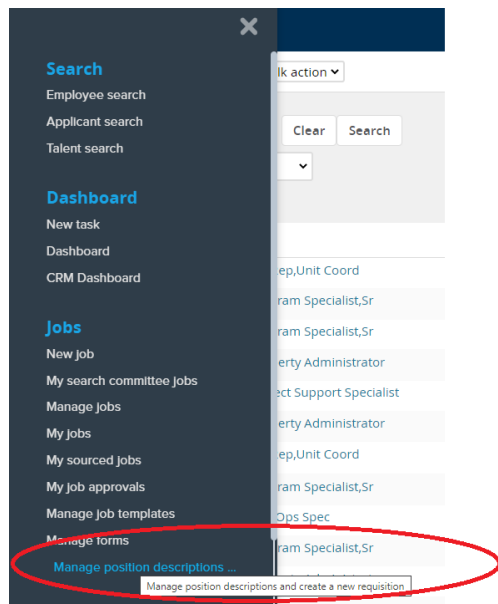
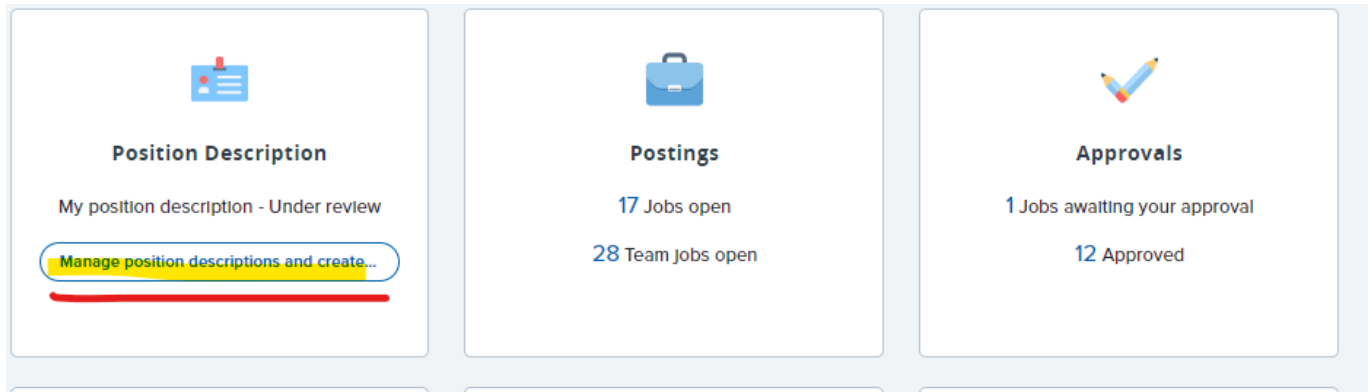


Creating a Posting

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

1. From the dashboard, under **Position Description**, click **Manage position descriptions and create jobs**. Alternatively, from the Hamburger Menu, click **Manage position descriptions**.



2. On the **Position Description** page, search and locate the relevant position description. Click **View** (to review the PD) or **Recruit for position**.
 - a. **Notes:**

- i. Only Approved position descriptions will have the **Recruit for position** option available.
- ii. After viewing the position description, the option to click **Recruit for position** will be available from the position description.

PageUp BETA Jobs People Reports Recent Items Harry ?

New position description

Position Description

PD No. Classification Title Position Number Role Number Employee Name

Employee No. Supervisor Name Work Type Company Department

Sub department Approval status Status Clear Search

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	Edit	View	Recruit for position	Archive
PD-1	Research Assistant (Arts/Communications)	50054452			Harry Hire	Nov 2, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-2	Research Assistant - HRIS	44333				Aug 10, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-3	Human Resources Assistant	50054794		Ronald Recruiter		Sep 23, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-4	Director of Communications	50054436		Darlene Director		Sep 22, 2022	Approved	Edit	View	Recruit for position	Archive
PD-5	Iteration 1 demo - Director - Office of Workforce Engagement	50054436		Darlene Director		Aug 31, 2022	Approved	Edit	View	Recruit for position	Archive
PD-6	Special Agent (Investigator/Eastern Region/Multiple Positions)					Oct 4, 2022	Draft	Edit	View	Recruit for position	Archive
PD-8	Administrative Assistant	321				Oct 6, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-9	User Support and Systems Security Specialist					Oct 25, 2022	Approved	Edit	View	Recruit for position	Archive
PD-10	Info Technology Specialist I					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive

