



PageUp Training Materials

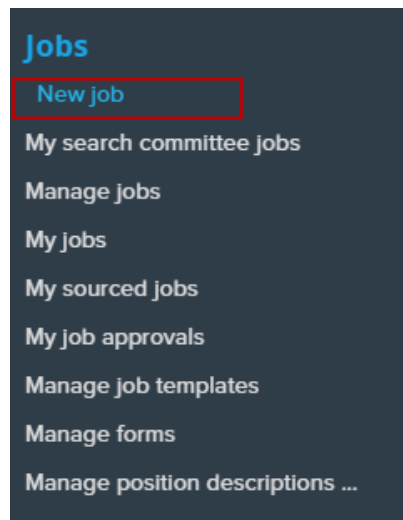
How to Create a New Job Posting without a Position Number

Log into PageUp

Navigate to the hamburger menu (top left)



Select New Job





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On the next page “Select a Job Template/Position Number”: leave blank and hit Next

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

--No template--
Assistant Professor of Education
BD Tester (testing mapping duplication)
Part-Time Faculty
Recruiting Specialist

Preview

Fill out as much as possible about the new job under requisition information

New job

[Position info](#) [Notes](#) [Sourcing](#) [Documents](#)

REQUISITION INFORMATION

Employee Class: 🔍 ✎
No employee class selected

H/EEO Code: Faculty

Position Title:*

Position number: 🔍 ✎
No position selected.

FLSA Status: Select

Requisition Number:

Leave blank to automatically create a reference No.



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Under Number of Openings, please select a new position.

Number of Openings

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

Positions:	Type:	Applicant	Application status
1 <input type="text"/>	<div style="border: 1px solid red; padding: 2px;">Select Select New Replacement</div>	-	-

Date Position Vacated:

New: Replacement:

If you are recruiting for a pooled position or multiple roles under one posting, list them in the Number of Openings by selected add more.

Number of Openings

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

Positions:	Type:	Applicant	Application status
1 <input type="text"/>	<div style="border: 1px solid red; padding: 2px;">New</div>	-	-

Date Position Vacated:

New: Replacement:

Under Position Details fill out as much as possible. Anything with a * will be required



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Position Details

Search Type:

Position required to go into k-12 school: Yes No

Driver Classification:

Job Created Date:

Job Close Date:

Open until filled?: Yes No

At the bottom of the Position Details section select the type of recruitment process you are hiring for

Office Location:

Recruitment process:*

- Select
- Faculty
- Model
- Staff
- TEST PT Staff & Student
- TEST Staff

Will a Search Committee be used for this position?:

Search committee chair:



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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

Under Search Committee Details you will be asked if you are using a committee for this position. If you are, please indicate that and select the Search Chair. To add additional search members, select the Add Search Committee Member button to add members

All faculty jobs must complete the Additional Fields for Faculty section. This is not required for any other employee type.

Additional Fields for Faculty

About the College/Department:

Terms of this Appointment:

Salary Range:

21

Recommended Rank:

Fulltime Professionals

Proposed Start Date:



Under Posting Details, enter the position summary description.

Please review the other areas for accuracy and enter the name of the contact person for the job posting



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Contact Person:

In the next section, you will complete the Advertising Details. If you have a review date, please enter it here as well as position type and location.

Advertising Details

Application Review Date:

Position type:

Position Location*:

To add documents that you'd like to request from the applicant click the drop down and select General Application Form

Select Application Form and Supplemental Questions:

how on the EKU careers site summary p
will be viewed by applicants. If you are not sure what to put here try just entering the

Then after select that click on Customize for job

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:



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Then select the Question Library

Page title:*

Hide answers:* Yes No

i If hide answers is set to Yes, then the applicant's responses on that page will be hidden.

Item library: Page:

a. b.

a. b.

