CAL STATE EAST BAY

INITIATE A RECRUITMENT/POSITION ANNOUNCEMENT IN PAGEUP (Faculty)

Introduction

This guide will outline the steps for initiating and submitting recruitment requests in PageUp. This process involves completing and submitting a Job Card for approval and posting.

General Information

Recruiting for a New Position or Modifications to Existing Positions
If you are recruiting for a new position, Academic Affairs will assist in obtaining the position number before starting this process. Positions must be created in PeopleSoft and migrated to PageUp during an overnight integration process.

Search Committee
It is helpful to have your search committee identified prior to completing the Job Card. If the information is keyed upfront, it will save time later in the process.

Required Attachments
A Faculty Recruitment Plan, Screening Criteria and Ratings Protocols (for initial application screening and telephone interviews), and proposed Interview Questions are required for all tenure-track faculty recruitments.
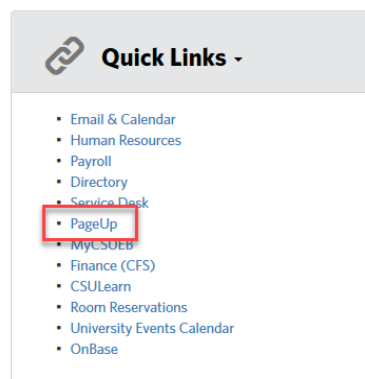
System Login

1. Select the **PageUp** hyperlink from the Office of Academic Affairs menu:
   https://www.csueastbay.edu/oaa/policies-and-procedures/index.html

OR

Navigate to **MyHR**

Select PageUp from the Quick Links Menu

The CSU Shared Systems access page displays

1. Enter your NetID, Password and Click **Login**

CALIFORNIA STATE
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E A S T   B A Y

Login to Cal State East Bay

NetID

Password

☐ Don't Remember Login

Login

2. You will be redirected to the Duo authentication page
3. Using a mobile device or key fob (token), Click **Enter a Password**

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E A S T   B A Y

Authentication with Duo is required for the requested service.

› Need Help?

CAL STATE
EAST BAY   ≡ Settings

Enter a Passcode

Cancel this Request

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Authentication with Duo is required for the requested service.

› Need Help?

CAL STATE
EAST BAY   ≡ Settings

895610

Log In

4. Enter the Password provided and Click **Login**

Enter a passcode from a hardware token.

Dismiss

Cancel this Request

5. Using a mobile device, Select your **login option**

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E A S T   B A Y

Authentication with Duo is
required for the requested
service.   › Need Help?

CAL STATE
EAST BAY   ≡ Settings

Send Me a Push

Call Me

Enter a Passcode

☐ Remember me for 12 hours

Cancel this Request

6. **Send Me a Push** option

4:56 ◀ Messages   ll 🔋
Login Request
Protected by Duo Security

CAL STATE
EAST BAY

Cal State East Bay
CHRS Recruiting (PageUP)
👤
cj3787
📍
67.174.217.192
Pleasanton, CA, US
🕐
4:56:31 PM PST
February 27, 2021

✓   ✕
Approve   Deny

Pop-up blockers must be disabled in order to complete the steps outlined below

Dashboard Navigation

Note: either the tiled or Recruiter (list) dashboard will display depending on your assigned role. Both versions are shown here

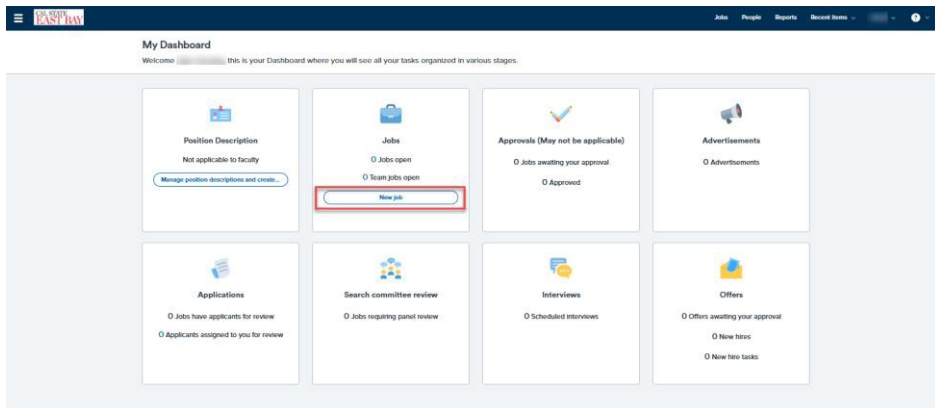7. From the List Dashboard, click New Job from the Jobs section using the hamburger menu icon

