Recruitment

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Logging into system

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

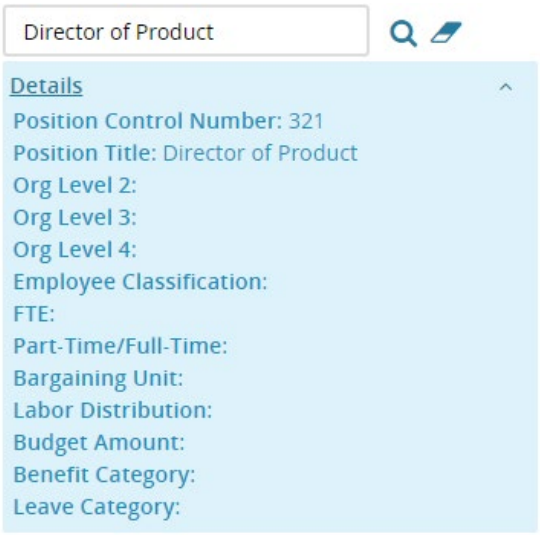
Career sites

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

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

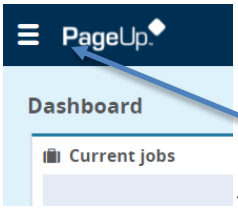
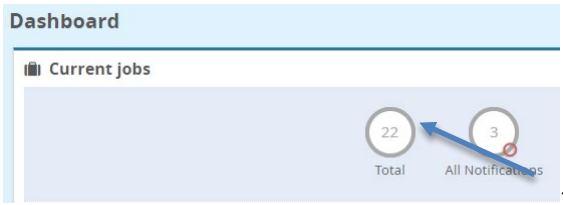
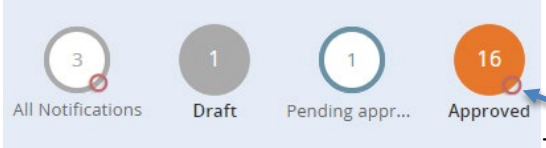
Navigation

- * —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

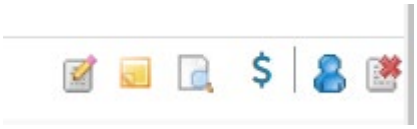
Dashboard fields

-  —by clicking on the PageUp icon it will take you to your dashboard
-  —In the Dashboard you will see a larger circle that identifies the number of actions
-  —In the Dashboard you will see a smaller circle in the lower right which identifies a new action that needs your attention

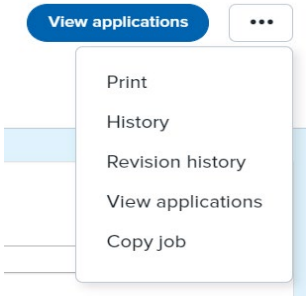
Job Requisition page

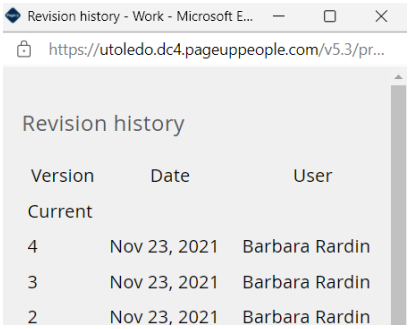
- Sourced
  - Red "**X**'s"—the position **is not** sourced/advertised
  - Green "**Checks**"—the position **is** sourced/advertised

- 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

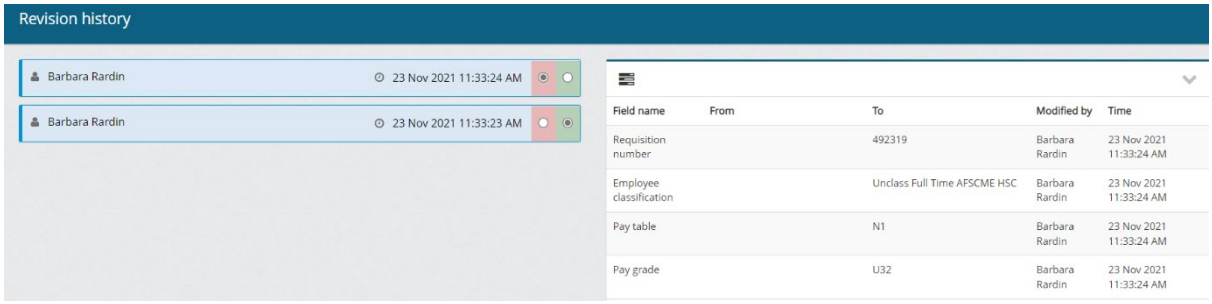


- Three dots to the far-right side of the page
  - Print—you can print the Job Requisition
  - History—shows dates of names



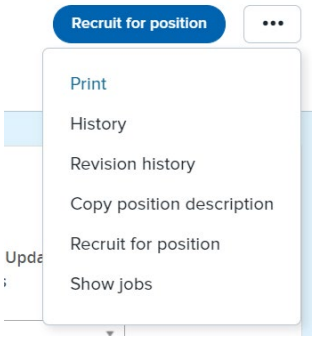


  - Revision History—shows you what was changed. The "From" is the before the "To" is after and the date of the change.

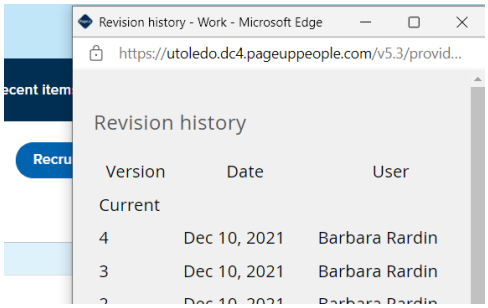


  - View applications—another way to access the applicants
  - Copy job—to create another requisition

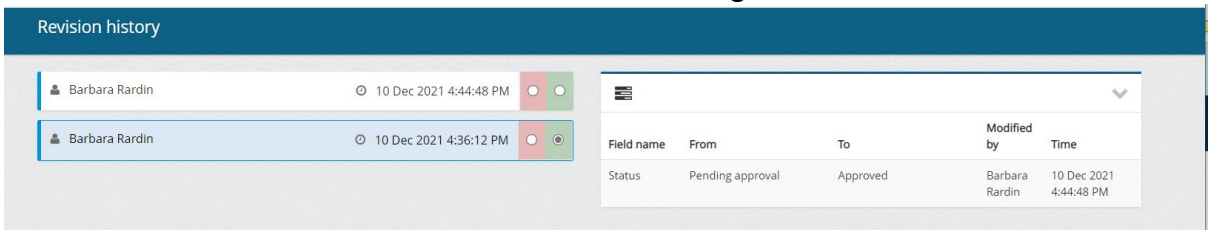
Position Description (PD) page



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



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



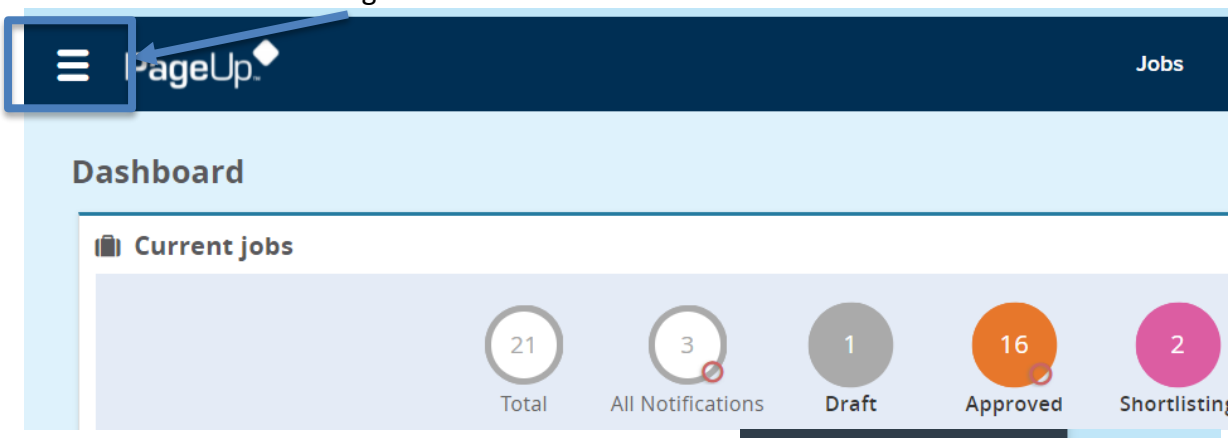
  - Copy position description—to copy the position description to create a new PD with the same title and a different PCN
  - Recruit for position—after the position is approved to recruit for the position
  - Show jobs—shows the position that have been posted.