TAS Test PD

Recruit for position

Position info Notes Documents

✔ Position Description# 43 - TAS Test PD has been saved.

POSITION DESCRIPTION

To edit a previously approved Position/Position Description scroll to the bottom of the form and press Update PD, Click OK in the pop-up window that appears to reset the approval process

Type of action requested:

REQUESTED CLASSIFICATION

Do not update the standard classification details

Classification Code (PCLS):
[Classification Title: Program Manager,Sr](#)

- The Job posting will populate with most relevant fields from the position description.
- ### New job

Position info Notes Sourcing Documents

REQUISITION INFORMATION

Recruitment process:*

Requisition Number:
Leave blank to automatically create a reference No.

Position number:*
[Details](#)

Classification:*
[Classification Title: Program Manager,Sr](#)

4. Begin to scroll through the Job Card. Required fields will be notated with an asterisks "*" for reference.
 - a. **Note:** Only fields with editing capabilities will be available for completion that have not be populated from the position description.
5. REQUISITION INFORMATION
 - a. This area is to provide important posting details for the applicant to reference related to the contact and special instructions on the job posting.
6. NUMBER OF OPENINGS
 - a. Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). Enter the active position numbers that will be filled with the posting. The blue box will populate with the position attributes. Position data is pulled from banner four times daily.
7. POSITION DETAILS
 - a. Make selections based on the position attributes. Please review banner for funding information – NBAPBUD.
8. STAFF ONLY
 - a. Only make selections if posting a staff position.
9. FACULTY ONLY
 - a. Only make selections if posting a faculty position.
10. SELECTION COMMITTEE DETAILS (Optional)
 - a. Not required. Only make selections if you will be using the system to complete initial screenings or need user access to the posting. This system does not have guest user access.
11. POSTING DETAILS
 - a. Make selections and complete as needed.
12. ADVERTISING DETAILS
 - a. Completed the Advertising Details section
 - i. Form: Select the application that corresponds with the type of hire.
 1. **Campaign – Only to be used by HRS**
 2. **Exempt – only to be used for exempt staff positions**
 3. **Faculty – only to be used for faculty positions**
 4. **Non-exempt- only to be used for non-exempt positions**
 5. **Senior Administrator – only to be used for Dean/VP level and above positions**
 6. **No Application – Immigration/Etc. - Only to be used by HRS**
 7. **Police Officer – Only to be used by HRS**
 - ii. Choose to **Preview** or add additional questions from **Question Library**.
 1. **Preview** will provide a preview of the application form.

ADVERTISING DETAILS

Physical Location State:*

Location:*

Offsite Location:

Requested Posting Period:*

Application Type:*

Advertising summary:*

Advertisement text: Please click "Generate Description"

Select
Campaign
Exempt - NMSU Application form
Faculty - NMSU Application form
No Application - Immigration/Etc.
Non-exempt - NMSU Application form
Police Officer - NMSU Application form
Senior Administrator - NMSU Application form

2. **Question Library** will allow users to add custom job specific questions to the application. Click **Add** next to the selected question, then **Save**.

Question Library

Search for a specific question here

Pages
All Library Selected

Do you have a driver's license? Last used Dec 20, 2022

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997f)? Do not provide information on expunged cases. Last used Dec 8, 2022

In accordance with the Prison Rape Elimination Act (PREA) and DOJ, 28 CFR 115.317 which was passed to prevent the sexual abuse and harassment of juveniles in confinement; all applicants are asked the following questions as an additional measure to ensure resident safety. Please respond to the next few questions by... Last used Dec 8, 2022

- b.
- i. Advertising Summary: This is a 250-character pitch meant to gather applicant interest and entice them to click on the posting to review the posting text.
 - ii. Advertisement Text: Click **Generate Description** to auto populate the posting description from the fields above.

