



THE UNIVERSITY OF  
**TOLEDO**

Recruitment

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## Logging into system

- <https://utoledo.dc4.pageuppeople.com/>
- The University of Toledo username and password

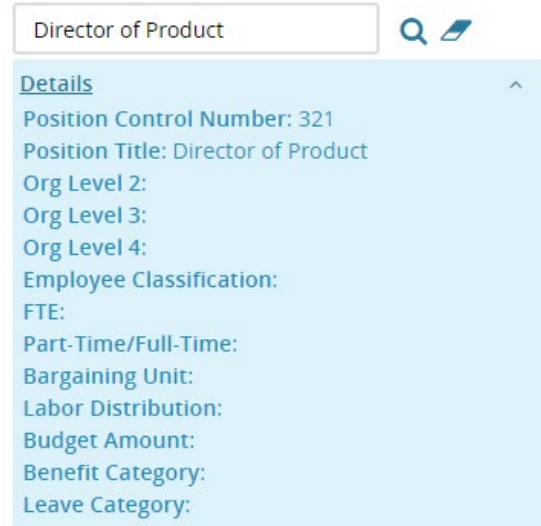
## Career sites


External: <https://careers.utoledo.edu/1086/cw/en-us/listing/>

Internal: <https://careersmanager.pageuppeople.com/1086/ci/en-us/listing>

## Navigation

- \* —the asterisk is a required field and is seen throughout the entire PageUp system
- \* —the asterisk in red will appear if you forgot to complete a required field
- Blue field below a cell: Displays data from Banner



-  —"magnifying glass" allows you to search the field

## Dashboard fields

PageUp

Dashboard

Current jobs

—by clicking on the PageUp icon it will take you to your dashboard

Dashboard

Current jobs

Total: 22

All Notifications: 3

—In the Dashboard you will see a larger circle that identifies the number of actions

All Notifications: 3

Draft: 1

Pending appr...: 1

Approved: 16

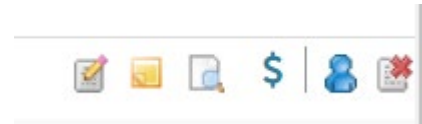
—In the Dashboard you will see a smaller circle in the lower right which identifies a new action that needs your attention

## Job Requisition page

- Sourced
  - Red “X’s”—the position **is not** sourced/advertised
  - Green “Checks”—the position **is** sourced/advertised

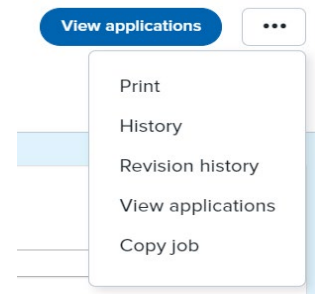


- Other icons (order from left to right):
  - Pencil icon—Edit
  - Yellow icon—Notes
  - Magnifying glass icon—Preview
  - Dollar sign icon—Job Costs
  - Blue person icon—Applications
  - White box with red X icon—Close job



- Three dots to the far-right side of the page
  - Print—you can print the Job Requisition
  - History—shows dates of names

Version	Date	User
Current		
4	Nov 23, 2021	Barbara Rardin
3	Nov 23, 2021	Barbara Rardin
2	Nov 23, 2021	Barbara Rardin



- Revision History—shows you what was changed. The “From” is the before the “To” is after and the date of the change.

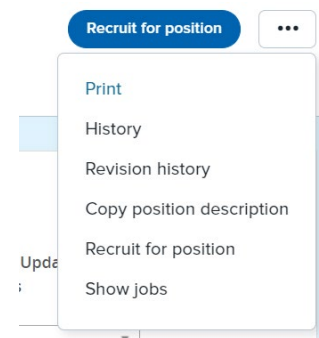
Revision history				
Field name	From	To	Modified by	Time
Requisition number		492319	Barbara Rardin	23 Nov 2021 11:33:24 AM
Employee classification		Unclass Full Time AFSCME HSC	Barbara Rardin	23 Nov 2021 11:33:24 AM
Pay table		N1	Barbara Rardin	23 Nov 2021 11:33:24 AM
Pay grade		U32	Barbara Rardin	23 Nov 2021 11:33:24 AM

- View applications—another way to access the applicants
- Copy job—to create another requisition

## Position Description (PD) page

- Three dots to the far-right side of the page
  - Print—you can print the Position Description
  - History—shows dates of names

Version	Date	User
Current		
4	Dec 10, 2021	Barbara Rardin
3	Dec 10, 2021	Barbara Rardin
2	Dec 10, 2021	Barbara Rardin



- Revision history—shows you what was changed. The “From” is the before the “To” is after and the date of the change.

