

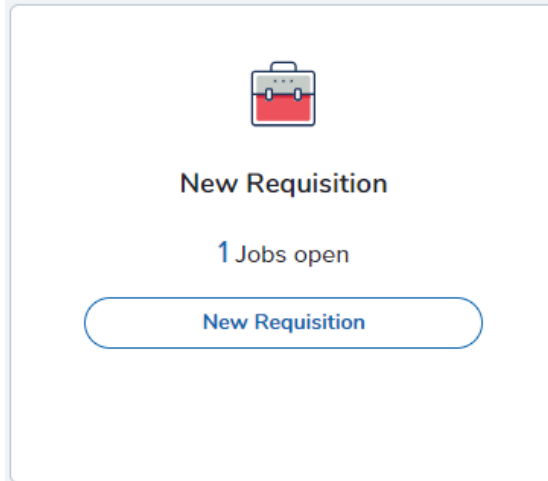
# Posting a Temporary/03 Job

## FIELD REFERENCES

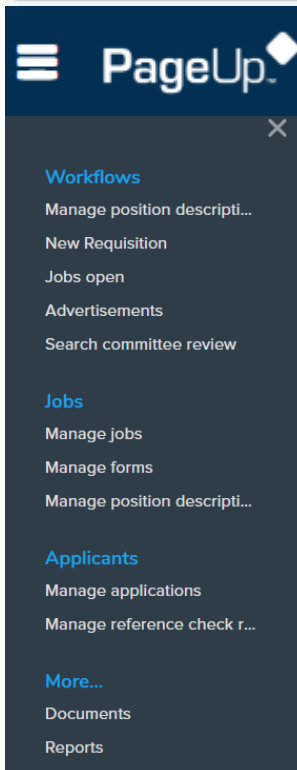
### GENERAL REQUISITION INFORMATION

From the PageUp main menu click “New Requisition” OR select “New Requisition” from the stacked menu on the left-hand side (hamburger menu).

**\*\*\*Tip: Be sure to always allow-pop-ups for PageUp.**



A card with a red and white calendar icon at the top. Below the icon, the text reads "New Requisition" in bold, followed by "1 Jobs open" in a smaller font. At the bottom of the card is a rounded rectangular button with the text "New Requisition" in blue.



The PageUp logo (three horizontal lines and the text "PageUp.") is at the top left of a dark grey menu. A close button (an 'x') is at the top right. The menu items are listed below:

- Workflows**
  - Manage position descripti...
  - New Requisition
  - Jobs open
  - Advertisements
  - Search committee review
- Jobs**
  - Manage jobs
  - Manage forms
  - Manage position descripti...
- Applicants**
  - Manage applications
  - Manage reference check r...
- More...**
  - Documents
  - Reports

# Posting a Temporary/03 Job

- If responsible for more than one department, select the appropriate Department for the Job being posted in the “Team Link”. Otherwise, department will default to current department
- If there are no existing templates for the Job, skip Campus and Template, scroll down to the bottom and click on the “Next” button (this will open up the requisition)

**\*\*If you would like to request to add a new template, please contact Employment Services**

1. Team link  
L630200-Biological Science  
A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select your campus name and look for a template that is appropriate for your job in box #4. If you do not see one click next at the bottom.

Select 'No Template' if there is no suitable template available

2. Campus

- No campus--
- Univ of Mass Boston
- Univ of Mass Central Admin.
- Univ of Mass Amherst
- Univ of Mass Lowell

3. Template

- No template--
- Amherst Exempt/Professional
- Amherst Faculty
- Amherst Non-Exempt/Classified
- Application for Internal Candidates

- Enter a job code in the position number field for temporary positions **\*\*Enter UMLow preceding the selected job code (UMLowHJ4600)**
- See Job code listing to the right for Temporary/03 job codes

**\*\*\*Tip: Be sure to always allow-pop-ups in PageUp**

- Select Campus “Univ of Mass Lowell”
- Select the appropriate department from the drop down menu
- Re-enter the job code in the position no field in the “Number of Positions” section
- If you are pre-approved to search for more than one job, enter the number of additional jobs/positions in the box to the right of the word “New” and click “Add”
- Enter the job codes for additional job/position(s)

Job Code	Job Title
H05T54	Hourly Classified Non-clerical
HH0100	Accountant
HH0300	Technical
HH0800	Artists
HH1600	Researchers/Post Docs
HH1601	Research Assistants
HH1900	Management Consultants
HH2000	Medical Consultant
HH2200	Planners, Researchers
HH2300	Professional
HH2800	Writer
HJ0500	Athletic Officials
HJ2300	Investigators / Inspectors
HJ2500	Laboratory Services
HJ3300	Photographic Services
HJ4000	Security Services
HJ4600	Clerical Services
HJ5000	Instructor/Lecturer/Trainer
HJ5800	Librarians / Archivists
HJ6000	Licensed Tradespeople

### REQUISITION INFORMATION

Requisition Number: Leave blank to automatically create a requisition number

Position number:  🔍

No position selected.

Campus:\*

Department:

### NUMBER OF POSITIONS

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

Positions: New:  Replacements:

Position no	Type	Applicant	Application status
1	<input type="text" value="Select"/> <span style="float: right;">🔍</span>	-	-
No position selected.			

