Creating a Requisition

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## Accessing Cal Poly Jobs by PageUp

1. **Open a web browser**

2. **Navigate to my.calpoly.edu**

3. **Enter your username and password**

4. **Select Cal Poly Jobs under My Apps**

5. **Select Recruit**
Create New Requistion—Recruit for Position

The Requisition is created in order to Post your Position as well as to Hire an Applicant(s). When creating the requisition you can **SAVE** a draft by clicking the **Save a draft** button at the bottom of the requisition creation page.

1. **My Dashboard:**

   In the **Jobs** tile click on “**New job**” button

<table>
<thead>
<tr>
<th>My Dashboard</th>
<th>Select a job template</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="My Dashboard" /></td>
<td><img src="image2.png" alt="Select a job template" /></td>
</tr>
</tbody>
</table>

2. **Select a job template:** Please note, you do not have to create from a template.

   A. **Campus Link** – Should populate SL-San Luis Obispo.

   B. **Position** – Enter the position number for the job. SL-0000xxxx

   C. **Campus** – San Luis Obispo

   D. **Template** – Select the type of recruitment you are doing.

   Click the “Next” button
**Position Information Tab - Requisition Information**

Requisition forms are pre-populated with position description information and has additional required fields required by HR to begin your recruitment.

1. **Internal Team – Select which department you are creating the requisition for.**

   ![Position Info Tab Image]

   - **Internal Team**:
     - Select the department you are creating the requisition for.

2. **Verify Job Code/Employee Classification:**

   ![Job Code/Employee Classification Image]

   - **Job Code/Employee Classification**:
     - Select the blue arrow to expand the employee classification information.
     - **Example**: Part-Time Lecturer Pool - Economics

3. **Requisition Number will be automatically assigned once the requisition has been submitted. Please leave blank.**

   ![Requisition Number Image]

   - **Requisition Number**: Leave blank to automatically create a Requisition Number.
Number of Open Positions – Requisition Information

1. Review the Number of Positions Section:

A. Review the position information by selecting the blue arrow.

B. Select the Type of position you are hiring for.
   Note: If this is a multi-head count or pool position you will need to enter more position numbers. For pool positions enter the estimated number of hires made out of the pool each AY and use the same position number for each field. If you have multiple positions of the same type you are hiring for, follow steps C-E below.

C. Enter the number of New or Replacement Positions if any.

D. Enter the number of Replacement positions, if any.

E. Select add more to add more positions.
Position Details – Requisition Information

Here you can review the information carried over from the position description, expand on that information as necessary and create the requisition form for your recruitment.

1. Select the reason you are hiring for your position.

<table>
<thead>
<tr>
<th>Reason: *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Multiple Positions</td>
</tr>
<tr>
<td>Job Closed</td>
</tr>
<tr>
<td>End of Temporary Assignment</td>
</tr>
<tr>
<td>Leave Coverage</td>
</tr>
<tr>
<td>New Position</td>
</tr>
<tr>
<td>Resignation</td>
</tr>
<tr>
<td>Re-Organization</td>
</tr>
<tr>
<td>Retirement</td>
</tr>
<tr>
<td>Termination</td>
</tr>
<tr>
<td>Transfer</td>
</tr>
<tr>
<td>Death</td>
</tr>
</tbody>
</table>

2. Enter justification for new position.

| Justification for Position: * |

3. If this is a new position or a pool position, the incumbent should remain blank. If this is a replacement hire, the current incumbent should be added.

| Previous/Current Incumbent: |

4. Select the hiring type for your position.

| Hiring Type: * |

5. Select the appropriate job status.

| Job Status: * |

6. Select the time basis for the position.

| Time Basis: * |

| Full Time |
| Select |
| Full Time |
| Part Time |
7. Select the appropriate position type.

8. The following fields will prepopulate with information from the position. If information in this area is not correct, please reach out to Academic Personnel:

9. Put in the job information, this is what is used to create your job posting.
   
   A. FTE leave blank. FLSA is Exempt.
   
   B. These fields are what you will use to create your job posting.

10. Fill out the following fields if known.
11. Select the appropriate recruitment process and application

A. Recruitment Process – Select SL- Faculty and choose the type of recruitment you are conducting, Tenure Track, Full-Time Lecturer or Part-Time Pool.

