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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.

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

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

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

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

9. Select the appropriate College/Program
## 10. Select the Department

| *Department:* | CSM-Chemistry & Biochemistry - 115200 |

## 11. FLSA is prepopulated and non-editable.

| *FLSA Status:* | Non-Exempt |

## 12. Indicate if this position is a Sensitive Position.

**Note:** If you are unsure, contact your HR Representative.

<table>
<thead>
<tr>
<th>SENSITIVE POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sensitive Position:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

## 13. Create a brief summary of the role

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

## 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). |
| 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. |
15. Enter any preferred qualifications you may have for your position.

Note: Since this position is expected to cover basic functions, preferred qualifications should be limited.

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

17. Enter licenses and/or certifications that are required or preferred.

18. Review the Mandated Reporter requirements for your position and select the appropriate level.

Note: If unsure, contact your HR Representative.

19. Determine if NCAA staff rules apply to your position.

Note: If unsure, contact your HR Representative.

20. Determine if the position is a designated position for conflict of interest.

Note: If unsure, contact your HR Representative.
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.

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.

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.
Posting Details: Users and Approvals

1. Enter the name of the hiring administrator (hiring manager) for the position you are recruiting for.

   Hiring Administrator:*  
   Jeffrey Williams  
   Email address: jwill13@calpoly.edu

2. Select “SL-Staff-Emergency Hire”

   Approval process:*  
   SL - Staff - Emergency Hire

3. Enter the name of the supervisor for this position.

   Note: The Supervisor and Hiring Administrator can be the same person.

   Approval process:*  
   SL - Staff - Emergency Hire
   1. Supervisor:  
   No user selected.

4. Enter the name of the HR Representative (recruiter) who supports your department.

   HR/Faculty Affairs Representative:*  
   Jordan McKim  
   Email address: jmckim@calpoly.edu

5. Click Submit or Save & exit to begin the approval process.

   Note: If the role’s Supervisor is creating the position description, approval is automatic.

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

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

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

4. Requisition Number will be automatically assigned once the requisition has been submitted.
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.
Position Details – Requisition Information

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

1. Select the reason you are hiring for your position.

```
<table>
<thead>
<tr>
<th>Reason:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Multiple Positions</td>
</tr>
<tr>
<td>Job Closed</td>
</tr>
<tr>
<td>End of Temporary Assignment</td>
</tr>
</tbody>
</table>
```

2. Enter a brief list of anticipated duties.
   Note: This should reflect information that was previously required in the “Emergency Hire Memo”.

```
<table>
<thead>
<tr>
<th>Justification for Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please include a list of anticipated duties for the Emergency Hire.</td>
</tr>
</tbody>
</table>
```

3. You are not required to list the incumbent for an Emergency Hire.

```
<table>
<thead>
<tr>
<th>Previous/Current Incumbent:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
```

4. Select Temporary.

```
<table>
<thead>
<tr>
<th>Hiring Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary</td>
</tr>
</tbody>
</table>
```

5. Select Emergency Hire.

```
<table>
<thead>
<tr>
<th>Job Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Hire</td>
</tr>
</tbody>
</table>
```

6. Select the time basis for the position.

```
<table>
<thead>
<tr>
<th>Time Basis:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Full Time</td>
</tr>
<tr>
<td>Part Time</td>
</tr>
</tbody>
</table>
```

7. Enter the number of hours per week.

```
<table>
<thead>
<tr>
<th>Hours Per Week:</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.00</td>
</tr>
</tbody>
</table>
```

8. Select Staff.

```
<table>
<thead>
<tr>
<th>Position Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Academic Staff</td>
</tr>
<tr>
<td>Student</td>
</tr>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Instructional Faculty - Non-Tenure Track</td>
</tr>
<tr>
<td>Instructional Faculty - Tenure Track</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td>Non-Instructional Faculty (Coaches/Coordinators/Librarian)</td>
</tr>
<tr>
<td>Staff</td>
</tr>
<tr>
<td>Student Assistant</td>
</tr>
</tbody>
</table>
```
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.
**License / Certification:** Ability to move desktop computer systems and printers (up to 50 lbs) and work in confined spaces. Must possess basic knowledge of network administration.
**Mandated Reporter:** General - The person holding this position is considered a general mandat...
**NCCL**
**Conflict of Interest:** None
**Supervises Employees:**

10. Select "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.

1. Enter the chartfield string for the position. If you have multiple chartfield strings, enter the percentage designated for each account.

   - Budget/Chart field/Account string:

     Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

2. For Pay Plan, select 12 Months

   - Pay Plan:

     12 Months

3. The Salary Range/Grade is prepopulated based on the position number and is read-only.

   - *Salary Range/Grade*:

     0420-CAREER-Grade-2
     Minimum $ 4,372.00
     Maximum $ 10,478.00

4. Leave Anticipated Hiring Range blank, or check with your HR Representative (recruiter) for approved range.

   - Anticipated Hiring Range:

5. Indicate if the position is benefit eligible.

   - Benefit Eligible?: Yes  No

Note: All emergency hires who work 130 hours or more per month are eligible for Affordable Care Act (ACA) benefits and are Benefit Eligible.
**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 Type Field](image)

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 Field](image)
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.

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.


4. Enter the name of the appropriate individual for each role in the approval process.
5. The name of the HR Representative (recruiter) from the Position Description will carry over to the Requisition. Verify that it is correct.

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

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