Recruitment Request TT Faculty Screenshots Guide

If you prefer Text based guide, click <u>Text based Faculty Recruitment Request Guide</u> Log Into PageUp Go to <u>https://western.pageuppeople.com</u> to log into the system. From your dashboard, click on **New Faculty/Student Job** in the Jobs tile.

New Faculty/Student Job

Introduction Position Information Position Purpose/Function/Requirements Funding Information Security Assessment Recruitment Plan Search Committee External Advertising Advertising Text Users and Approvers Adding Evaluation Matrix Saving A draft/Checking on Status Submitting Recruitment Request for Approvals To Restart a Declined Recruitment Request

INTRODUCTION

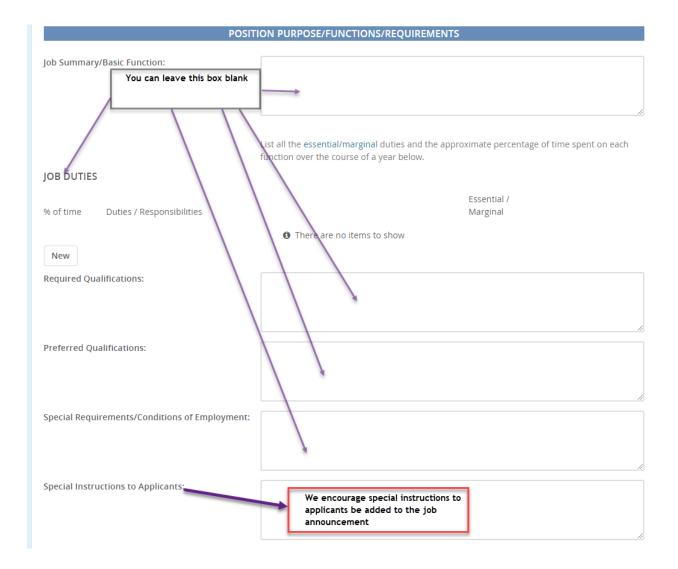
New Faculty/Student Job

Position info	Notes	Sourcing	Documents		select you	ur department or college	
Team link:			College of Scienc		dø	Utilize the drop-down to	٦
	College of Science	e & Engineering		choose your Division/College, Department/Home Org,			
		RECRUITM	ENT REQUE	ST	Timesheet Org and Campus Location		
	For instr	uctions on how	to fill out this form please cli	ck here to open c	our "Quick	Reference Guide" in a new tab	,
Recruitment F	Request Init	iated:	Mar 14, 2023	t			
Division/Colle	ge:*		AA - Academic A	ffairs		~	
Department/H	lome Org:*		Select			ŧ	
Timesheet Or	g:*		Select			*	
Campus Locat	ion:*		Select	5			
Recruitment M	Number:					Leave Blar	۱k
			Leave blank to aut	omatically create	a referenc	e No.	

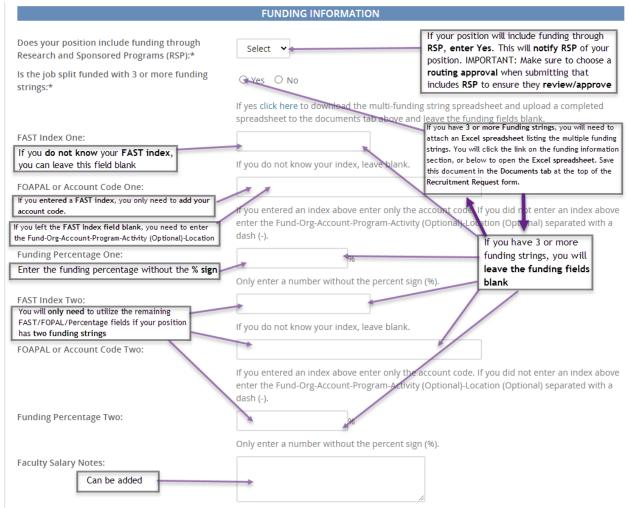
POSITION INFORMATION

	POSITIO	N INFORMATION		
		Enter the title of	f the position, inc	cluding area of focus
Advertising/Working Title:*	Faculty		ŧ	
Create New Position Number:*	Select			ſ
If you do not need a new position number, enter No and enter the number in the Position Number field	If you select yes below.	s, you must provide f	unding informatio	on in the FUNDING INFORMATION section If this is a new position and you
Position:			Q 🖉	are requiring a position number , select Yes . This will notify HRIS
Utilize the drop down to choose the position type. (TT Faculty)	No position se	ected.		to create and activate a new position number for the
Position Type:	Select	~		position.
If Temporary or Project Specify End Date:		t		
Appointment Percentage:				Enter the appointment percentage for your position
	Only enter a nu	mber with up to two	(2) decimal point	s without the percent sign (%).
If Position is Cyclic or Faculty - Specify how many months per year this position works:				Enter 9 months for TT Faculty positions
Is this employee expected to work more than 6 co	nsecutive month	s AND work an aver	age of 80 hours p	er month AND work at least 8 hours in
each month? This question is asked to determine	e the benefit eligi	bility of the position	.For a TT Faculty	position, enter "Not applicable"
(For permanent employees select Not Applicable):*	Select			¥ •
Payroll Override Approver - Please provide Name, W# and Position number:				
State the Position Will Be Located:	Select			v
If your employee will be working in Washington state, leave this field blank .	Internal Hire Na	ame		

