



Hiring Manager – Emergency Hire: Position Description to Requisition

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Introduction


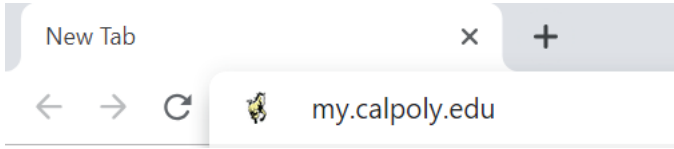

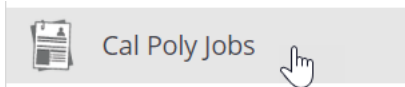
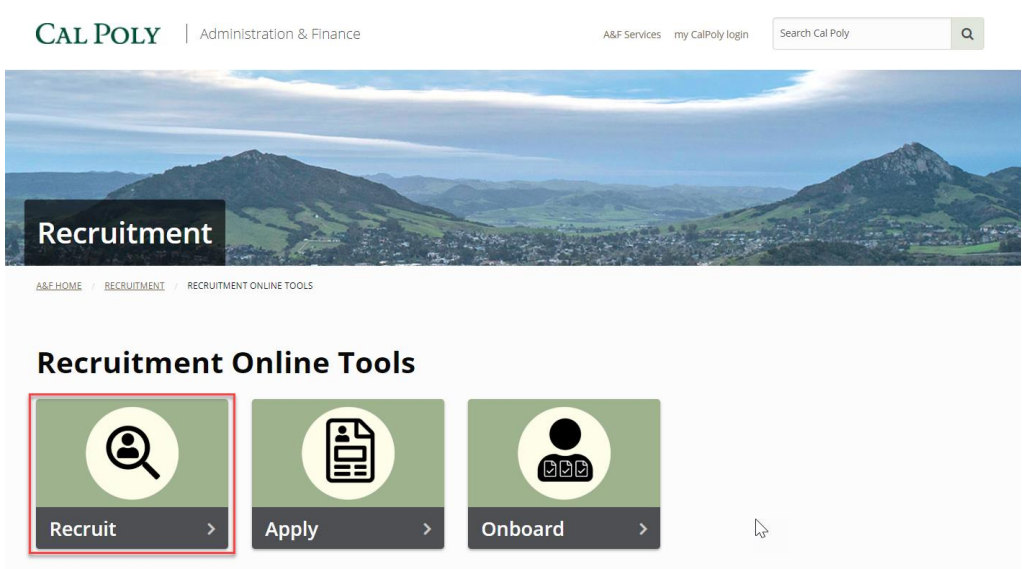
Emergency hires are limited-term appointments on campus and are intended to be used only in emergent cases to cover basic duties for a role. If you need to fill a position for longer than 90 days (60 days for APC represented positions), we strongly recommend that you consider recruiting for a temporary hire.

The Emergency Hire process differs from the normal process in three key ways:

1. Applicants are sourced directly from a pre-qualified pool of applicants
2. Hiring Manager sees all applicants immediately
3. No search committee is required

The guide below will walk you through the process of creating a position description, submitting the requisition, reviewing applicants, making the offer, and onboarding an Emergency Hire.

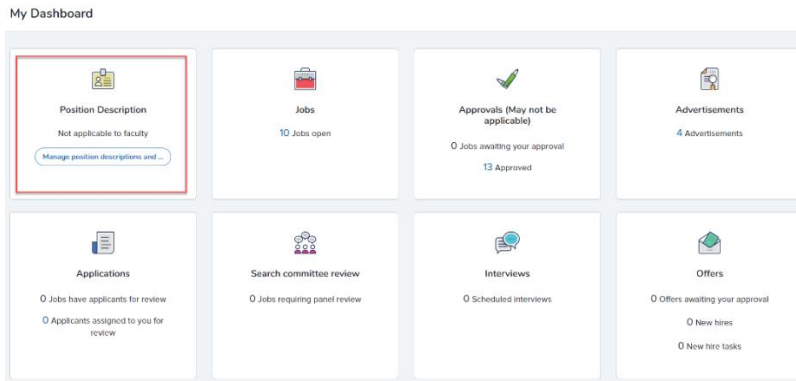
Accessing Cal Poly Jobs by PageUp

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	

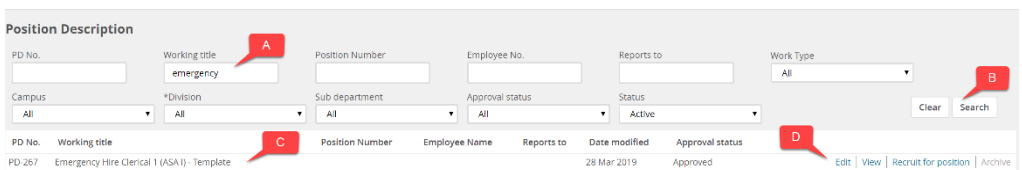
Creating an Emergency Hire Position in Your Department

The Emergency Hire process allows a hiring manager to fast track the time to hire process by utilizing a position description template to create an Emergency Hire position.