Scenarios

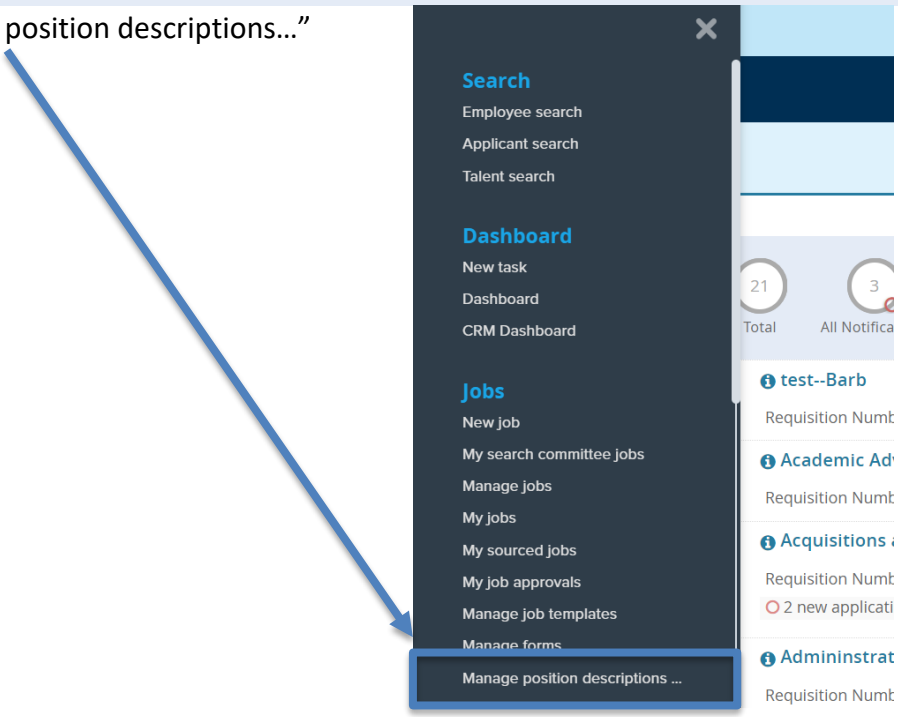
- Position Description—
  - If this is a new position, then create a position description
  - Can be used to create the Job aka Job Requisition as values will carry over from the position description
  - Requires approvals
- Job aka Job Requisition—
  - Is used to create the posting of the position for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

Accessing the Position Description

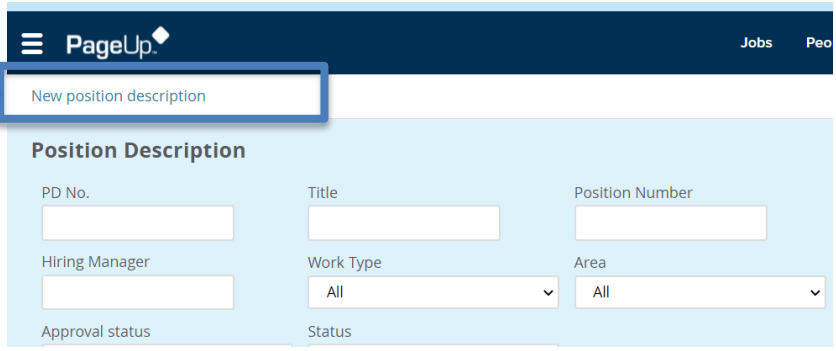
- Select the Hamburger menu



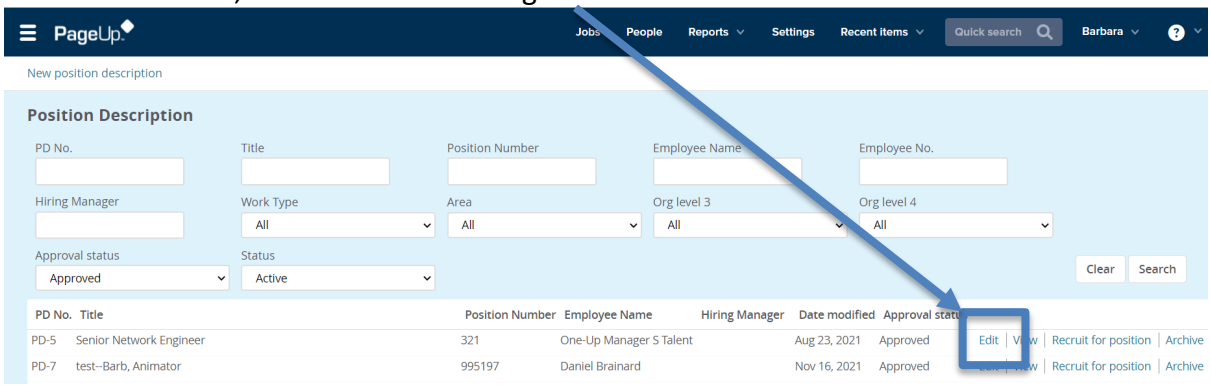
- Select "Manage position descriptions…"



- Is this a New position?
  - **Yes**, click on "New position description" see Pages 12 thru 14

