



PageUP: Creating a Requisition

1. Login to your MyJaxState account.



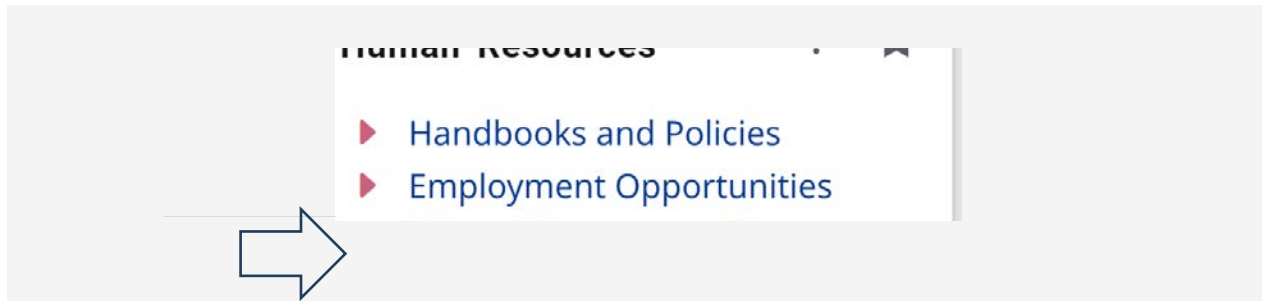
2. Select the Human Resources card
 - You may have to search in Discover More for the card.
 - You can bookmark it for later use.

Human Resources

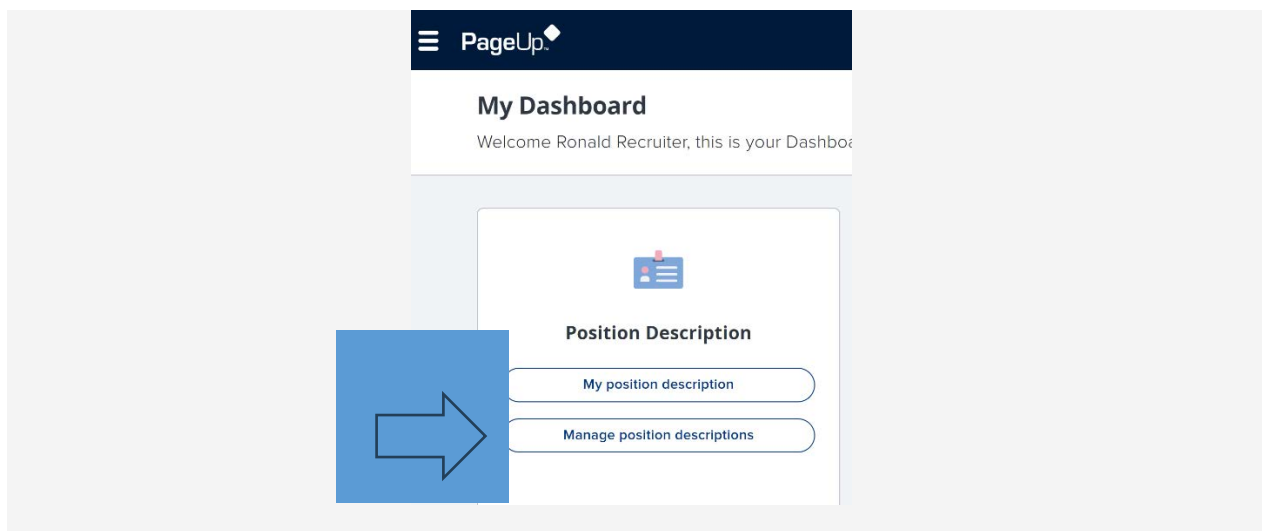
- ▶ Handbooks and Policies
- ▶ Employment Opportunities
- ▶ Talent Management System (PageUP)
- ▶ Performance Management System (PageUP)
- ▶ Employee Navigator
- ▶ Open Enrollment
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



