CREATING A JOB REQUISITION IN PAGEUP:
INTERIM AND TEMPORARY POSITION
DOCUMENTS NEEDED FOR APPROVAL

Required:
• Position Description
• 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: INTERIM AND TEMPORARY POSITION

On the main menu, select “New job” next to the red box labeled New Job.

Interim and Temporary positions do not require an Approved Position Description in PageUp prior to submitting a requisition.
**Fields to be completed – required (marked with *)**

- **Employee Classification** (if known)
- **Proposed Hayes-Hill or US Staff/Working Titles**
- **Division/Department/Operational Area**
- **Reason for Requisition**
  - New – Position is new to department/unit
  - Resignation/Retirement – Prior Incumbent’s Status
  - Leave of Absence – Current Employee on LOA
- **Enter current/prior incumbent name** (if applicable)
FIELDS TO BE COMPLETED — REQUIRED (MARKED WITH *)

✓ % of Appointment/# of Hours
  ✓ Academic Staff Example: 75% or
  ✓ University Staff Example: 30 hours/week

✓ Funding Code and Percentage
  ✓ Example: 102-151000-0
  ✓ If using multiple funding accounts, total % = 100

✓ Why this position is essential to the University
Waiver Hire Request

If you have a candidate to fill the position:

• Select “Yes” to applying for a waiver
• This may be used for an Interim or Temporary Staff hires that are not being recruited for
• Enter Reason for Waiver – justify the immediate need

If you do not have a candidate to fill the position:

• Select “No” to applying for a waiver
• This means a recruitment and advertising is needed

Reasons for Waiver

Interim – temporary to cover position due to:
• Leave of Absence
• Unexpected Vacancy

Short-Term or Low Percentage
• Less than 6-months/one academic semester
• 40% appointment or less

Please see the Waiver Hire Guidelines document on our Talent Management Resources page for more details.
Fields to be completed — Advertisement Sources
(if recruitment is needed)

Advertisement Sources

- 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.

Advertisements automatically post to the UWP website, AccessDubuque, GlassDoor, Indeed, JobsInMadison & JobCenterOfWisconsin.
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.
**Fields to be Completed — Search Committee (if recruitment is needed)**

- Indicate if using Search Committee
  - Not required for Temporary or Interim searches
- Select Search Committee Chair
  - Typically the Hiring Supervisor if not using a committee
- Add Search Committee Members (if using a committee)
FIELDS TO BE COMPLETED — USERS & APPROVAL PROCESS

- Add Users – Admin Support, Search Chair & Hiring Supervisor
- Select Approval Process: **Request to Fill - Temporary Staff**
- 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

Documents for Approval

Required:
- Position Description

Optional: (can use if recruiting)
- Applicant Assessment Rubric
- Interview questions (phone and on-campus)
- Reference check questions
**NOT READY TO SUBMIT? — SAVE A DRAFT**

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

```
<table>
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<tr>
<th>Requisition Number</th>
<th>Classification Title</th>
<th>Proposed Haynes-Hill or University Staff Title</th>
<th>Operational Area</th>
<th>Date added</th>
<th>Status</th>
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<td>Phy Plant/Custodial Svcs</td>
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```

3 jobs open.
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 WITHOUT AN APPROVED POSITION DESCRIPTION

This completes the process for creating a requisition for Interim or University Staff-Temporary appointments.