Creating a Job

Step 1: Access PageUp at uconn.pageuppeople.com
Step 2: Click New job (your primary department will display in the Team Link field)
Step 3: Select the relevant job template by clicking on the job type
Step 4: Enter applicable fields in the job card/search details:

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search #</td>
<td>Search # will populate after job is submitted for approval</td>
</tr>
</tbody>
</table>

**POSITION DETAILS**

- **Employment Type***: Pre-populates from the selected template
- **Recruitment process***: Pre-populates from the selected template
- **Payroll title***: Job code and title (Note: When using the lookup icon, select the title and click Okay at the bottom)
- **Posting/Internal Job Title***: **REPLACE TITLE** replace the template type with the position's posting/internal title - field is limited to 100 characters or less
- **Executive Division***, **VP/AVP/Dean Level***, **Department***: Select applicable data in the drop downs
- **Location***: Location of the job

**NUMBER OF OPEN POSITIONS**

- **Type**: The template will populate with one vacant position, select the Type New (additional headcount) or Replacement (backfilling an existing employee or vacancy)
- **New/Replacement**: If you require additional openings within this search, enter the quantity in New or Replacement fields, then click Add More

**APPOINTMENT TERMS**

- **Work Type***: Permanent, Duration/End Date, Temporary
- **FT/PT***: Full-time, Part-time
- **Anticipated Start Date***: Select from the calendar icon (must follow PageUp date format)
- **Building Location***: Location # is required for SmartHR

**FUNDING INFORMATION**

- **KFS Account 1***: KFS account numbers are selected from the dropdown menu – click in the field and begin typing, dropdown locates account quickly
- **KFS Percentage***: KFS percentages should be in whole numbers and equal 100
- **KFS Account 2-5**, **KFS Acct 2-5 Percentage**: Provide additional KFS Account #5 AND % if applicable - all Percentages must equal 100 in total

**FACULTY, MGMT CONF, UCPEA, AND POSTDOC DETAILS**

For FACULTY, MGMT/CONF, UCPEA, AND POSTDOC positions, please complete the following section.

*If not one of these types of positions, skip this section.*

- **Appointment Term**: 9-, 10-, 11-, or 12-month term
- **Full-time Annual Target Salary**: Full-time annual target salary, max salary for budgeting approval
- **Percent Employed**: Enter as a whole number. Examples 100 83 (no decimal .83 or special characters %)
### CLASSIFIED DETAILS

For CLASSIFIED positions, please complete the following section.  
**If not one of these types of positions, skip this section.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Schedule</td>
<td>Open text field to enter work schedule (days and hours)</td>
</tr>
<tr>
<td>Shift</td>
<td>Dropdown selections – 1, 2, 3, Rotating, Various</td>
</tr>
<tr>
<td>Position Number (8 digits)</td>
<td>Position number from Core-CT</td>
</tr>
</tbody>
</table>

### AUDIT/WAIVER AND LIMITED RECRUITMENTS

If this request is for an audit/waiver or limited recruitment, please complete this section.  
**If not one of these types of positions, skip this section.**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Recruitment Type</td>
<td>Additional hire from a full search, Audit/Waiver, Limited Recruitment</td>
</tr>
<tr>
<td>Prospective Applicant Name</td>
<td>Open text field to enter prospective applicant’s name</td>
</tr>
<tr>
<td>Affiliate Search #</td>
<td>Add search # from original search (when hiring an additional position from a full search)</td>
</tr>
</tbody>
</table>
| Upload Attachments            | **Justification:** Upload a justification as to why you are not conducting a full recruitment effort to the notes/documents section – 2nd tab at top of page  
**Additional hire from a full search:** Upload an updated interview evaluation for the candidate to the notes/documents section – 2nd tab at top of page |

### FULL SEARCH - ADVERTISING DETAILS

**If not advertising for positions, skip this section.**  
(e.g., Audit/Waiver, additional hire from full search)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Duration (in days)</td>
<td>Days to advertise posting on career portal (UCP min 14 days, NP2 min 10 days, Other reasonable timeframe)</td>
</tr>
</tbody>
</table>
| Alternate Posting Site?        | Applicable for integration sources only - selections include – AJO, EconJobs, MathJobs, PoliceApp, Firefighter App, JobAps  
All recruitment sources are entered in a separate field in RECRUITMENT EFFORTS section. |
| Application Selection          | UConn Application: Attachment fields (applicant view) are labeled with general Upload Attachment  
UConn Application – Detailed: Attachment fields (applicant view) are labeled with Resume, Cover Letter, Prof References as well as additional upload attachments fields for other documents |
| Advertising Summary            | Short description (1-2 sentences) of your position for display on the Career portal |
| Ad Copy                        | Ad copy format prepopulates for ease of entry and consistency on career portal (section required for advertising – do not attach ad copy)  
**DO NOT delete** the bolded section titles, bullets, or standard text at the bottom of field - enter or copy/paste each section into the applicable area in the Ad Copy sections provided |

