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.

2. Position Description:

   Search for the PD number assigned to your position description

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

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.
2. Verify Job Code/Employee Classification:

Select the blue arrow to expand the employee classification information.

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

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 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.
## 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.

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

<table>
<thead>
<tr>
<th><em>Reason:</em></th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Leave Coverage</td>
</tr>
<tr>
<td>New Position</td>
</tr>
<tr>
<td>Resignation</td>
</tr>
<tr>
<td>Re-Organization</td>
</tr>
<tr>
<td>Retirement</td>
</tr>
<tr>
<td>Termination</td>
</tr>
<tr>
<td>Transfer</td>
</tr>
<tr>
<td>Death</td>
</tr>
</tbody>
</table>

2. **Enter justification for new position.**

<table>
<thead>
<tr>
<th><em>Justification for Position:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter justification here</td>
</tr>
</tbody>
</table>

3. **If this is a new position, the incumbent should remain blank. If this is a replacement hire, the current incumbent should be added.**

<table>
<thead>
<tr>
<th>Previous/Current Incumbent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter incumbent name</td>
</tr>
</tbody>
</table>

4. **Select the hiring type for your position.**

<table>
<thead>
<tr>
<th><em>Hiring Type:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>As will</td>
</tr>
<tr>
<td>Probationary</td>
</tr>
<tr>
<td>Temporary</td>
</tr>
<tr>
<td>Tenured</td>
</tr>
</tbody>
</table>

5. **Select the appropriate job status.**

<table>
<thead>
<tr>
<th><em>Job Status:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Regular</td>
</tr>
<tr>
<td>Emergency hire</td>
</tr>
<tr>
<td>Per Diem</td>
</tr>
<tr>
<td>Temporary</td>
</tr>
</tbody>
</table>

6. **Select the time basis for the position.**

<table>
<thead>
<tr>
<th><em>Time Basis:</em></th>
</tr>
</thead>
<tbody>
<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>Enter hours</td>
</tr>
</tbody>
</table>

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04/2/2019
8. Select the appropriate position type.

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).

- **Position Type:**
  - Academic Student Employee
  - Instructional Faculty - Non-Tenure-Track
  - Instructional Faculty - Tenure-Track
  - Management
  - Non-Instructional Faculty (Coach/Counselor/Librarian)
  - Staff
  - Student Assistant

- **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
    areas

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

- **Mandated Reporter:**
  - General - The person holding this position is considered a general mandat...
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.

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.
**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.

5. Search for Committee Members:
   A. Enter the First Name
   B. Enter the Last Name
   C. Select Search

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

Note: Repeat steps 4-6 as necessary to add additional search committee members.
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.

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

9. Search for the appropriate EEF for the recruitment.
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.

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.
**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.

**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.

**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.
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.

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

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

7. Select “Save & exit” begin the approval workflow.

8. Confirm your job number was assigned and saved.