Creating a job requisition in PageUp:

Using an approved position description
DOCUMENTS NEEDED FOR APPROVAL

- Job Announcement
- Applicant Assessment Rubric
- Interview Questions (Phone & Campus)
- Reference Check Questions

Talent Management Resources
Getting Started

Log into PageUp by selecting the orange box on the Talent Management Resources webpage.

https://www.uwplatt.edu/node/17791
CREATE REQUISITION FROM APPROVED POSITION DESCRIPTION

Once a Position Description has been approved, it will be housed under Job Description, the pink box on the main menu; click on “Manage position descriptions and create a new requisition.”
Find your Position by using the search bars or sorting by any header. Select “Recruit for position.”
Creating a requisition from an approved position description will carryover certain fields including:

- Employee Classification
- Position Number
- Position Classification
- Proposed Hayes-Hill/Working Titles
- Division/Department/Operational Area
- Current/Prior Employee
- Salary Range/% of Appointment
- Funding
- Essential Justification
**Fields to be completed — Reason for Recruitment & Waiver Hire Request**

**Reason for Recruitment**

- **New** – Position is new to department/unit
- **Resignation/Retirement** – Prior Incumbent’s Status
- **Leave of Absence** – Only used for Waiver/Interim
  
  (See Create Job Requisition without a Position Description)

**Waiver Hire Request**

- Waivers are used when submitting a requisition that does not require a recruitment.
- This may be used for an Interim or a Temporary Staff hire.

(See Create Job Requisition for Interim & Temporary Position)
Advertisements automatically post to the UWP website, AccessDubuque, GlassDoor, Indeed, JobsInMadison & JobCenterOfWisconsin.

- Check boxes if advertising with Chronicle of HigherEd (Faculty positions only) and/or HigherEd Jobs
- Additional websites, listservs or advertising to be used must be entered in the Other Sources text box.
**Fields to be completed – Advertisement summary & text**

**Advertisement Summary**

- What is viewed on our employment site before the individual selects the position which leads to the Advertisement Text.

**Advertisement Text**

- The full announcement
  - Please use the announcement template found on our Talent Management Resources webpage.
  - Copy and paste into PageUp.

**Custodian**

The University of Wisconsin-Platteville, located in Southwest Wisconsin, is currently recruiting for a residence hall custodial position.
FIELDS TO BE COMPLETED – SEARCH COMMITTEE

• Indicate if using Search Committee (Always mark “Yes” when recruiting permanent or University Staff-Project)
• Select Search Committee Chair
• Add Search Committee Members
• Add Users – Admin Support, Search Chair & Hiring Supervisor

• Select Approval Process:
  - **Temporary Staff** – for Temporary University Staff and Waiver hires only
    (See Create Job Requisition for Interim & Temporary Position)
  - **Dean/Area Head** – Position reports directly to Dean/Director/Area Head
  - **Hiring Supervisor** – Position reports to someone other than the Dean/Director/Area Head

• Enter Talent Management Specialist – See [Department Assignment] document

**STOP! YOU ARE NOT DONE**
Upload Documents

Navigate to the “Documents” tab (top of Requisition)

- Select Document from a file
- Click Upload file
- Title the document
- Save & Exit

Required Documents for Approval

- Applicant Assessment Rubric
- Interview questions (phone and on-campus)
- Reference check questions
- Position Description (optional for reference)
NOT READY TO SUBMIT? — SAVE A DRAFT

Drafts of requisitions can be saved by selecting “Save a Draft” at the bottom of the page.
Checking Status of Requisition

From the home menu, select “X-Open Jobs” by the red box titled New Job. Look for “Pending Approval” and select “View Job.”

This position is waiting for Janelle Crowley to approve.

*All Users will receive an email notification when the requisition is approved. Committee can then proceed with placing ads with outside sources.
CREATE REQUISITION FROM APPROVED POSITION DESCRIPTION

This completes the process for creating a requisition.