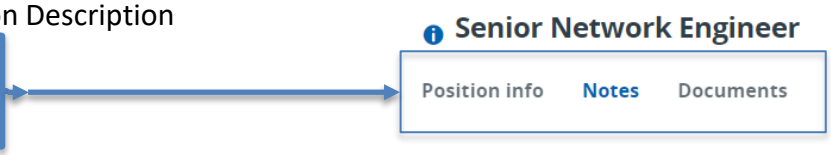


  - **No**, click on "Edit" see Pages 9 thru 11

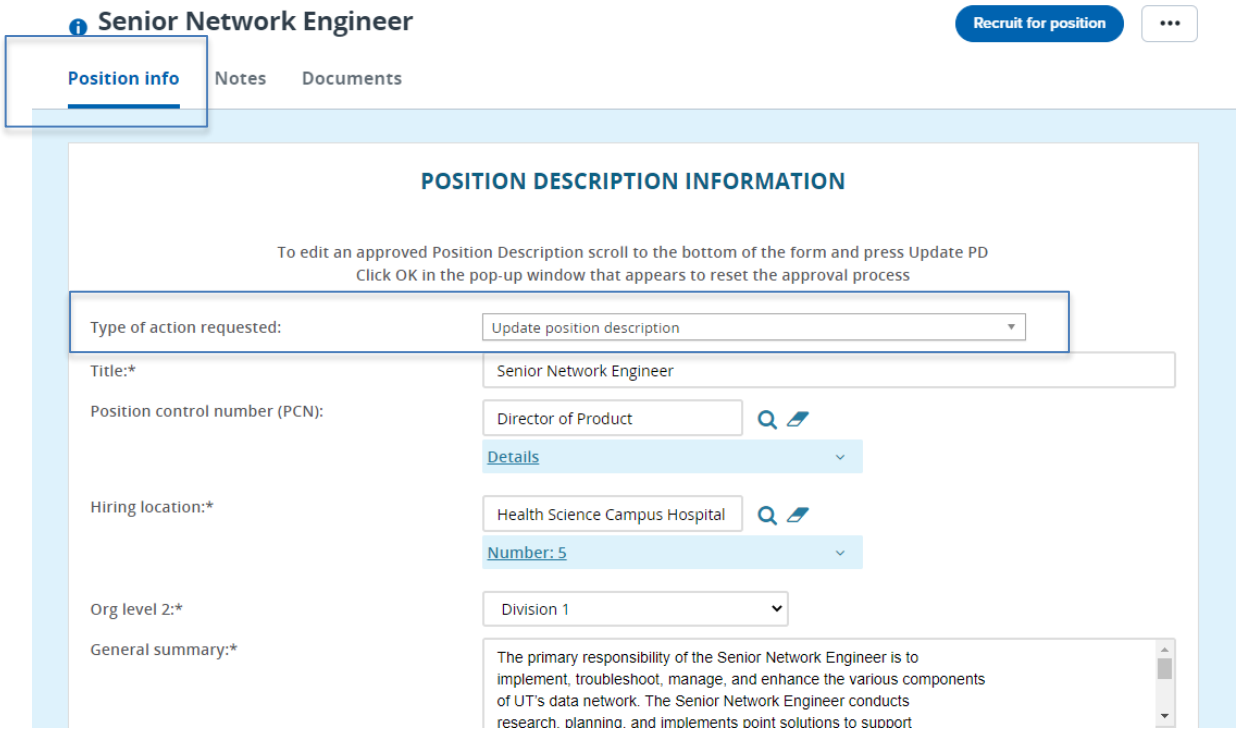


Editing the Position Description

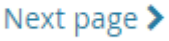
- Tabs within the Position Description
  - Position Info
  - Notes
  - Documents



- **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

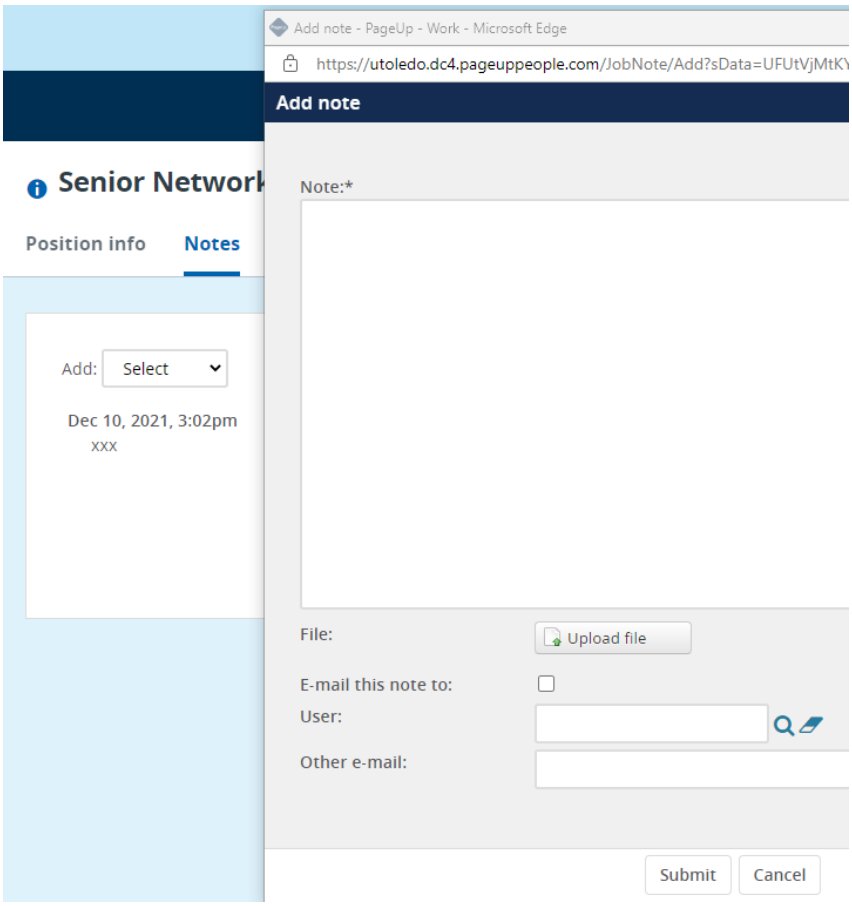


- Clicking on the “Next page>” will take you to the next tab

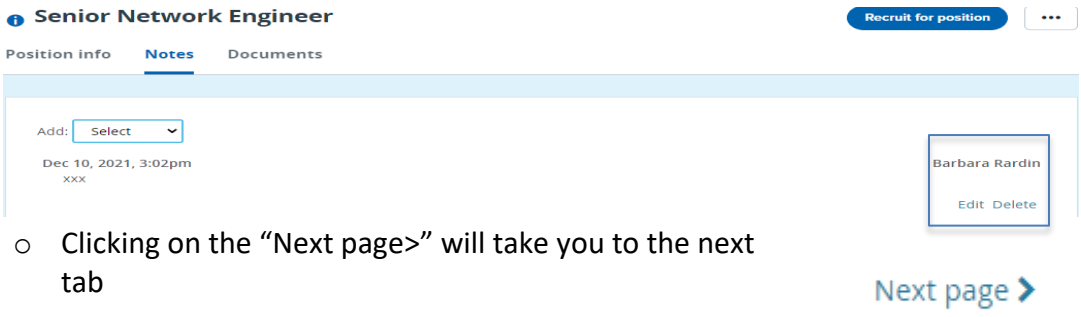


Editing the Position Description continued

- **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"



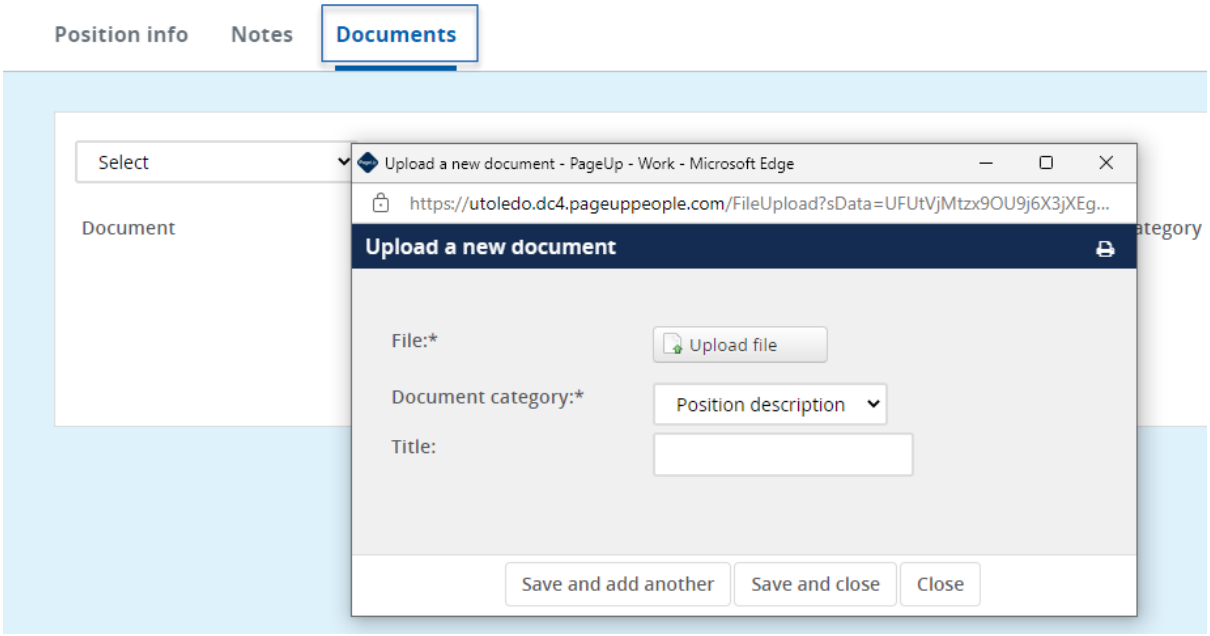
  - If you need to "Edit" or "Delete" the note you can do so by clicking the action



