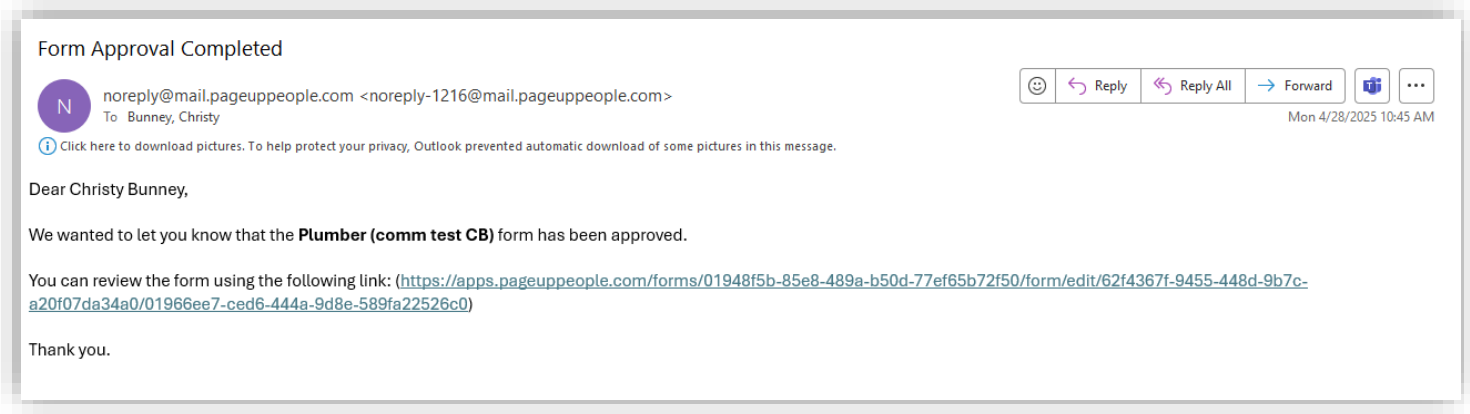
HUMAN RESOURCES
TALENT DEVELOPMENT AND RECRUITMENT

CREATING A JOB CARD

Log in to PageUp portal using single sign on

- **URL**: talent.okstate.edu

There are several ways to navigate to a job card. Once the position description (PD) has been approved, an email notification will be sent to originator's/owners which includes a link to access and view the PD and create a job card. You may also view by selecting *Manage Position Descriptions* in the left side menu. Open your approved position description Click *Recruit for Position* within the action's menu at the top of the page (vertical ellipsis) to launch a Job Card.



Form Approval Completed

N noreply@mail.pageuppeople.com <noreply-1216@mail.pageuppeople.com>
To Bunney, Christy

