



# **EKU Human Resources**

**Student, Graduate Assistant, and  
Part-Time Faculty Postings**

# Online Employment System (OES) via PageUp

OES User Dashboard:

<https://eku.dc4.pageuppeople.com/dashboard>


EKU Career Website:

<https://careers.eku.edu>

# PageUp Dashboard

## My Dashboard


Welcome [redacted] this is your Dashboard where you will see all your tasks organized in various stages.



### Position Description

[My position description](#)

[Manage position descriptions and create ...](#)




### New job

0 Jobs open

0 Team jobs open

[New job](#)




### Approvals

0 Jobs awaiting your approval

0 Approved


**Guidelines / Tips**  
Click [HERE](#) to access online reference materials

**Select "New Job"  
on the PageUp  
Dashboard**



### Advertisements


0 Advertisements



### Applicant Progress Board

A holistic view of the applications for each active job you are recruiting for

[Review applications](#)



### Applications

0 Jobs have applicants for review

0 Applicants assigned to you for review

## Select a job template

**\*\*Leave “Position”  
blank & DO NOT  
select a template**

### 1. Position


  

No position selected

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available

### 2. Template

 Preview

**Click “Next”**



Next >

Cancel

## REQUISITION INFORMATION

Employee Class:

**\*\*Type the employee class number listed below**



No employee class selected.

H/EEO Code:

Position Title:\*

**Type the position title**

Position number:



No position selected.

FLSA Status:

Requisition Number:

Leave blank to automatically create a reference No.

### **\*\*Employee Classes**

#### **Students:**

- IWS: 9900
- FWS: 9870

#### **Graduate Assistants:**

- 5100

#### **Part-Time Faculty:**


- 7260

The number of openings **cannot** be edited and can hire as many candidates as you need.

### Number of Openings

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:

Position no	Type:	Applicant	Application status	
1	<input type="text"/>	New 	-	-















Cancel

New:  Replacement:

Date Position Vacated:

## Position Details

 Search Type:	<input type="text" value="Select"/> Choose "External- minimum 7 days" ▾
 Position required to go into k-12 school:	<input type="radio"/> Yes <input type="radio"/> No
 Driver Classification:	<input type="text" value="Select"/> ▾
Job Created Date:	<input type="text" value="Nov 11, 2022"/>  • Student postings can be open for 30 days at a time with a 90 day max
Job Close Date:	<input type="text"/>  • PT Faculty positions can be open for 6 months
Open Until Filled:	<input type="text" value="Select"/> ▾
 Division:*	<input type="text" value="Select"/> ▾
 Department:	<input type="text" value="No Department found"/> ▾
 Org Unit:	<input type="text" value="No Org Unit found"/> ▾
Campus Office Address:	<input type="text"/>
Hours per week:	<input type="text"/>
 Salary/Pay Grade:	<input type="text"/>   No salary/pay grade selected. *Can type per hour dollar amount here instead of choosing pay grade
Pay Grade:	
FTE:	<input type="text"/>
Retirement:	<input type="text" value="Select"/> ▾
 Budget Organization:	<input type="text"/>   No Budget Organization selected.
Budget Amount:	<input type="text"/>
Percent Funded:	<input type="text"/> %

**\*\*Fill out all fields marked with arrows**

Comments:

→ Office Location:

Select **Select the proper campus location** ▾

→ Recruitment process:\*

Select ▾ **Select "PT Staff & Student"**



## Search Committee Details

Will a Search Committee be used for this position?:

Yes  No

Search committee chair:

No user selected.

Search Committee Members:

Add Search Committee Member

Recipient

Remove all

No Search Committee Member selected.

Search Committee Member information:

**\*\*Leave this section blank. Search committees will not be used for Student, GA, or PT Faculty postings.**

## Additional Fields for Faculty

About the College/Department:

Terms of this Appointment:

Salary Range:

Recommended Rank:

Proposed Start Date:



**\*\*Leave this section blank. It is for Faculty positions only.**

## Posting Details

→ Position Summary:

Type a summary of the position here.

Special Instructions Summary:

Minimum of 3 job functions is required

### JOB DUTIES

% of time

Duties / Responsibilities

Essential /  
Marginal

ⓘ There are no items to show

→

Add job duties & percent of time spent performing duties here by clicking "New."