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



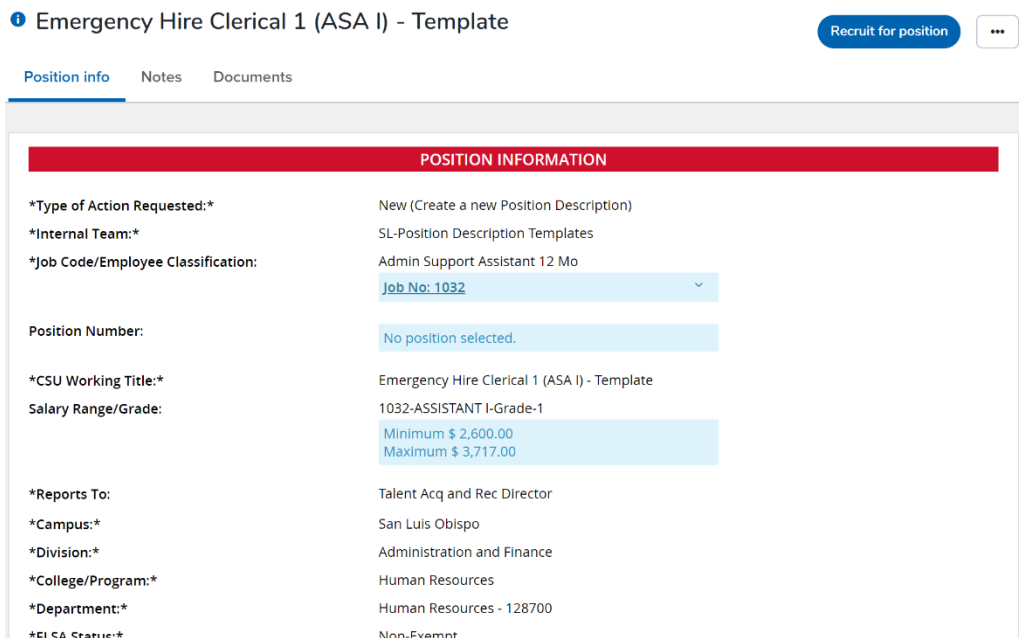
2. On the Position Description Search:
 - A. Type "emergency" in the Working Title field.
 - B. Select "Search"
 - C. Find the matching position
 - D. Select "Edit"



3. Review the position description to verify that it matches the needs in your department.

If it matches, continue with the procedure below "Edit New Position Template."

If it does not match, return to the position description search (step 2) to review other classifications that may be a better fit for your department's needs.



Edit New Position Template: Position Information

The position information section outlines basic position information utilized by the pre-approved Emergency Hire position template within PageUp. Here you can review the position description information and determine if the position description matches the role you are trying to fill.

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.

POSITION INFORMATION

Type of Action Requested:	New (Create a new Position Description)
Internal Team:	SL-Position Description Templates
*Job Code/Employee Classification:	Admin Support Assistant 12 Mo Job No: 1032
Position Number:	No position selected.
CSU Working Title:	Emergency Hire Clerical 1 (ASA I) - Template

2. Select the "Internal Team" that corresponds with the department this position will be in.

Internal Team:

SL-Position Description Templates

SL-CAFES

SL-Position Description Templates

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

SL-UD-CP Foundation

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

*Job Code/Employee Classification:

Admin Support Assistant 12 Mo

[Job No: 1032](#)

Job Family: ADMIN

Union Code: R07

CompFreq: M

Job Function: STF

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

Position Number:

No position selected.

5. In the "Number" field, search for your department's position number, if you have one dedicated to Emergency Hires.

6. If you do not have an existing Emergency Hire position number:

- A. In the Number field type "SL-00011032". This number will notify A&F Budget to review your new position, and supply an accurate position number to be updated later.
- B. Select the Search button.
- C. Confirm the position number matches your search.
- D. Select Okay.

