**Completing the Position Description (PD)**

- **What positions need an approved PD prior to recruitment:** USS & 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: Alysia Starkey
- **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 Alysia Starkey, & 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 & Unclassified Staff 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: Alysia Starkey for regular positions / 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 & negotiations are completed & they will complete 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, & PPM (AS NEEDED). THEY WILL ALSO BE REQUIRED TO TAKE BOTH HIRING TOP TALENT BEST PRACTICES & INTRO TO SEARCH COMMITTEE ROLES AND RESPONSIBILITIES ONLINE TRAININGS.