1 2



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Then under Pages select Application Required Documents

https://eku.dc4.pageuppeople.com/beta/JobSpecificQuestions/QuestionLibrary?pagelId=431&reloadParentWindow=true&viaFormBuilder=true - Google Chr...
eku.dc4.pageuppeople.com/beta/JobSpecificQuestions/QuestionLibrary?pagelId=431&reloadParentWindow=true&viaFormBuilder=true

Question Library

Search for a specific question here

Pages

All Library Selected

- All
- 21 years of age
- 90 Hours of College Credit
- Academic Status
- Admissions Experience
- Adobe Design Experience
- Application Required Documents**
- Are you a music major?
- Are you able to work during the winter term?
- Are you available to work during the Summer?
- Are you eligible for Work Study?
- Are you involved in the EKU Honors Program?
- ASL Skill Level
- Authorized to work lawfully in the US for EKU
- Availability
- Availability
- Availability
- Availability - Weekends
- Available Hours
- Bachelor or Master Degrees

How did you hear about this employment

Cancel Save



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Then select the documents that you would like to have the applicant attached.

Question Library

Search for a specific question here

Pages

Application Required Documents Library Selected

Cover Letter	Last used Nov 10, 2022	<input type="button" value="Add"/>
Vitae	Last used Nov 10, 2022	<input type="button" value="Add"/>
Coaching Philosophy	Last used Nov 9, 2022	<input type="button" value="Add"/>
Teaching Philosophy	Last used Nov 10, 2022	<input type="button" value="Add"/>
Contact Information for 3 professional references	Last used Nov 10, 2022	<input type="button" value="Add"/>
Copies of unofficial transcripts	Last used Nov 10, 2022	<input type="button" value="Add"/>



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Once you have added all the documents you'd like, you'll hit save. Then you'll be able to access the questions again and determine if they need to be mandatory. Select Edit
Please Note: A Resume is already pre-selected as a requirement

Item library: Page:

Cover Letter	Choose File No file chosen	<input type="checkbox"/>	Edit Copy Move Retire
Copies of unofficial transcripts	Choose File No file chosen		Edit Copy Move Retire

Left sidebar menu:

- Select list
- Text field
- Text area
- Text field group
- Label
- Check boxes
- Date
- File upload
- Radio buttons
- Question Library

Then mark yes as mandatory for the ones you require. For Optional you can leave it as no and still add the document requested.

Question label:*	<input type="text" value="Cover Letter"/>
Reporting code:	<input type="text"/>
Mandatory:*	<input type="radio"/> Yes <input checked="" type="radio"/> No



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Then select save again.

You'll then see that it as updated your posting and will now list the Application as General Application with your job number

Select Application Form and Supplemental Questions:

General Application form (Job - '49417' ▾)

Then click Generate Description

Advertisement text:

Generate Description

B I U S [List icons] [Fo

Your position will generate in the box for review of what will be published to the EKU Career site

Advertisement text:

Generate Description

B I U S [List icons] Formats **A** [Color icons] [Link icon] [Image icon] [Table icon] [Text icon]

Title: Project Manager
Position Type: Fulltime Staff
Search Type: External - minimum 7 days
Department: Facilities Management & Safety
Division: Finance & Administration
Position Location: Richmond Campus



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If there is another department user that will need access to this job please enter it in the Departmental User field


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

Department User:



Please select the approval process that is related to your position

Approval process:*

None 

- None
- FT Faculty Appointment
- FT Staff Appointment
- Graduate Assistant Appointment
- Model Laboratory
- OLD Model Staff & Faculty Appointment
- Part Time Faculty
- Part Time, Seasonal, & Temporary Staff
- Student
- Volunteer Appointment

Then select the users that will need to approve this

1. Hiring Official:



No user selected

2. HR Recruitment:



No user selected

3. Unit Head:



No user selected

You will then have your HR Representative, select your HR rep. If you do not know who to select please visit <https://hr.eku.edu/hr-rep>

HR Representative:*





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Then select Pending approval as the Status

Status:*

Pending approval

Then select Save at the bottom of the page to move it to the first approver

[next page >](#)

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

Save

Save and exit

Cancel