7. Update the CSU Working Title to match the new position. Be sure to remove the word "Template".

CSU Working Title:

8. Select the appropriate Division from the drop down menu.

Division:

- Select
- Select
- Academic Affairs-Provost
- Administration and Finance
- Diversity & Inclusivity Office
- Information Services
- OFF CAMPUS
- President
- Student Affairs
- University Development
- University Support

9. Select the appropriate College/Program

College/Program:

CSM-College of Science & Math

<p>10. Select the Department</p>	<p>*Department:* <input type="text" value="CSM-Chemistry & Biochemistry - 115200"/></p>
<p>11. FLSA is prepopulated and non-editable.</p>	<p>*FLSA Status:* Non-Exempt</p>
<p>12. Indicate if this position is a Sensitive Position.</p> <p>Note: If you are unsure, contact your HR Representative.</p>	<p style="text-align: center;">SENSITIVE POSITION</p> <p>Sensitive Position: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>13. Create a brief summary of the role</p>	<p>*Job Summary/Basic Function:*</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Department: complete this information specific to your area. </div>
<p>14. Minimum Qualifications and Required Qualifications will auto-populate and are read-only.</p>	<p>*Minimum Qualifications:</p> <p>Required Qualifications:</p> <p>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)</p> <p>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.</p>

<p>15. Enter any preferred qualifications you may have for your position.</p> <p>Note: Since this position is expected to cover basic functions, preferred qualifications should be limited.</p>	<p>Preferred Qualifications:</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Department: Add any additional preferred skills or experience as appropriate to the position and the classification. Feel free to consult with your Recruiter.</p> </div>
<p>16. Enter any Special Conditions the role may require, such as travel, lifting, etc.</p>	<p>Special Conditions:</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Must be willing to travel to coordinate off-site events and for occasional professional development.</p> <p>Ability to move desktop computer systems and printers (up to 50 lbs) and work in confined spaces if necessary to support network connections.</p> </div>
<p>17. Enter licenses and/or certifications that are required or preferred.</p>	<p>License / Certification:</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Department: Add any required certifications or licenses as appropriate.</p> </div>
<p>18. Review the Mandated Reporter requirements for your position and select the appropriate level.</p> <p>Note: If unsure, contact your HR Representative.</p>	<p>*Mandated Reporter:</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>General - The person holding this position is considered a general mandat...</p> <p>Select</p> <p>General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.</p> <p>Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.</p> <p>May be Considered - This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.</p> </div>
<p>19. Determine if NCAA staff rules apply to your position.</p> <p>Note: If unsure, contact your HR Representative.</p>	<p>*NCAA:*</p> <p style="text-align: center;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>
<p>20. Determine if the position is a designated position for conflict of interest.</p> <p>Note: If unsure, contact your HR Representative.</p>	<p>*Conflict of Interest:*</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>None</p> <p>Select</p> <p>A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.</p> <p>None</p> </div>

21. Identify if the position will supervise employees.

Supervises Employees: Yes No

Job Duties – Outlines Specific Job Tasks for a Position

For Emergency Hire roles, Job Duties should be left as standard. No edits should be made at this point. If you feel you need to add duties at this point, please go back to Step 2 of the section “Creating an Emergency Hire Position in Your Department” in this guide and review other Emergency Hire templates.

1. Do not edit this section.

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal	
10	Performs other duties and special projects as assigned. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.	Marginal	Remove
90	Provide comprehensive consultative support to faculty and subject matter experts to enhance the use and access of technology and information systems. Provide technical support of the University's instructional technology tools. Understand, analyze and diagnose user needs for instructional technology and resolve problems in a timely manner. Develop and conduct user needs assessments. Recommend best practices, approaches and technology solutions to improve student learning.	Essential	Edit Remove

[New](#)

SELECTION CRITERIA

i 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. For Emergency Hires, the summary has been reduced to capture the essential features of the role.

1. Complete the sentence for the Emergency Hire.

*Advertising Summary:

This is a 90-day Emergency Hire position to support (enter department).












2. Follow instructions in template by scrolling down (on the right) to add a brief job summary for applicants to review. All other information is pre-populated.