Field name	From	To	Modified by	Time
Status	Pending approval	Approved	Barbara Rardin	10 Dec 2021 4:44:48 PM

- Copy position description—to copy the position description to create a new PD with the same title and a different PCN
- Recruit for position—after the position is approved to recruit for the position
- Show jobs—shows the position that have been posted.

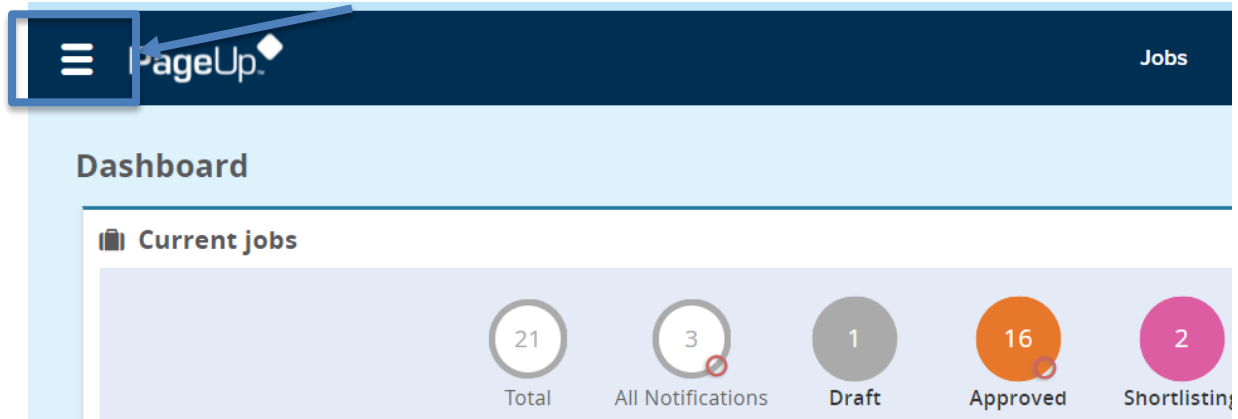
Job number	Title	Job status	Date created
492319	Staff Nurse	Approved	Nov 23, 2021

## Scenarios

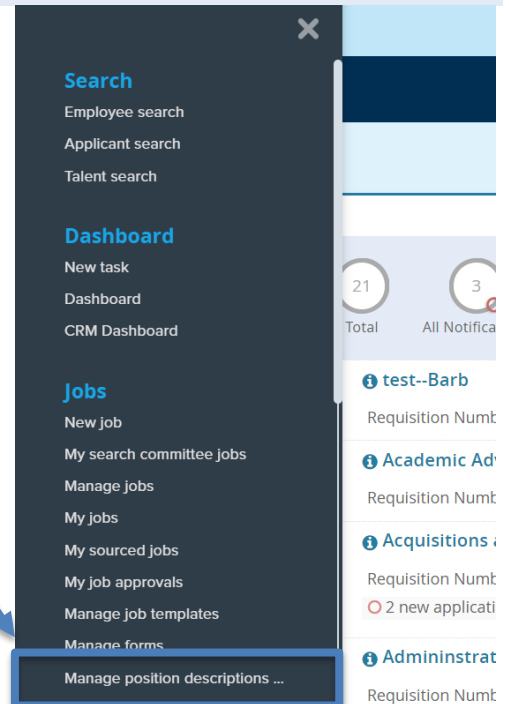
- Position Description—
  - If this is a new position, then create a position description
  - Can be used to create the Job aka Job Requisition as values will carry over from the position description
  - Requires approvals
- Job aka Job Requisition—
  - Is used to create the posting of the position for candidates to apply to the position
  - Requires approvals
- Job Template—
  - Will be used for high turnover positions

## Accessing the Position Description

- Select the Hamburger menu



- Select “Manage position descriptions...”



- Is this a New position?

- **Yes**, click on “New position description” see Pages 12 thru 14

PageUp Jobs Peo

New position description

**Position Description**

PD No.  Title  Position Number

Hiring Manager  Work Type  Area

Approval status  Status

- **No**, click on “Edit” see Pages 9 thru 11

PageUp Jobs People Reports Settings Recent items Quick search Barbara ?

New position description

**Position Description**

PD No.  Title  Position Number  Employee Name  Employee No.

