

Creating & Viewing Requisitions

Creating the Requisition







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

! This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.

PageUp BETA Jobs People Recent items Harry ?

My Dashboard

Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

 Position Description My position description - Under review Manage position descriptions and create ...	 New Job 4 Jobs open 26 Team jobs open New job	 Approvals 2 Jobs awaiting your approval 1 Approved
 Advertisements 0 Advertisements	 Applicant Progress Board A holistic view of the applications for each active Job you are recruiting for Review applications	 Applications 1 Jobs have applicants for review 0 Applicants assigned to you for review

Guidelines / Tips
Click [HERE](#) to access online reference materials

2. On the **Position Description** page, search and locate the relevant position description. Click ***View*** (to review the PD) or ***Recruit for position***.
 - a. Note: After viewing the position description, the option to click ***Recruit for position*** will be available from the position description.

You are controlling Harry Hire's account. [Return to your account](#)

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Jobs People Recent items Harry

Position Description

PD No. Classification Title College Title Position Number Role Number Employee Name Employee No.

Supervisor Name Work Type College Department Sub department Approval status Status

PD No.	Classification Title	College Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-17	550503-COMPUTER ANALYST						Jan 24, 2022	Approved	Edit View Recruit for position Archive
PD-18	550503-COMPUTER ANALYST						Feb 15, 2022	Approved	Edit View Recruit for position Archive

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English (US) | Powered by PageUp

- The requisition (job) card will populate with the relevant fields.
- Complete the job card (scroll through the form), filling out all relevant fields. Required fields will be notated with an "*" for reference.

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People Recent items Quick search Harry

New job

[Position info](#) Notes Documents

REQUISITION INFORMATION

Requisition Number:

Working Title:*

Position Title:

PClass:

Leave blank to automatically create a reference No.

NUMBER OF OPENINGS

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

Positions:

Position no	Type:	Applicant	Application status
1	<input type="text"/> <input type="button" value="Select"/>	-	- <input type="button" value="Cancel"/>

New: Replacement:

- Under "Type" select "New" or Replacement. If you have more than one opening for this position add the number into the box "New" or "replacement" and click "Add More"

6.6.

NUMBER OF OPENINGS

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

Positions:

Position no	Type	Applicant	Application status
1	<input style="width: 100%;" type="text" value="110812"/>	<div style="border: 1px solid #ccc; border-radius: 4px; padding: 2px; display: inline-block;"> Select ▼ </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> - - Cancel </div>

New:
Replacement:
Add more

6. For recruitment process select the type of position you are recruiting for:

FLSA Status:*

Appointment Percentage:

Hours per week:

Employee Group - Pay Grade: 🔍 ✎

Minimum \$ 45,492.00

Middle \$ 62,526.00

Maximum \$ 79,560.00

Recruitment process:*

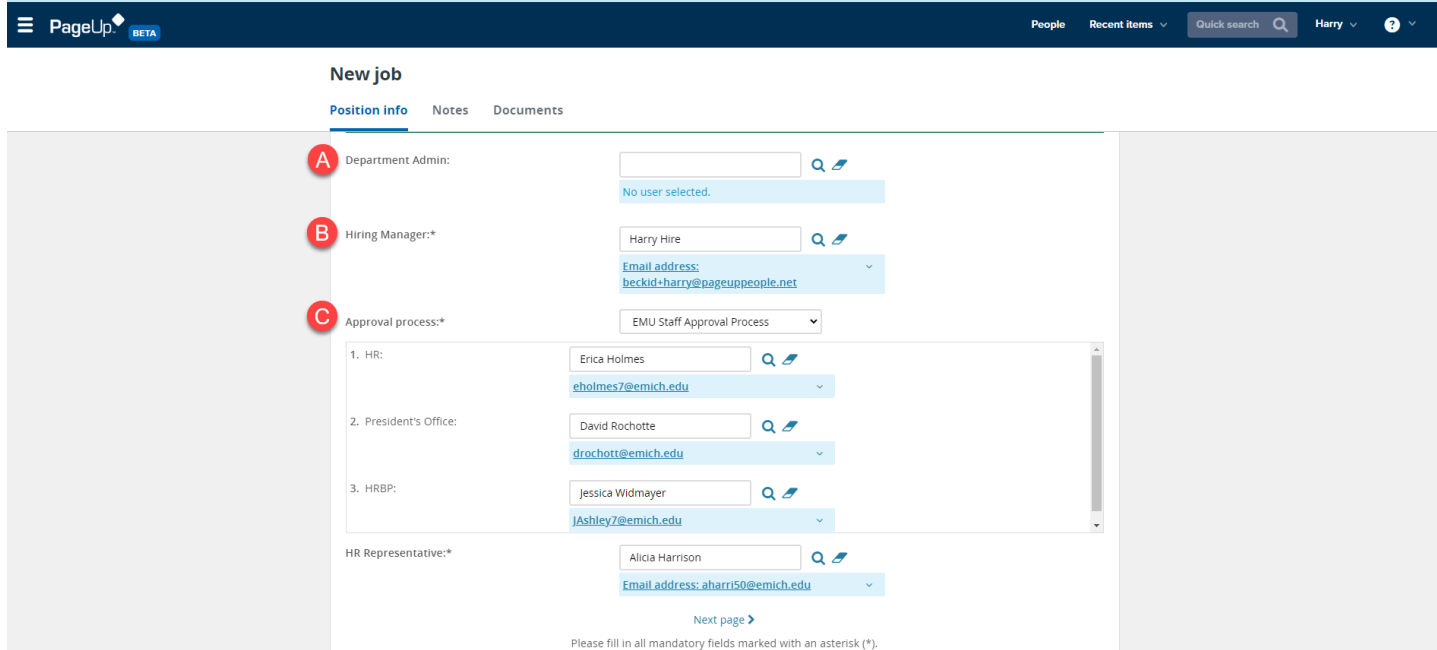
Select
▼

7. Click generate description to populate the job description:

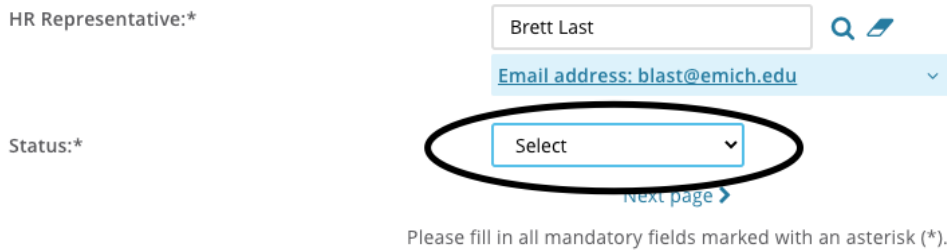
Generate Description

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8. At the **Users and Approvals** section, complete the following areas:
- a. Department Admin – Optional if applicable.
 - b. Hiring Manager – Will default to the person completing the job card, update if different.
 - c. Approval Process – Will be based on the role; select from drop down options. Approvers may be hardcoded, for those that are not, select the appropriate user.

