

Recruitment Request Quick Guide for Staff

If you prefer Text based guide, click [Text based staff recruitment request guide](#)

Log Into PageUp Go to <https://western.pageuppeople.com> 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 your **department or college**


Team link:  

College of Science & Engineering

RECRUITMENT REQUEST

Utilize the drop-down to choose your **Division/College, Department/Home Org, Timesheet Org and Campus Location**

For instructions on how to fill out this form please [click here](#) to open our "Quick Reference Guide" in a new tab.

Recruitment Request Initiated: 

Division/College:* ▼

Department/Home Org:* ▼

Timesheet Org:* ▼

Campus Location:* ▼

Recruitment Number: **Leave Blank**

Leave blank to automatically create a reference No.

POSITION INFORMATION

POSITION INFORMATION

This information will be pre-populated from your position description. You can update/edit if necessary

Advertising/Working Title:*

Create New Position Number:*

If you do **not need** a new position number, **enter No** and **enter the number** in the **Position Number** field

If you select yes, you must provide funding information in the FUNDING INFORMATION section below.

Position:

Utilize the drop down to choose the position type.

Position Type:

If Temporary or Project Specify End Date:

Appointment Percentage:

Enter the **appointment percentage** for your position

Only enter a number with up to two (2) decimal points without the percent sign (%).

If Position is Cyclic or Faculty - Specify how many months per year this position works:

This information will be pre-populated from your position description. You can update/edit if necessary

Is this employee expected to work more than 6 consecutive months AND work an average of 80 hours per month AND work at least 8 hours in each month?

This question is asked to determine the benefit eligibility of the position .For a permanent position, enter "Not applicable"

(For permanent employees select Not Applicable):*

Payroll Override Approver - Please provide Name, W# and Position number:

The payroll Override approver is the one who approves timesheets for the position

State the Position Will Be Located:

If your employee will be working in Washington state, **leave this field blank.**

Internal Hire Name

POSITION PURPOSE/FUNCTION/REQUIREMENTS

POSITION PURPOSE/FUNCTIONS/REQUIREMENTS

Job Summary/Basic Function:

This information will be pre-populated from your position description.

List all the **essential/marginal** duties and the approximate percentage of time spent on each function over the course of a year below.

% of time	Duties / Responsibilities	Essential / Marginal
There are no items to show		

Required Qualifications:

Preferred Qualifications:

Special Requirements/Conditions of Employment:

Special Instructions to Applicants:

We encourage special instructions to applicants be added to the job announcement

FUNDING INFORMATION

FUNDING INFORMATION

Does your position include funding through Research and Sponsored Programs (RSP):*

Is the job split funded with 3 or more funding strings:* Yes No

FAST Index One:

FOAPAL or Account Code One:

Funding Percentage One: %

FAST Index Two:

FOAPAL or Account Code Two:

Funding Percentage Two: %

Faculty Salary Notes:

If your position will include funding through RSP, enter Yes. This will notify RSP of your position. IMPORTANT: Make sure to choose a routing approval when submitting that includes RSP to ensure they review/approve

If you do not know your FAST index, you can leave this field blank

If you have 3 or more Funding strings, you will need to attach an Excel spreadsheet listing the multiple funding strings. You will click the link to open the Excel spreadsheet. Save this document in the Documents tab at the top of the Recruitment Request form.

If you have 3 or more funding strings, you will leave the funding fields blank

If you entered a FAST index, you only need to add your account code.

If you left the FAST Index field blank, you need to enter the Fund-Org-Account-Program-Activity (Optional)-Location

Enter the funding percentage without the % sign

You will only need to utilize the remaining FAST/FOPAL/Percentage fields if your position has two funding strings

Can be added

If you click [here](#) to download the multi-funding string spreadsheet and upload a completed spreadsheet to the documents tab above and [leave the funding fields blank](#).

If you do not know your index, leave blank.

If you entered an index above enter only the account code. If you did not enter an index above enter the Fund-Org-Account-Program-Activity (Optional)-Location (Optional) separated with a dash (-).

Only enter a number without the percent sign (%).

