Create a New 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:

Field	Details
Search #	*Search #* will populate after job is submitted for approval
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 **Note:** Executive Division field will determine selections available for the approval workflow)
*Location**	Location of the job
NUMBER OF OPEN POSITIONS	
Type *New/Replacement*	The template will populate with one vacant position, select the Type *New* (additional headcount) or *Replacement* (backfilling an existing employee or vacancy 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 #S 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 %)**

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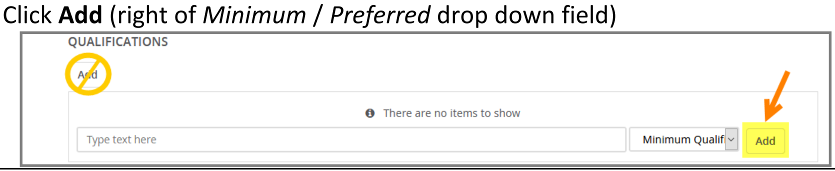
CLASSIFIED DETAILS	
For CLASSIFIED positions, please complete the following section. **If not one of these types of positions, skip this section.**	
Work Schedule	Open text field to enter work schedule (days and hours)
Shift	Dropdown selections – 1, 2, 3, Rotating, Various
Position Number (8 digits)	Position number from Core-CT
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.**	
Select Recruitment Type	Additional hire from a full search, Audit/Waiver, Limited Recruitment
Prospective Applicant Name	Open text field to enter prospective applicant's name
Affiliate Search #	Add search # from original search (when hiring an additional position from a full search)
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)**	
Posting Duration (in days)	Days to advertise posting on career portal (UCP min 14 days, NP2 min 10 days, Other reasonable timeframe)
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)**	
Add	NOT IN USE by UConn, use the **New** button to add Qualifications
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) 

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 **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 **Submit**

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