Minimum Licensure and Certification:

Experience Level:

Minimum Experience Details:

Education Level:

Minimum Education Details:

**\*\*This section cannot be edited here, but it can be edited later in the "Generate Description" section.**

Desired Qualifications:

**\*Can add any additional desired qualifications here if needed**

Schedule Type:

Select

Additional Schedule Details:



Contact Person:

**Add contact person's name**

## Advertising Details

Application Review Date:

Position type:

Position Location:\*

Select "General Application" from the field below. To add required documents or additional job related questions, click 'Customize for job'.

Select Application Form and Supplemental Questions:

Preview

Customize for job

**Select "General Application"**

EKU Career Site Summary:

**Type a short description of the position here to show up as a preview on the website**

Enter a brief job summary that you wish to show on the EKU careers site summary page that will be viewed by applicants. If you are not sure what to put here try just entering the first sentence or two of the position summary above.

Click the generate ad button to draft the job posting that will appear on the careers page.

Advertisement text:

Generate Description

**B** *I* U ~~S~~        *I*<sub>x</sub> <> ?

**Click "Generate Description." This will pull all information about the job into this box to show what will appear on the careers site. You CAN edit directly in this box.**

**\*\*To add supplemental questions and/or required documents, click here**

# Adding Supplemental Questions

Page title:\*  Re-order

Item library: Page:

Select list

Text field

Text area

Text field group

Label

Check boxes

Date

File upload

Radio buttons

**Question Library**

If you click “Customize for job” to add supplemental questions, this screen will pop up.

**Click “Question Library” to find questions to add to the posting**

Save

# Question Library

## Question Library

Search for a specific question here



Type keywords or phrases here to search for questions

### Pages

All



Library

Selected



What is your highest level of degree

Last used Nov 9, 2022

+ Add

Are you considered an internal employee as defined: current full-time-benefited or part-time-benefited regular EKU staff member, full-time-benefited EKU faculty member, graduates of EKU within one year of graduation, current temporary employee with at least 6 months of satisfactory service, and/or current part-time/adjunct faculty?

+ Add

Do you have a bachelor's degree?

Click "Add" to add each question you choose to the posting

+ Add

How did you hear about this employment

Cancel

Save

Click "Save" when finished

# “Generate Description” Example

Advertisement text:

Generate Description

**B** *I* U ~~S~~

**Title:** HR Student Record Keeper

**Position Type:** Student

**Search Type:** External - minimum 7 days

**Department:** 64R000 - Human Resources

**Division:** 4R0000 - Finance & Administration

**Position Location:** Richmond Campus











After supplemental questions are added and “Generate Description” is selected, the description should look similar to this.



# Adding Hourly Rate

Advertisement text:

Generate Description


**B** *I* U ~~S~~     Formats A      *I*<sub>x</sub> <> 

**Schedule Type:** Part Time, No Benefits (less than 20 hrs per week)

**Hours Per Week:** 20

**Additional Schedule Details:**

**Posted Salary Grade:**

**Hourly Rate:** \$7.25 per hour 

**Retirement:** None

You may add a line for “Hourly Rate: \$” if you would like to list the rate on the posting.

## Users and Approvals

Please enter the name of any additional departmental users that will need access to this posting.

Department User:

**\*\*Only 1 additional user can be added at this time**

No user selected.

Does this position approve Time or Leave:

Yes  No



**Always choose "No" for all Student, GA, and PT Faculty postings**

Web Time Entry Approver or Leave Approver:

No user selected.

Hiring Manager:\*

**\*This section will auto-fill the submitter's name & email address**

Approval process:\*

**For "Approval process", select either "Part-time Faculty", "Student", or "Graduate Assistant Appointment" depending on the type of posting**



1. Hiring Official:



Type hiring official's name here

No user selected.



2. HR Recruitment:



Type your HR representative's name here

No user selected.

**\*\*All Student and Part-time Faculty Postings can go to any of the following HR Reps:  
Krista Caudill, Molly Schafer, or Vanessa Vickers**



HR Representative:\*



No user selected

Type the same HR Rep name here as in "HR Recruitment"

Next page >

Please fill in all mandatory fields marked with an asterisk (\*).

Save a draft

Save

Save & exit

Cancel



**Click "Save" to send to HR for approval**