   From the Tiled Dashboard, click New Job from the Jobs tile
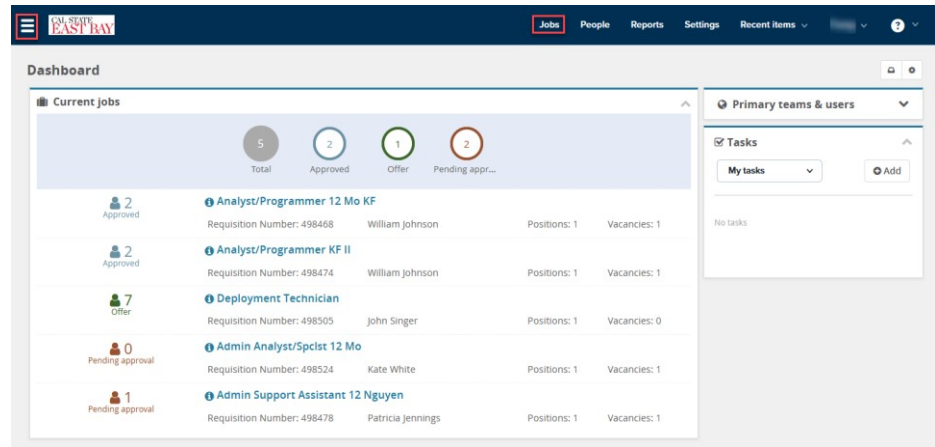
Transaction Details

Select a job template

8. Select the **Team** (department) in which the position resides **(A)**
9. Using the binoculars icon, enter the position number beginning with **EB-** (East Bay) **(B)**
10. Select East Bay from the Campus list **(C)**
11. Select the **EB-Faculty Tenure Track OR Faculty Lecturer Pool** Template **(D)**
12. The **Tenure-Track or Lecturer** posting template can be viewed in the Preview field **(E)**
13. Click **Next (F)**
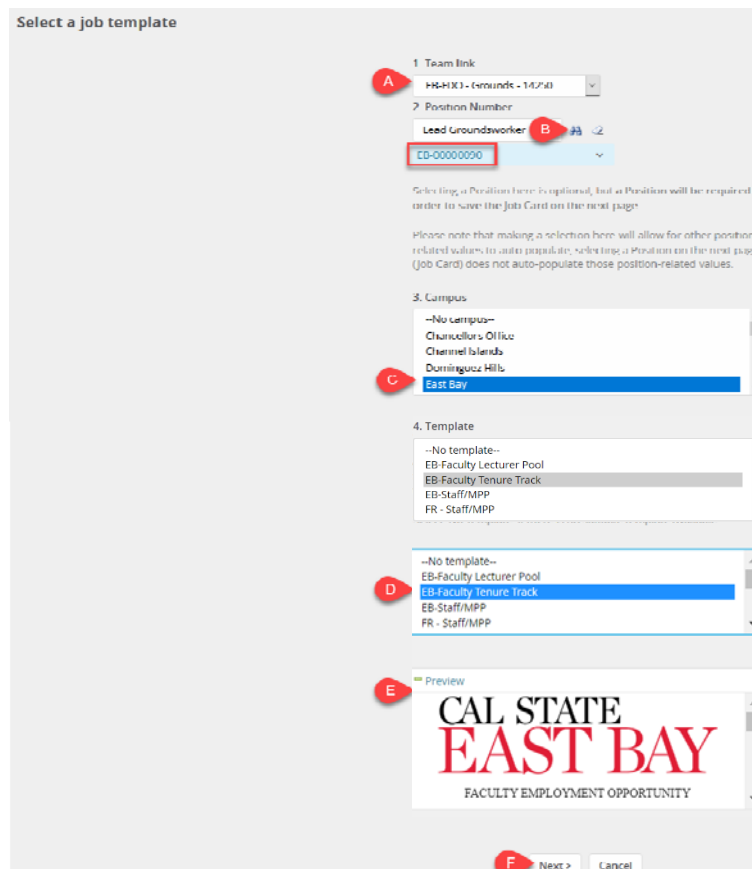
Review Position Details

