

Western PageUp

TT 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 Recruit TT Faculty

This is the first step in the Tenure Track Faculty Recruitment Process.

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. For the Advertisement/Working Title enter the entire title including area of focus: EX Assistant Professor Chemical Education
- iii. 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. TT Faculty Auto: Invitations to references for confidential letters of recommendation are sent when the applicant submits their application
 - 2. TT Faculty Manual: 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. If your college has a shared inbox, route to that shared inbox for Dean
 - b. 'Submit' sends the Recruitment Request for approval
 - c. 'Submit & exit' sends the Recruitment Request for approval and the user returns to the Recruitment Request menu
 - d. 'Save a draft' saves the Recruitment Request (does not route for approvals)

To View Recruitment Requests

To view the status of a current recruitment request or to view a completed request:

1. Click 'Jobs' to view recruitments that are in process or submitted for approval which you are the search chair or search coordinator. Current status of the Recruitment Request is listed in status column
 - a. Supervisors will use the "Open Jobs" link on the home page
2. Search for positions based several criteria, including but not limited to: Advertising/Working Title, Job No., and Department

To Restart a Declined Recruitment Request

When a Recruitment Request is declined, departments are able to restart the declined request, make changes to the form, and resubmit the form for approval.

1. Go to the declined job
 - a. Click 'Jobs' to view recruitments that are in process or submitted for approval which you are the search chair or search coordinator. Current status of the Recruitment Request is listed in status column
 - i. Supervisors will use the "Open Jobs" link on the home page
 - b. Search for positions based several criteria, including but not limited to: Advertising/Working Title, Job No., and Department
2. Scroll to the bottom of the Recruitment Request
3. Click "restart" in the approval routing box
4. Make changes to the Recruitment Request
5. Select the 'TT Faculty' from the drop down list, add approver names and submit or save
 - 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)

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