

# NTT Faculty Recruitment Request Quick Reference Guide

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If you have any questions about your recruitment request, please reach out to HR:

[HR@wwu.edu](mailto:HR@wwu.edu)

## Logging into Western PageUp

Go to <https://western.pageuppeople.com> or find the Western PageUp – Admin link on MyWestern

## To Create an NTT Recruitment (Non-Pool)

1. Click 'New Faculty/Student Job' button in the Jobs box
2. Select the job template:
  - a. "1. Team Link": Use the drop-down arrow to select the department or college
  - b. "2. Position": Enter the Position Number if applicable, the position title will auto update in the form
  - c. "3. Template": Select the Faculty template
  - d. Click 'Next' to start the Recruitment Request
3. Complete the Recruitment Request form including all relevant information and all required fields
  - a. Recruitment Request
    - Fill out all applicable fields
  - b. Position Information
    - Fill out all applicable fields

- To Clear the Position Number, be sure to also clear any position number under the “Recruitment Plan” section

c. Position Purpose/Functions/Requirements

*You do not need to complete the following fields:*

- Job Summary/Basic Function*
- Job Duties*
- Required Qualifications*
- Preferred Qualifications*
- Special Requirements/Condition of Employment*
- Special Instructions to Applicants*

*You will be asked to fill out this information in the advertisement text.*

d. Security Assessment

- All Yes/No questions are required

e. Recruitment Plan

Select the Recruitment Process based on the position type

1. NTT Faculty Pool Auto:

- Always open pool for NTT Faculty
- Invitations to references for confidential letters of recommendation are sent when the applicant submits their application

2. NTT Faculty Pool Manual:

- Always open pool for NTT Faculty
- Invitations to references for confidential letters of recommendation must be manually sent individually or by using the “Bulk move” action by the department

3. NTT Non-Pool Recruitment Auto:

- One time NTT Faculty Search
- Invitations to references for confidential letters of recommendation are sent when the applicant submits their application

4. NTT Non-Pool Recruitment Manual:

- One time NTT Faculty Search

5. Invitations to references for confidential letters of recommendation must be manually sent individually, or by using the “Bulk move” action by the department

Use the “Positions:” section to indicate the total number of positions being hired through the one search

- New:** enter the number of additional faculty positions

2. **Replacement:** enter the number of current faculty positions

Complete the Job Posting Advertisement Summary and Advertisement Text Table

Advertising Summary is the headline paragraph that shows on the Western Jobs site

To create the Advertisement Text Table, click “Faculty Advertisement Table” in the Advertisement Text section, then update the following in the table:

*Note: Clicking this link will delete anything already in the advertisement text box*

1. Position Title
2. About the Department
3. About the Position
4. Required Qualifications
5. Preferred Qualifications
6. Add to Application Instructions if necessary for Position
7. Required Supplemental Materials

f. Human Resources Reference Only

- i. All fields are Read Only

g. Users and Approvers

- i. Team
- ii. User Fields
- iii. Approval Process

4. Add [Evaluation Matrix](#) to Documents Tab

- a. Go to the Documents Tab at the top of the Recruitment Request
  - b. In the drop-down list select Document from File
  - c. Click ‘Upload File’ to select the Evaluation Matrix to be used for the Recruitment
  - d. Select the ‘Evaluation Matrix’ Document category
  - e. Click ‘Save and close’ to add the file to the Recruitment Request
5. Return to the ‘Position Info tab and Recruitment Request for approval using the ‘NTT Faculty’ approval routing
- a. ‘Submit’ sends the Recruitment Request for approval
  - b. ‘Submit & exit’ sends the Recruitment Request for approval and the user returns to the Recruitment Request menu
  - c. ‘Save a draft’ saves the Recruitment Request (does not route for approvals)

## To Create an NTT Pool

1. Click ‘New Faculty/Student Job’ button in the Jobs box

2. Select the job template:

- a. “1. Team Link”: Use the drop-down arrow to select the department or college

- b. "2. Position": Enter the Position Number if applicable, the position title will auto update in the form
- c. "3. Template": Select the Faculty template
- d. Click 'Next' to start the Recruitment Request