Hiring Manager  Work Type  Area  Org. level 3  Org. level 4

Approval status  Status

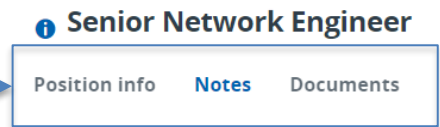
Clear Search

PD No.	Title	Position Number	Employee Name	Hiring Manager	Date modified	Approval status	
PD-5	Senior Network Engineer	321	One-Up Manager S Talent		Aug 23, 2021	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Recruit for position</a>   <a href="#">Archive</a>
PD-7	test-Barb, Animator	995197	Daniel Brainard		Nov 16, 2021	Approved	<a href="#">Edit</a>   <a href="#">View</a>   <a href="#">Recruit for position</a>   <a href="#">Archive</a>



## Editing the Position Description

- Tabs within the Position Description
  - Position Info
  - Notes
  - Documents



- **Tab: Position Info**
  - Type of action requested:
    - Select “Update position description”
  - Enter/update values
  - Users and Approvals (see the Definitions page 23)
    - Hiring Manager
    - Approval process
    - HR Recruiter

**Senior Network Engineer** Recruit for position ...

**Position info** Notes Documents

### POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

Type of action requested: Update position description

Title:\* Senior Network Engineer

Position control number (PCN): Director of Product 🔍 ✎  
Details

Hiring location:\* Health Science Campus Hospital 🔍 ✎  
Number: 5

Org level 2:\* Division 1

General summary:\*  
The primary responsibility of the Senior Network Engineer is to implement, troubleshoot, manage, and enhance the various components of UT's data network. The Senior Network Engineer conducts research, planning, and implements point solutions to support

- Clicking on the “Next page>” will take you to the next tab

Next page >

## Editing the Position Description continued

- **Tab: Notes**

- Notes is used for any changes, approvals, or miscellaneous documentation.
- Add: select “Note”
  - Note: Add text
  - File: Upload any document here
  - Email this note to: Check the box if applicable
  - User: If sending information to The University of Toledo employee
  - Other e-mail: If the note needs to be sent to someone other than The University of Toledo employee
- Click “Submit”

Senior Network  
Position info **Notes**

Add: Select

Dec 10, 2021, 3:02pm  
xxx

Note:\*

File: Upload file

E-mail this note to:

User:  🔍

Other e-mail:

Submit Cancel

- If you need to “Edit” or “Delete” the note you can do so by clicking the action

Senior Network Engineer [Recruit for position](#) ⋮

Position info **Notes** Documents

Add: Select

Dec 10, 2021, 3:02pm  
xxx

Barbara Rardin  
Edit Delete

Next page >

- Clicking on the “Next page>” will take you to the next tab

## Editing the Position Description continued

- **Tab: Documents**
  - From drop down box select: Document from file
  - File: Click on “Upload file” search to find the file
  - Document category: Position description
  - Title: if you want to title the uploaded document
  - Do you need to add another document?
    - **Yes**, click on “Save and add another”
    - **No**, click on “Save and close”

The screenshot shows a web application interface with a navigation bar at the top containing 'Position info', 'Notes', and 'Documents' tabs. The 'Documents' tab is active. Below the navigation bar, there is a 'Document' list on the left and a main content area. A modal dialog box titled 'Upload a new document' is open, featuring a dark blue header and a light gray body. The dialog contains three input fields: 'File:\*' with an 'Upload file' button, 'Document category:\*' with a dropdown menu set to 'Position description', and 'Title:' with an empty text box. At the bottom of the dialog, there are three buttons: 'Save and add another', 'Save and close', and 'Close'.

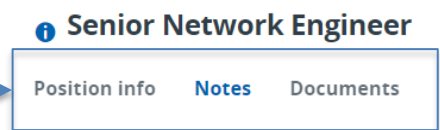
- Position Description is complete and ready for approval?
  - **Yes**, click on “Submit” you will be kept on the same page
  - **Yes**, click on “Save and exit” it will exit you out of the PD
  - **No**, click on “Save a draft”

The screenshot shows a horizontal bar with four buttons: 'Save a draft', 'Submit', 'Save and exit', and 'Cancel'. The 'Submit' button is highlighted in dark blue, while the others are light gray.

- Refer to the Approvals of Position Description, page 15

## Creating a Position Description

- **The Position Control Number (PCN) needs to be created within Banner before you can proceed with this step.**
- Tabs within the position Description
  - Position Info
  - Notes
  - Documents
- **Tab: Position Info**
  - Type of action requested:
    - Select “Create a new position description”
  - Enter values
  - Users and Approvals (see the (see the Definitions page 23))
    - Hiring Manager
    - Approval process
    - HR Recruiter



### New position description

**Position info** Notes Documents

#### POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

Type of action requested:

Title:\*

Position control number (PCN):     
No position selected.