POSITION PURPOSE/FUNCTION/REQUIREMENTS



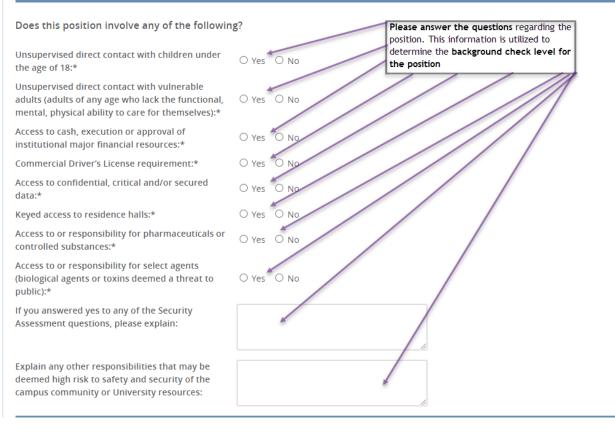
FUNDING INFORMATION



Click three, or more funding strings ONLY if you have three or more fundings to download spreadsheet.

SECURITY ASSESSMENT

SECURITY ASSESSMENT



RECRUITMENT PLAN

		RECRUITMENT PLAN		
Recruitment Process:* TT Faculty Auto: Confidential letters of recommendation are		Select		Utilize this drop down to choose between TT Faculty Auto and TT Faculty Manual
sent automatically. TT Faculty Manual: Confidential letters of recommendation are manually sent by the hiring department		filling an existing employee)	uired: New (addi	tional headcount) or Replacement (back
	mber of positions you in	ntend to hire. Input the number	of "New" and	l "Replacement" positions then click
the "Add" button. Positions:	recruitment, you will wan	rr position. If you are hiring more th t to see the same number of lines r w or replacement field and click Add	epresented. To	
Position no	Туре:	: Applicant	Application s	status
1	Sel	lect 🗸 -		Cancel
			New:	Replacement: Add more
Search Committee Chair	r:	SEARCH COMMITTEE	Q /	Your Search Coordinator will be added in the Users/Approvers section. The Search Coordinator has the same permissions to the search as the Search
Name of your search committee chair			ų Ø	Chair (ability to enter dispositions,
NOTE: If you would like to add a search committee member		No user selected.		update statuses, bulk communicate)
that does not have a WWU email address, click on the link Search Committee (Non-Western Employee) below for instructions.		If additional Search Committee Me submitted, please email Recruit.HR		e added after the Recruitment Request is
Search Committee Wemt	not be	committee members will only have able to make any disposition update		
Add Search Committee	e Member "Add S	Search Committee Member"		
Recipient				Remove all
		No Search Committee Member sel	ected.	
Search Committee Memb	per information:			

Click <u>Search Committee (Non WWU Employee)</u> to add non-Western employee to the search

EXTERNAL ADVERTISING

NOTE: If you will be utilizing a search firm for your external advertising, please contact CRTC for additional instructions and provisions		e search committee will conduct for this search: tate (Washington), and/or Local (Whatcom, Skagit,
List all scopes that apply: 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	is <u>required when those groups are underre</u> Toolkit for Inclusive Searches. All jobs will be posted to the Western Jobs s	I women is strongly encouraged in all searches, and presented in the relevant job group at Western.
place those in your recruitment file Please indicate the additional sources where you will publicize the position to build a diverse applicant pool, including both paid advertising and other publicity via listservs and outreach to relevant organizations or institutions:	sources. HigherEdJobs.com Chronicle of Higher Education Skagit Valley Herald Facebook DiverseJobs.net (Diverse Issues in Higher Ed) Other Newspaper (Specify Below) Other relevant website/Job board (Specify Below)	LinkedIn Bellingham Herald Seattle Times Craigslist Relevant Professional Associations (Specify Below) Relevant listservs (Specify Below)
Specify Any "Other" Sources:		

