



PageUp Training Materials

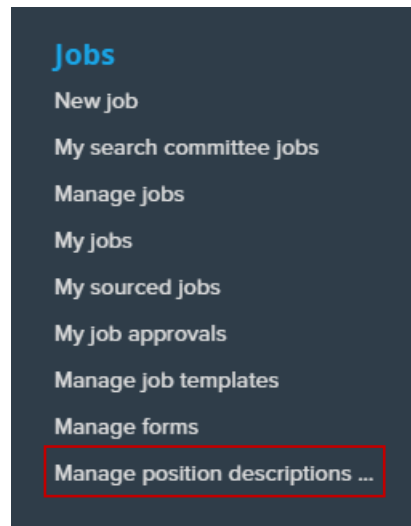
How to Create a Job from Position Description

Log into PageUp

Navigate to the Hamburger Menu (top left)



Select **Manage Position Descriptions...**





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Results can be filtered by searching for the position using one or more field and selecting **Search**

The screenshot shows the top navigation bar of the PageUp system with a 'BETA' label. Below the navigation bar, there is a search filter section titled 'Position Description'. It contains several input fields and dropdown menus: PD No., Position Title, Position Number, Role Number, Employee Name, Employee No., Supervisor Name, Work Type (dropdown), Area (dropdown), Department (dropdown), Sub department (dropdown), Approval status (dropdown), and Status (dropdown). There are 'Clear' and 'Search' buttons at the bottom right of the filter section.

The position will display below the search fields.

The screenshot shows the search results section titled 'Position Description'. It contains a table with one row of data. The table has the following columns: PD No., Position Title, Position Number, Role Number, and Employee N. The data in the row is: PD-1582, Project Manager, 997112, 7981.

PD No.	Position Title	Position Number	Role Number	Employee N
PD-1582	Project Manager	997112	7981	

Navigate to the right side of the position line and select **Recruit for position**

The screenshot shows a close-up of the action menu for a position. The menu items are: Edit, View, Recruit for position, and Archive. The 'Recruit for position' button is highlighted with a red box.



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The job card/posting will open

New job

Position info Notes Sourcing Documents

REQUISITION INFORMATION

Employee Class: 🔍 ✎

Role Title: Project Director Gd46 ▼

Any information previously in the Position Description will import. Please review this information as you work through the job.

Under Number of Openings, the current position number will import. Please indicate if this is a new position or a replacement.

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

Positions:

Position no	Type:	Applicant	Application status
1	<div style="border: 1px solid #ccc; padding: 2px;"><input type="text" value="997112"/></div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">Select New Replacement</div>		Cancel

New: Replacement: Add more

Date Position Vacated:



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If you are recruiting for a pooled position or multiple position numbers under one posting, add the number of vacancies by selecting **Add more** under you reach the desired number.

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" value="997112"/>	<input type="text" value="Select"/>	-	- <input type="button" value="Cancel"/>

New: Replacement:

Date Position Vacated:

Position Details

Some items may import from the Position Description. Otherwise please completed all fields under **Position Details**.

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



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

Recruitment process:* Select

Committee Details

Will a Search Committee be used for this

Select
Faculty
Model
Staff

Search Committee Details

Will a Search Committee be used for this position?: Yes No

Search committee chair:

No user selected.

Search Committee Members:

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

Applicant questions can be added using the **Selection Criteria**

SELECTION CRITERIA (FROM LIBRARY ONLY)

There are no items to show



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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:	<input type="text"/>
Terms of this Appointment:	<input type="text" value="Select"/>
Salary Range:	<input type="text" value="21"/>
Recommended Rank:	<input type="text" value="Fulltime Professionals"/>
Proposed Start Date:	<input type="text" value=""/>

Under Posting Details, review your position summary which will pull in form the position description along with the functions/job duties. You are required to have a minimum of three job functions for Staff postings.

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

Contact Person:	<input type="text"/>
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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:*

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

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:

Preview

Customize for job

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:*

Preview

Customize for job



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Then select the Question Library

Page title:* Additional Questions

Hide answers:* Yes No

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

Item library: Page:

- Select list
- Text field
- Text area
- a. b. Text field group
- Abc Label
- a. b. Check boxes
- Date
- File upload
- 1. 2. Radio buttons
- Question Library**

Then under Pages select Application Required Documents



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

Question Library

Search for a specific question here

Pages

All

- 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



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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"/>

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



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Item library: Page:

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

Question label:*

Reporting code:

Mandatory:* Yes No

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**



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Advertisement text:

Generate Description

B *I* U ~~S~~ 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~~ Formats **A** **A**

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

Please enter department users that will need access to this posting.

Department User:

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

Please select the approval process that is related to your position



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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

Approval process:*



FT Staff Appointment ▼

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:*

Samantha Jones  



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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