Hiring location:\*     
No Site name selected.

Org level 2:\*

General summary:\*

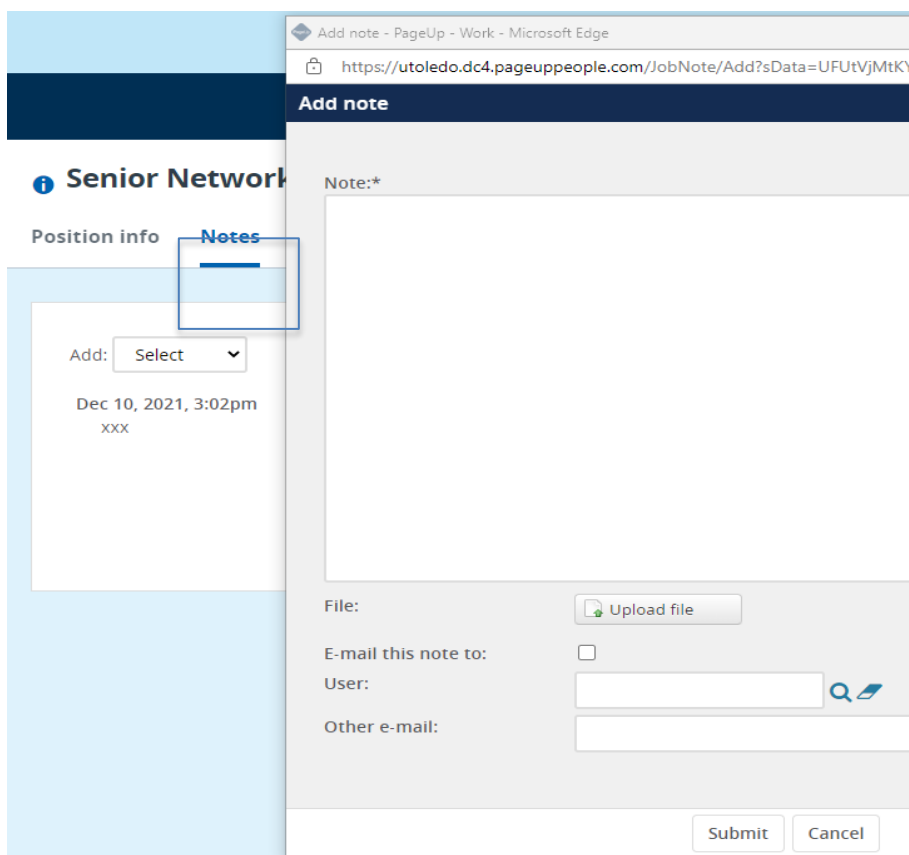
Minimum qualifications:\*

- Clicking on the “Next page>” will take you to the next tab

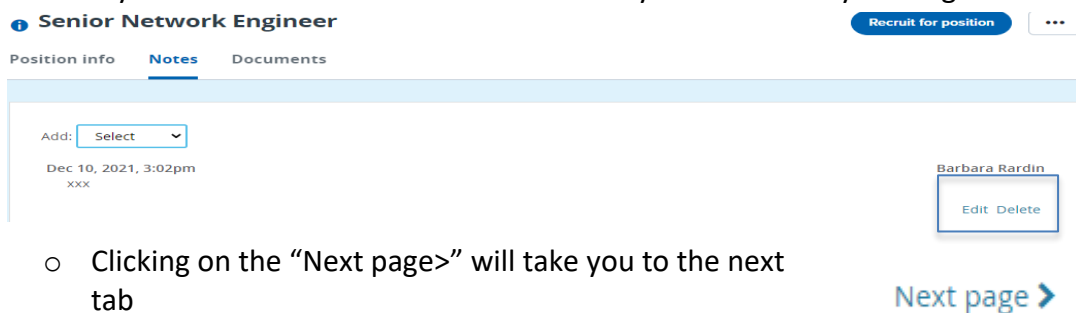
Next page >

## Creating a Position Description continued

- **Tab: Notes**
  - Notes is used for any changes, approvals, or miscellaneous documentation.
  - Add: select “Note”
    - Note: Add text
    - File: Upload any document here
    - Email this note to: Check the box if applicable
    - User: If sending information to The University of Toledo employee
    - Other e-mail: If the note needs to be sent to someone other than The University of Toledo employee
    - Click “Submit”



- If you need to “Edit” or “Delete” the note you can do so by clicking the action