Position Number (B) example

Click the carrot `^` *to the right side of the field to review position details; Contact your Faculty Affairs and* **DO NOT MOVE FORWARD** *if any value is incorrect.*
Note: position details **will not be visible** *if the binoculars search feature was not used to enter the position number*

2. Position Number

Lead Groundsworker

EB-00000090
Position no: EB-00000090
Position Name: Lead Groundsworker
Current Incumbent:
Reports To: David Miller
Campus: East Bay
Division: ADMINISTRATION & FINANCE
College: FACILITIES DEVELOP & OPERATION
Department: FDO - Grounds - 14250
Grade: 1
Cost Center: GFND
Funded: Yes
FTE: 1.000000
MPP Job Family:
Hours Per Week: 40.00
Union:R05
Critical:No

Complete the Requisition Information

14. Select the **EB- Faculty Tenure-Track OR Faculty Lecturer Pool** Recruitment Process from list **(A)**

    EB-Faculty PT Pool
    EB-Staff/MPP
    FR-OFA Temporary (Test)
    LB-Faculty Tenured/T-T (Early LOR)

15. Select the **EB-Faculty Tenure Track Application Form OR EB-Faculty Lecturer Application Form** from list **(B)**

    DH Faculty (PT) Application Form
    EB-Lecturer Application Form
    EB-Staff Application Form
    EB-Tenure Track Faculty Application Form
    FL - Base Faculty (Short) Application Form

16. **Salary/Range Grade** is a manual entry **UPD (C)**

Note, all other values will default from Peoplesoft position details or values selected on the previous Job Template page

REQUISITION INFORMATION

Internal Team:	EB-Health Sciences - 12300
Recruitment Process:*	(A) EB-Faculty Tenure-Track
Application Form:	(B) EB-Faculty Tenure Track Application F Preview Customize for job
Job Code/Employee Classification:*	Instr Fac 12 Mo
	Job Code: 2361
Salary Range/Grade:*	(C) 2360-ASSISTANT PROFESSOR-Gra
	Minimum: $ 5,046.00
	Maximum: $ 11,197.00
	Pay Frequency:
Classification Title:	Instr Fac 12 Mo
CSU Working Title:*	Assistant Professor of Health Sciences (Health Policy)
MPP Job Code:	
Campus:*	East Bay
Division:*	ACADEMIC AFFAIRS
College/Program:*	COLLEGE OF SCIENCE
Department:*	Health Sciences - 12300
Requisition Number:	Health Sciences - 12300

Provide Position(s) Information

17. The Position no and title defaults from the job template **(A)**
18. Select **New** or **Replacement** from list **(B)**
19. Use the New or Replacement boxes to add additional positions to recruitment **(C),** Click **Add more**
20. A **position number** must be entered if recruiting for multiple positions

Note: additional positions must be in the same classification, reside on the same team (department), have the same reports to, funding source, FTE and range/grade

Enter Requisition Details

21. Select **No** for Auxiliary Recruitment **(A)**
22. Select the Reason for initiating the recruitment **(B)**
23. Enter the Justification for Recruitment **(C)**
24. Identify Previous / Current Incumbent for all **Replacements (D)**
25. Select the Work Type from list **(E)**
26. Select Hiring Type from list **(F)**
27. Verify the Job Status **(G)**
28. Verify the Time Basis **(H)**
29. Verify the FTE **(I)**
30. Verify the Hours Per Week **(J)**
31. Enter the FLSA Status if you know it **(K)**
32. The CSU Campus **(L)** (3ʳᵈ party Integration)

Positions:*

Position no	Type:*	Applicant	Application status
A Lead Groundsworker 🔍 ▱	B Select ▾	-	-	Cancel
Position no: EB-00000090 ▾	Select New Replacement		

New: ◯ Replacement: ◯ Add more

New: ▢ Replacement: 1 Add more

Positions:*

Position no	Type:*	Applicant	Application status
1 Lead Groundsworker 🔍 ▱	New ▾	-	-	Cancel
Position no: EB-00000090 ▾			
2 🔍 ▱	Replacement ▾	-	-	Cancel
No position selected.			

