

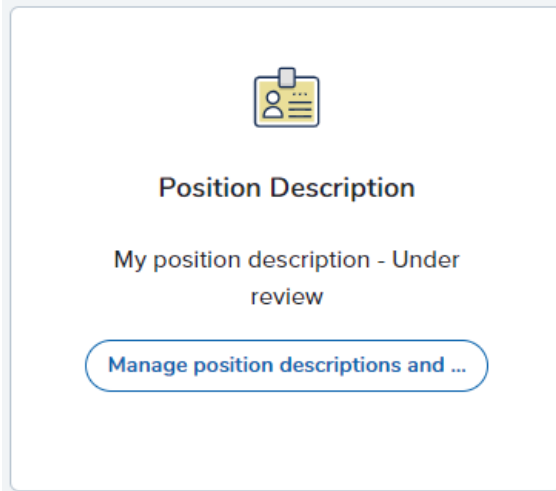
# Recruit for Position – From an Approved Position Description (PD)


## FIELD REFERENCES

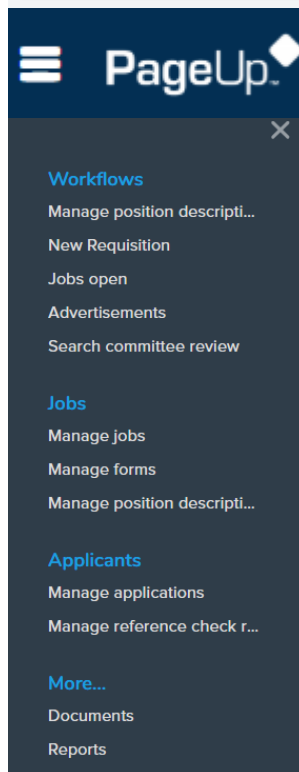
### Recruit for Position – From an Approved Position Description


To Recruit for the approved position, follow the link in the approval email OR log into the system and from the Position Description tile click “Manage position descriptions and create a new requisition” OR select “Manage position descriptions and create new requisition” from the stacked menu (hamburger menu) on the top left-hand side of the screen.

**Note: This is For Benefits Eligible Staff Positions that were started from a Position Description ONLY.**



  
**Position Description**  
 My position description - Under review  
[Manage position descriptions and ...](#)



  
 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

- Find the approved position and click “Recruit for Position”
- The Job Requisition will open and will copy over most of the information from the Position Description (PD)

PD No.	Posting Title	Position Number	Job Code	Current Employee Name	Employee N
PD-1	Research Assistant (Arts/Communications)	50054452		Henry-Hire	
PD-2	Associate Professor of Arts/Communications				

# Recruit for Position – From an Approved Position Description (PD)

- The Position number will populate at the top and will also populate in the Number of Positions Section
- Select Campus “Univ of Mass Lowell”
- Select the appropriate department from the drop down menu
- If you have more than one approved PD for the same position (e.g., hiring multiple housekeepers, financial administrators or postdocs with the same position description), enter the number of additional jobs/positions in the box to the right of the word “New” and click “Add”
- Enter the position numbers for the additional position numbers  
**Be sure that you have an approved PD for any additional position numbers entered**

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

Requisition Number:

Position number:

50054452  
Research Assistant (Arts/Communications)  
Campus: Presidents Office  
Department ID:  
Department: Administration and Finance  
Position Reports To: Harry Hire  
Job Code:  
Pay Grade:  
Union Code:  
IPEDS Code:  
EEO-1 Category:  
EEO-6 Category:  
SOC:  
FLSA:  
Job Group:

Campus:\*

Department:

**NUMBER OF POSITIONS**

Select the amount of positions required: New (additional an existing employee)

Positions: New:  Replacement:  Add

Position no	Type	Applic
1	Research Assistant (Arts/Commu)	Select
	50054452	

- Select Reason
- Enter the current/previous incumbent’s name (should copy over if it was entered in the PD)
- Enter the termination date of the previous incumbent, if applicable (should copy over if it was entered in the PD)
- Re-enter the Working Title/Posting title again (this will not save from the PD)
- 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 Full Time” from the Position Classification dropdown menu
- Skip “Date opened”
- Skip “Date filled”
- “Is this a 52 week position?” Select Yes
- Enter “Shift and Daily Work Schedule” (if applicable)
- Skip “Pay Grade” (will copy from PD)
- Skip “Salary range”(will copy from PD)
- Select “Yes” radio button – “Benefited Position”
- In the “Benefit Status” dropdown menu select “Benefited - Union”
- In the “Recruitment process” dropdown menu select “Lowell – Benefits Eligible Staff 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:

P18



Salary range:

Benefited Position:  Yes  No

Benefit Status:

Recruitment process:\*

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FUNDING INFORMATION	
<b>Funding Information</b> <ul style="list-style-type: none"><li>• Select the “Position Funding Information/Salary Source” from the dropdown menu</li><li>• Enter Speed Type/HR combo code for the Job/Position - If grant funded, enter % or grant information (will copy from PD)</li><li>• Select appropriate Union from the “Union Lowell” dropdown menu</li></ul>	Position Funding Information/Salary Source: <input type="text" value="Select"/> Speed Type/HR Combo: <input type="text" value="L114680"/> Union-Lowell: <input type="text" value="Professional Administrative Unit - SEIU Local 888 Professional (L95)"/>
<b>***Search committees are required for all Benefits Eligible Staff Positions</b> <ul style="list-style-type: none"><li>• Select “Yes” radio button – “Do you wish to utilize a search committee?”</li><li>• Enter “Search committee chair” name (if known)</li></ul> <b>***Search committee member names can be added by Search Advisor after the evaluation matrix has been approved and after the diversity of the pool has been reviewed.</b>	<b>SEARCH COMMITTEE</b> Do you wish to utilize a search committee?: <input checked="" type="radio"/> Yes <input type="radio"/> No Search committee chair: <input type="text"/>   <span style="background-color: #e0f0ff; padding: 2px;">No user selected.</span> Search committee members: <input type="button" value="Add Search committee member"/> Recipient: <span style="background-color: #e0e0e0; padding: 2px;">No Search committee member selected.</span> Search committee member information:

# Recruit for Position – From an Approved Position Description (PD)

POSTING DETAILS

**Posting Details**

- Select Posting Options from the dropdown menu
- Enter the Speed Type for Advertising in the box
- Select any advertising sources that apply
- List any other advertising sources
- Select “UMass Lowell” from the Posting location dropdown menu
- Campus Location should default from the PD

Posting Options:

This is required for all advertising requests except for Faculty positions, Office of the Provost up to a specified amount. For FACULTY positions please use the dropdown menu.

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/Journals (please specify)  
 Lowell Sun

Please list any other advertising sources:

Posting location:\*

Campus location:  No Site name selected.

Posting summary:

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

Posting text:

B *I* U ~~S~~ Formats A A

**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)

# Recruit for Position – From an Approved Position Description (PD)

## 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 appropriate “Lowell FT Staff” approval process from the dropdown menu
- If the Dean/Director box does not auto-populate a name, enter or search for the Dean/Director of your college/department \*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:\*  ▼

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

2. Budget Analyst:  🔍 ✎  
Budget\_Office@uml.edu ▼

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

## 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

- 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

Save a draft
Submit
Submit and exit
Cancel
Spell check

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