- Clicking on the “Next page>” will take you to the next tab

## Creating a Position Description continued

- **Tab: Documents**
  - From drop down box select: Document from file
  - File: Click on “Upload file” search to find the file
  - Document category: Position description
  - Title: if you want to title the uploaded document.
  - Do you need to add another document?
    - **Yes**, click on “Save and add another”
    - **No**, click on “Save and close”

The screenshot shows a web application interface with a navigation bar at the top containing 'Position info', 'Notes', and 'Documents' tabs. The 'Documents' tab is active. Below the navigation bar, there is a 'Document' list on the left and a main content area. A modal dialog box titled 'Upload a new document' is open in the center. The dialog has a dark blue header and contains the following fields and buttons:

- File:\***: A text input field with an 'Upload file' button to its right.
- Document category:\***: A dropdown menu with 'Position description' selected.
- Title:**: An empty text input field.
- Buttons:** 'Save and add another', 'Save and close', and 'Close' are located at the bottom of the dialog.

- Position Description is complete and ready for approval?
  - **Yes**, click on “Submit” you will be kept on the same page
  - **Yes**, click on “Save and exit” it will exit you out of the PD
  - **No**, click on “Save a draft”

The screenshot shows a horizontal bar with four buttons: 'Save a draft', 'Submit', 'Save and exit', and 'Cancel'. The 'Submit' button is highlighted in a dark blue color, while the others are white with a light blue border.

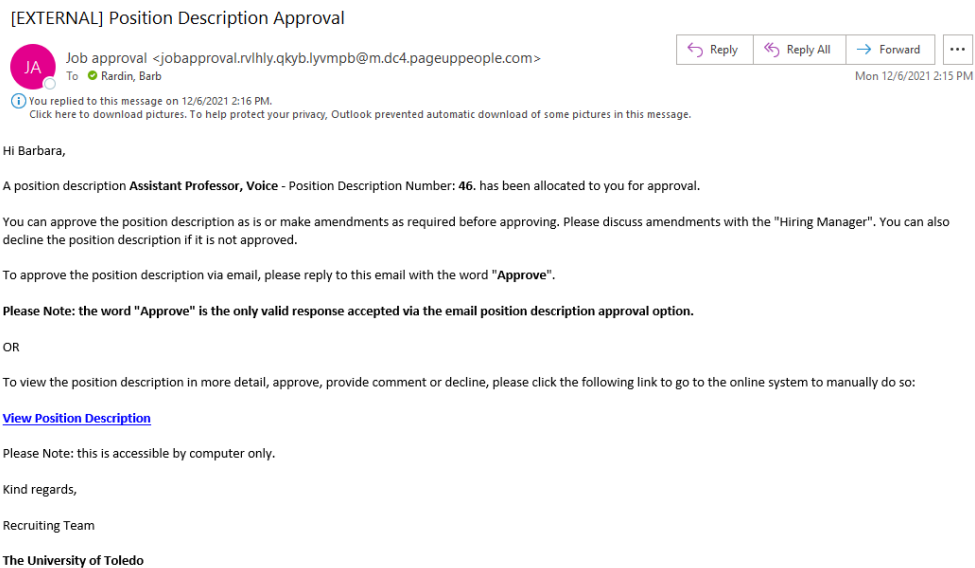
- Refer to the Approvals of Position Description, page 15

## Approvals of Position Description

- The employee who is listed in the approval process in sequential order will receive an email. Once one employee approves the position description another email will be sent to the next employee.

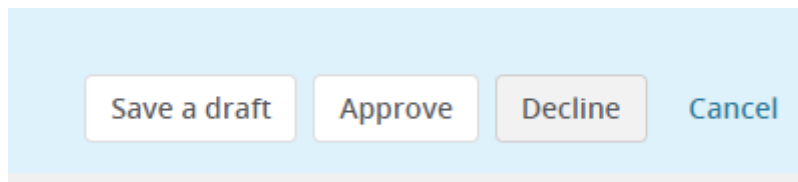
### Approver notification

- The approver will receive an email.



### How to approve the Position Description

- **First option**
  - The approver can reply to the email with the word "Approve"
  - **NOTE: The approver cannot "Decline" the position description via email**
- **Second option**
  - The approver can click the link in the email.
  - Review the Position Description
    - Click on "Approve" or Decline"



### Who will be notified once the Position Description is approved?

- Hiring Manager

### Is my position posted?

- **No**

### How do I get it posted?

- Refer to How to recruit for the position steps (see pages 16 thru 21)

## How to recruit for the position

### First option—recruit for Position

NOTE: The fields from the position description will be carried over into the Job aka Job Requisition

- Select the Hamburger menu

The screenshot shows the top navigation bar with the PageUp logo and a hamburger menu icon on the left, and the word 'Jobs' on the right. Below this is a 'Dashboard' section with a 'Current jobs' header. A summary row contains five circular icons with numbers: '21 Total', '3 All Notifications', '1 Draft', '16 Approved', and '2 Shortlisting'.

