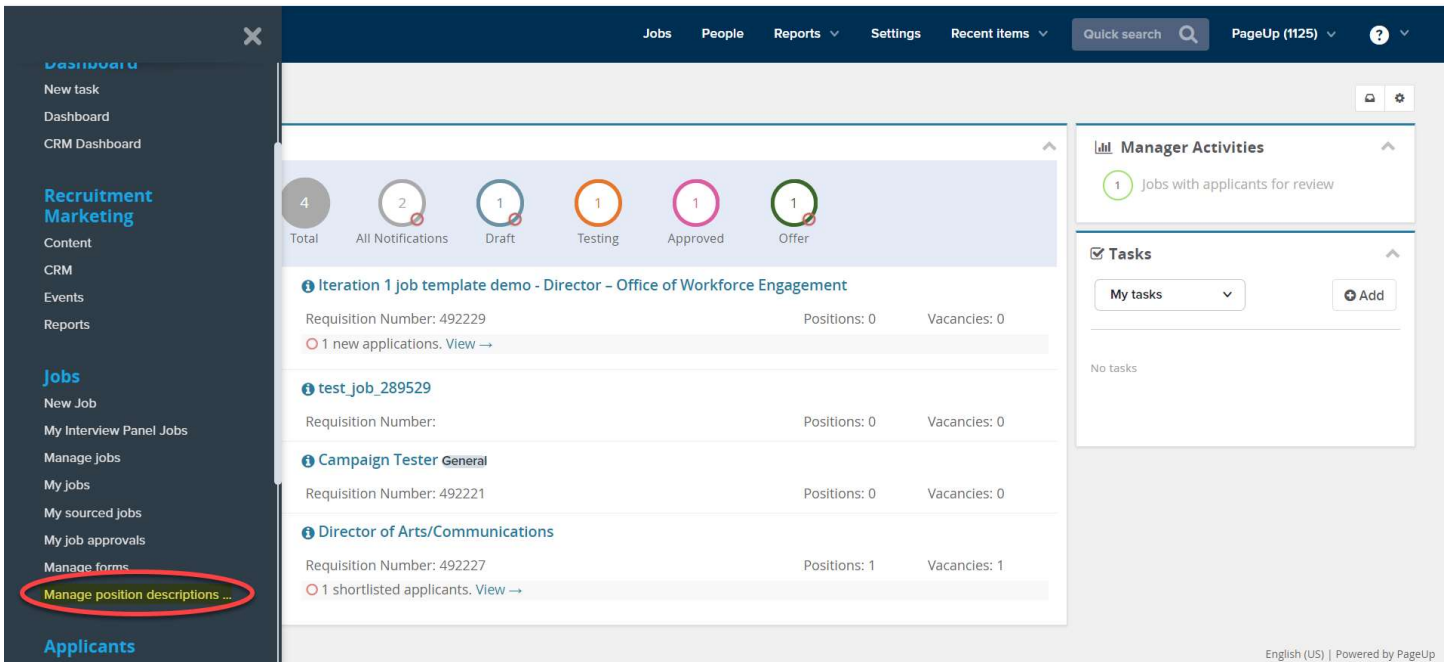
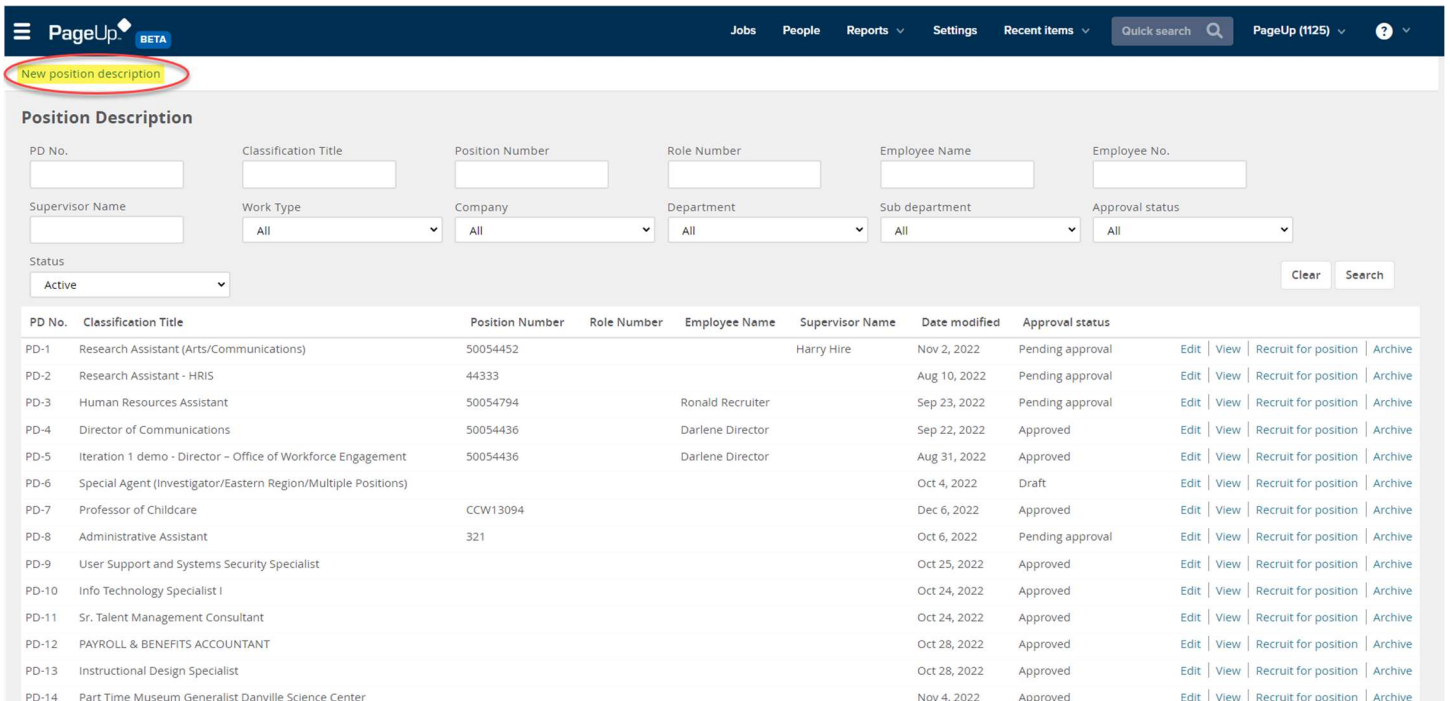