# Posting a Temporary/03 Job

- Select Reason
- Enter the current/previous incumbent's name (if a replacement position)
- Enter the termination date of the previous incumbent "if applicable"
- Enter the Working Title/Posting title
- If the appointment has an initial term appointment end date, enter date
- If temporary, specify duration

Reason:

Current/Previous Incumbent:

Previous incumbent's salary:

Incumbent termination date:

Working Title/ Posting Title:\*

Initial Term Appointment End Date:

If temporary, please specify duration:

## Position Details

- Select "Staff Part Time" from the Position Classification dropdown menu
- Skip "Date opened"
- Skip "Date filled"
- "Is this a 52 week position?" Select "No"
- Skip "Shift and Daily Work Schedule"
- Skip "Pay Grade"
- Enter proposed pay rate in "Salary range"
- Select "NO" radio button – "Benefited Position"
- In the "Benefit Status" dropdown menu select "Non-Benefited – Non-Union"
- In the "Recruitment process" dropdown menu select "Lowell – Temporary/Adjunct Hires"

**POSITION DETAILS**

Position/Classification Type:\*

Date opened:

Date filled:

Is this a 52 week position?:  Yes  No

If not, please specify otherwise:

Shift and Daily Work Schedule (ie M-F 8:30am - 5pm):

Pay Grade:

No pay grade selected.

Salary range:

Benefited Position:  Yes  No

Benefit Status:

Recruitment process:\*

## Funding Information

- Select the "Position Funding Information/Salary Source" from the dropdown menu
- Enter Speed Type/HR combo code for the Job/Position - If grant funded, enter % or grant information
- Skip "Union-Lowell"

**FUNDING INFORMATION**

Position Funding Information/Salary Source:

Speed Type/HR Combo:

Union-Lowell:

# Posting a Temporary/03 Job

- Select “Yes” or “No” radio button – “Do you wish to utilize a search committee?” (not required for Temp/03 positions)
- Enter “Search committee chair” name (if known)
- Add search committee member names in the search committee member names box.

**\*\*\*Search committee member names can be added by Search Advisor after posting**

### 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

No Search committee member selected.

Search committee member information:

## Posting Details

- Select Posting Options from the dropdown menu
- Enter the Speed Type that will be used for Advertising
- Select any advertising sources that apply
- List any other advertising sources, discipline specific journals/publications/online websites
- Select “UMass Lowell” from the Posting location dropdown menu
- Search for the campus location by clicking on the magnifying glass and searching for building name in the “site name” search box

### POSTING DETAILS

Posting Options:

This is required for all advertising requests except for Faculty position Office of the Provost up to a specified amount. For FACULTY positions text box.

Speed Type for Advertising:

If you plan to advertise externally indicate the advertising sources:

HigherEd jobs  
 External careers site  
 The Chronicle of Higher Education  
 Diversity Publications/Websites (please specify)  
 Other (please specify)

LinkedIn  
 Intranet  
 Trade Publications (specify)  
 Lowell Sun

Please list any other advertising sources:

Posting location:\*

Campus location:  🔍 ✎

No Site name selected.

## Job Posting Text

**Job Posting Information** (This information will show on the job posting)

- Enter a posting summary –\*\*this will show on the main jobs page to give a brief description of the job
- To format the posting click on “Click HERE” – a word document will open up. Enter the details of the posting in the appropriate sections of the word document, then copy and paste into the Posting text box
- If you would like to add a recruiting video to the posting, please contact us at [employment@uml.edu](mailto:employment@uml.edu)

Posting summary:

To format the posting, click [HERE](#), and then copy and paste into

Posting text:

B I U S
☰ ☰ ☰ ☰
Formats A A 🔗 🖼️ 🗑️ 📄 I<sub>x</sub> <>

# Posting a Temporary/03 Job

## Users and Approvals

- Enter the name of the Department Admin responsible for updating and posting requisition (if applicable) in the Administrative Support field or enter the hiring manager's name
- Enter the name of the hiring manager (supervisor for this position)  
**\*\* Magnifying glass search feature – to find Hiring Manager/Administrative Support name**
- Select "Lowell PT Staff - Temp" from the "Approval process" dropdown menu
- In the Dean search box, enter or search for the Dean of your college \*this will default for subsequent job requisitions

**\*\*Be sure that you've selected the appropriate approval process before clicking "submit"**

**USERS AND APPROVALS**

Administrative Support/Originator:  ⏪  
No user selected.

Hiring Manager:\*  ⏪  
No user selected

Approval process:\*

1. Compensation:  🔍 ✎  
Kimberley\_Casey@uml.edu ▼

2. Employment:  🔍 ✎  
employment@uml.edu ▼

3. Dean/Director:  🔍 ✎  
No user selected.

## Notes Tab

- To add a note, click "Next page" at the bottom of the requisition or scroll up to the top of the page and click on the Notes tab
- Select "note" and add your note
- Notes can be emailed directly to user(s)
- Files/documents can be attached to notes
- **Notes remain with the requisition and are visible to anyone who can access the job requisition**

Position info
Notes
Documents

Add:  ▼

Select  
Note  
Hold day

## Documents Tab

- To attach the word version of the Job Description, click "Next page" at the bottom of the requisition or scroll up to the top of the page and click on the Documents tab
- Select "Document from a file" from the drop down menu

Position info
Notes
Documents

▼

Document

## Posting a Temporary/03 Job

- Select the Document category of “Position description”
- A title can also be entered – name of position/job title recommended
- Then click on the “Upload file” button to attach
- **\*\*Be sure that you’ve selected the appropriate approval process before you click “Submit”**

Save a draft

Submit

Submit and exit

Cancel

Spell check

- Save a draft can be used when you need to save the requisition you are working on without starting the approval process
- Submit will save and begin the approval process on your requisition
- Submit and exit will save and begin the approval process and exit your screen back to the home screen
- Cancel will exit the requisition without saving