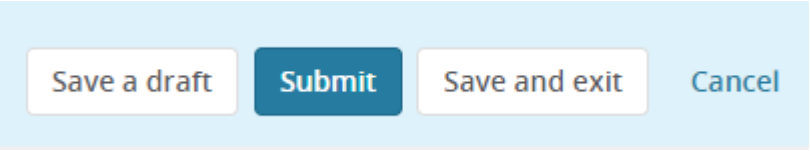
  - Clicking on the "Next page>" will take you to the next tab

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”



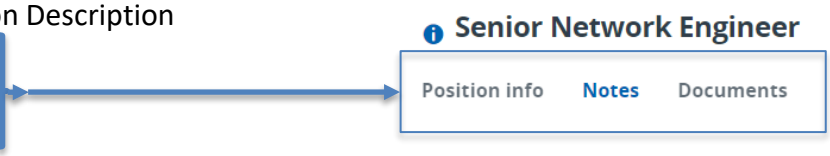
- Position Description is complete and ready for approval?
  - **Yes**, click on “Submit” you will be kept on the same page
  - **Yes**, click on “Save and exit” it will exit you out of the PD
  - **No**, click on “Save a draft”



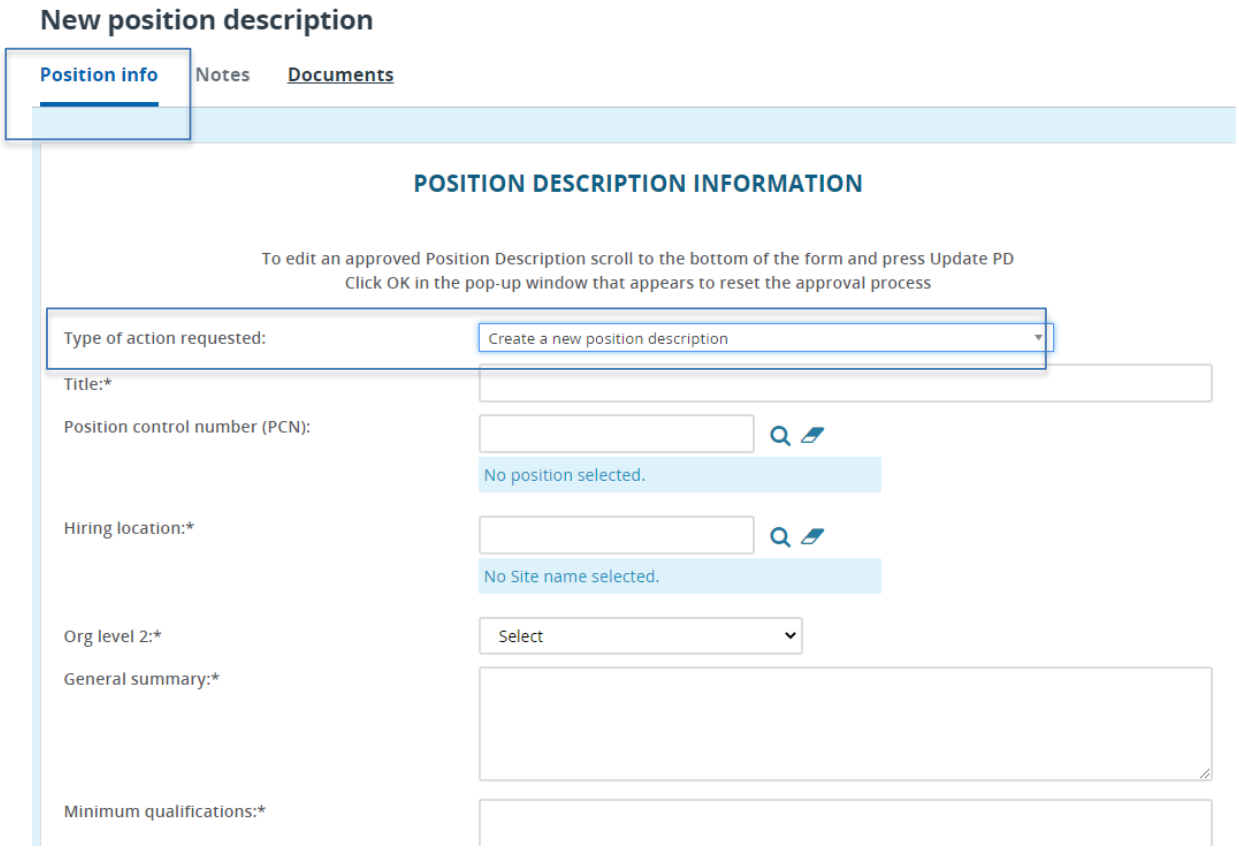
- Refer to the Approvals of Position Description, page 15

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



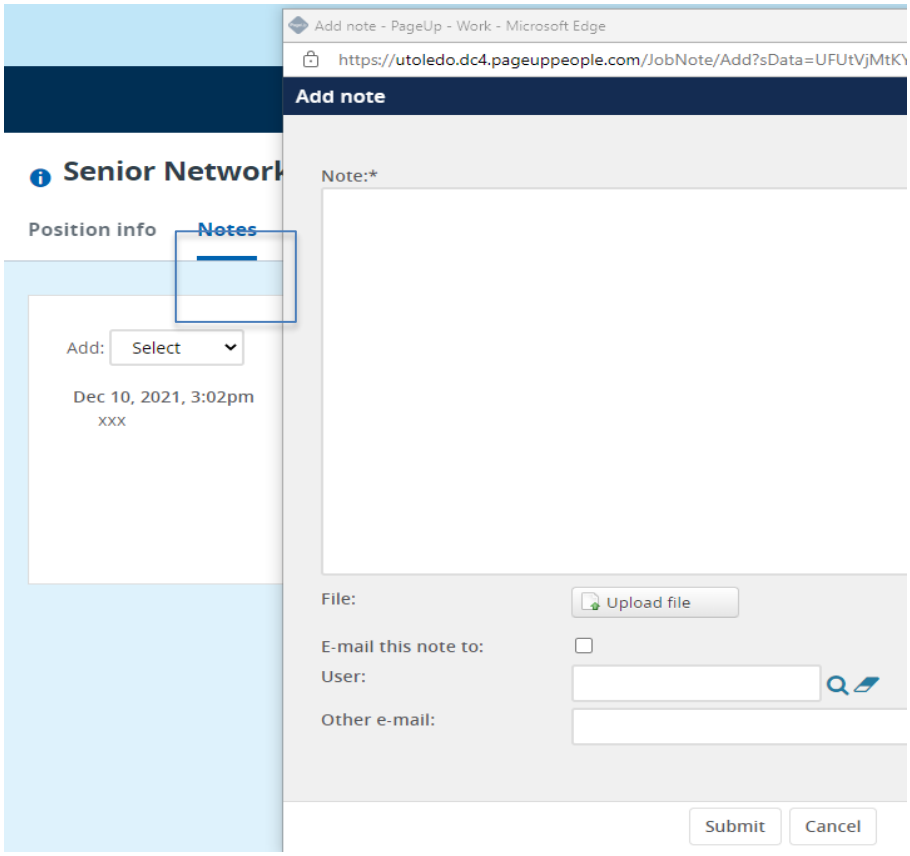
- **Tab: Position Info**
  - Type of action requested:
    - Select “Create a new position description”
  - Enter values
  - Users and Approvals (see the (see the Definitions page 23)
    - Hiring Manager
    - Approval process
    - HR Recruiter



