

K-State Polytechnic PageUp Roles and Responsibilities
Updates will be effective 2/8/18

Completing the Position Description (PD)

- **What positions need an approved PD prior to recruitment:** USS and Unclassified staff
- **Who is responsible for completing:** Direct supervisor of position
- **What to upload to the Documents tab:** An up-to-date organizational chart
- **Who to put in the user fields/seats:**
 - *Contact person:* Direct supervisor
 - *Originator:* Direct supervisor or *administrative assistant* if they will be creating the requisition
 - *Hiring Manager:* Dean Fitzsimmons
- **What approval process to select:** "K-State Polytechnic"
 - If an *administrative assistant* completed the PD, the direct supervisor needs to be included to the approval process. To do this, select [Approval w/1 Next Level](#), add the direct supervisor, then Dean Fitzsimmons, and then Compensation.
- **Who is in Talent Acquisition:** Rebecca Marie Laessig

Completing the Requisition

- **Who is responsible for completing:** Direct supervisor of position
 - Direct supervisors can have their *administrative assistant* help create the requisition from the PD IF the *administrative assistant* was entered as the **PD Originator**.
- **What to upload to the Documents tab:** The Provost Hiring Approval for non-temporary Faculty and Unclassified Staff for positions not approved in the staffing plan
- **Who to put in the user fields**
 - *Search committee/interview panel chair:* Search chair (**NOTE:** This person is also responsible for moving applications through the process up to the point of *Recommended for Hire*)
 - *HCS Liaison:* Polytechnic HR
 - *Reports to:* Direct supervisor (should match what is in HRIS)
 - *Hiring Manager:* Dean Fitzsimmons for regular positions or Alysia Starkey for part-time temporary faculty positions
- **What approval process to select:** "K-State Polytechnic" for regular positions or "K-State Polytechnic – Temporary" for part-time temporary positions
- **Who is in Talent Acquisition:** Rebecca Marie Laessig

Completing the Offer Card

- **Who is responsible for completing:** Notify Denise or Tammy once verbal offers and negotiations are completed and they will fill out the offer card.

Managing Applications

- **Who is responsible for managing:** Search chair
 - If the search chair would like to have their *administrative assistant* manage applications, the *administrative assistant* needs to be in the **Search committee/interview panel chair** field with the *actual* search chair listed as a **search committee member**.
 - Make note of this in the **Notes tab** that you are putting an *administrative assistant* in the search chair field. (e.g. "Search chair of record is _____. Actual search chair is _____.")
 - Application statuses need to be promptly updated to reflect their progression in the hiring process before moving forward.
 - If screening or interview documents are used outside of PageUp, they must all be uploaded to the **requisition Documents tab** or respective **applicant card**.
 - All interview notes need to be uploaded to PageUp to the **requisition Documents tab** or respective **applicant card**.

***ADMINISTRATIVE ASSISTANTS* WORKING IN PAGEUP WILL NEED TO REVIEW THE [PAGEUP INSTRUCTIONAL GUIDES](#), [HIRING GUIDES](#), AND [PPM](#) (AS NEEDED). THEY WILL ALSO BE REQUIRED TO TAKE BOTH [HIRING TOP TALENT BEST PRACTICES](#) AND [INTRO TO SEARCH COMMITTEE ROLES AND RESPONSIBILITIES](#) ONLINE TRAININGS.**