

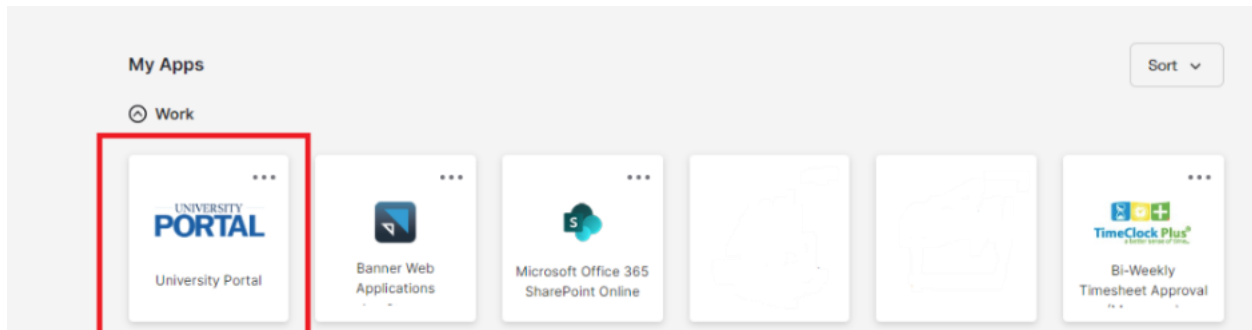
# Page Up – How to Post Position

## Table of Contents

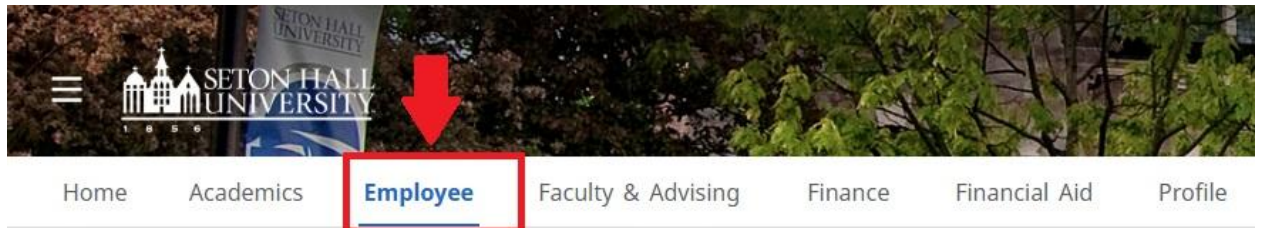
Login Instructions.....	1
Creating a Requisition.....	2

## Login Instructions

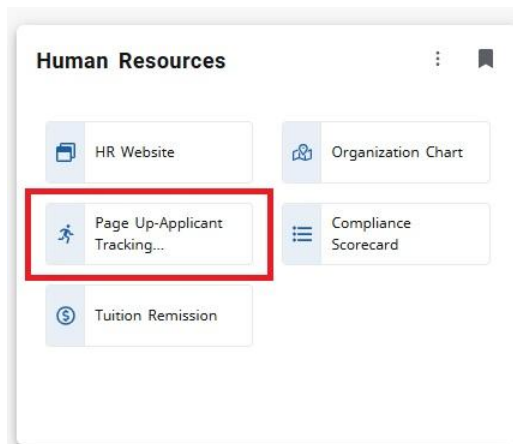
1. Go to the University Portal on your My Apps page.



2. Click Employee on the top of screen



3. In the Human Resources box, click Page Up-Applicant Tracking System (Hiring Managers)

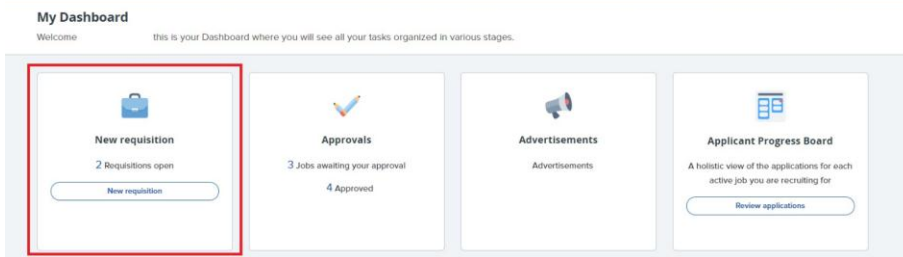


## Creating a Requisition

**Prior to creating a requisition, please be sure to have the following information available:**

- **Job Position** – if you do not know the position number, please contact the Budget Manager, or HR
- **Job Description** – brief job description and required job qualifications
- **Search Committee Members** – once a position is approved only HR can update Search Committee Members
- **Advertising (Sourcing)** – it is helpful to know where the position will be sourced prior to the approval process
  - All approved requisitions will be posted to the following outlets:
    - SHU Website
    - NJ HERC
    - HigherEd Jobs
    - Insight to Diversity
  - If additional advertisement is requested, please contact Employment Specialist for pricing

### 1. Under My Dashboard click New Requisition



### 2. Enter all fields (fields with \* must be completed in order to move forward and submit)

- a. Banner Job Position Number
- b. Job Type (Admin/Staff/ Faculty)
- c. Template (Administrator/Staff/Faculty)
- d. Click Next at the bottom of screen once completed

Required field - use the binoculars to search for the position number for the vacancy

1. Select a Position\*

No position selected

2. Job type

Admin/Staff/Faculty

Select Job Type

A Job template will supply you with some default text and a summary for a job. Please select a template that is appropriate to your position type. The below preview box is read only. You can edit the template text on the next screen.

3. Template

- Administrator Job Template
- Faculty Job Template
- Graduate Assistant Job Template
- Staff Job Template
- Student Worker Job Template

Preview

3. Position Info Tab – Enter all applicable information

**a. Admin/Staff/Faculty**

**b. Department Information**

**c. Headcount Management**

- i. Enter Supervisors Name
- ii. Select Benefits Information
- iii. Enter Salary Range

**d. Posting**

- i. Job Summary
- ii. Duties and Responsibilities
- iii. Required Qualifications
- iv. Desired Qualifications (if necessary)
- v. Licenses and Certificates (if necessary)
- vi. Standard Work Hours
- vii. Months per year
- viii. Physical Demands (select other if applicable and list in note field below)

- ix. Posting date
  - x. Special Instructions to Applicants (this can be used for notes that applicants can review)
  - e. Click Generate Description to pull in all the listed information above in the Job Ad.**
  - f. Search Committee Section**
    - i. Enter Search Committee Chair
      - 1. Search Committee Chair is the only person able to disposition applicants
    - ii. Enter all individuals who are on the Committee for this requisition
      - 1. Be sure all individuals are in compliance with Search Committee Trainings (Annual Requirement)
  - g. Users and Approvals**
    - i. Approval process – Select Admin/Staff/Faculty
      - 1. This will route to HR for Further processing
    - ii. Status - select the status of the requisition
4. Select the Status for the requisition
  5. Click Save and Exit. Emails will be sent to approvers in the routing queue. Once approved, sourcing can begin.

**After reviewing the instructions, if you have any questions or need assistance please contact the Employment Specialist:**

**Victoria Gomez**

**Employment Specialist**

**(973) 761-9178**

[victoria.gomez@shu.edu](mailto:victoria.gomez@shu.edu)