New: ▢ Replacement: ▢ Add more

REQUISITION DETAILS

Auxiliary Recruitment:*	A ◯ Yes ⦿ No
Reason:*	B New Position ▾
Justification for Recruitment:*	C Increased teaching need
Previous/Current Incumbent:	D
Work Type:*	E Instructional Faculty – Tenured/Tenure-Track ▾
Hiring Type:*	F Probationary ▾
Job Status:*	G Regular ▾
Time Basis:*	H Full Time ▾
FTE:	I 1.000000
Hours Per Week:	J 40.00
FLSA Status:	K Select ▾
CSU Campus (Integration for 3rd Party Solutions):*	California State university, East B 🔍 ▱
L	City: Hayward

B - Select the reason from the list of available options

Resignation ⌄
Select
Multiple Positions
End of Temporary Assignment
Leave Coverage
New Position
Resignation
Re-Organization
Retirement
Termination
Transfer
Death

D - Select the work type from the list of available options

Valid East Bay options:

- *Instructional Faculty – Tenure/ Tenure-Track)*
- *Instructional Faculty – Temporary/ Lecturer*

Select
Management (MPP)
Staff
Extended Education Instructor
Instructional Faculty - Temporary/Lecturer
Instructional Faculty – Tenured/Tenure-Track
Non-Instructional Faculty (Coach/Counselor/Librarian)
Research Fellows
Visiting Faculty
Student Assistant
Student Assistant - Federal Work Study
Graduate Assistant
Instructional Student Assistant
Instructional Student Assistant - Federal Work Study
Teaching Associate
Special Consultant

E - Select the hiring type form the list of available options

Note: Probationary is used for Faculty hires

Probationary
Select
At-will
Probationary
Temporary
Tenured

F – Select the job status from the list of available options

Note, Per Diem and Emergency Hire will not be used at this time

Regular	∨

Select

Regular

Emergency hire

Per Diem

Temporary

Enter the Job Details

33. Enter Job Summary/Basic Function **(A)**
34. Enter the Minimum Qualifications **(B)**
35. Enter the Required Qualifications **(C)**
36. Preferred Qualifications is an optional field **(D)**
37. The Special Conditions field can be left blank **(E)**
38. Enter the License or Certifications requirements **(F)**
39. The Physical Requirements field can be left blank, details can be included in Minimum Qualifications (if applicable) **(G)**

JOB DETAILS

Job Summary/Basic Function: **A**   MANDATORY

Minimum Qualifications: **B**   MANDATORY

Required Qualifications: **C**   MANDATORY

Preferred Qualifications: **D**   OPTIONAL

Special Conditions: **E**   NOT USED

License / Certifications: **F**   REQUIRED FOR CERTAIN CLASSIFICATIONS

Physical Requirements: **G**   OPTIONAL

Complete the Job Duties Section

40. The Job Duties field is not used **(A)**
41. Select **Yes** or **No** to identify if the incumbent will supervise employees **(B)**
42. The list of employees supervised is not required **(C)**

JOB DUTIES

% of time	Duties / Responsibilities		Essential / Marginal
A		ⓘ There are no items to show	

New

Supervises Employees:*   **B**   ○ Yes   ○ No

If position supervises other employees; list position titles: **C**

Complete the Position Designation Information

43. Select the **Limited** type from list **(A)**
44. Select **None** for Conflict of Interest **(B)**
45. If applicable (Athletics), select NCAA **(C)**
46. If applicable, select **Yes** to identify a Sensitive position and provide a response for *relevant criteria (D)*

Complete the Budget Details Section

47. Select Benefits Eligibility **(A)**
Benefit Eligibility Criteria
48. An Anticipated Hiring Range is required for **all staff positions (B)**
49. Grant Funding details should be outlined in the Budget/Chart field/Account string field **(C)**
50. The Cost Center defaults from PeopleSoft **(D)**
51. Select the appropriate Pay Plan from list **(E)**
52. Off Months are required for **10/10, 10/12 and 11/12** pay plans **(F)**

E – Select the appropriate pay plan from the list of available options.

