Hiring Supervisor Responsibilities in PageUp

This is an overview of Hiring Supervisor responsibilities during the PageUp recruitment process.
Additional training is recommended and training links are listing below.

- Ensure the position description (PD) is updated with the most current responsibilities and requirements.
  - If changes to PD need to be made or if creating a new PD, please contact your Talent Management Specialist. See Create Position Description.
- Ensure the PD is correctly formatted per the Position Description Template, located on the Talent Management Resources webpage.
- Search for PD in PageUp. To search for an approved position description or to add a new position description in PageUp, refer to Create Position Description.
- Select a Search Committee Chair. If the Hiring Supervisor is also the Search Chair, please refer to Search Committee Chair Roles and Responsibilities.
- Determine who will manage the PageUp portion of the search: the Hiring Supervisor, Search Committee Chair or Administrative Support.
- Work with Search Chair to create documents included on the Job Requisition: Job Announcement, Recruitment Plan, Rubric, Interview Questions and Reference Check Questions. Refer to Create Job Requisition.