Advertisement text: Please click "Generate Description" to see the posting preview:

Generate Description **Click Generate Description to auto populate the posting description from the fields above**

Position Title: COTA Director
Employee Classification: Program Manager,Sr
College/Division: GRCC Grants CC
Department: GRCC GRANTS CC
Internal or External Search:
Location: Grants Community College

- c.
 - d. Note: This is the information that applicants will see on the NMSU careers website when the job is sourced. ***If you make changes after position is posted or want to re-post, you will need to Edit the Sourcing Channel manually as the Overview Template will not work after the initial posting.***
13. WORKING CONDITIONS AND PHYSICAL EFFORT
- a. Make selections as needed
14. UNDERUTILIZATION
- a. Underutilization Section: Please fill in information with data found on the [NMSU HR Toolkit](#) Under Faculty/Regular Faculty/Underutilized Placement Goals or Staff/Regular Staff/Underutilized Placement Goals.
 - b. NOTE: if position is underutilized, department must select appropriate routing through AAP. Instructions on identifying underutilization may be found on the toolkit on the HRS website hr.nmsu.edu.
 - c. **External Advertising Sources** – List advertising sources for external ads. If departments are posting externally outside of NMSU careers website, external ad draft must be attached to the posting. All advertising must include: department name, position title, requisition number, link to full posting and Equal Opportunity and Affirmative Action Statement.

UNDERUTILIZATION

Underutilization placement goals are located on the HR Toolkits – Underutilized placement goals.

Underutilization Goal Female: Yes No

Underutilization Goal Minority: Yes No

External Advertising Sources:

15. USERS AND APPROVERS

- a. Users and Approval notifications will be sent to those indicated on the Department Originator, Hiring Manager and HR Representative. complete the following areas:
- b. Users
 - i. Department Originator: Person originating posting
 - ii. Hiring Manager: Will default to the person completing the job card, update if different by clicking “Eraser” then “Magnifying Glass” to select the hiring manager.
- c. **Approval Process:**
 - i. Select **Job Card Approval** and enter teamhrs@nmsu
 - ii. **Note:** Hr Representative: teamhrs@nmsu.edu
 - iii. Reminder: Departments should select the appropriate approvers for each of the following approver types, as appropriate: Budget – select “Budget Office” AAP– select “Affirmative Action” and HRS– select “Team HRS”
 - iv. Status: Select **Submit for Approval**.

USERS AND APPROVERS

Notifications will be sent to those indicated on the Department Originator, Hiring Manager and HR Representative. The initial status should be changed to draft or submit for approval.