ADVERTISEMENT TEXT

Fo create the appropriate job advertisment Staff Advertisement Table Faculty Advertisement Table	ADVERTISEMENT TEXT	Table" to populate the job posting summary template. Once you click on " Faculty Advertisement Table" the system may bring you to back to the top of the form. Scroll back down to the Advertisement Text section to complete your job announcement
Advertising summary - This is the headline paragraph that shows of Western Jobs site:*	Advertisement Text"	
B I ⊻ S ≣ E E E Form	ats - <u>A</u> - <u>A</u> - <u>A</u> II II - <u>I</u>	

USERS AND APPROVERS

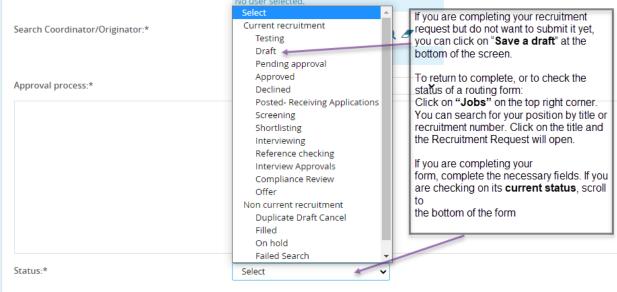
USERS AND APPROVERS

Fill in the following fields Search Coordinator, Supervisor, Hiring Manager, and Director/Chair. They will have access to view all applications and move applications through the recruitment process.

The Search Chair and Search Coordinator below will receive an email when the Recruitment Request has been approved.

Team:	College of Science & Engineering	•
Supervisor:		Q /
	No user selected.	
Search Chair:*		Q #
	No user selected.	4.8
Director/Department Chair:*	-	Choose your approval process
	No user selected.	based on the type of position and its funding. Once you choose your
Search Coordinator/Originator:*		approval process, the list of approvers will appear. Some of
	No user selected.	the names will already be entered. For those without names, update as appropriate. Click Submit on
A		the bottom of the page to start the routing
Approval process:*	None 🗸 🗸	louting
Status:*	Select	Select appropriate status. Click Submit on the bottom of the page to start the routing
Status:*	Select	
Status:*	Select	
	Go to the Documents	Tab at the top of the Recruitment Request. In the
ADDING EVALUATION MATRIX New Faculty/Student Job	Go to the Documents drop-down list select Evaluation Matrix to	Tab at the top of the Recruitment Request. In the Document from File. Click 'Upload File' to select the be used for the Recruitment. Select the 'Evaluation
ADDING EVALUATION MATRIX New Faculty/Student Job	Go to the Documents drop-down list select Evaluation Matrix to	Tab at the top of the Recruitment Request. In the Document from File. Click 'Upload File' to select the
ADDING EVALUATION MATRIX New Faculty/Student Job Position info Notes Sourcing Do	Go to the Documents drop-down list select l Evaluation Matrix to Matrix' Document ca	Tab at the top of the Recruitment Request. In the Document from File. Click 'Upload File' to select the be used for the Recruitment. Select the 'Evaluation
ADDING EVALUATION MATRIX New Faculty/Student Job	Go to the Documents drop-down list select Evaluation Matrix to Matrix' Document ca Recruitment Request	Tab at the top of the Recruitment Request. In the Document from File. Click 'Upload File' to select the be used for the Recruitment. Select the 'Evaluation

SAVING A DRAFT/ CHECKING ON STATUS



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Please fill in all mandatory fields marked with an asterisk (*). Mandatory fields are missing only when this message is red.

SUBMITTING RECRUITMENT REQUEST FOR APPROVAL



TO RESTART A DECLINED RECRUITMENT REQUEST

Approval process:*	Professional Staff (7 Approvers) - CBE
1. Supervisor/Chair:	Approved Oct 28, 2021
2. Hr.Comp:	Ceclined Nov 1, 2021
3. Equal Opportunity Office:	e
4. Dean:	CBE Forms
5. Director, Academic Budgeting:	
6. Associate Vice President for Academic Affairs:	
7. Recruit.HR:	Recruit HR
Reason for declining the job: Need Additional Inform	mation .

Approval process:*	Classified Staff (no AVP/Exec Dir)-ESS		
3. Recruit HR:	 Click 'Jobs' to view recruitments that are in process or submitted for approval which you are the search chair or search coordinator. 		
Director/Department Head: 2. Scroll to the bottom of the Recruitment Request			
5. Vice President:	 Click "restart" in the approval routing box Make changes to the Recruitment Request 		
6. Recruit.HR:	5. Select the 'TT Faculty' from the drop-down list, add approver names and submit or save		
Reason for declining the job: Other	'Submit' sends the Recruitment Request for approval. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the		
Additional comments:	Recruitment Request menu		
	'Save a draft' saves the Recruitment Request (does not route for approvals)		
	restart		

Next page 🕽

Please fill in all mandatory fields marked with an asterisk (*). Mandatory fields are missing only when this message is red.