Note: ***AY for instructional faculty positions***

POSITION DESIGNATION

Mandated Reporter:*	**A** Not mandated
Conflict of Interest:*	**B** None
NCAA:	**C** ○ Yes ● No
Is this a Sensitive position?:	**D** ○ Yes ● No

View Sensitive Position criteria and select from below where relevant

Care of People (incl. minors) Animals and Property:	Select
Authority to commit financial resources:	Select
Access/control over cash cards and expenditure:	Select
Access/possession of master/sub-master keys:	Select
Access to controlled or hazardous substances:	Select
Access/responsibility to personal info:	Select
Control over Campus business processes:	Select
Responsibilities requiring license or other:	Select
Responsibility for use of commercial equipment:	Select

BUDGET DETAILS

Benefit Eligible?:	**A** ● Yes ○ No
Anticipated Hiring Range:	**B** 3000.00-3325.00
Budget/Chart field/Account string:	**C**

Please enter chart string information including the Department, Fund, Program or Class and % Distribution.

Cost Center:	**D** GFND
Pay Plan:	**E** AY ▼
Pay Plan Months Off:	**F**

Select

Select
AY
12 Months
11/12 Months
10/12 Months
10/10 Months
8/12 Months
5 Months
3 Months
Other

Complete the Job Posting Details Section

53. Select Posting Type **(A)**
54. Review Begin Date field is optional **(B)**
55. Anticipated Start Date is optional **(C)**
56. Anticipated End Date is required for all temporary appointments **(D)**
57. The posting waiver field is not used **(E)**
58. The Reason of Waiver field is not used **(F)**
59. The East Bay posting location will default from job template **(G)**
60. The selection of Advertising Sources is optional **(H)**
61. Please identify any department funded advertising requests in the Additional/Other Advertising Sources field **(I)**
62. Enter the Advertising Summary or refer HR to the attached Position Description **(J)**

Note: this text will appear on the Career Site

63. The Advertisement text field if for HR use only **(K)**

A - Select the Posting type

- Direct appointment will not be used
- Select **Internal recruitment** if your posting is limited to CSU applicants only
- Select **Open recruitment** for all other postings

POSTING DETAILS

Posting Type:* **A** Open recruitment

Review Begin Date: **B**

Anticipated Start Date: **C**

Anticipated End Date: **D**

Do you wish to apply for a waiver for the posting?: No **E**

Reason for Waiver: **F**

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:* **G** East Bay

If you plan to advertise externally indicate the advertising sources: **H**
- ☑ CSU Careers
- ☐ Inside Higher Ed
- ☐ CalJobs
- ☐ Chronicle of Higher Ed
- ☐ LinkedIn
- ☐ JobElephant

Additional/Other Advertising Sources: **I**

Advertising Summary:* **J** Please refer to the Position Description

*** Standard Posting Template ***
*** Marketing Posting Template ***

Advertisement text:* **K**

B I U S | Formats A A | ⌗ ⟨⟩ | ?

CAL STATE
EAST BAY

CALIFORNIA STATE UNIVERSITY, EAST BAY

FACULTY EMPLOYMENT OPPORTUNITY

DEPARTMENT OF HEALTH SCIENCES

Open recruitment ▲

🔍

Select

Direct appointment

Internal recruitment

Open recruitment

Complete the Search Details Information

64. Enter or Select the Search Committee Chair **(A)**
65. Add Search Committee Members **(B)**

Note: Hiring Managers will be required send an email to the Human Resources Manager using the Notes feature if committee members are not identified prior to submitting the requisition

66. The Search Criteria fields will not be used **(C)**

A – Identify the Search Committee Chair

67. Click the magnifying glass icon to the far right of the field
68. Enter the **First** and **Last** name of the person who will chair your committee (A)
69. Click **Search**
70. Highlight the name of the your committee chair **(B)**
Note, User information will display below
71. Click **Okay**
72. The Search Committee Chair field will populate with selected employee

Note: searching for the primary or legal name will make your search more efficient

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SEARCH DETAILS

Search Committee Chair: [A] [🔍 ✐]

No user selected

Search Committee Members:

[Add Search Committee Member] [B]

Recipient   Remove all

No Search Committee Member selected.

