PLEASE NOTE: DO <u>NOT</u> CREATE THE JOB CARD IF CHANGES NEED TO BE MADE TO THE DESCRIPTION (I.E., JOB SUMMARY, EDUCATION, EXPERIENCE, ETC.). PLEASE MODIFY THE DESCRIPTION AND SUBMIT FOR APPROVAL FIRST. THE JOB CARD SHOULD ONLY BE CREATED AFTER THE DESCRIPTION HAS BEEN APPROVED BY HR <u>OR</u> IF NO CHANGES ARE NEEDED.

CREATE JOB CARD (POSTING)

1. Login to the PageUp system at https://mtsuemployees.pageuppeople.com using your FSA credentials.
2. Click on the Administration link to be directed to your dashboard.
3. Several boxes should appear. Click on the "Manage position descriptions and create …" link within the Position Description box.
4. You will see a listing of positions that you have access to. For the position that you need to post, click on the "Recruit for position" link.
5. Complete the Job Information page. All required fields are marked with an asterisk (*) and must be completed in order to submit the job card for approval. You will notice that the majority of the fields are automatically populated from the position description. ***<u>DO NOT make any changes to the pre-populated fields</u>*****. If changes are necessary, the job description *<u>MUST</u>* be modified before the job card can be created. Otherwise, HR will revert the pre-populated fields to be identical to the approved description.**
   - <u>Job Information</u>: Most fields are pre-populated. Enter the Reason for Search, Recruitment Process, and Index Number.
   - <u>Faculty Only</u>: Do not complete.
   - <u>Admin/Classified Only</u>: Most fields are pre-populated.
   - <u>Additional Posting Details – All Positions</u>: Indicate if the position is grant funded, list the salary range (minimum – midpoint, if known, otherwise HR can list), add a brief job summary, and indicate the documents needed to apply. **DO NOT change the qualifications.**
   - <u>Position Number</u>: The position number is pre-populated. If posting multiple positions, enter the quantity of additional vacant positions in the New or Replacement field(s) and click on the "Add more" button. Enter the position number in the field. **Note:** The positions must be identical.
   - <u>Recruitment Plan & Other Advertising Sources – Departmental Preferences</u>: If you plan to post in other sources (different than the Recruitment Plan), enter the sources in the appropriate fields.
   - Click on "Generate Description." **DO NOT edit or delete anything from the generated description.**
   - <u>Search Committee Details</u>: Search committees are not required for administrative or classified positions. If you choose to have a search committee, enter the first and last name of the chair in the Search Committee Chair field. Click on "Add Search Committee Member" to add other members. Search the additional members using the appropriate fields and click "Search." Click on "Add" beside each name to add the individual to the committee. Once completed, click "Done" to return to the Job Card.
   - <u>Users & Approvals</u>:
     - Enter "Michelle Halman" in the Equity & Compliance field
     - Enter the hiring manager's name in the Hiring Manager field
     - Select "Admin/Classified Approval" from the Approval process drop down menu.
       - This will open two additional fields. Enter your supervisor in the Hiring Manager's Supervisor field and "Jamie Wilson" in the HR Employment field.
     - Enter "Jamie Wilson" again in the HR Employment or Academic Resources field.
     - For the Status drop-down menu, select "Draft" if you are not ready to submit the job card for approval. Select "Pending Approval" to proceed with obtaining approvals to post the position.
6. If you would like to add notes, click on the "Notes" tab.
7. If you would like to add any documents, click on the "Documents" tab.
8. Click on "Save a draft" if you are not ready to send through the approval process. Click on "Save" or "Save & Exit" to initiate the approval process.

The posting will continue through the approval process. HR will review/approve and post the position. Both Administrative and Classified positions are posted for 2 weeks.