### FULL SEARCH - QUALIFICATIONS

**If not advertising for positions, skip this section.**  
(e.g., Audit/Waiver, additional hire from full search)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>NOT IN USE by UConn, use the New button to add Qualifications</td>
</tr>
</tbody>
</table>
| New                            | New button creates an open text field to enter each qualification separately:  
Type text here – enter 1 qualification per field  
Select Minimum Qualification or Preferred Qualification  
Click Add (right of Minimum / Preferred drop down field) |

### RECRUITMENT EFFORTS

- **Justification:** Upload a justification as to why you are not conducting a full recruitment effort to the notes/documents section – 2nd tab at top of page  
- **Additional hire from a full search:** Upload an updated interview evaluation for the candidate to the notes/documents section – 2nd tab at top of page  
- **DO NOT delete** the bolded section titles, bullets, or standard text at the bottom of field - enter or copy/paste each section into the applicable area in the Ad Copy sections provided
### FULL SEARCH - RECRUITMENT EFFORTS

**If not advertising for positions, skip this section.**
(e.g., Audit/Waiver, additional hire from full search)

| List All Recruitment Sources (paid and unpaid) | List all paid and unpaid recruitment sources – Do not need to list standard sources, such as Career Portal, Broadbean, Diverse, Inside Higher Ed, HERC, RecruitMilitary, AbilityJobs
| | **DO NOT remove the bullets** from Recruitment Sources field – enter each source next to one of the available bullets, then arrow down or click next to the next bullet to continue entering
| Do you want paid advertising handled by HR? | If No, skip next 2 fields
| | If Yes, list all in next field – these fields replace the HR Ad form used in the past
| Requested Paid Advertising Sources | List all paid advertising sources and note the requested format (e.g., display, in-column, etc.)
| KFS Account for paid advertising | KFS account to charge for paid advertising - click in the field and begin typing for dropdown to locate account quickly due to the volume of KFS accounts listed

### SEARCH COMMITTEE AND ADDITIONAL USERS

| Dept Feedback User* | Person identified to enter applicant status (e.g., Interview, Qualified, Unqualified) and evaluations (e.g., Does not meet qualifications, comments) - Once search is approved, contact HR if the person identified changes
| Add Proxy User Access (to update applicant statuses) | To enter for additional users identified to update applicant status
| | Click [Add Proxy User Access (to update applicant statuses)]
| | Search by [First name] and [Last name]
| | Click [Add] to the right of the name in search results, and continue to add proxy users
| | Click [Done]
| | Check [Outcomes] box for proxies to update status (e.g. New to Interview).
| | **Note:** Do not use the [Add new proxy user access] button within search window.
| Search Chair | Open text field to enter search chair’s name. This field is for reporting and does not assign access to the search and/or applicant details. For access, use the next field
| Search Committee Members:* | Add all selection committee members including any external panel members. **Note:** Contact HR if the external panel member does not have an active account in PageUp

### COMMENTS

| Comments | Comments related to search – remain as reportable recruitment data

### APPROVALS

| Team | Department
| Initiator* | Defaults to your name and provides you with continued access to the search details
| Approval Process* | Lists all workflows within the executive division; contact HR for any questions and/or changes related to approval process workflow configuration - enter Org Head/Org Head Proxy
| Department Head* | Lists all workflows within the executive division; contact HR for any questions and/or changes related to approval process workflow configuration

**Step 5:** Click **Save/Submit** to save the entries and submit the job card into the workflow approval process.

**Note:** Workflow status displays at the bottom once submitted

### Adding Notes/Documents

**Step 1:** Navigate to the search (e.g. **View My Searches/Team Searches** on **View Searches** dashboard tile)
**Step 2:** Click **Notes/Documents** above search details
**Step 3:** Add Note and **Save/Submit**

**Note:** To send the note in an email, you must check **Email this note to:** in addition to entering the email address.