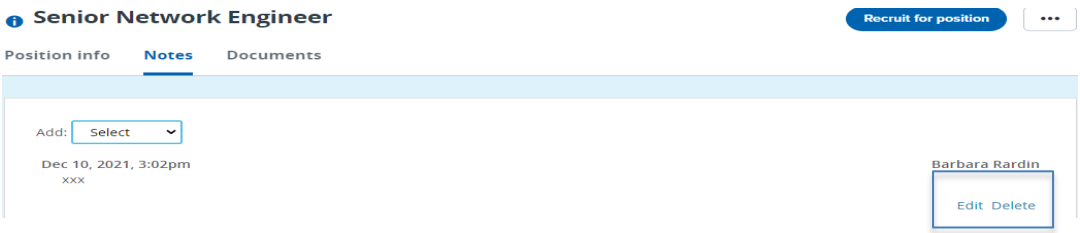
  - Clicking on the “Next page>” will take you to the next tab

Creating a Position Description continued

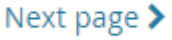
- **Tab: Notes**
  - Notes is used for any changes, approvals, or miscellaneous documentation.
  - Add: select "Note"
    - Note: Add text
    - File: Upload any document here
    - Email this note to: Check the box if applicable
    - User: If sending information to The University of Toledo employee
    - 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

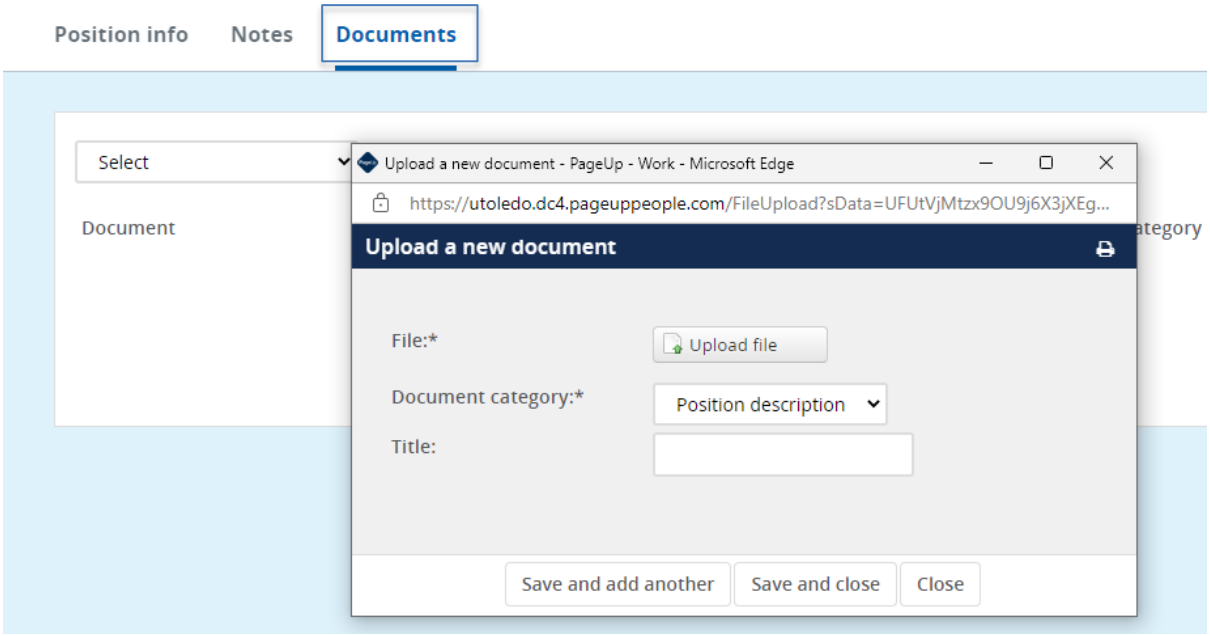


  - Clicking on the "Next page>" will take you to the next tab

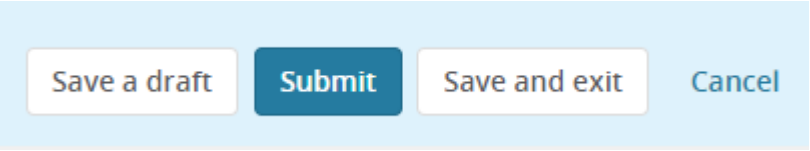


Creating a Position Description continued

- **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”



- 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”



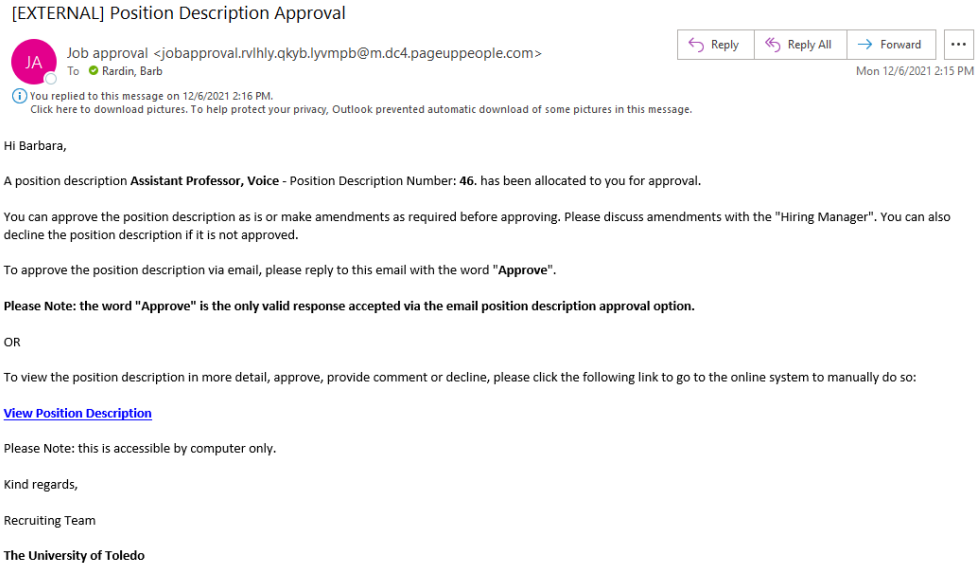
- Refer to the Approvals of Position Description, page 15

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.



[EXTERNAL] Position Description Approval

JA Job approval <jobapproval.rvlhly.qkyb.lyvmpb@m.dc4.pageuppeople.com>
To Rardin, Barb

Reply | Reply All | Forward | ...
Mon 12/6/2021 2:15 PM

You replied to this message on 12/6/2021 2:16 PM.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi Barbara,

A position description **Assistant Professor, Voice** - Position Description Number: **46.** has been allocated to you for approval.

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

To approve the position description 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 position description approval option.

OR

To view the position description in more detail, approve, provide comment or decline, please click the following link to go to the online system to manually do so:

View Position Description

Please Note: this is accessible by computer only.