Reply | Reply All | Forward

Mon 4/28/2025 10:45 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

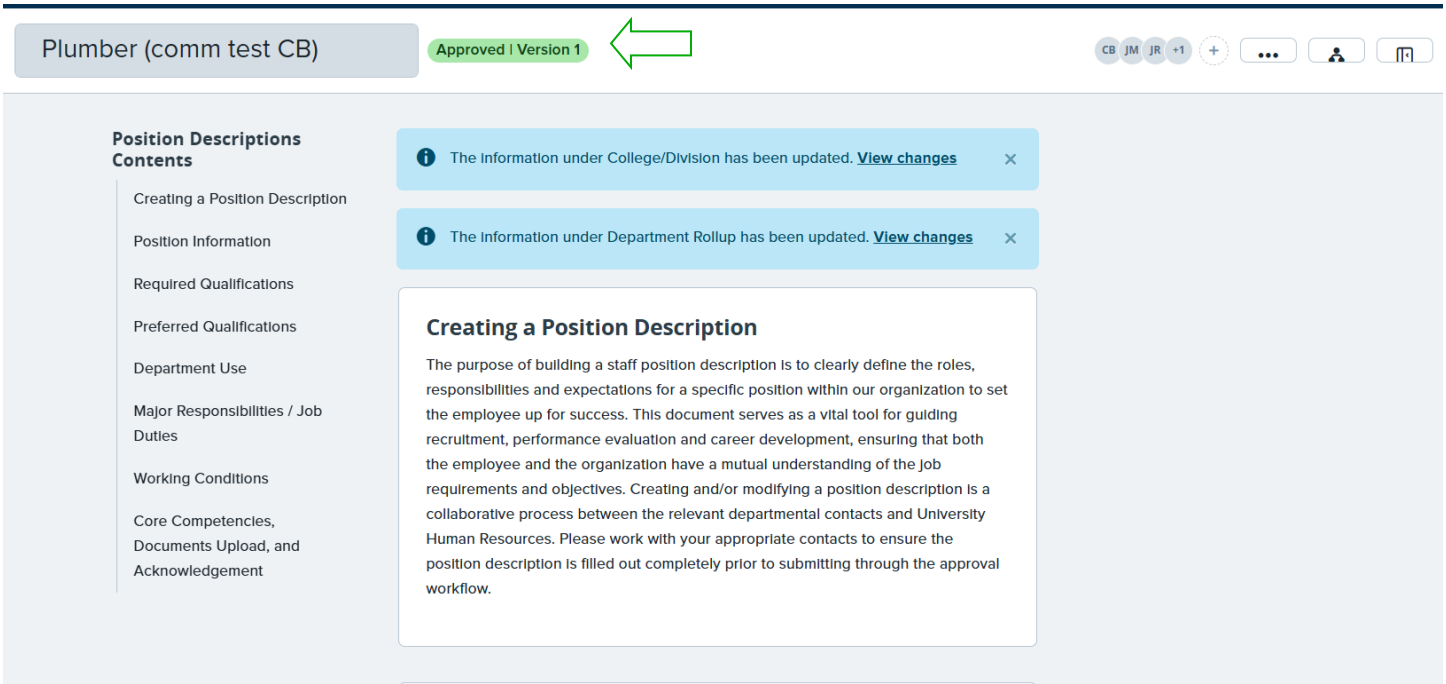
Dear Christy Bunney,

We wanted to let you know that the **Plumber (comm test CB)** form has been approved.

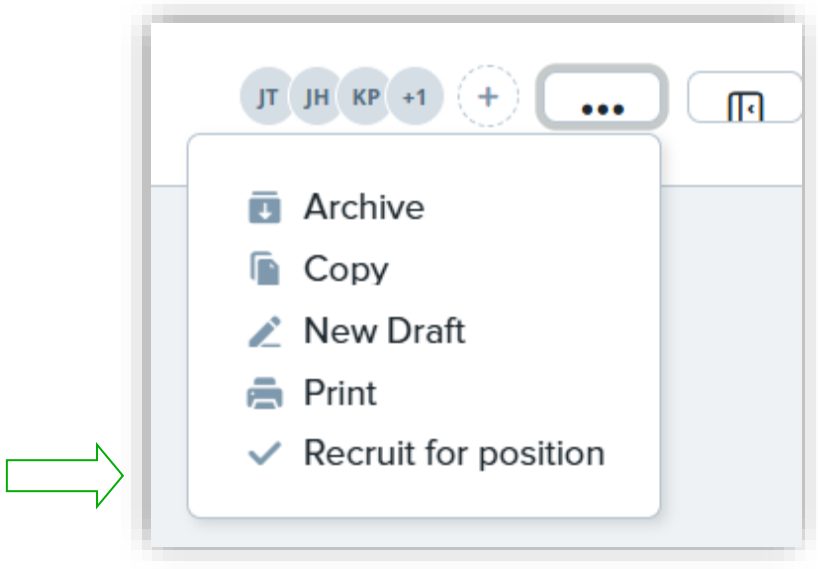
You can review the form using the following link: (https://apps.pageuppeople.com/forms/01948f5b-85e8-489a-b50d-77ef65b72f50/form/edit/62f4367f-9455-448d-9b7c-a20f07da34a0/01966ee7-ced6-444a-9d8e-589fa22526c0)

Thank you.

