

Western PageUp

NTT Faculty Recruitment Request Quick Reference Guide



Jobs

Before you begin, turn off Pop-up Blockers for PageUp.

Find instructions here: [How to Disable Pop-up Blockers for PageUp](#)

Logging into Western PageUp

1. Go to <https://western.pageuppeople.com> or find the [Western PageUp – Admin](#) link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
 - a. Sign In: [userID@wwu.edu](#) (ex: [doej@wwu.edu](#))
 - b. Password: Your universal password

To Create an NTT Recruitment (Non-Pool)

1. Click 'New Faculty/Student Job' button in the Jobs box
2. Select the job template:
 - a. "1. Team Link": Use the drop down arrow to select the department or college
 - b. "2. Position": Enter the Position Number if applicable, the position title will auto update in the form
 - c. "3. Template": Select the Faculty template
 - d. Click 'Next' to start the Recruitment Request
3. Complete the Recruitment Request form including all relevant information and all required fields
 - a. Recruitment Request
 - i. Fill out all applicable fields
 - b. Position Information
 - i. Fill out all applicable fields
 - ii. To Clear the Position Number, be sure to also clear any position number under the "Recruitment Plan" section
 - c. Position Purpose/Functions/Requirements

You do not need to complete the following fields:

- i. Job Summary/Basic Function*
- ii. Job Duties*
- iii. Required Qualifications*
- iv. Preferred Qualifications*
- v. Special Requirements/Condition of Employment*
- vi. Special Instructions to Applicants*

You will be asked to fill out this information in the advertisement text.

d. Security Assessment

- i. All Yes/No questions are required

e. Recruitment Plan

- i. Select the Recruitment Process based on the position type

1. NTT Faculty Pool Auto:

- a. Always open pool for NTT Faculty
- b. Invitations to references for confidential letters of recommendation are sent when the applicant submits their application

2. NTT Faculty Pool Manual:

- a. Always open pool for NTT Faculty
- b. Invitations to references for confidential letters of recommendation must be manually sent individually or by using the "Bulk move" action by the department

3. NTT Non-Pool Recruitment Auto:

- a. One time NTT Faculty Search
- b. Invitations to references for confidential letters of recommendation are sent when the applicant submits their application

4. NTT Non-Pool Recruitment Manual:

- a. One time NTT Faculty Search
- b. Invitations to references for confidential letters of recommendation must be manually sent individually or by using the "Bulk move" action by the department

- ii. Use the "Positions:" section to indicate the total number of positions being hired through the one search

- 1. New: enter the number of additional faculty positions
- 2. Replacement: enter the number of current faculty positions

- iii. Complete the Job Posting Advertisement Summary and Advertisement Text Table
- iv. Advertising Summary is the headline paragraph that shows on the Western Jobs site
- v. To create the Advertisement Text Table click "Faculty Advertisement Table" in the Advertisement Text section, then update the following in the table:

Note: Clicking this link will delete anything already in the advertisement text box

- 1. Position Title
 - 2. About the Department
 - 3. About the Position
 - 4. Required Qualifications
 - 5. Preferred Qualifications
 - 6. Add to Application Instructions if necessary for Position
 - 7. Required Supplemental Materials
 - f. Human Resources Reference Only
 - i. All fields are Read Only
 - g. Users and Approvers
 - i. Team
 - ii. User Fields
 - iii. Approval Process
4. Add [Evaluation Matrix](#) to Documents Tab
- a. Go to the Documents Tab at the top of the Recruitment Request
 - b. In the drop down list select Document from File
 - c. Click 'Upload File' to select the Evaluation Matrix to be used for the Recruitment
 - d. Select the 'Evaluation Matrix' Document category
 - e. Click 'Save and close' to add the file to the Recruitment Request
5. Return to the 'Position Info' tab and route Recruitment Request for approval using the 'TT Faculty' approval routing
- a. 'Submit' sends the Recruitment Request for approval
 - b. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Request menu
 - c. 'Save a draft' saves the Recruitment Request (does not route for approvals)

To Create an NTT Pool

1. Click 'New Faculty/Student Job' button in the Jobs box
2. Select the job template:
 - a. "1. Team Link": Use the drop down arrow to select the department or college
 - b. "2. Position": Enter the Position Number if applicable, the position title will auto update in the form
 - c. "3. Template": Select the Faculty template
 - d. Click 'Next' to start the Recruitment Request
3. Complete the Recruitment Request form including all relevant information and all required fields
 - a. Recruitment Request
 - i. Fill out all applicable fields
 - b. Position Information
 - i. Fill out all applicable fields
 - c. Position Purpose/Functions/Requirements

You do not need to complete the following fields:

 - i. Job Summary/Basic Function*
 - ii. Job Duties*
 - iii. Required Qualifications*
 - iv. Preferred Qualifications*
 - v. Special Requirements/Condition of Employment*
 - vi. Special Instructions to Applicants*

You will be asked to fill out this information in the advertisement text.
 - d. Security Assessment
 - i. All Yes/No questions are required
 - e. Recruitment Plan
 - i. Select the Recruitment Process based on the position type
 - ii. Complete the Job Posting Advertisement Summary and Advertisement Text Table
 - iii. Advertising Summary is the headline paragraph that shows on the Western Jobs site
 - iv. To complete the Advertisement Text Table enter the following:
 1. Position Title
 2. About the Department

3. About the Position
 4. Required Qualifications
 5. Preferred Qualifications
 6. Add to Application Instructions if necessary for Position
 7. Required Supplemental Materials
 - f. Human Resources Reference Only
 - i. All fields are Read Only
 - g. Users and Approvers
 - i. Team
 - ii. User Fields
 - iii. Approval Process
4. Route Recruitment Request for approval using the 'NTT Faculty' approval routing and submit
 - a. 'Submit' sends the Recruitment Request for approval
 - b. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Requests menu
 - c. 'Save a draft' saves the Recruitment Request (does not route for approvals)

Additional Resources

1. [PageUp Login – western.pageuppeople.com](https://western.pageuppeople.com)
2. [PageUp User Guides – wp.wvu.edu/dataresources/wtm](https://wp.wvu.edu/dataresources/wtm)
3. [Approval Routing - https://wp.wvu.edu/dataresources/approval-routings/](https://wp.wvu.edu/dataresources/approval-routings/)
4. Need more help? Contact Human Resources, Stephanie Norsby: Stephanie.Norsby@wvu.edu or 360-650-3306