If you do not know your index, leave blank.

If you entered an index above enter only the account code. If you did not enter an index above enter the Fund-Org-Account-Program-Activity (Optional)-Location (Optional) separated with a dash (-).

Only enter a number without the percent sign (%).

Click [three, or more funding strings](#) ONLY if you have three or more fundings to download spreadsheet.

SECURITY ASSESSMENT

SECURITY ASSESSMENT

Does this position involve any of the following?

Unsupervised direct contact with children under the age of 18:*

Yes No

Unsupervised direct contact with vulnerable adults (adults of any age who lack the functional, mental, physical ability to care for themselves):*

Yes No

Access to cash, execution or approval of institutional major financial resources:*

Yes No

Commercial Driver's License requirement:*

Yes No

Access to confidential, critical and/or secured data:*

Yes No

Keyed access to residence halls:*

Yes No

Access to or responsibility for pharmaceuticals or controlled substances:*

Yes No

Access to or responsibility for select agents (biological agents or toxins deemed a threat to public):*

Yes No

If you answered yes to any of the Security Assessment questions, please explain:

Explain any other responsibilities that may be deemed high risk to safety and security of the campus community or University resources:

Please answer the questions regarding the position. This information is utilized to determine the **background check level for the position**

RECRUITMENT PLAN

RECRUITMENT PLAN

Recruitment Process:* Select ▼

Temporary staff pool for positions that are "open continuously". Temporary staff recruitment is for specific opening and the posting will be removed once the position is filled. For Project-employment position, use Permanent Classified/Pro Staff recruitment process.

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Utilize this drop down to choose between Permanent Classified/Pro Staff, Temporary Staff Pool or Temporary Staff Recruitment

Indicate the total number of positions you intend to hire. Input the number of "New" and "Replacement" positions then click the "Add" button.

List the open lines for your position. If you are hiring **more than one candidate** for this recruitment, you will want to see the **same number of lines represented**. To add a line add "1" to either the new or replacement field and click Add more

Positions:	Position no	Type:	Applicant	Application status	
1	<input style="width: 80%;" type="text"/>	Select ▼	-	-	Cancel

New: Replacement: Add more

SEARCH COMMITTEE

Search Committee Chair: 🔍 ✎

Name of your search committee chair

No user selected.

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, click on the link [Search Committee \(Non-Western Employee\)](#) below for instructions.

If additional Search Committee Members need to be added after the Recruitment Request is submitted, please email Recruit.HR@wwu.edu

Search Committee Members: Add Search Committee Member

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"

Recipient	Remove all
No Search Committee Member selected.	

Search Committee Member information:

Click [Search Committee \(Non WWU Employee\)](#) 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

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 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:

Specify Any "Other" Sources:

EXTERNAL ADVERTISING

Please indicate the scope of recruitment the search committee will conduct for this search: National, Regional (WA, OR, ID, AK, & CA), State (Washington), and/or Local (Whatcom, Skagit, Island, and Snohomish Counties)

Outreach to veterans and people with disabilities is required for all searches.

Outreach specifically to people of color and women is strongly encouraged in all searches, and is required when those groups are underrepresented in the relevant job group at Western.

Toolkit for Inclusive Searches.

All jobs will be posted to the Western Jobs site, WorkSource Washington, and Veterans.gov (national). The hiring department is responsible for publicizing the job opening via any other sources.

- | | |
|---|---|
| <input type="checkbox"/> HigherEdJobs.com | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> Chronicle of Higher Education | <input type="checkbox"/> Bellingham Herald |
| <input type="checkbox"/> Skagit Valley Herald | <input type="checkbox"/> Seattle Times |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Craigslist |
| <input type="checkbox"/> DiverseJobs.net (Diverse Issues in Higher Ed) | <input type="checkbox"/> Relevant Professional Associations (Specify Below) |
| <input type="checkbox"/> Other Newspaper (Specify Below) | <input type="checkbox"/> Relevant listservs (Specify Below) |
| <input type="checkbox"/> Other relevant website/job board (Specify Below) | <input type="checkbox"/> www.disAbleperson.com |

ADVERTISEMENT TEXT

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 you to back to the top of the form. Scroll back down to the Advertisement Text section to complete your job announcement

To create the appropriate job advertisement template, click one of the options below:

- [Staff Advertisement Table](#)
- [Faculty Advertisement Table](#)

For Direct Hire Temporary Staff Positions, Leave "N/A" in the Advertisement Summary and Advertisement Text"

Advertising summary -
This is the headline paragraph that shows on the Western Jobs site:*

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!