Department Originator:
[Email address: beckid+harry@pageuppeople.net](#) ▾

Hiring Manager:*
[Email address: beckid+harry@pageuppeople.net](#) ▾

Approval process:* ▾

1. Department Authority:
[Email address: beckid+harry@pageuppeople.net](#) ▾

2. Approving Authority:
[Email address: teamhrs2023@gmail.com](#) ▾

3. HRS:
[Email address: denhama@nmsu.edu](#) ▾

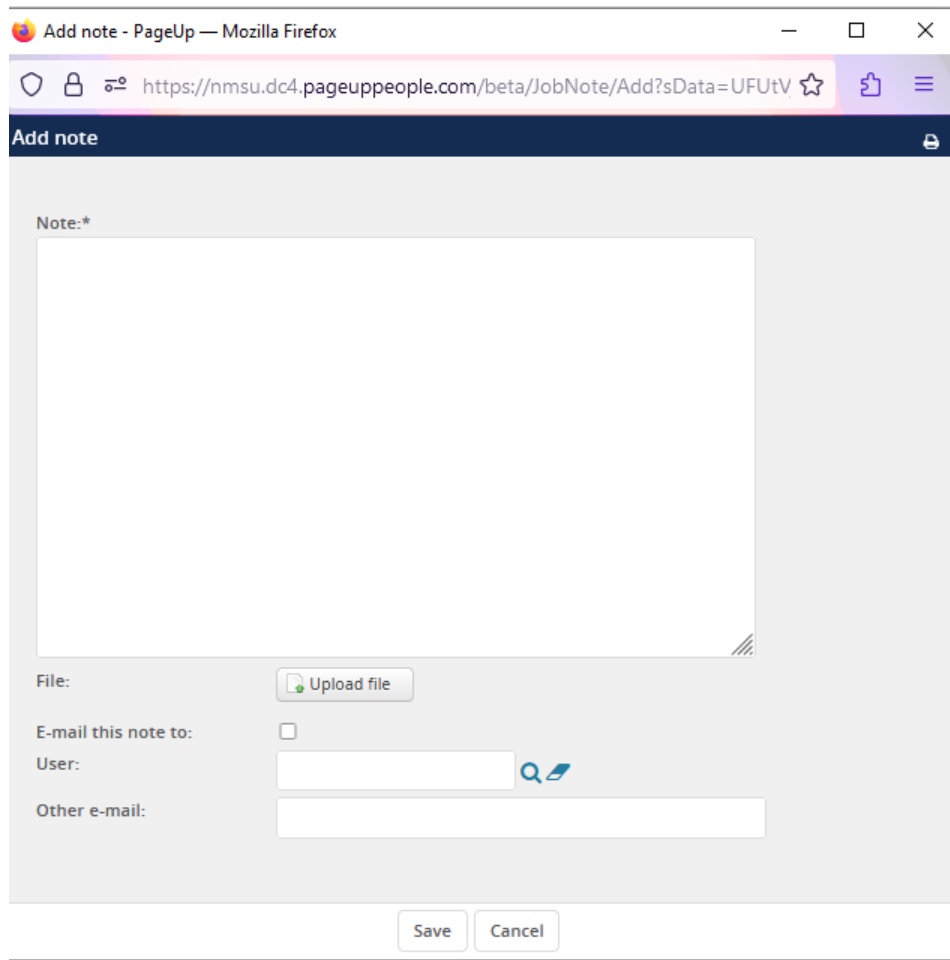
HR Representative:*
[Email address: teamhrs@nmsu.edu](#) ▾

Status:* ▾

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).

16. Notes: When you click next it will take you to the notes page
- a. Click select/note - This opens a box so that you can enter a note and/or upload a document (**supported document formats: .doc, .docx .docm, .pdf, .txt, .rtf, .xls, .xlsm**) that anyone in the approval queue can see
 - b. You also have the ability to email the note to anyone else and they will see only note or document attached.
 - c. Click save



Add note - PageUp — Mozilla Firefox


https://nmsu.dc4.pageuppeople.com/beta/JobNote/Add?sData=UFUtV

Add note

Note:*

File:

E-mail this note to:

User: 

Other e-mail:

17. Click Next Page

- d. Documents tab will open and give you the ability to attach any additional information
 - i. All in the approval queue can see any attached documents.
 - ii. If advertising outside of the NMSU careers website, attach drafted external ad.

PageUp BETA Jobs People Reports Settings Recent Items Quick

New position description

Position info Notes Documents

Select
Select
Document from a file
Document from library

Date Size Category

Save a draft Save Save and exit Cancel

18. Save the job using one of the below options:

- Save as Draft: Save and return to a later time.
- Submit: Kicks off the approval process.
- Save and Exit: Will show any required fields that need to be completed yet, plus that it has moved to the first approver.

Approval process:* Job Card Approval

1. HR Supervisor: Darlene Director
nicolet+hmlevel2@pageuppeople.com

Recruiter:* Ronald Recruiter
nicolet+recruiter@pageuppeople.com

Status:* Pending approval

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft Save Save & exit Cancel