Search Committee Member information:

SELECTION CRITERIA [C]

[Add]

ℹ There are no items to show

[New]

Search Committee Chair: [_____] [🔍 ✐]

ℹ No users were found based on your criteria, please select a user below:

First name: [A] Erica   Preferred name: [_____]

Middle name: [_____]   Last name: [A] Escamilla

E-mail: [_____] [B] [Search]

First nam	Preferred name	Middle name	Last name	E-mail
Erica		M	Escamilla	erica.escamilla@csueastbay.e

Page 1 of 1   Records 1 to 1 of 1

User information:

Email address: erica.escamilla@csueastbay.edu
Preferred name:
Team: EB-Human Resources - 14350
Position No: EB-00005004
Position Title: Sr. Business Systems Analyst
Secondary Campus ID:
Employee Number: 05000022616

[C] [Okay] [Cancel] [Add new user]

Search Committee Chair: [Erica Escamilla] [🔍 ✐]

Email address: ˅
erica.escamilla@csueastbay.edu

B – Identify the Search Committee Members

73. Click the **Add Search Committee Member** button
74. Enter the **First** and **Last** name or **Team** the employee belongs to **(A)**
75. Click **Search (B)**
76. Click **Add** next to the team of the employee you've selected **(C)**

Note: Highlighted user information will display below

77. Continue searching and adding names until all committee members have been added
78. Click **Done (D)**
79. The names of the committee members will populate

Complete the Users and Approvals Section

80. The Reports to Supervisor should be the College Dean **(A)**
81. Enter the Dept or College Admin Assistant in the Administrative Support field **(B)**
82. Hiring Administrator should be the Department Chair **(C)**

Note: in some cases the Reports to and Hiring Administrator will be the same person

Search Committee Members:

Add Search Committee Member

| First name: | Last name: | Team (internal team) : |
| | | 14250 (A) |

Search (B)

First name	Last name ▼	Team (internal team)	▶	
Jose	Alvarez	EB-FDO - Grounds - 14250	(C)	Add
Ronnie	Bince	EB-FDO - Grounds - 14250		Add
Jared	Bonds	EB-FDO - Grounds - 14250		Add
Sergio	Bustillos	EB-FDO - Grounds - 14250		Add
Francisco	Camarillo	EB-FDO - Grounds - 14250		Add
Gustavo	Castillo	EB-FDO - Grounds - 14250		Add
Damariee	Cole	EB-FDO - Grounds - 14250		Add
Jon	Cowden	EB-FDO - Grounds - 14250		Add

Page 1 of 3 ▶ ▶▶ | Show all records | Jump to page: [ ] ▶   Records 1 to 8 of 20

Search committee member information:

Email address: ronnie.bince@csueastbay.edu
Preferred name:
Team: EB-FDO - Grounds - 14250
Position No: EB-00002223
Position Title: Tree Trimmer I
Secondary Campus ID:
Employee Number: 05000025320

ⓘ Note: To add this record, click on the 'Add' link above.

(D) Done   Add new search committee member

Recipient
EB-FDO - Grounds - 14250:
Jose Alvarez
Ronnie Bince

Search Committee Member information:

USERS AND APPROVALS

Reports to Supervisor Name: (A) David Miller   🔍 ✎
Email address: david.miller@csueastbay.edu ˅

Administrative Support: (B) Trang Nguyen   🔍 ✎
Email address:
trang.nguyen23@csueastbay.edu ˅

Compliance Panel Facilitator: [ ]   🔍 ✎
No user selected.

Additional viewers:

Add Additional viewers

Recipient	Remove all
No Additional viewers selected.	