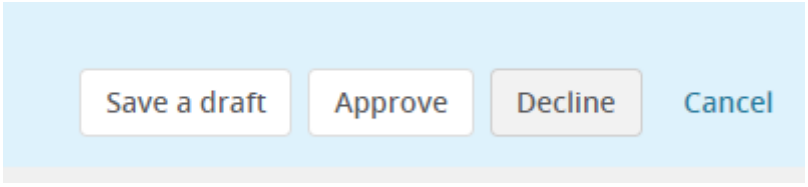
Kind regards,

Recruiting Team

The University of Toledo

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?

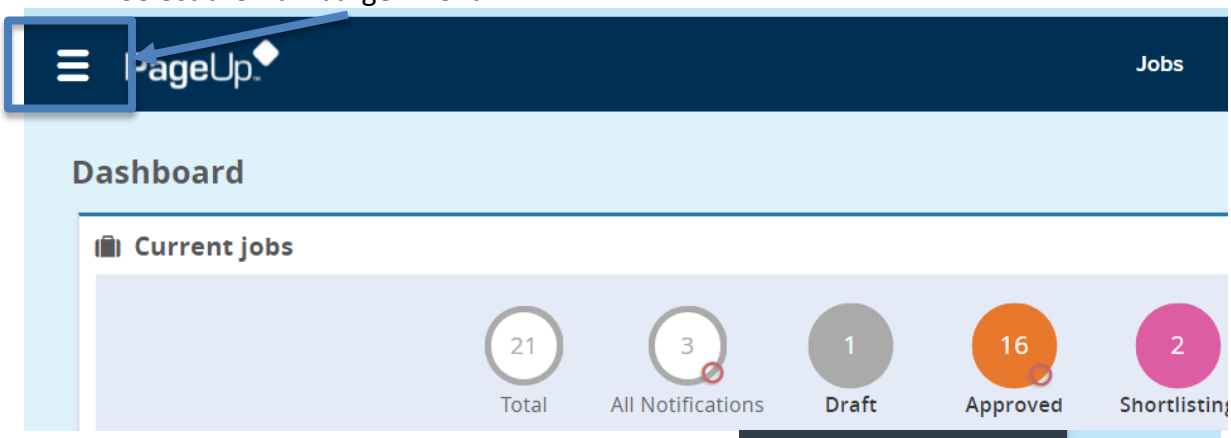
- Refer to How to recruit for the position steps (see pages 16 thru 21)

How to recruit for the position

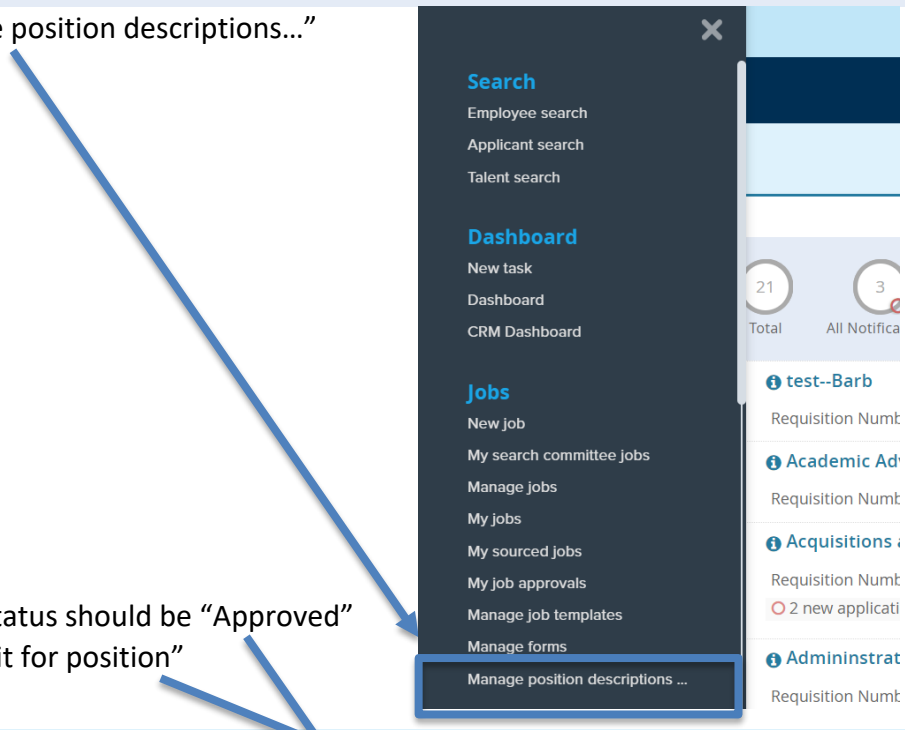
First option—recruit for Position

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

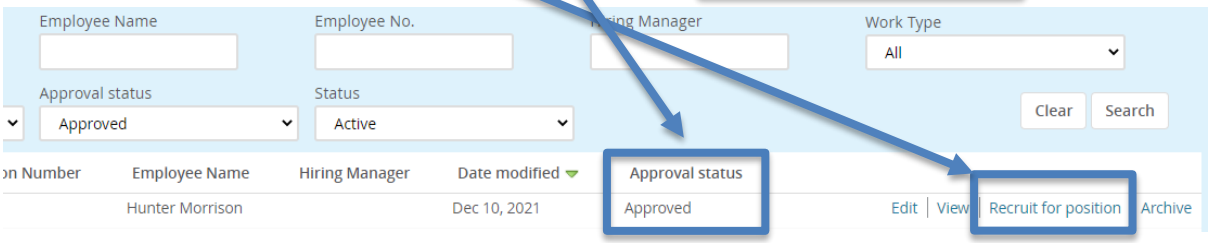
- Select the Hamburger menu



- Select “Manage position descriptions…”



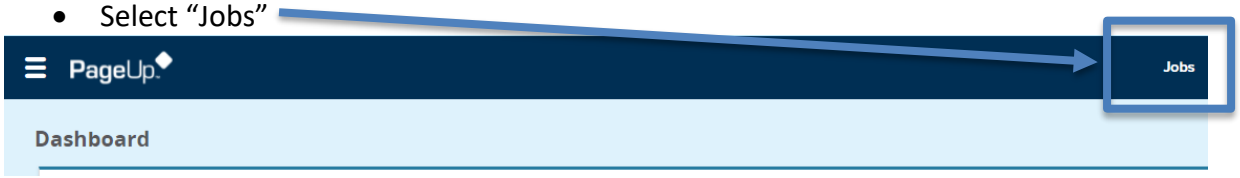
- The Approval status should be “Approved”
- Click on “Recruit for position”



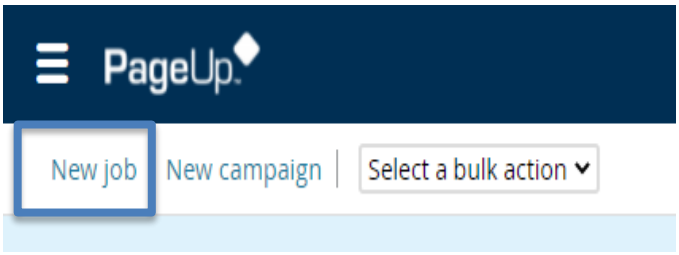
How to recruit for the position continued