Jobs Posting Summary (Jobs Page):*

The text is in table format (like a Word table). Keep it in this format to ensure a consistent job posting. Update the rows as necessary.

B *I* U ~~S~~ [List Icons] [Table Icon] [Link Icon] [Image Icon] [Table Icon] [Text Icon] [Code Icon] [Help Icon]

Sourcing Detail:

Select ▼

Select if position is Open until filled, or Open Continuously



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:

Supervisor:  

Search Chair:*  

Director/Department Chair:*  

Search Coordinator/Originator:*  

Approval process:*

Status:*

Choose your approval process based on the type of position and its funding. Once you choose your approval process, the list of approvers will appear. Some of the names will already be entered. For those without names, update as appropriate. Click Submit on the bottom of the page to start the routing


Select appropriate status. Click Submit on the bottom of the page to start the routing

ADDING EVALUATION MATRIX

New Faculty/Student Job

Position info Notes Sourcing **Documents**

Go to the Documents Tab at the top of the Recruitment Request. In the drop-down list select **Document from File**. Click **'Upload File'** to select the **Evaluation Matrix** to be used for the Recruitment. Select the **'Evaluation Matrix' Document category**. Click **'Save and close'** to add the file to the Recruitment Request



- Select
- Document from a file
- Document from library

Date Size Category

SAVING A DRAFT/ CHECKING ON STATUS

Search Coordinator/Originator:*

Approval process:*

Status:*

No user selected.

Select

- Current recruitment
 - Testing
 - Draft
 - Pending approval
 - Approved
 - Declined
 - Posted- Receiving Applications
 - Screening
 - Shortlisting
 - Interviewing
 - Reference checking
 - Interview Approvals
 - Compliance Review
 - Offer
- Non current recruitment
 - Duplicate Draft Cancel
 - Filled
 - On hold
 - Failed Search

Select

Next page >

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

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

SUBMITTING RECRUITMENT REQUEST FOR APPROVAL

Status:*

Select

Next page >

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

Save a draft Submit Submit & exit Cancel

'Submit' sends the Recruitment Request for approval
'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Request menu
'Save a draft' saves the Recruitment Request (does not route for approvals)

TO RESTART A DECLINED RECRUITMENT REQUEST

Approval process:* Professional Staff (7 Approvers) - CBE

1. Supervisor/Chair:	<input type="checkbox"/>	Approved Oct 28, 2021
2. Hr.Comp:	<input type="checkbox"/>	Declined Nov 1, 2021
3. Equal Opportunity Office:	<input type="checkbox"/>	
4. Dean:	<input type="checkbox"/>	CBE Forms
5. Director, Academic Budgeting:	<input type="checkbox"/>	
6. Associate Vice President for Academic Affairs:	<input type="checkbox"/>	
7. Recruit.HR:	<input type="checkbox"/>	Recruit HR

Reason for declining the job: Need Additional Information

Approval process:*

Classified Staff (no AVP/Exec Dir)-ESS

3. Recruit HR:	1. Click 'Jobs' to view recruitments that are in process or submitted for approval which you are the search chair or search coordinator.
4. Director/Department Head:	2. Scroll to the bottom of the Recruitment Request
5. Vice President:	3. Click "restart" in the approval routing box
6. Recruit.HR:	4. Make changes to the Recruitment Request
Reason for declining the job: Other	5. Select the 'TT Faculty' from the drop-down list, add approver names and submit or save
Additional comments:	'Submit' sends the Recruitment Request for approval.
	'Submit & exit' sends the Recruitment Request for approval and the user returns to the 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.