

## K-State Polytechnic PageUp Roles & Responsibilities

Updates will be effective 8/7/18

### 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.**