


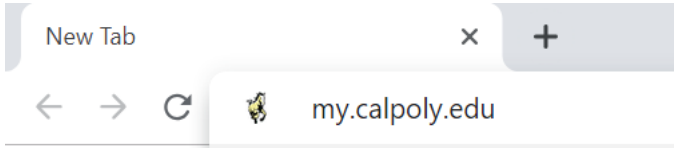
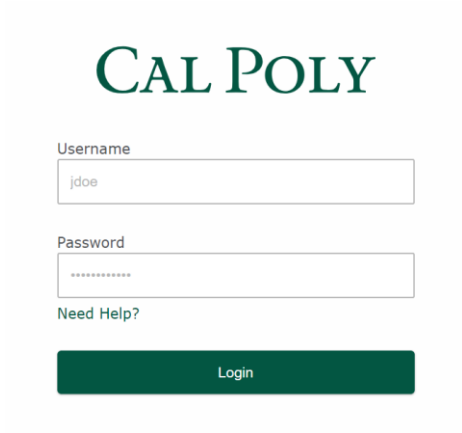
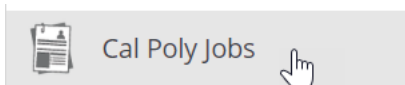


Hiring Manager: Creating a Requisition

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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	

Hiring Manager Role – Recruit for Position

Once your Position Description has been approved, you can create the requisition. As part of Page Up’s functionality you can now view your new position description and recruit for it directly from the Hiring Manager’s Portal under the Position Description tile.

1. Hiring Manager Dashboard:

Click on “Position Description” tile to manage position descriptions and create requisitions.

My Dashboard

The dashboard contains eight tiles:

- Position Description:** Not applicable to faculty. Includes a button: "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. Position Description:

Search for the PD number assigned to your position description

- A. Select “Recruit for Position” to begin the requisition process.

Position Description

Search filters for Position Description:

- PD No.
- Working title
- Position Number
- Employee Name
- Employee No.
- Supervisor Name
- Work Type
- Campus
- *Division
- Sub department
- Approval status
- Status

PD No.	Working title	Position Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-161	Technology Consultant - Template				17 Feb 2019	Approved	Edit View Recruit for position Archive
PD-176	Technology Consultant -	SL-00011032			17 Feb 2019	Approved	Edit View Recruit for position Archive

Position Information Tab - Requisition Information

Requisition forms are pre-populated with position description information and has additional required fields required by HR to begin your recruitment.

1. The internal team should have come across from the approved Position Description. Verify that it is correct.

Position Info Documents

REQUISITION INFORMATION

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
- SI - I.D.-CP Foundation

2. Verify Job Code/
Employee
Classification:

Select the blue arrow
to expand the
employee classification
information.

*Job Code/Employee Classification:

Info Tech Consultant 12 Mo  

Job No: 0420 

Job Family: IT

Union Code: R09

CompFreq: M

Job Function: STF



3. Re-enter the
appropriate Working
Title from the Position
Description.

CSU Working Title:

Technology Consultant

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 of the same type you are hiring for, follow steps C-E below. This is not required for pool positions.

C. Enter the number of New or Replacement 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	Position	Type:	Applicant	Application status	
1	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Info Tech Consultant 12 Mo</div> <div style="background-color: #e6f2ff; padding: 5px; font-size: 0.9em;"> Position no: SL-00000448 Position Name: Info Tech Consultant 12 Mo Current Incumbent: Reports To: Campus: San Luis Obispo Division: Academic Affairs-Provost College: OCOB-Orfalea Coll of Business Department: OCOB-Computer Lab - 105600 Grade: 2 Cost Center: GFND Funded: Yes FTE: 1.000000 MPP Job Family: Hours Per Week: 40.00 Union:R09 Sensitive Position:No Critical:No </div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Select</div> <div style="background-color: #0070c0; color: white; padding: 2px;">Select</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">New</div> <div style="border: 1px solid #ccc; padding: 2px;">Replacement</div>	-	-	Cancel

New:

Replacement:

Position Details – Requisition Information

Here you can review the information carried over from the position description, expand on that information as necessary and create the requisition form for your recruitment.

