

**Job Aid: Job Card (Requisition) Process in PageUp**

- **Who can initiate a job card (also known as a job requisition) request in PageUp?**  
Users who have the *Department or School/Division* Permission group.
- **When should users create a job card request in PageUp?**  
A job card is a request to fill a vacancy. Only position descriptions that are in an 'Approved' status can be used to request a job card.
- **What information is needed to create a job card request?**

Job card requests have 7 sections:

1. **Requisition Information:** Enter a job title that will be used as part of the job advertisement.
2. **Number of Openings:** Specify if this will be new or a replacement, and optionally, include additional position numbers with the same description in the same request.
3. **Position Details:** Reason and justification, position details, funding, and recruitment process.
4. **Search Committee Details:** Optional section to add users that will review applicants.
5. **Posting Details:** Information about the advertisement.
6. **Documents:** Upload any required documents (i.e. funding sheet).
7. **Users and Approvals:** Assign the Department Point of Contact, any additional hiring point of contact, and the Approval Process.

Required fields are designated by an asterisk. **You will not be able to submit until these are complete: Functional Position Title, Reason, Justification, Recruitment Process, Primary Work Location, Cover Letter preferences, Department Point of Contact, and Approval Process.**

- **What is the 'Department Point of Contact'?**  
The Department Point of Contact will receive email communication regarding approval updates and should be able to answer any questions from approvers. It will typically be the individual creating the request but can be a different person. They will be able to manage applicant statuses.

Job card requests have an additional user role, the '**Additional Hiring Point of Contact**'. This designates another person who can manage applicant statuses. The employees added here must have the *Department or School/Division* Permission group and must be allowed 'to select outcome.'

- **What is the 'Recruitment Process'?**  
The Recruitment Process will be based on the type of position you are filling.
- **What is a Search Committee?**

The search committed is a convenient way to add users who will need to review applicants (resumes and application). Search Committee members do not require any additional system access. The search committee chair can view search committee member recommendations.

- **What is the Approval Process?**

The Approval Process is a flexible way to add your approvers to the form. It is the submitter's responsibility to enter the appropriate approvers for their department and school. If an error is made, reach out to HRM for assistance to have it corrected. When you submit, the approvers will receive an email prompting their review.

Approvers have two options. They can approve the request, which will send the request on to the next approver, or decline, which stops progress. The Department Point of Contact will receive a message with the reason for the 'Decline.' They may make any necessary edits and re-initiate if appropriate.

- The **Abbreviated Approval Process** will prompt you to add in the approvers for your department, school/division, and pre-populate with the Sr. Vice Chancellor's designee.
- The **Standard Approval Process** will prompt you to add in the approvers for your department, two school/division approvers, and pre-populate the Sr. Vice Chancellor's designee.
- The **Classified Approval Process** will prompt you to add in the approvers for HR Operations, your department, school/division, and pre-populate with the Sr. Vice Chancellor's designee.
- The **Re-Post Approval Process** will prompt you to list a member of Talent Acquisition, who will review the request. This option is a streamlined process for hiring teams who have already received one of the above comprehensive approval process, who have **dispositioned all their non-selected candidates within 15 days of the advertisement closing**, and would like to continue to advertise.
  - Tannia Jacob will review repost requests for unclassified jobs
  - Cristina Guillory will review repost requests for faculty and other academic jobs

**Job Aid: Creating Job Card Request in PageUp****Access Position Descriptions**

Log in to PageUp. From your dashboard, locate the tile labeled “Position Description.” Select “Manage position descriptions” to view all position descriptions you have access to. Use the search and filter options as needed. Review the content of the job description to ensure qualifications and functions have not changed.

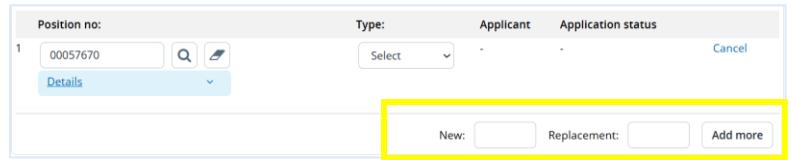
**Initiate a Job Card Request**

Select the option on the right, ‘Recruit for Position’. The request form will open. You can only choose ‘Recruit for Position’ for position descriptions that are in an Approved Status. The option will be greyed out and unavailable if the position is not approved.

**Complete Job Information**

Enter all required information for the job card request. Follow the on-screen help text and ensure all required fields are completed before proceeding, **including any attachments** that your department, school, or division requires.

If you are recruiting for multiple vacancies of the same job (they must have the same approved position descriptions) you can add those to the job card request.

**Add Employees to a Search Committee (optional)**

Search for employees to grant them access to review applicants for this job.

**Search Committee Members:****Add Search Committee Member****Add a Department Point of Contact and Additional Hiring Point of Contact**

The department point of contact will receive communication updates about the position, can manage applicant statuses, share applications by email, disposition applicants, and initiate offer requests. The hiring point of contact is another user who can move applicants through statuses.

**Select the Approval Process**

Select the appropriate approval process based on your school/division requirements. Enter the approver’s name into the fields, which will route the request to them for approval.

**Review for Accuracy**

Review all entered information carefully to ensure accuracy and completeness prior to submission.

**Save and Submit**

You can save your progress and return later by clicking ‘Save a draft.’ To initiate the approval process, select Save or Save and Exit.

**Save a draft** **Save** **Save & exit** **Cancel**