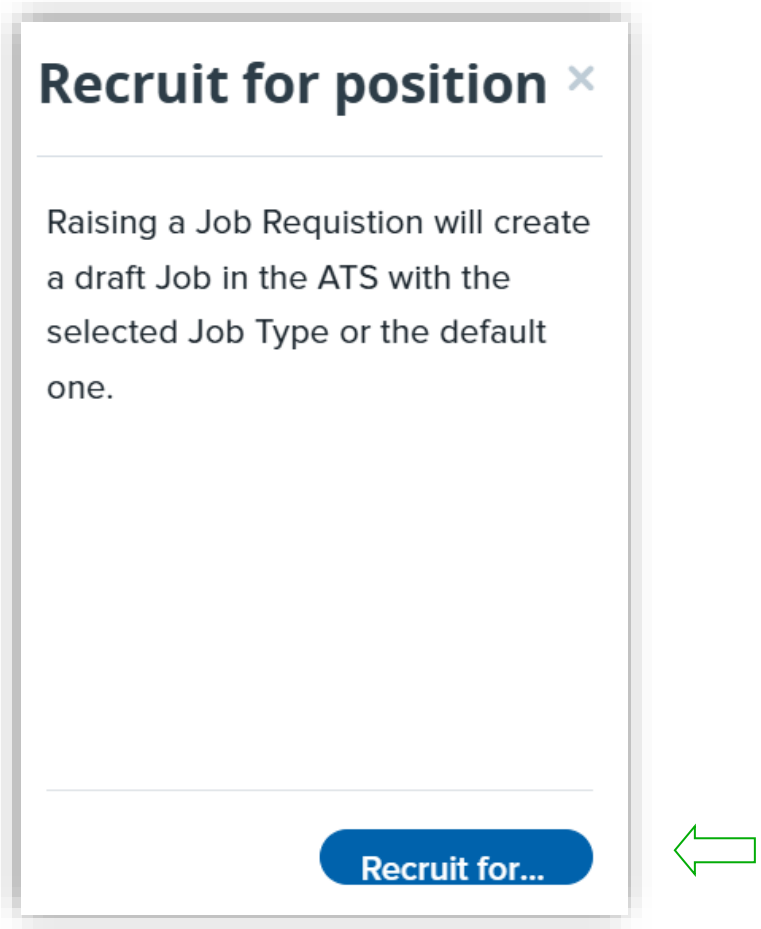
Approved will be highlighted in green at the top of the screen next to the position title



Select the ellipses at the top, right of page and select *Recruit for Position*



A pop up will appear on screen, select the blue *recruit for position* button and refer to the *How to create a Job Card* process document



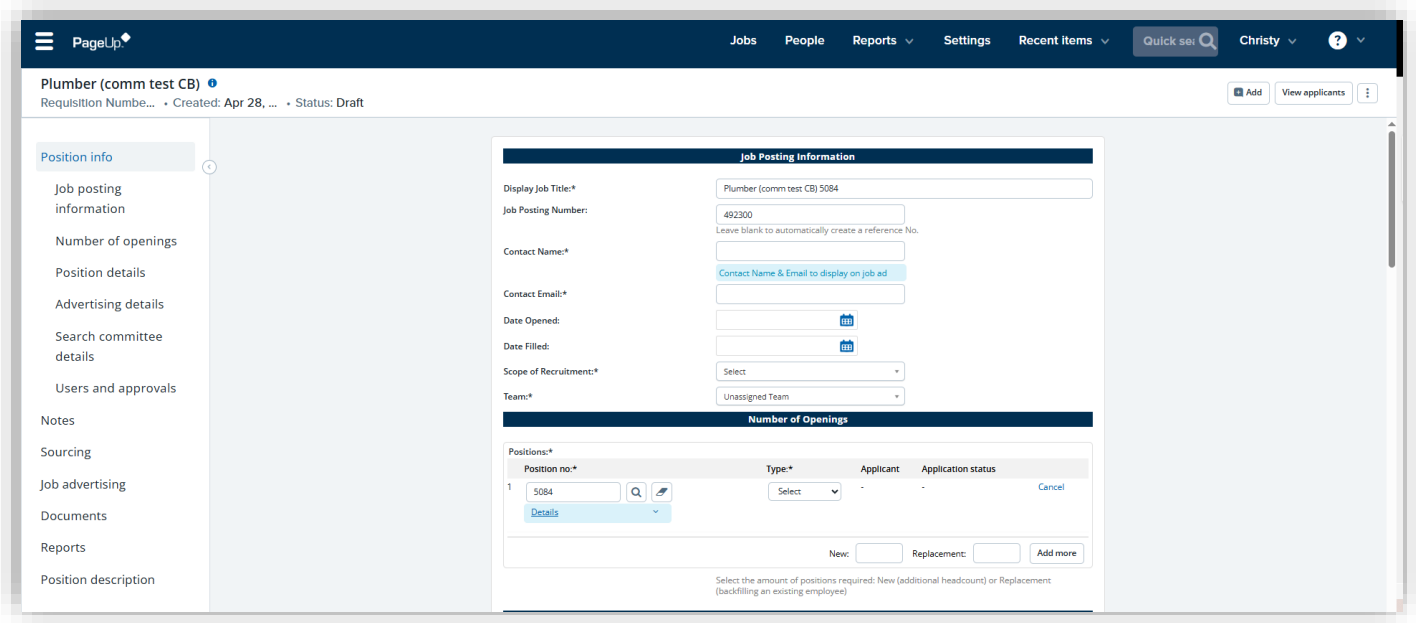
Once *Recruit for Position* is selected the job card template will automatically appear on the screen.