3. Complete the Recruitment Request form including all relevant information and all required fields

- a. Recruitment Request
  - Fill out all applicable fields
- b. Position Information
  - Fill out all applicable fields
- c. Position Purpose/Functions/Requirements

*You do not need to complete the following fields:*

- i. *Job Summary/Basic Function*
- ii. *Job Duties*
- iii. *Required Qualifications*
- iv. *Preferred Qualifications*
- v. *Special Requirements/Condition of Employment*
- vi. *Special Instructions to Applicants*

*You will be asked to fill out this information in the advertisement text.*

d. Security Assessment

- i. All Yes/No questions are required

e. Recruitment Plan

- i. Select the Recruitment Process based on the position type
- ii. Complete the Job Posting Advertisement Summary and Advertisement Text Table
- iii. Advertising Summary is the headline paragraph that shows on the Western Jobs site
- iv. To complete the Advertisement Text Table, enter the following:
  - 1. Position Title
  - 2. About the Department
  - 3. About the Position
  - 4. Required Qualifications
  - 5. Preferred Qualifications
  - 6. Add to Application Instructions if necessary for Position
  - 7. Required Supplemental Materials

f. Human Resources Reference Only

- i. All fields are Read Only

g. Users and Approvers

- i. Team
- ii. User Fields

iii. Approval Process

4. Route Recruitment Request for approval using the 'NTT Faculty' approval routing and submit
  - a. 'Submit' sends the Recruitment Request for approval
  - b. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Requests menu
  - c. 'Save a draft' saves the Recruitment Request (does not route for approvals)

## SEARCH COMMITTEE

**Search Committee Chair:** Type in the name of your search committee chair.

**Search Committee Members:** Search committee members will only have access to view applications/materials. They will not be able to make any disposition updates or move candidate(s) into statuses. Click on "Add Search Committee Member"

Add Search Committee Member

Type in the first name/last name and Search. You will then click "Add" to the right of their name. When you are done adding names, click on Done at the bottom of the screen. Your Search Coordinator will be added in the Users/Approvers section. The Search Coordinator has the same permissions to the search as the Search Chair (ability to enter dispositions, update statuses, bulk communicate).

NOTE: If you would like to add a search committee member that does not have a WWU email address, view these instructions [Search Committee \(Non-WWU Employee\) Reference Guide](#).

## External Advertising

**NOTE:** If you will be utilizing a search firm for your external advertising, please contact CRTC for additional instructions and provisions.

**List all scopes that apply:** This is where you will indicate the scope of your recruitment. You will type National, Regional, State, and/or Local.

Once a position is posted externally it will automatically be posted on our site, WorkSource Washington, Veterans.gov (national) and the Higher Education Recruitment Consortium (HERC). Any advertising outside of these sources will be placed by the hiring department. It is best practice to take copies of your advertisements and place those in your recruitment file.

## Advertisement Text

**IMPORTANT:** You will need to click on "Faculty Advertisement Table" to populate the job posting summary template. Once you click on "Faculty Advertisement Table" the system may bring to back to the top of the form. Scroll back down to the Advertisement Text section to complete your job announcement.

**Advertising Summary:** The text you enter in this box will be the front facing paragraph under your title on the Western jobs site. Use this area to add text that will draw your candidates in and encourage them apply!

**Job Posting Summary (Jobs Page):** This is the job advertisement for your position. This information is in table format (like a Word table). You will want to keep it in this format to ensure a consistent job posting. Update the rows as necessary with information about your position.

## SAVING A DRAFT / CHECKING ON STATUS

If you are completing your recruitment request but do not want to submit it yet, you can click on “Save a draft” at the bottom of the screen.

To return to complete, or to check the status of a routing form:

Click on “Jobs” on the top right corner.

You can search for your position by title or recruitment number.

Click on the title and the Recruitment Request will open. If you are completing your form, complete the necessary fields. If you are checking on its current status, scroll to the bottom of the form.