Second option

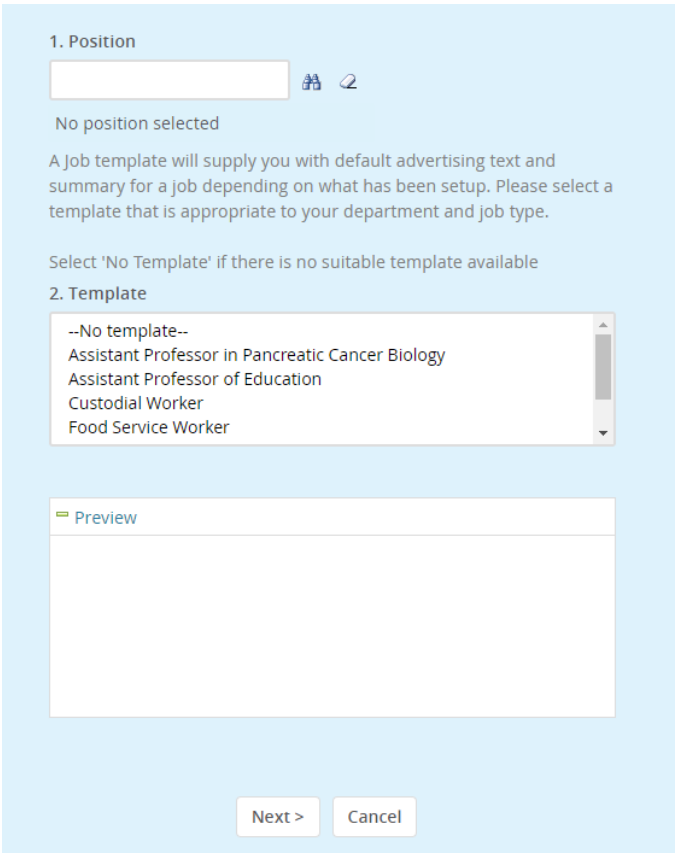
- Select “Jobs”



- Select “New Job”

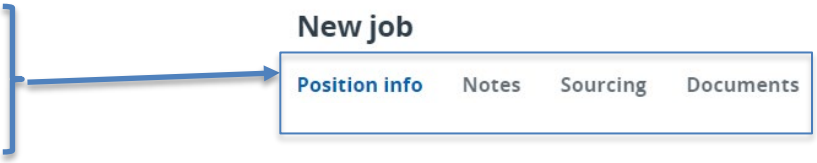


- Enter values
  - 1. Position aka PCN
  - 2. Templates will be used for certain scenarios
    - Position has high turnover
    - Part-time instructor
    - Contact employment with any questions you may have
    - If the position does not fit the template, then select “--No template—"
  - Click on “Next>”

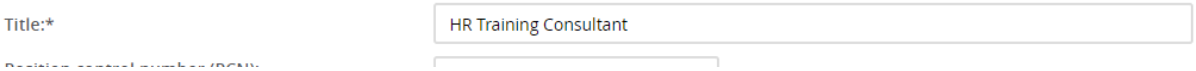


Editing the Job

- Tabs within the Job
  - Position Info
  - Notes
  - Sourcing[1]
  - Documents



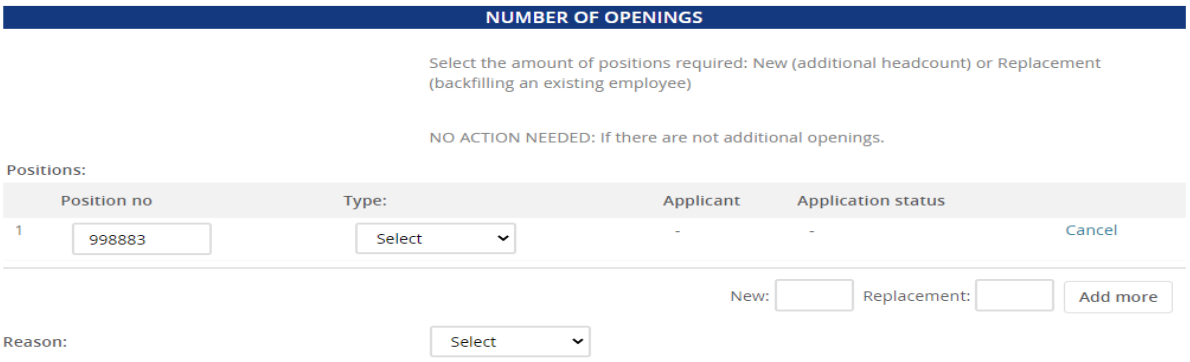
- **Tab: Position info**
- Enter values
  - Title: This value comes from the PD; however, the title here can be adjusted to reflect the correct title.



  - 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}"

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

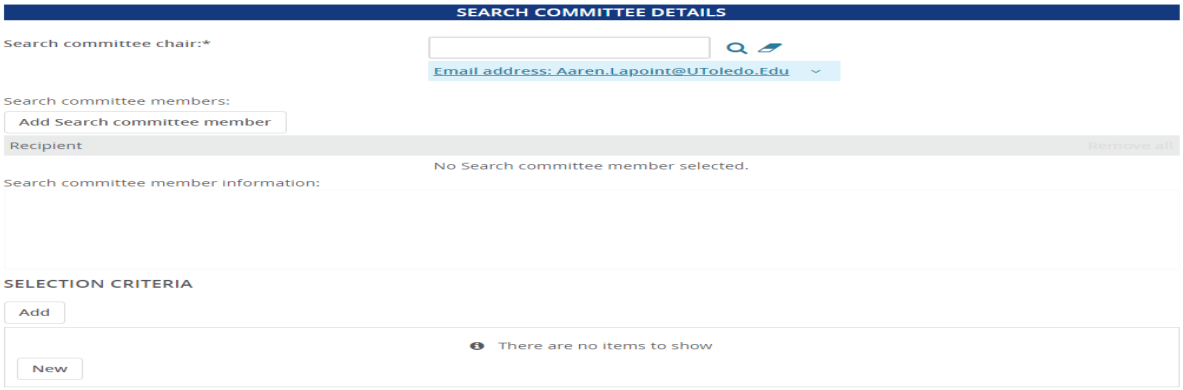
      - Enter the # of positions in the "New" or "Replacement" field
      - Click "Add more"
      - Enter the new "Position no"
      - Update the "Type"



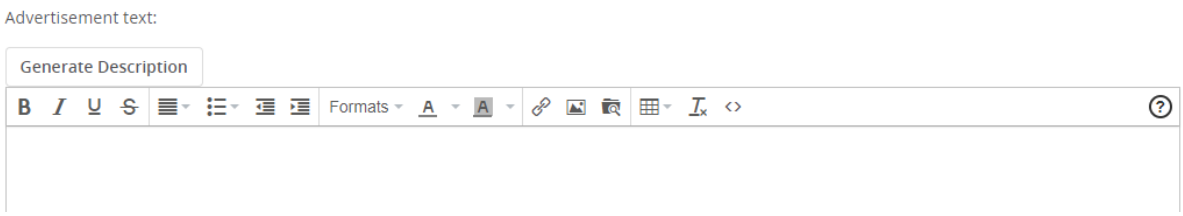
[1] Users may not see this tab as it is based on access

Editing the Job continued

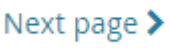
- Search Committee Details
  - Add Search Committee Chair
  - Add Search Committee members



  - 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.