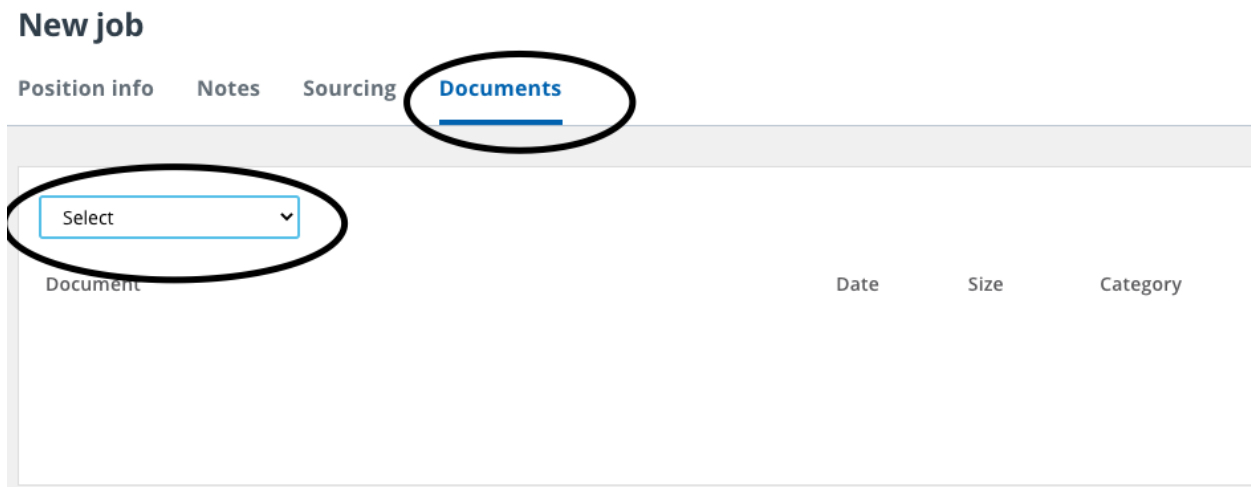


9. Under "Status" select "Pending approval":



10. Click Next page

11. Click the Documents tab at the top and upload the PCA as an attachment:



12. Save the job using one of the below options:
- a. Save as Draft - Save and return to a later time.
 - b. Save - Kicks off the approval process.
 - c. Save and Exit - Will show any required fields need to be completed yet, plus that it has moved to the first approver.

Approval process:*

1. HR:
eholmes7@emich.edu

2. President's Office:
drochott@emich.edu

3. HRBP:
JAshley7@emich.edu

HR Representative:*
[Email address: aharri50@emich.edu](mailto:aharri50@emich.edu)

[Next page >](#)

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

Reviewing current jobs

1. From the Hiring Manager dashboard, under **New job**, click **Jobs open**.
Alternatively, from the Hamburger Menu, click **Jobs open**.

The screenshot shows the HR dashboard interface. On the left is a dark navigation menu with categories: Search, Workflows, Jobs, Applicants, and Advertisements. The 'Jobs open' link in the Workflows section is circled in red. The main dashboard area features several cards: 'New job' (4 Jobs open, circled in red), 'Approvals' (2 Jobs awaiting your approval), 'Applicant Progress Board', and 'Applications' (1 Jobs have applicants for review). A 'Guidelines / Tips' section is on the right.

2. Review the job status by the relevant job. Click **Review applications** or **View job** to review job information or applicant information.
 - a. Clicking **Review applications** will direct you to the Applicant Progress Board.
 - b. Clicking **View job**, will allow you to review job data or verify where in the approval process the job is.

The screenshot shows the 'My jobs' section of the HR system. It includes filters for Visibility (All jobs, My jobs, Team jobs) and Status (All, Current, Non-current). Below the filters, there are 4 search results in a table. The 'Offer' status in the first row is circled in red. Two red callout boxes labeled 'A' and 'B' point to the 'Review applications' and 'View job' links in the first row, respectively.

Job number	Title	College Title	Sub department	Date added	Status	Request Provider	Reporting to Manager	Team	
492349	550503-COMPUTER ANALYST	Computer Analyst	IT Application Programming	Jan 25, 2022	Offer	Harry Hire	Harry Hire	Unassigned Team	A Review applications B View job
492220	Assistant Professor of Arts/Communications	Associate Professor of Arts/Communications	Sub-department 3	Aug 29, 2019	Pending approval	Harry Hire		Unassigned Team	Review applications View job
492218	Recruitment Administrator		Sub-department 1	Feb 24, 2018	Offer	Harry Hire		Unassigned Team	Review applications View job
492217	Research Assistant - College of Medicine	Research Assistant - College of Medicine	Sub-department 1	Aug 16, 2017	Shortlisting	Harry Hire	Darlene Director	Unassigned Team	Review applications View job

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