- Select “Manage position descriptions...”

The screenshot shows a dark sidebar menu with a close button (X) at the top right. The menu is organized into sections: 'Search' (Employee search, Applicant search, Talent search), 'Dashboard' (New task, Dashboard, CRM Dashboard), and 'Jobs' (New job, My search committee jobs, Manage jobs, My jobs, My sourced jobs, My job approvals, Manage job templates, Manage forms, and 'Manage position descriptions ...' which is highlighted with a blue box).

- The Approval status should be “Approved”
- Click on “Recruit for position”

The screenshot shows a form with fields for Employee Name, Employee No., Hiring Manager, and Work Type (set to 'All'). Below the form are dropdown menus for 'Approval status' (set to 'Approved') and 'Status' (set to 'Active'). A 'Clear' and 'Search' button are also present. Below the form is a table with columns: Job Number, Employee Name, Hiring Manager, Date modified, Approval status, and Recruit for position. The first row shows 'Hunter Morrison' as the employee name, 'Dec 10, 2021' as the date modified, and 'Approved' as the approval status. The 'Recruit for position' button in the last column is highlighted with a blue box.

Job Number	Employee Name	Hiring Manager	Date modified	Approval status	Recruit for position	Archive
	Hunter Morrison		Dec 10, 2021	Approved	Recruit for position	



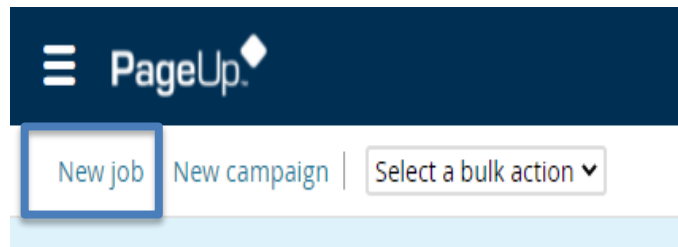
## How to recruit for the position continued

### Second option

- Select “Jobs”

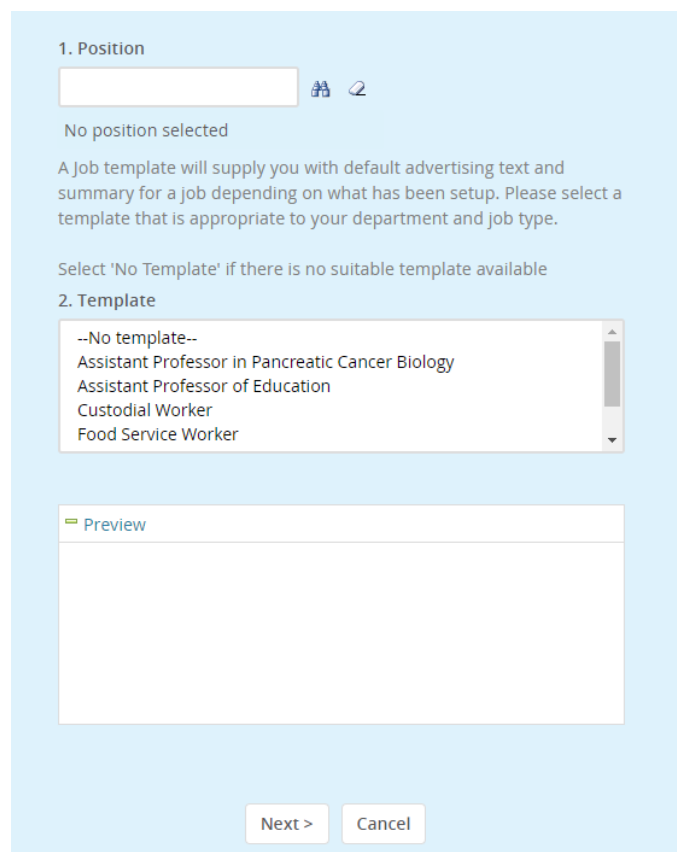


- Select “New Job”



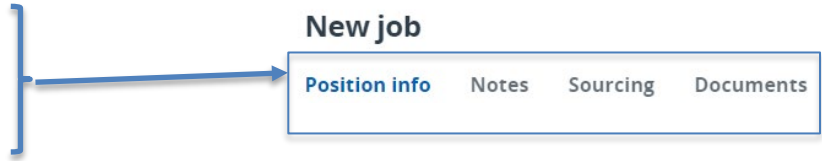
- Enter values

- 1. Position aka PCN
- 2. Templates will be used for certain scenarios
  - Position has high turnover
  - Part-time instructor
  - Contact employment with any questions you may have
  - If the position does not fit the template, then select “--No template—”
- Click on “Next>”

