luis Obispo, SL-UD-Alumni Relations, SL-UD-Annual Giving, SL-UD-College Unit Development Officer, SL-UD-Community and Government Relations, SL-UD-Corporate and Foundation Relations, and SL-ID-CP Foundation.

3. Select the blue arrow to expand the employee classification information for your review

The screenshot shows the '*Job Code/Employee Classification:' field with the value 'Info Tech Consultant 12 Mo'. Below it, a dropdown menu is expanded, showing details for the selected job code: Job No: 0420, Job Family: IT, Union Code: R09, CompFreq: M, and Job Function: STF. A red arrow points to the blue arrow icon in the top right corner of the dropdown menu.

4. Select the magnifying glass icon to search for the position number.

The screenshot shows the 'Position Number:' field with an empty input box and a magnifying glass search icon to its right. Below the input box, there is a blue message box that says 'No position selected.'

5. Search for the new position number:
 - A. In the Number field type "SL-00011032". Note: This number is a flag for a budget review of your new position in order for them to create a new position number.
 - B. Select the Search button
 - C. Select the position title
 - D. Select the Okay button at the bottom of the screen.

6. If you feel the need to update the template title, please contact your Recruiter

CSU Working Title:

7. Salary Range Grade is pre-populated based on template information.

Salary Range/Grade: 0420-CAREER-Grade-2
 Minimum \$ 4,372.00
 Maximum \$ 10,478.00

8. The reports to field may be prepopulated based on the template. If so, it will need to be updated for the new position with supervisor information.

*Reports To:
 Position no: SL-00008045

9. Select the appropriate Division

Division:

10. Select the appropriate College/Program

College/Program:

11. Select the appropriate Department

Department:

12. FLSA is prepopulated and non-editable.

FLSA Status:

13. Indicate if this position is a sensitive position. If you are unsure, contact your HR representative.

SENSITIVE POSITION

Sensitive Position: Yes No

14. Create a brief summary of the role

Job Summary/Basic Function:

Department: complete this information specific to your area.

15. Minimum Qualifications and Required Qualifications will auto-populate and are read-only

*Minimum Qualifications:

Bachelor's Degree and two years of relevant experience (additional qualifying experience may be substituted for up to two years of required education on a year-for-year basis)

*Required Qualifications:

Proficiency using standard software application packages, equipment platforms, reference database systems and sources, and training methods and a basic understanding of networks, data communication, and multimedia systems.

16. Enter any preferred qualifications you may have for your position. Pay special attention to this area to help identify top candidates.

Preferred Qualifications:

Department: Add any additional preferred skills or experience as appropriate to the position and the classification. Feel free to consult with your Recruiter.

17. Enter any Special Conditions the role may require, such as travel, lifting, etc.

Special Conditions:

Must be willing to travel to coordinate off-site events and for occasional professional development.

Ability to move desktop computer systems and printers (up to 50 lbs) and work in confined spaces if necessary to support network connections.

18. Enter a license and/or certification that are required or preferred.

License / Certification:

Department: Add any required certifications or licenses as appropriate.

19. Mandated Reporter is pre-selected for templates and will not need to be updated.

*Mandated Reporter:

Limited - The person holding this position is considered a limited mandate...

20. NCAA rules determination is pre-selected for templates and will not need to be updated.

NCAA:

Yes No

21. Conflict of interest is pre-selected for templates and will not need to be updated.

Conflict of Interest:

None

22. Supervises Employees is pre-selected for templates. If you choose to update this status, the position will need to go to Human Resources for classification review.

Supervises Employees: Yes No

Job Duties – Outlines Specific Job Tasks for a Position

Utilizing a position description template streamlines the effort required to map out a new position’s job tasks. This section also allows a hiring manager to either edit or create new job duties as required. Job duties section is where you identify the tasks that your position will be responsible for. In this section, you will decide if the duties are essential or marginal. If you edit the job duties in this section, it will require an additional HR review.

