Hiring Manager: Hiring a Replacement

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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)

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open a web browser</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to my.calpoly.edu</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your username and password</td>
</tr>
<tr>
<td>4.</td>
<td>Select Cal Poly Jobs under My Apps</td>
</tr>
<tr>
<td>5.</td>
<td>Select Recruit for Position</td>
</tr>
<tr>
<td>6.</td>
<td>You will be taken to your dashboard</td>
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</tbody>
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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
6. You will be taken to your dashboard
Replacing a Position

This process allows a hiring manager to fast track the time to hire process by recruiting for a position description for a replacement hire. If you choose to edit a replacement position description, 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 the existing PD.

2. On the Position Description Search:
   A. Type a search term related to the position you are replacing
   B. Select “Search”
   C. Find the matching position
   D. Select “Edit”

3. Review the position to verify that it is the correct position that you intend to replace.

   If it matches, continue with the procedure below “Update Position Description.”
Position Description: Position Information

The position information section outlines basic position information pulled from the existing position description within Page Up. Here you can review the position description information and determine if the existing position description still matches role you are trying to replace.

1. Scroll to the bottom of the page to the Users and Approvals section and select Update PD button.

2. A pop up window will appear. Click "OK" to restart the approval process.

   Note: Since we are replacing an existing position, we will need to restart the approval process with HR.

3. Select the internal team that is equivalent to your department.
4. Review Job Code / Employee Classification: Select the blue arrow to expand the employee classification information for your review.

Note: If you intend to replace an existing position, but at a different classification, please contact your recruiter.

5. Review Position Number and details. Confirm the correct incumbent is listed.

Note: If incumbent is not correct, contact your recruiter.

6. Review/edit the CSU Working Title as necessary.

Note: You can update/edit the working title based on the department needs and/or to align with market trends. To confirm what titles are allowed for Staff/Management roles, please contact your recruiter.
7. Review Salary Range/Grade Range, and confirm it matches the Salary Range/Grade you will be replacing.

Note: As stated in step 10A, if you intend to replace an existing position, but at a different classification, please contact your recruiter.

8. Review Campus, should be San Luis Obispo.

9. Review/edit Division as it applies to your department.

10. Review/edit College/Program as it applies to your department.

11. Review/edit Department as it applies to your department.

12. Review FLSA Status. This status is read-only.

Note: If you are changing the Classification and the FLSA status is therefore incorrect, contact your recruiter. You will not be able to progress past this point.
13. Review/edit Job Summary as needed.

Note: A job summary should already exist as this is a replacement position. However, if you would like to update to include new details about the department or changes to the basic functions of the position, please do so here.

14. 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).
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.

15. Review/edit Preferred Qualifications as needed.

Note: Preferred Qualifications should already exist as this is a replacement position. However, if you would like to update to include new preferred qualifications, please do so here.
16. Review/edit Special Conditions as needed.

Note: Special Conditions should already exist as this is a replacement position. However, if you would like to update to include new special conditions, or delete any that no longer apply, please do so here.

17. Review/edit License/Certification as needed.

Note: Licenses/Certifications should already exist as this is a replacement position. However, if you would like to update to include new requirements, or delete any that no longer apply, please do so here.

18. Review/edit Mandated Reporter as needed.

Note: This should auto-populate since this is a replacement position. If you have any questions, contact your recruiter.
**19.** Review NCAA as applicable. If you feel this status is incorrect, please contact your recruiter.

**20.** Review/edit Conflict of Interest as needed.

Note: This should auto-populate since this is a replacement position. If you have any questions, contact your recruiter.

**21.** Review/edit Supervises Employees as needed.
**Job Duties – Outlines Specific Job Tasks for a Position**

This section allows a hiring manager to review job duties that will pull from the existing position description. If the hiring manager would like to make changes, or additions to the job duties, additional approvals will be required.

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.

2. Selection Criteria

   Note: Currently not required. Contact your recruiter if interested in using Selection Criteria to build interview questions.
**Posting Details: Build your Position Advertisement**
This section of the position description is the marketing summary and advertisement posting information for the role. It utilizes a built-in job summary template.

<table>
<thead>
<tr>
<th></th>
<th>POSTING DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enter 1 - 2 sentence statement about the role.</td>
<td><img src="image1" alt="Advertising Summary" /></td>
</tr>
<tr>
<td>2. Follow instructions in template by scrolling down (on the right) to review/edit advertising copy. This will be used to post your position information in various job marketing outlets.</td>
<td><img src="image2" alt="Advertisement Text" /></td>
</tr>
</tbody>
</table>

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

**Job Summary**
*Insert a brief summary of the job*
**Users and Approvals**

This section is where you will select the appropriate approval process based on the replacement position you are hiring for.

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

2. **Approval Process:**
   A. If no edits were made to the job duties, select approval process: SL – Staff – Replacement PD – No Edits
   B. If edits were made, select approval process: SL – Staff – Replacement PD - Edits.
3. Enter the name of the appropriate individual for each role in the approval process.

A. If no edits were made, you will only be required to enter in the Supervisor’s name.
B. If edits were made, you will be required to enter in Supervisor’s and Human Resources (your recruiter).

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

Note: If you have made edits, the name of the HR representative will appear twice on this page.

5. For replacement positions, you will not add additional documents.

6. Click “Submit & Exit” to begin the approval workflow.