A screenshot of the '1. Position' and '2. Template' form sections in the PageUp interface. The '1. Position' section has an empty text input field with a search icon and a refresh icon. Below it, it says 'No position selected' and provides instructions: 'A Job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type. Select 'No Template' if there is no suitable template available'. The '2. Template' section has a dropdown menu with the following options: '--No template--', 'Assistant Professor in Pancreatic Cancer Biology', 'Assistant Professor of Education', 'Custodial Worker', and 'Food Service Worker'. Below the dropdown is a 'Preview' section with an empty text area. At the bottom of the form are 'Next >' and 'Cancel' buttons.

## Editing the Job

- Tabs within the Job
  - Position Info
  - Notes
  - Sourcing<sup>1</sup>
  - Documents



- **Tab: Position info**

- Enter values

- Title: This value comes from the PD; however, the title here can be adjusted to reflect the correct title.

Title:\*

- Float, Rotate, On call, Travel, Weekend/Holiday
  - check the appropriate boxes
  - save the Job as a draft, go back in then when you get to the “Generate Description” the values will come in correctly.
  - You don’t want to see “{bOther1}”

Float:  Yes  No  
 Rotate:  Yes  No  
 On call:  Yes  No  
 Travel:  Yes  No  
 Weekend/Holiday:  Yes  No

- Number of Openings
  - You can add multiple “Position no” for the one requisition.
  - Update the “Type”

- Enter the # of positions in the “New” or “Replacement” field
- Click “Add more”
- Enter the new “Position no”
- Update the “Type”

**NUMBER OF OPENINGS**

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

NO ACTION NEEDED: If there are not additional openings.

Positions:

Position no	Type:	Applicant	Application status		
1	<input type="text" value="998883"/>	Select	-	-	Cancel

New:  Replacement:

Reason:

<sup>1</sup> Users may not see this tab as it is based on access

## Editing the Job continued

- Search Committee Details
  - Add Search Committee Chair
  - Add Search Committee members

**SEARCH COMMITTEE DETAILS**

Search committee chair:\*  🔍 ✎  
Email Address: Aaren.Lapoint@UToledo.Edu ▼

Search committee members:

Recipient Remove all

No Search committee member selected.

Search committee member information:

**SELECTION CRITERIA**

👁 There are no items to show

- Selection Criteria
  - If the search committee is looking for certain criteria, enter it here.
    - Select “Add”
      - Selection criteria window will appear
      - Select questions
      - Click on “Add”
    - If a question does not exist
      - Click on “New”
      - Enter Text
      - Is the question for:
        - Minimum qual
        - Preferred Qual
      - Click on “Add”
  - “Generate Description” takes values from the fields in the job posting and creates the “Advertisement text”. The values can be changed here if you like.

Advertisement text:

B I U ✎
☰ ☰ ☰
Formats
A A
🔗 🖼 🗑
📄 Ix <>
?

- Users and Approvals (see the Definitions page 23)
  - Department Admin
  - Hiring Manager
  - Approval process
  - HR Recruiter
- Status: Select “Pending approval”
- Clicking on the “Next page>” will take you to the next tab

[Next page >](#)

## Editing the Job continued

- **Tab: Notes**
  - Notes is used for any changes, approvals, or miscellaneous documentation.
  - Add: select “Note”
    - Note: Add text
    - File: Upload any document here
    - Email this note to: Check the box if applicable
    - User: If sending information to The University of Toledo employee
    - Other e-mail: If the note needs to be sent to someone other than The University of Toledo employee
    - Click “Submit”

The screenshot shows a web browser window with the address bar displaying a URL from pageuppeople.com. The page title is 'Add note'. The main content area is titled 'Add note' and contains a large text input field labeled 'Note:\*'. Below this field are several options: a file upload section with an 'Upload file' button, a checkbox for 'E-mail this note to:', a search field for 'User:', and another search field for 'Other e-mail:'. At the bottom right of the form are 'Submit' and 'Cancel' buttons.

- If you need to “Edit” or “Delete” the note you can do so by clicking the action

The screenshot shows the 'New job' page with the 'Notes' tab selected. A list of notes is displayed. One note is visible with the text 'Dec 13, 2021, 3:14pm' and 'xxxx'. The note is attributed to 'Barbara Rardin' and has 'Edit' and 'Delete' buttons next to it.

