

K-State Polytechnic PageUp Roles and Responsibilities

Updates will be effective 5/15/2017

Completing the Position Description

1. Responsible person = Hiring manager is responsible for completing the Position Description.
2. Contact person = Hiring manager (**NOTE:** Upload organizational chart under Documents tab).
3. User Fields
 - a. **Originator** = Hiring manager or *administrative assistant if they will be creating the Requisition.
 - b. **Hiring Manager** = Dean Fitzsimmons or the individual responsible for making the hiring decision and presenting to Dean Fitzsimmons.
4. Approval process = Kansas State Polytechnic (Dean Fitzsimmons and Compensation).
 - a. If an *administrative assistant completed the Position Description, the hiring manager needs to be included to the approval process. To do this, select Approval w/1 Next Level, add the hiring manager, then Dean Fitzsimmons, and then Compensation.
5. Talent Acquisition Field = Rebecca Marie Laessig.

Completing the Requisition

6. Responsible person = Hiring manager.
 - a. Hiring managers can have their *administrative assistant help create the Requisition from the Position Description if the *administrative assistant was entered as the Position Description **Originator** (**NOTE:** For Faculty & Unclassified Staff, upload the Provost Hiring Approval under the Documents tab).
7. User Fields
 - b. **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*).
 - c. **HCS Liaison** = Salina HR (ONLY).
 - d. **Reports to** = Direct supervisor on the org. chart.
 - e. **Hiring Manager** = Dean Fitzsimmons (ONLY).
8. Approval Process = Kansas State Polytechnic (Salina HR, hiring manager, Dean Fitzsimmons, Rebecca Marie Laessig).
9. Talent Acquisition = Rebecca Marie Laessig.

Completing the Offer Card

10. After verbal offers and negotiations are complete, notify Denise or Tammy to create the offer card.

Managing Applications

11. Responsible person = Search chair (**NOTE:** If the search chair would like to have their *administrative assistant manage applications, they need to be in the **Search committee/interview panel chair** field with the *actual* search chair listed as a search committee member. The *administrative assistant will then have access to ALL search committee comments and reviews as well as applicant cards and info.).
 - a. As applicants are reviewed, their statuses need to be promptly updated to reflect their progression in the hiring process before moving forward.
 - b. If screening or interview documents were used outside of PageUp, they must be uploaded to the Requisition or respective applicant card.

***ADMINISTRATIVE ASSISTANTS WORKING IN PAGEUP WILL NEED TO REVIEW THE [PAGEUP INSTRUCTIONAL GUIDES](#), [HIRING GUIDES](#), and [PPM](#) (as needed) .**