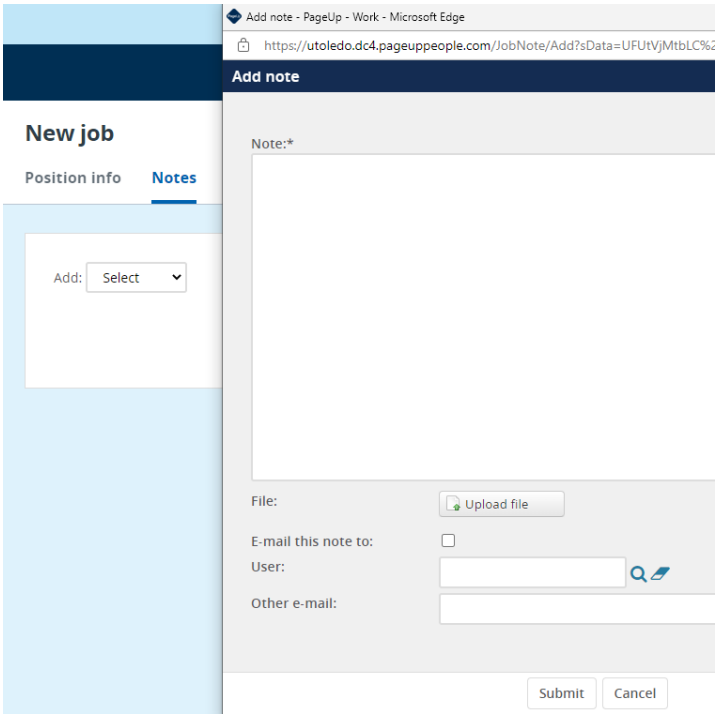


- Users and Approvals (see the Definitions page 23)
  - Department Admin
  - Hiring Manager
  - Approval process
  - HR Recruiter
- Status: Select “Pending approval”
- Clicking on the “Next page>” will take you to the next tab

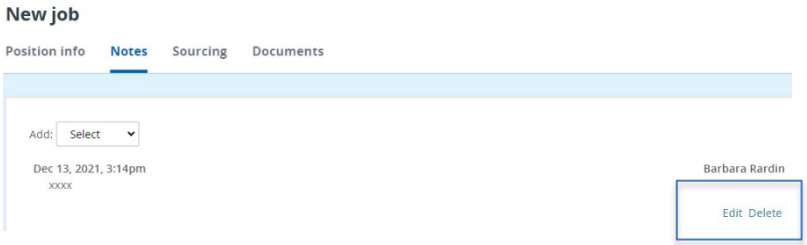


Editing the Job continued

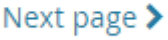
- **Tab: Notes**
  - Notes is used for any changes, approvals, or miscellaneous documentation.
  - Add: select “Note”
    - Note: Add text
    - File: Upload any document here
    - Email this note to: Check the box if applicable
    - User: If sending information to The University of Toledo employee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



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

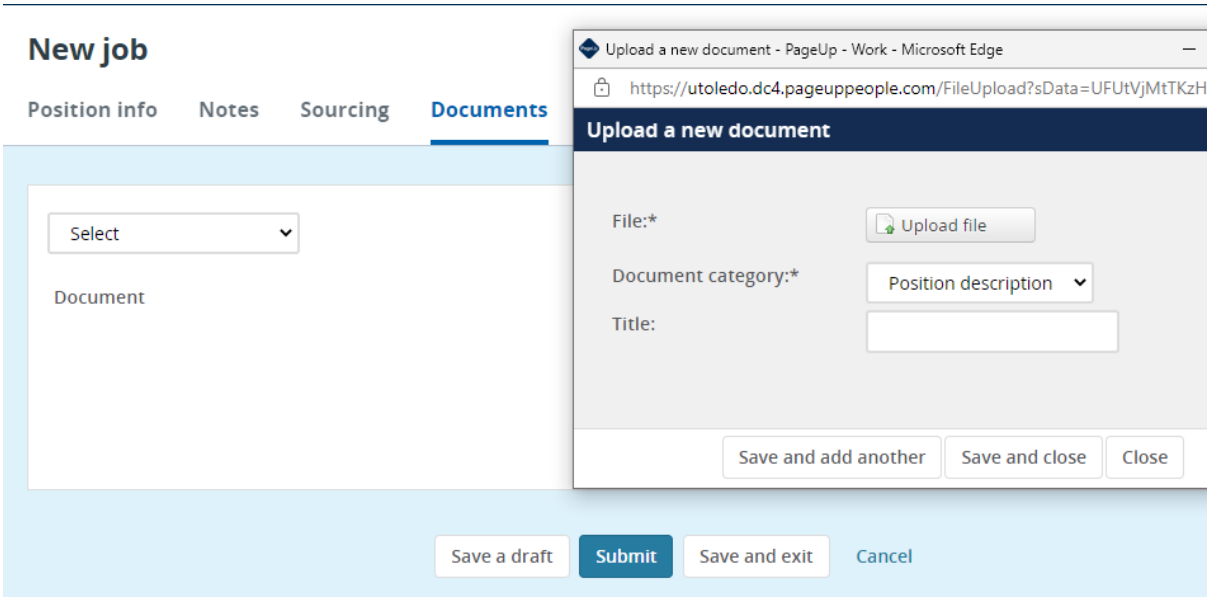


- Clicking on the “Next page>” will take you to the next tab

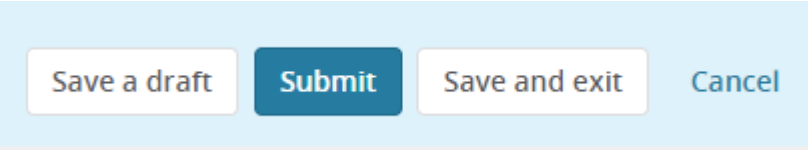


Editing the Job continued

- **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"



- 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"



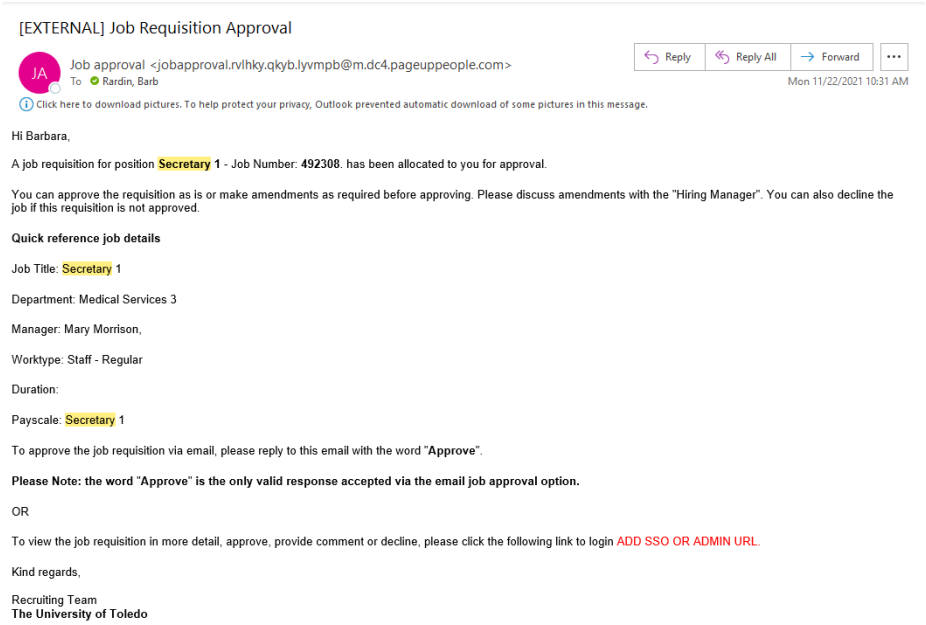
- Refer to the Approvals of Jobs, page 22

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.lyvmpb@m.dc4.pageuppeople.com>
To Rardin, Barb

Reply | Reply All | Forward | ...
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

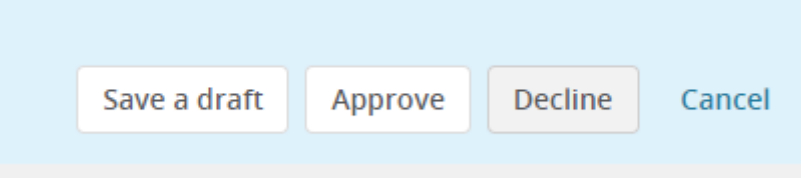
To view the job requisition in more detail, approve, provide comment or decline, please click the following link to login ADD SSO OR ADMIN URL.

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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