B. Form – Select the application to be associated with this recruitment. PT Pools will use SL-Faculty PT Pool application.

NOTE: The Customize for Job button opens a window for adding job-specific questions or documents to the application form.
Budget Details – Budget & Salary Information

In this section you will outline the budget information and salary package for the new position.

1. Budget Details

   Section

   A. Enter the chartfield string for the position. If you have multiple chartfield strings, enter the percentage designated for each account.

   B. Select the appropriate pay plan for your position.

   C. The Salary Range/Grade is prepopulated based on the position number.

   D. Enter the anticipated salary/hourly wage range.

   E. Indicate if the position is benefit eligible.

   ![Budget Details](BUDGETDETAILS)

Search Details

This section outlines the search committee and search committee chair that will be associated with your recruitment.

1. If you know the email alias of the committee chair you can enter that. If not, select the magnifying glass to begin the lookup process. A separate Page Up pop-up window will appear.

   ![Search Details](SEARCHDETAILS)
### Lookup the committee chair:
- **A.** Enter the first name of the Committee Chair
- **B.** Enter the last name of the committee chair
- **C.** Select Search

### Choose the appropriate name from the list and select OK

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly</td>
<td>Villanueva</td>
<td><a href="mailto:kivillan@calpoly.edu">kivillan@calpoly.edu</a></td>
</tr>
</tbody>
</table>

**User information:**
- Email address: kivillan@calpoly.edu
- Team: SL-San Luis Obispo
- Position No: [Position Title]

### Select Add Search Committee Member and a popup window will appear.

### Search for Committee Members:
- **A.** Enter the First Name
- **B.** Enter the Last Name
- **C.** Select Search
6. Select Committee Members:
   A. If more than 10 names are found, use the page forward arrow to view additional names.
   B. Select the Add link associated with the committee member. The individual’s information will appear.
   C. Select Done

   Note: Repeat steps 4-6 as necessary to add additional search committee members

7. Search Committee Member list:
   A. Verify the list of the search committee members
   B. If an individual was inadvertently added or is no longer available, select Remove.
8. **Selection Criteria**

Department that would like committee to have an online rubric can do so, click new to add criteria and add the information that should be used in the rubric.

![Selection Criteria](image)

9. **Search for the appropriate EEF for the recruitment.**

![Compliance Panel Facilitator](image)

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**Posting Details – Select Position Advertisement**

This section of the position description template allows you to add any posting specifications such as where to post the position and building out the position advertisement.

1. **Add posting details:**
   A. **Select the Posting Type** (typically, an Open Recruitment)
   B. **Select all desired advertising sources.** For the greatest coverage, select all available sources.
   C. **Enter any additional advertising sources you would like to utilize for the position.**

![Posting Details](image)

Note: These additional advertising options will be placed and paid for by the department.
2. Information for the Applicant Portal: The Advertising Summary should be one or two sentences that will get perspective applicants to click into the job to read more. Advertisement text field will have all the job information and will be visible on the job site when your job is posted. This will include the job summary, require/preferred qualifications, diversity statement and how to apply.

Note: This information is part of your job posting and will be visible to all applicants.

Users and Approvers – Define Approval Process
This section will be used to define the approval process for your new position.

1. Enter or search for the name of the department coordinator responsible for the recruitment (if applicable).

Note: Using the search feature is described in the Search Details section regarding search committee chair.
2. The Hiring Administrator (Hiring Manager) field usually your department head/chair. If necessary, use the search feature to select a different hiring administrator.

3. Select the appropriate approval process for your recruitment.
   Note: Based on the approval process you select, the approvers and approval process will change in the fields that appears below.

4. Enter the name of the appropriate individual for each role in the approval process.
   Note: Depending on the approval process you selected above, you may not see all of the options shown here.

5. Enter the name of the Recruiter who supports your department.

6. Select Next Page to add additional documents. See the Uploading Additional Documents section for information on how to accomplish this.
7. Select "Save & exit" begin the approval workflow.

8. Confirm your job number was assigned and saved.