NOTE: The *position number* was added by the Human Resources Consultant and is now visible at the end of the *Display Job Title*. Please leave this position number at the end of the *Display Job Title.* Do not use any dashes (-) or other symbols, but simply a single space after the title followed by the appropriate position number. For multi-hire job cards, please use the originating position number, which is the first position in the "number of openings" field.

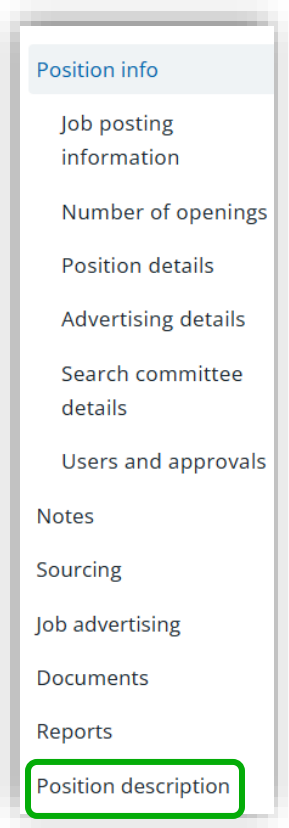
NOTE: required fields are marked with an asterics*

More Help: *Knowledge Portal: Creating a job*

Some information will be pre-populated onto the job card; complete all mandatory fields on the job card.



The *Position description* may be referenced while completing the job card by selecting *Position description* on the left side of screen



JOB POSTING INFORMATION

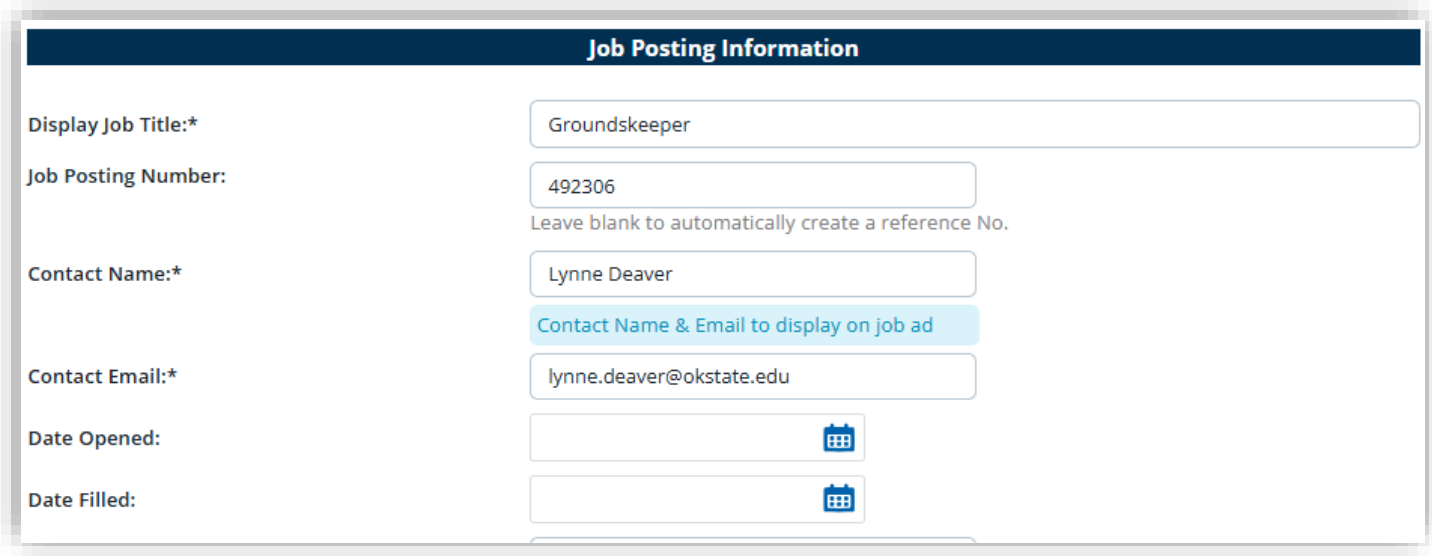
***Display Job Title*:** Title of the position which will display in the job posting on the OSU job site and other job boards either purchased or scraped

