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

   ![Image](image1.png)

2. Navigate to my.calpoly.edu

   ![Image](image2.png)

3. Enter your username and password

   ![Image](image3.png)

4. Select Cal Poly Jobs under My Apps

   ![Image](image4.png)

5. Select Recruit for Position

   ![Image](image5.png)
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.

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A. Type “Template” into the Working title field to find all templates
B. Select “Search”
C. Find the matching position
D. Select “Edit”

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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.

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## 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.

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

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

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

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

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.

9. Select the appropriate Division

10. Select the appropriate College/Program

11. Select the appropriate Department

12. FLSA is prepopulated and non-editable.
13. Indicate if this position is a sensitive position. If you are unsure, contact your HR representative.

14. Create a brief summary of the role.

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

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

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

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

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

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

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

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.
2. Selection Criteria are used to build interview questions and are currently not required. Contact your recruiter if interested in using this new functionality.

**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.
# Users and Approvals

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 SL – Staff – New PD – No Edits.
   - **B.** If edits were made to job duties, select: SL – Staff – New PD – Edits.

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.
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.

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

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