3. Select Talent Management System (PageUP)



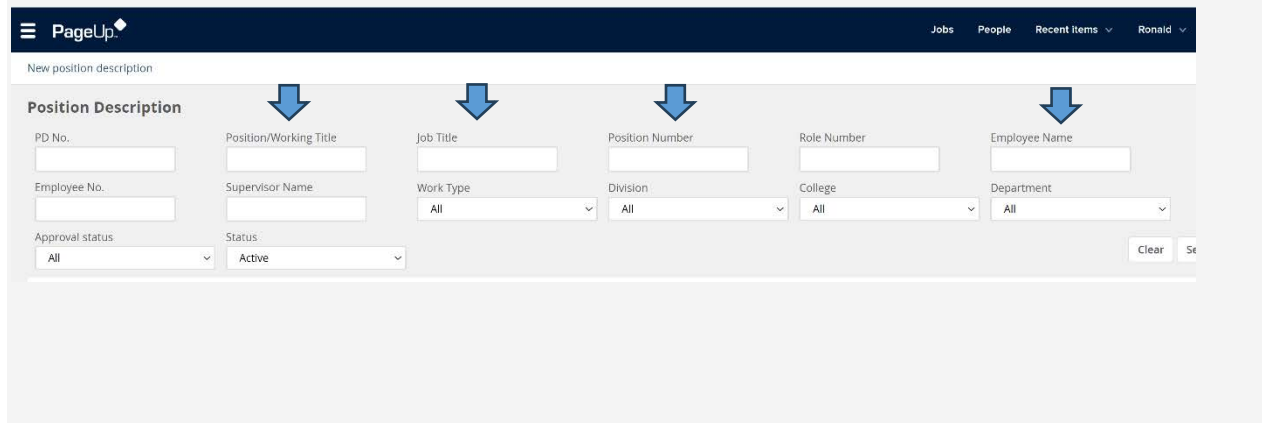
4. Select Manage Position Descriptions (in the Position Description section)



5. Search for the position

- Position Title
- Position Number
- Employee name

**Please note, your previous search fields will populate when you login in each time. It may be necessary to select "clear" before you search for accurate results.*





6. Once you have located the position, click on "Recruit for position" (towards the right of the screen)



7. After clicking "Recruit for position", you will be navigated to a blank Requisition.

8. Complete the required fields labeled with an asterisk (*).

- Recruitment Process
- The Position Number will auto-populate from the Position Description.

- Job Title
- Position Type
- Pay Table
- Pay Grade
- Salary Range
- FOAP/Budget#



POSITION DETAILS

Select the number of positions required: New (additional headcount) or Replacement (backfilling an existing employee or reclassification of a vacancy) and click Add. Enter Position number and select the Type for each position.

Job Title:*

FLSA Status:

Position Type:*

Grant Funded: Yes No

Pay Table:*

Pay Grade:*

Salary Range:*

Requested Salary:

FOAP/Budget#:*

FOAP/Budget Notes:

- Posting Location
- Division
- Department (Same as your ORG number)

Required Qualifications: - Bachelor's degree
- At least two (2) years in a technology support environment
- Proficiency in MS Office Software (Excel, Word, PowerPoint, Outlook), Mac and mobile operating systems and applications.
"/>

Preferred Qualifications: - 2 years of customer service and support experience in a supervisory role.
- Experience with support ticketing systems.
"/>

Work hours:

Posting location:*

Division:*

Department/Center/Unit:*
No Department/Center/Unit selected.

Name of Previous Incumbent(s) for each position listed below:



Positions:

Position no:	Type:	Candidate	Candidate Status
1 <input type="text" value="010053"/>	<input type="text" value="Select"/>	-	-



- Additional Users is used to add others who may need to be notified during the hiring process or have access to the posting (Ex: Administrative Assistants).
- Reporting Manager (who the employee will report to)
- Hiring Authority (Usually the Department Head, Director or VP)

USERS AND APPROVALS

Additional Users:  



No user selected.

Additional viewers:

Add Additional viewers

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

Reporting Manager:  



No user selected.

Team:

9. Search Committee members can be added in this sections for Faculty and Director-level and above positions.

SEARCH COMMITTEE

Do you wish to utilize a search committee?: Yes No

Search committee chair:  

No user selected.

Search committee members:

Add Search committee member

Recipient	Remove a
No Search committee member selected.	

Search committee member information:



10. For the **Approval Process** field, you will choose the corresponding field

- Staff Recruitment
- Faculty Recruitment
- Adjunct Faculty
- Graduate Assistantship
- Student Assistant

**Approved - Replacement (No PAC) & Post PAC Approval are reserved for HR use only.*

None

None

1 Approver - Staff Recruitment

1 Approver - Faculty Recruitment

2 Approvers - Faculty Recruitment

2 Approvers - Staff Recruitment

3 Approvers - Faculty Recruitment

3 Approvers - Staff Recruitment

4 Approvers - Faculty Recruitment

4 Approvers - Staff Recruitment

Adjunct Faculty

Approved - Replacement (No PAC)

Athletics Approvers

Graduate Assistantship

Post PAC Approval

Student Assistant

11. For the **Human Resources** field will populate. If not enter Talent Acquisition.

Human Resources:* Eric Johnson

Email address: ewjohnson@jsu.edu

Status:* Select

Next page

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

Update the job template based on this job

Save a draft Save Save and exit Cancel

12. For the Status:* field, you will choose “Pending Approval”

13. Review the requisition to make sure all the information is entered correctly and the appropriate fields are completed.

14. Click “Save.”