Advertisement text:

CAL POLY

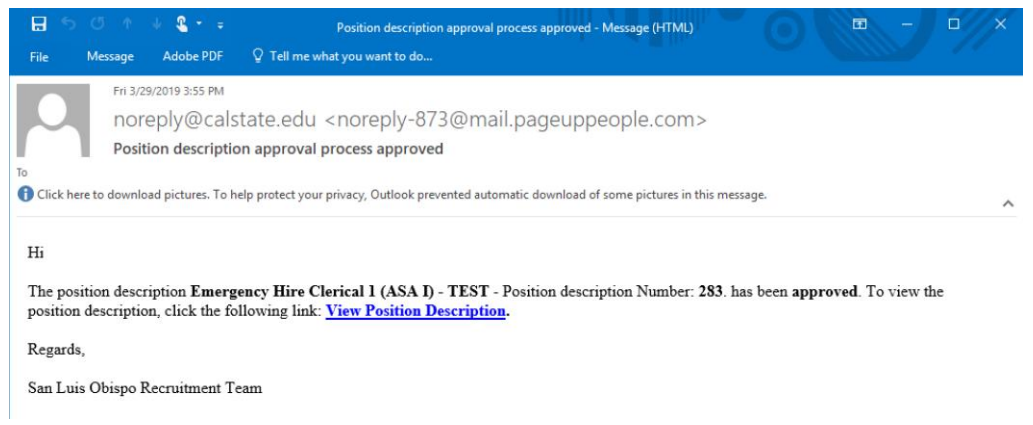
Job Summary
Insert a brief summary of the job

Posting Details: Users and Approvals

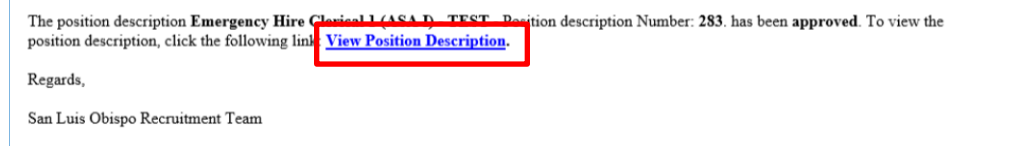
<p>1. Enter the name of the hiring administrator (hiring manager) for the position you are recruiting for.</p>	<p>Hiring Administrator:* <input type="text" value="Jeffrey Williams"/>   Email address: jwill130@calpoly.edu </p>
<p>2. Select "SL-Staff-Emergency Hire"</p>	<p>Approval process:* <input type="text" value="SL - Staff - Emergency Hire"/> </p>
<p>3. Enter the name of the supervisor for this position.</p> <p>Note: The Supervisor and Hiring Administrator can be the same person.</p>	<p>Approval process:* <input type="text" value="SL - Staff - Emergency Hire"/> </p> <p>1. Supervisor: <input type="text"/>   No user selected.</p>
<p>4. Enter the name of the HR Representative (recruiter) who supports your department.</p>	<p>HR/Faculty Affairs Representative:* <input type="text" value="Jordan Mckim"/>   Email address: jbooz@calpoly.edu </p>
<p>5. Click Submit or Save & exit to begin the approval process.</p> <p>Note: If the role's Supervisor is creating the position description, approval is automatic.</p>	<p style="text-align: center;"> Next page ></p> <p style="text-align: center;">Please fill in all mandatory fields marked with an asterisk (*).</p> <p style="text-align: center;"> <input type="button" value="Save a draft"/> <input type="button" value="Submit"/> <input type="button" value="Save & exit"/> <input type="button" value="Cancel"/> </p>

Position Description Approval

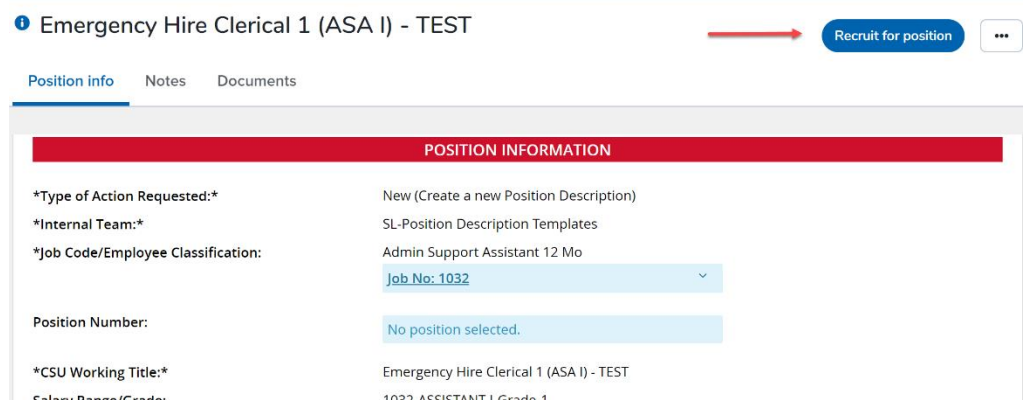
1. When the position description is submitted, it is automatically approved and an email to the Supervisor is automatically generated.