Additional viewers information:

Hiring Administrator:*   (C) David Miller   🔍 ✎
Email address: david.miller@csueastbay.edu ˅

Select Approvals Workflow Process

83. Identify the appropriate Approval Process **(A)**

Note, the Approval Process Workflow Selection Tool section contains details regarding the tool developed to assist users with making the appropriate selection

84. Validate the Reports to chain populates accurately (based on position data and approval process selection) **(B)**
85. Faculty Affairs review is pre-populated **(C)**
86. Karen Ling should be in the HR/Faculty Affairs Representative field **(D)**
87. Select Pending approval from the Recruitment Status list **(E)**

A - East Bay Approval Workflow Options

All approval processes are different so please choose carefully.

Select **EB-Faculty Tenure Track Job Approval** for tenure-track recruitments OR **EB-Faculty Lecturer Pool Approval** for lecturer pool recruitments.

Approval process:*   **A**   EB-Faculty Tenured/Tenure-Track Job Approval

1. Department Chair: **B**
   No user selected

2. College Dean Designee:
   No user selected

3. Faculty Affairs: **C**   Karen Ling
   karen.ling@csueastbay.edu

HR/Faculty Affairs Representative:*   **D**   Karen Ling
karen.ling@csueastbay.edu

Recruitment Status:*   **E**   Pending approval

Next page ❯

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

Save a draft   Submit   Submit & exit   Cancel

EB-A&F Staff & Existing MPP 4 Tier Approval

EB-AA-Staff & MPP 1 Tier Approval

EB-AA-Staff & MPP 2 Tier Approval

EB-AA-Staff & MPP 3 Tier Approval

EB-AA-Staff & MPP 4 Tier Approval

EB-Direct Reports AVP/VP /President

EB-Faculty Lecturer Pool Approval

EB-Faculty Tenure Track Job Approval

EB-ITS Staff & MPP 1 Tier Approval

EB-ITS Staff & MPP 2 Tier Approval

EB-ITS Staff & MPP 3 Tier Approval

EB-President New MPP 1 Tier Approval

EB-President New MPP 2 Tier Approval

EB-President Staff & Existing MPP 1 Tier Approval

EB-President Staff & Existing MPP 2 Tier Approval

EB-President Staff & Existing MPP 3 Tier Approval

Set Recruitment Status to Pending Approval (A)

Note, not all users can see the Recruitment Status field. Visibility based on assigned permissions.

Add the Required Attachments

88. Navigate to the Documents page
89. Select Document from a file from list **(A)**

File Upload

90. Click **Upload file** and select the file you wish to upload **(A)**
91. Change the Document category to **Recruitment Documents (B)**
92. Give you file a Title **(C)**
93. Click **Save and add another** to attach additional documents or click **Save and close (D)**

Required Documents Save or Submit

A requisition number will be assigned when a Job Card is saved or submitted for approval

Job Card Approval

After Approval

Faculty Affairs will complete the Job Template Advertising Text and post the position.

Upload a new document

File:*   (A)   Upload file

Recruitment Status:*   (A)   Pending approval

Next page >

(D) Save and add another   Save and close (E)

Position info   Notes   **Documents**

(A) Select

Select
Document from a file
Document from library
Interview guide

The following documents are required for all Tenure-Track recruitments:

• Faculty Recruitment Plan
• Initial Application Screening Criteria and Ratings Protocol
• Proposed Telephone Interview Questions
• Telephone Screening Criteria and Ratings Protocol
• Proposed On-Campus Interview Questions
• Proposed On-Campus Screening Criteria and Ratings Protocol

● **Save a draft**

Clicking save a draft will save your progress with one exception: selected Approval Process and approvals. When you return to the Job Card, you will be required to reenter the appropriate values.

● **Submit**

Clicking submit will save and submit the Job Card for approval. The page will remain open.

● **Submit & Exit**

Clicking submit & exit will save and submit the Job Card for approval. It will also close the page.

Once a Job Card is submitted, an email notification will be sent to the first approver. After each person approves a notice will be sent to the next approver. If anyone in the approval chain declines, a notification will be sent to the person who initiated the recruitment and the Hiring Manager to restart the process.