POSITION DETAILS	
<p>1. Select the reason you are hiring for your position.</p>	<p>*Reason:*</p> <ul style="list-style-type: none"> Select Select Multiple Positions Job Closed End of Temporary Assignment Leave Coverage New Position Resignation Re-Organization Retirement Termination Transfer Death
<p>2. Enter justification for new position.</p>	<p>*Justification for Position:*</p> <input type="text"/>
<p>3. If this is a new position, the incumbent should remain blank. If this is a replacement hire, the current incumbent should be added.</p>	<p>Previous/Current Incumbent:</p> <input type="text"/>
<p>4. Select the hiring type for your position.</p>	<p>*Hiring Type:*</p> <ul style="list-style-type: none"> Select Select At-will Probationary Temporary Tenured
<p>5. Select the appropriate job status.</p>	<p>*Job Status:*</p> <ul style="list-style-type: none"> Regular Select Regular Emergency hire Per Diem Temporary
<p>6. Select the time basis for the position.</p>	<p>*Time Basis:*</p> <ul style="list-style-type: none"> Full Time Select Full Time Part Time
<p>7. Enter the number of hours per week.</p>	<p>Hours Per Week:</p> <input type="text" value="40.00"/>

8. Select the appropriate position type.

Position Type:

Select

Select

Academic Student Employee

Instructional Faculty - Non-Tenure-Track

Instructional Faculty - Tenure-Track

Management

Non-Instructional Faculty (Coach/Counselor/Librarian)

Staff

Student Assistant

9. The following fields will prepopulate with information from the position description. If information in this area needs to be edited, please reach out to your HR Representative (recruiter).

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 spaces if necessary to support network connections.

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 the appropriate recruitment process for your position and the number of interviews.

2 Interviews = standard process

1 Interview = full-service process with Talent Acquisition

Ask your Recruiter for more information.

Recruitment Process:

Select

- Select
- Base Tenure Track
- SL - Leadership
- SL - Staff - 1 Interview
- SL - Staff - 2 Interviews
- SL - Staff - Emergency Hire
- SL - Staff - Event Management - 1 Interview
- SL - Staff - Event Management - 2 Interviews

Budget Details –Budget & Salary Information

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

1. Budget Details Section

- A. Enter the chartfield string for the position. If you have multiple chartfield strings, enter the percentage designated for each account.
- B. Select the appropriate pay plan for your position
- C. The Salary Range/Grade is prepopulated based on the position number and is read-only.
- D. Enter the anticipated salary/hourly wage range.
- E. Indicate if the position is benefit eligible.

BUDGET DETAILS

Budget/Chart field/Account string:

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

Pay Plan:

0420-CAREER-Grade-2

Minimum \$ 4,372.00

Maximum \$ 10,478.00

Anticipated Hiring Range:

Benefit Eligible?: Yes No

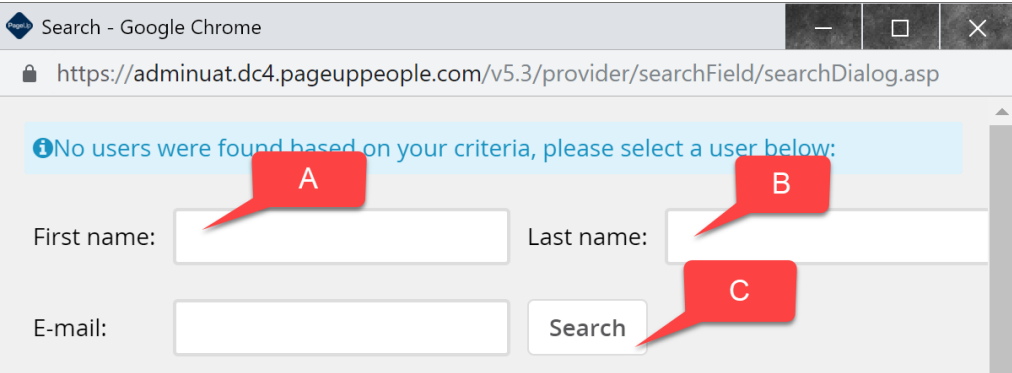
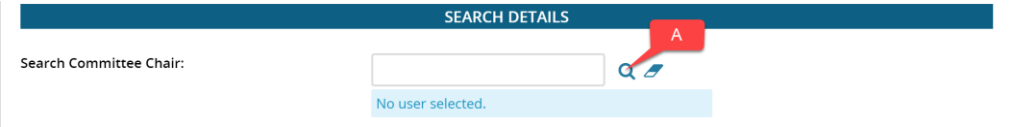
Search Details