1. Review Job Duties.

- A. To make changes to the Job Duties, select “New” at the bottom of the Job Duties section.
- B. Percentage of time is not required, since (if approved) these duties will be moved to the “Essential” or “Marginal” functions section.
- C. Add in the job duty/duties you’d like to update the position description with.
- D. Identify if the duty is an essential or marginal task.
- E. Select Add when done.

Note: If you edit job duties, the position will require an additional level of HR review and may affect the classification.

Job Duties			
JOB DUTIES			
% of time	Duties / Responsibilities	Essential / Marginal	
90	Responsible for the day-to-day management, organization and direction of the operations of a strategic communications program for the Office of the Provost and specific Academic Affairs support units.	Essential	Edit Remove
10	Perform other job-related duties and special projects as assigned.	Marginal	Edit Remove
	Maintain currency in the knowledge and skills necessary to facilitate industry-leading operations.		
New			

% of tim	Duties / Responsibilities	Essential	Add
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2. Selection Criteria are used to build interview questions and are currently not required. Contact your recruiter if interested in using this new functionality.

SELECTION CRITERIA

There are no items to show

Posting Details: Build your Position Advertisement

This section of the position description template allows you to create the marketing summary and posting text for the role utilizing a built-in job summary template.

1. Enter 1 -2 sentence statement about the role.

POSTING DETAILS

*Advertising Summary:

Department: Add a compelling 1-2 sentence statement about the role.

2. Follow instructions in template by scrolling down (on the right) to add additional advertising copy. This will be used to post your position information in various job marketing outlets.

Advertisement text:

The screenshot shows a rich text editor interface. At the top, there is a toolbar with various formatting options like bold, italic, underline, and text color. Below the toolbar, the text 'CAL POLY' is displayed in a large, green, serif font. Underneath this, there is a section titled 'Job Summary' with the instruction 'Insert a brief summary of the job'. On the right side of the editor, a red arrow points downwards, indicating the scroll direction to reach the bottom of the text area.

Users and Approvals

1. Hiring Administrator:
Enter the name of the hiring manager for the position you are recruiting for.

USERS AND APPROVALS

Hiring Administrator:*  

Email address: jwill130@calpoly.edu ▼

2. Approval Process:
 - A. If no edits were made to the job duties, select SL – Staff – New PD – No Edits
 - B. If edits were made to job duties, select: SL – Staff – New PD - Edits.

Approval process:* ▼


- None
- SL - Faculty - PD
- SL - Staff - New PD - Edits
- SL - Staff - New PD - No Edits
- SL - Staff - PD Template
- SL - Staff - Replacement PD - Edits
- SL - Staff - Replacement PD - No Edits
- test process



OR

Approval process:* ▼

- None
- SL - Faculty - PD
- SL - Staff - New PD - Edits
- SL - Staff - New PD - No Edits
- SL - Staff - PD Template
- SL - Staff - Replacement PD - Edits
- SL - Staff - Replacement PD - No Edits
- test process


3. Enter the name of the appropriate individual for each role in the approval process.
 - A. No Edits: If no edits were made, you will only be required to enter in the Supervisor’s name.
 - B. Edits: If edits were made, you will be required to enter in Supervisor, Human Resources (your recruiter) and Department Head.



Approval process:* ▼ 



1. Reports-to:  



cpggup+UATHM@gmail.com ▼

OR

Approval process:* ▼ 

1. Reports-to Manager:  
No user selected.




2. Human Resources:  
No user selected.

3. Dean or Department Head:  
No user selected.


4. HR/Faculty Affairs Representative: Enter the name of the HR representative that supports your department.

Note: The name of the HR representative will appear twice on this page.

HR/Faculty Affairs Representative:*

Jordan Mckim  
Email address: jbooza@calpoly.edu 

5. Select Next Page to add additional documents. See the Uploading Additional Documents section for information on how to accomplish this.

 [Next page >](#)
Please fill in all mandatory fields marked with an asterisk (*).

[Save a draft](#) [Submit](#) [Save & exit](#) [Cancel](#)

6. Click "Submit & exit" to begin the approval workflow.

[Save a draft](#) [Submit](#) [Submit & Exit](#) [Cancel](#)

