CREATING A POSITION DESCRIPTION IN PAGEUP
GETTING STARTED

Prior to submitting a new or updated Position Description through PageUp, contact Talent Management.

Refer to Position Description documents on the Human Resources>Talent Management Resources webpage

https://www.uwplatt.edu/node/17791
Position Descriptions that have been reviewed and completed by Talent Management can be entered into PageUp.

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

https://www.uwplatt.edu/node/17791
CREATE/SEARCH FOR POSITION DESCRIPTION

From the homepage, select the link “Manage position descriptions and create a new requisition,” next to the pink box labeled “Job Description.”
**CREATE POSITION DESCRIPTION**

This will open a new page, where you can select **“New position description”** to submit a new position, or search for a previously submitted position description.

<table>
<thead>
<tr>
<th>PD No.</th>
<th>Working Title</th>
<th>Proposed Hayes-Hill or University Staff Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-14</td>
<td>Grants Accountant</td>
<td>Andrea's Test</td>
</tr>
<tr>
<td>PD-15</td>
<td>LECTURER</td>
<td>LECTURER</td>
</tr>
<tr>
<td>PD-17</td>
<td>Assistant Professor</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>PD-20</td>
<td>Executive Secretary</td>
<td></td>
</tr>
<tr>
<td>PD-21</td>
<td>Assistant Professor</td>
<td></td>
</tr>
</tbody>
</table>
CREATE POSITION DESCRIPTION

Selecting “New position description” opens a new window which provides an area to enter position information. Items marked with an asterisk are required to be completed.

Complete as much information as possible about the position.

If Division/Department/Operational Area need to be updated, contact Talent Management.
Under "Users and Approvals" indicate:

- Hiring Supervisor
- Approval Path
- Talent Management Specialist
Attach completed Position Description word doc or pdf on the “Documents” tab found at the top of the page.
Checking status of position

From the home menu, select “Manage position descriptions and create…” by the pink box titled Job Description. Look for “Pending Approval” and select “View.”

This position is waiting for Janelle Crowley to approve.
POSITION DESCRIPTION APPROVAL

*The Hiring Supervisor will receive email notification when Position Description is approved.

This completes this section.