This section outlines the search committee and search committee chair that will be associated with your recruitment.

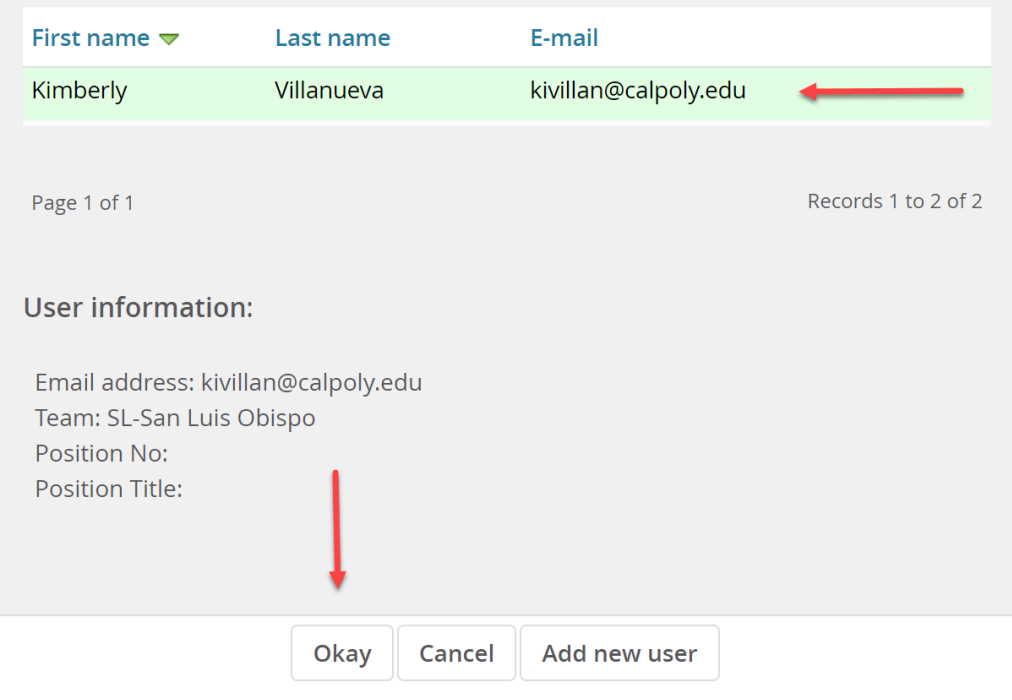
1. Select the magnifying glass to begin the lookup process. A separate Page Up pop-up window will appear.

2. Lookup the committee chair:

- A. Enter the first name of the Committee Chair
- B. Enter the last name of the committee chair
- C. Select Search



3. Choose the appropriate name from the list and select OK



4. Select Add Search Committee Member and a popup window will appear.

Search Committee Members:

←

Recipient Remove all

No Search Committee Member selected.

Search Committee Member information:

5. Search for Committee Members:

- A. Enter the First Name
- B. Enter the Last Name
- C. Select Search

Search - Google Chrome

https://adminuat.dc4.pageuppeople.com/v5.3/provider/multiSearchField/searchDialog...

First name: Last name: Team (internal team):

6. Select Committee Members:

- A. If more than 10 names are found, use the page forward arrow to view additional names.
- B. Select the Add link associated with the committee member. The individual's information will appear.
- C. Select Done

Search - Google Chrome

https://adminuat.dc4.pageuppeople.com/v5.3/provider/multiSearchField/searchdialoggrid.asp?sData=...