2. Selecting the link in the email will take you directly to the position description in PageUp via single sign on.



3. In order to open and post this position, select Recruit for Position.




Position Information Tab - Requisition Information



To open a recruitment within Page Up a Requisition must be created. Requisitions are pre-populated with information from the approved position description.

1. Verify your internal team matches your department. For example, if you're opening a position within CAFES, select SL - CAFES.

Note: You may only see one option under Internal Team.

REQUISITION INFORMATION




Internal Team: 

Job Code/Employee Classification:  

CSU Working Title:

Requisition Number:

Positions:

SL-CAFES   

SL-Position Description Templates

SL-Provost's Office

SL-San Luis Obispo

SL-UD-Alumni Relations

SL-UD-Data Systems

SL-UD-Operations

2. Verify Job Code/ Employee Classification: Select the blue arrow to expand the employee classification information.

*Job Code/Employee Classification:

Admin Support Assistant 12 Mo  

Job No: 1032 

Job Family: ADMIN

Union Code: R07

CompFreq: M

Job Function: STF



3. Re-enter the correct Working Title for this position.

CSU Working Title:

4. Requisition Number will be automatically assigned once the requisition has been submitted.

Requisition Number: Leave blank to automatically create a Requisition Number

Number of Open Positions – Requisition Information

1. Review the Number of Positions Section:
 - A. Review the position information by selecting the blue arrow.
 - B. Select the Type of position you are hiring for.

Note: If you have multiple positions you are hiring for follow steps C-E below.
 - C. Enter the number of New Positions, if any.
 - D. Enter the number of Replacement positions, if any.
 - E. Select add more to add more positions.

NUMBER OF OPEN POSITIONS

Positions:

Position no	Type:	Applicant	Application status
1	<div style="border: 1px solid #ccc; padding: 2px;">Info Tech Consultant 12 Mo</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>Position no: SL-00000448</p> <p>Position Name: Info Tech Consultant 12 Mo</p> <p>Current Incumbent:</p> <p>Reports To:</p> <p>Campus: San Luis Obispo</p> <p>Division: Academic Affairs-Provost</p> <p>College: OCOB-Orfalea Coll of Business</p> <p>Department: OCOB-Computer Lab - 105600</p> <p>Grade: 2</p> <p>Cost Center: GFND</p> <p>Funded: Yes</p> <p>FTE: 1.000000</p> <p>MPP Job Family:</p> <p>Hours Per Week: 40.00</p> <p>Union:R09</p> <p>Sensitive Position:No</p> <p>Critical:No</p> </div>	-	-

New:

Replacement:

Position Details – Requisition Information

Review and fill in any necessary information carried over from the Position Description and the Position Number.

POSITION DETAILS	
<p>1. Select the reason you are hiring for your position.</p>	<p>*Reason:*</p> <div style="border: 1px solid #ccc; padding: 5px;"> Select Select Multiple Positions Job Closed End of Temporary Assignment </div>
<p>2. Enter a brief list of anticipated duties. Note: This should reflect information that was previously required in the "Emergency Hire Memo".</p>	<p>*Justification for Position:*</p> <div style="border: 1px solid #ccc; padding: 10px; min-height: 40px;"> Please include a list of anticipated duties for the Emergency Hire. </div>
<p>3. You are not required to list the incumbent for an Emergency Hire.</p>	<p>Previous/Current Incumbent:</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> <input type="text"/> </div>
<p>4. Select Temporary.</p>	<p>*Hiring Type:*</p> <div style="border: 1px solid #ccc; padding: 5px;"> Temporary </div>
<p>5. Select Emergency Hire.</p>	<p>*Job Status:*</p> <div style="border: 1px solid #ccc; padding: 5px;"> Emergency hire </div>
<p>6. Select the time basis for the position.</p>	<p>*Time Basis:*</p> <div style="border: 1px solid #ccc; padding: 5px;"> Full Time Select Full Time Part Time </div>
<p>7. Enter the number of hours per week.</p>	<p>Hours Per Week:</p> <div style="border: 1px solid #ccc; padding: 5px;"> 40.00 </div>
<p>8. Select Staff.</p>	<p>*Position Type:*</p> <div style="border: 1px solid #ccc; padding: 5px;"> Select Select Academic Student Employee Instructional Faculty – Non-Tenure-Track Instructional Faculty – Tenure-Track Management Non-Instructional Faculty (Coach/Counselor/Librarian) Staff Student Assistant </div>

9. The following fields will prepopulate with information from the position description as read-only.

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.