Creating Position Descriptions

- From the Recruiter Dashboard, click Hamburger under the **Job** section, click **Manage position descriptions**.



- On the **Position Description** page, search and locate the relevant position description. Click **New position description**.



- Begin to populate the position description with as much detail as possible. Required status will be notated with an ****** for reference. Note the below fields:
 - Position Title and Number: Populates from Cardinal.

- i. If the needed position number is not searchable in PageUp, users must wait until next business day to complete the position description when the position number is imported into PageUp.
- b. **Team:** Will auto populate based on user entering the position. If user has a drop-down field, select the appropriate Department in the list selection.

- 4. While some fields are not notated as a required field, the below fields will be required for HR users to complete.
 - a. **Note on Working Title:** This job title is candidate facing and can be different than the Position Number title.

5. At the **Users and Approvals** section, complete the following areas:
 - a. **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.
 - b. **Approval Process:** Select **Approving New Position or Approving Backfill Position**
 - i. **Next Level Manager:** Manager above the Hiring Manager.
 - ii. **Budget Representative:** Agency Representative who oversee position budget.
 - iii. **Agency Director or Designee:** Agency Director or designee that can approve in replace of an Agency Director.
 - iv. **HR Supervisor (not shown below):** The agency HR Director or Supervisor (who needs to approve within the agency HR department).
 - c. **Recruiter:** Agency Recruiter who will oversee the position description.

USERS AND APPROVALS

A

Hiring Manager:* 🔍 ✎

nicolet+hmlv1@pageuppeople.com

B

Approval process:*

1

1. Next Level Manager: 🔍 ✎

nicolet+hmlevel2@pageuppeople.com

2

2. Budget Representative: 🔍 ✎

nicolet+e eo@pageuppeople.com

3

3. Agency Director or designee: 🔍 ✎

nicolet+search@pageuppeople.com

C

Recruiter:* 🔍 ✎

nicolet+recruiter@pageuppeople.com

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




Save a draft
Save
Save and Exit
Cancel


Use "Eraser" & "Magnifying Glass" to edit user fields as needed.




6. Save the position description using one of the below options:




- a. Save as Draft: Save and return to a later time.
- b. Save: Kicks off the approval process and remain on the PD page.
- c. Save and Exit: Kicks off the approval process and takes you to the Manage Position Description search page.




USERS AND APPROVALS




Hiring Manager:*  
nicolet+hmlv11@pageuppeople.com 

Approval process:* 

2. Budget representative:  
nicolet+eoo@pageuppeople.com 

3. Agency Director or designee:  
nicolet+search@pageuppeople.com 

4. HR Supervisor:  
nicolet+sally@pageuppeople.com 

Recruiter:*  
nicolet+recruiter@pageuppeople.com 

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

Save a draft Save Save and Exit [Cancel](#)