- Clicking on the “Next page>” will take you to the next tab

Next page >

## Editing the Job continued

- **Tab: Sourcing**
  - Used by Employment
- **Tab: Documents**
  - From drop down box select: Document from file
  - File: Click on “Upload file” search to find the file
  - Document category: Position description
  - Title: if you want to title the uploaded document.
  - Do you need to add another document?
    - **Yes**, click on “Save and add another”
    - **No**, click on “Save and close”

The screenshot shows the 'New job' interface with the 'Documents' tab selected. A modal window titled 'Upload a new document' is open, displaying a form with the following fields: 'File:\*' with an 'Upload file' button, 'Document category:\*' with a dropdown menu set to 'Position description', and 'Title:' with an empty text box. At the bottom of the modal are three buttons: 'Save and add another', 'Save and close', and 'Close'. The main interface below the modal has a 'Select' dropdown menu and a 'Document' text area. At the bottom of the main interface are four buttons: 'Save a draft', 'Submit', 'Save and exit', and 'Cancel'.

- Job is complete and ready for approval?
  - **Yes**, click on “Submit” you will be kept on the same page
  - **Yes**, click on “Save and exit” it will exit you out of the PD
  - **No**, click on “Save a draft”

A close-up of the action buttons at the bottom of the interface: 'Save a draft', 'Submit', 'Save and exit', and 'Cancel'.

- Refer to the Approvals of Jobs, page 22

## Approvals of Jobs

- The employee who is listed in the approval process in sequential order will receive an email. Once one employee approves the Job Requisitions another email will be sent to the next employee.

### Approver notification

- The approver will receive an email.

[EXTERNAL] Job Requisition Approval

JA Job approval <jobapproval.rvlhky.qkyb.lyympb@m.d44.pagepeople.com>  
To: Rardin, Barb

Mon 11/22/2021 10:31 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Barbara,

A job requisition for position **Secretary 1** - Job Number: 492308, has been allocated to you for approval.

You can approve the requisition as is or make amendments as required before approving. Please discuss amendments with the "Hiring Manager". You can also decline the job if this requisition is not approved.

**Quick reference job details**

Job Title: **Secretary 1**

Department: Medical Services 3

Manager: Mary Morrison,

Worktype: Staff - Regular

Duration:

Payscale: **Secretary 1**

To approve the job requisition via email, please reply to this email with the word "Approve".

**Please Note: the word "Approve" is the only valid response accepted via the email job approval option.**

OR

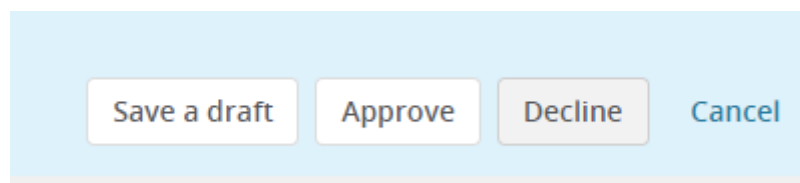
To view the job requisition in more detail, approve, provide comment or decline, please click the following link to login [ADD SSO OR ADMIN URL](#).

Kind regards,

Recruiting Team  
The University of Toledo

### How to approve the Job Requisition

- **First option**
  - The approver can reply to the email with the word "Approve"
  - **NOTE: The approver cannot "Decline" the Job Requisition via email**
- **Second option**
  - The approver can click the link in the email.
  - Review the Job Requisition
    - Click on "Approver" or Decline"



### Who will be notified once the Job Requisition is approved?

- Originator/Recruiter

### Is my Job Requisition posted?

- **No**, Employment will have to source the position

## Definitions

Field	Description
Academic Finance	
Academic Inclusion	
Approval process	The position description and the job need to be approved
Budget	Employees in the Office Of Bud/Plan
College	
COMLS Dean	Employee with the title of Dean, College of Medicine & Life Sciences
Department	
Department Admin	
Department Chair	
Department (Management)	
Employment	The Employment team representative
Executive	
Grants	
Hiring Manager	The supervisor for the position
HR	
HR Recruiter	The employment team representative
Job	Aka requisition or Job requisition
Management	
More Grants	
1 thru 5 Approver	One thru Five approvers as needed
PCN	Position Control Number from Banner
PD	Aka Position Description
PI	
Provost	Employee with the title of Provost
Safe a draft	The PD but not submitted for approval.
Safe and Exit	The PD is submitted for approval and you will be exit you to the PD menu
Sourced	Job Posted
Sr Assoc Dean Admin & Finance	Employee with the title of Sr Assoc Dean Admin & Finance
Submit	The PD is submitted for approval and you will be kept on the same page.

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