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.

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 space if necessary to support network operations.

License / Certification:
 Department: Add any required certifications or licenses as appropriate.

*Mandated Reporter:
 General - The person holding this position is considered a general mandat...
 Select
 General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
 Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
 May be Considered - This position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

NCAA: Yes No

Conflict of Interest:
 None
 Select
 A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
 None

Supervises Employees: Yes No

10. Select "SL-Staff-Emergency Hire"

Recruitment Process: SL - Staff - Emergency Hire

Budget Details –Budget & Salary Information

In this section you will outline the budget information and salary package for the new position.

<p>1. Enter the chartfield string for the position. If you have multiple chartfield strings, enter the percentage designated for each account.</p>	<div style="border: 1px solid #007070; background-color: #007070; color: white; text-align: center; padding: 2px;">BUDGET DETAILS</div> <p>Budget/Chart field/Account string: <input style="width: 100%; height: 40px; border: 1px solid #ccc;" type="text"/></p> <p><small>Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.</small></p>
<p>2. For Pay Plan, select 12 Months</p>	<p>Pay Plan: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="12 Months"/></p>
<p>3. The Salary Range/Grade is prepopulated based on the position number and is read-only.</p>	<p>*Salary Range/Grade:* 0420-CAREER-Grade-2</p> <div style="background-color: #e0f0ff; padding: 2px; border: 1px solid #add8e6;"> <p><small>Minimum \$ 4,372.00</small></p> <p><small>Maximum \$ 10,478.00</small></p> </div>
<p>4. Leave Anticipated Hiring Range blank, or check with your HR Representative (recruiter) for approved range.</p>	<p>Anticipated Hiring Range: <input style="width: 100%; height: 20px; border: 1px solid #ccc;" type="text"/></p>
<p>5. Indicate if the position is benefit eligible.</p> <p>Note: All emergency hires who work 130 hours or more per month are eligible for Affordable Care Act (ACA) benefits and are Benefit Eligible.</p>	<p>Benefit Eligible?: <input checked="" type="radio"/> Yes <input type="radio"/> No</p>

Posting Details – Build your Position Advertisement

This section of the position description template allows you to add any posting specifications such as where to post the position and building out the position advertisement.

1. Select Direct Appointment as the Posting Type. The posting will only be available via a direct link provided by HR and will be shared with applicants from the Clerical Pool.

POSTING DETAILS

Posting Type:

2. Information for the Applicant Portal: The Advertising Summary and Advertisement text fields will be carried over from the Position Description and will be visible on the Applicant Portal when your job is posted. Verify the information is correct.

Advertising Summary:

Advertisement text:

B I U S [List Icons] Formats [Color Picker] [Link Icon] [Image Icon] [Table Icon] [Text Icon] [Code Icon] [Help Icon]

CAL POLY

Job Summary
Insert a brief summary of the job

↓



Users and Approvers – Define Approval Process

This section will be used to define the approval process for your new position.

1. Enter, or search, for the name of the individual responsible for administrative support for the recruitment. This field is not required.



Note: Using the search feature is described in the Search Details section regarding search committee chair.

USERS AND APPROVALS

Department Admin:  

No user selected

2. The Hiring Administrator (Hiring Manager) field is prepopulated from the Position Description. Verify that the appropriate Hiring Administrator is listed. If necessary, use the search feature to select a different hiring administrator.


Hiring Administrator:*  

Email address: jwill130@calpoly.edu


3. Select "SL-Staff-Emergency Hire" for the Approval Process.

Approval process:*

4. Enter the name of the appropriate individual for each role in the approval process.

1. Department Budget Analyst: 




No user selected.

2. Dean (Academic) or Department Head (Non-Academic): 


No user selected.

5. The name of the HR Representative (recruiter) from the Position Description will carry over to the Requisition. Verify that it is correct.

HR/Faculty Affairs Representative:*

Jordan McKim  
Email address: jbooza@calpoly.edu 

6. For Emergency Hire, you will not add additional documents.

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

7. Select "Submit" or "Save & exit" to begin the approval process.