First name: Last name: Team (internal team):

First name	Last name	Team (internal team)	
Jeffrey	Williams	SL-San Luis Obispo	<input type="button" value="Add"/>
Marvin	Williams	ST-Stanislaus	<input type="button" value="Add"/>
Amber	Williams	SL-San Luis Obispo	<input type="button" value="Add"/>
Jenna	Williams	SL-San Luis Obispo	<input type="button" value="Add"/>
Jean	Williams	SL-San Luis Obispo	<input type="button" value="Add"/>
Lucas	Williams	SD-San Diego	<input type="button" value="Add"/>
David	Williams	SB-San Bernardino	<input type="button" value="Add"/>
Mario	Williams	FL-Fullerton	<input type="button" value="Add"/>

Page 3 of 10 | Show all records | Jump to page: Records 17 to 24 of 77

Search committee member information:

Email address: jwill130@calpoly.edu
 Team: SL-San Luis Obispo
 Position No: SL-00003716
 Position Title: Admin Analyst/Spclst 12 Mo

Note: To add this record, click on the 'Add' link above.

7. Search Committee Member list:

- A. Verify the list of the search committee members
- B. If an individual was inadvertently added or is no longer available, select Remove.


Search Committee Members:

Recipient	Remove all
SL-San Luis Obispo:	
Jeffrey Williams 	 Remove
Samson Blackwell	Remove

8. Selection Criteria



If Selection Criteria is being utilized, it will appear here. Ask your Recruiter for more information.

SELECTION CRITERIA

 There are no items to show

9. Search for the appropriate EEF for the recruitment.

Compliance Panel Facilitator:

No user selected.

Posting Details – Select 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. Add posting details:
 - A. Select the Posting Type (typically, an Open Recruitment)
 - B. Select all desired advertising sources. For the greatest coverage, select all available sources.
 - C. Enter any additional advertising sources you would like to utilize for the position.

Note: These additional advertising options will be paid for from the department.

POSTING DETAILS

Posting Type: **A**

If you plan to advertise externally indicate the advertising sources: **B**

- CSU Careers
- Inside Higher Ed
- CalJobs
- Chronicle of Higher Ed
- LinkedIn
- JobElephant

Additional/Other Advertising Sources: **C**

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.

Note: This information is part of your job posting and will be visible to all applicants.

*Advertising Summary:

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

Advertisement text:

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 department coordinator responsible for the recruitment (if applicable).



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 the appropriate approval process for your recruitment, paying close attention to whether changes to your position (edits) require approval.

Note: Based on the approval process you select, the approvers and approval process will change in the fields that appears below.

Approval process:* 

- None
- 1 Approver
- SL - Faculty Full Time Lecturer
- SL - Faculty Part-Time Pool
- SL - Faculty Research Fellow
- SL - Faculty Tenure Track
- SL - MPP III/IV - New
- SL - MPP III/IV - Replacement
- SL - Staff - Emergency Hire
- SL - Staff & MPP I/II - New
- SL - Staff & MPP I/II - New - Split Fund
- SL - Staff & MPP I/II - New - UCP Funds
- SL - Staff & MPP I/II - Replacement**
- SL - Staff & MPP I/II - Replacement - UCP Funds
- SL - Staff and MPP I/II - Replacement - Split Fund

HR/Faculty Affairs Representative:*

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

Note: Depending on the approval process you selected above, you may not see all of the options shown here.

1. Reports-to Manager:
jwill130@calpoly.edu ▾

2. Human Resources:
jbooza@calpoly.edu ▾

3. Dean or Department Head:
begallag@calpoly.edu ▾

5. Enter the name of the Recruiter who supports your department.

HR/Faculty Affairs Representative:*
Email address: jbooza@calpoly.edu ▾

6. 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 (*).

7. Select "Save & exit" begin the approval workflow.

8. Confirm your job number was assigned and saved.

Position info Documents Reports

Job No# 492866 - Technology Consultant - Enter Your Unique Identifier Number Assigned Here has been saved.