Job Posting Number: leave blank, this is generated by the system

Contact Name: This name displays on the job posting for candidates to know who to contact within the department for questions regarding the position, interview timeline, etc. Enter the name of the appropriate first and last name

Contact Email: This email displays on the job posting for candidates to know who to contact within the department for questions regarding the position, interview timeline, etc. Enter the email address associated with the name in the *contact name* field

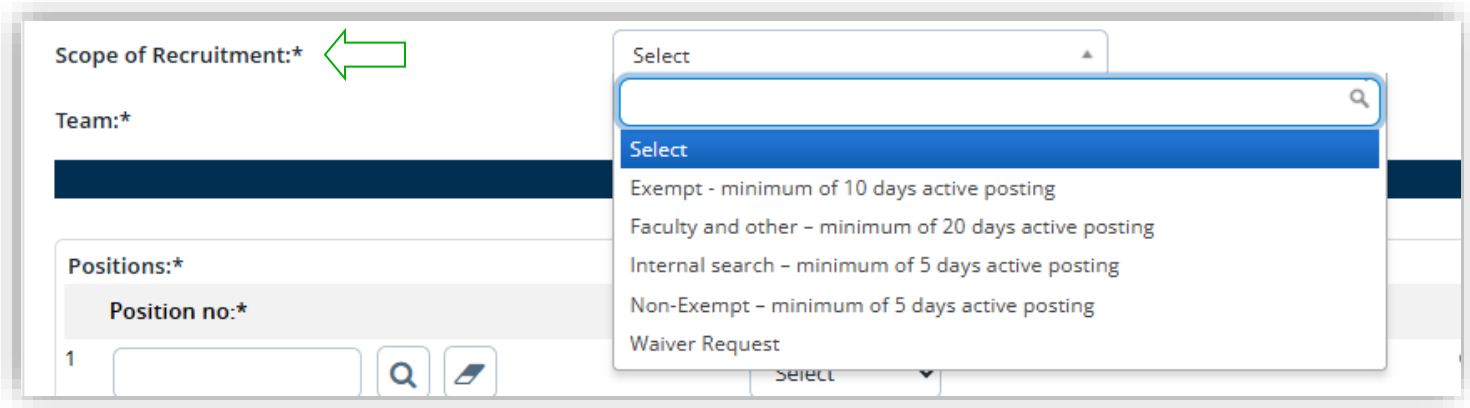
Date opened and ***Date Closed fields*** are system generated and are to be left blank



Scope of Recruitment: Refers to how long the position should be posted based on whether the position is *Exempt* (does not qualify for overtime); *Non-Exempt* (Qualifies for overtime) or *Faculty.*

NOTE: Please refer to the Open Recruitment Exceptions Request to determine when to utilize the *Internal search* and *Waiver Request* options, additional approval is required prior to completing a job card with these two scope of recruitment options

Teams: Refers to the position's organization



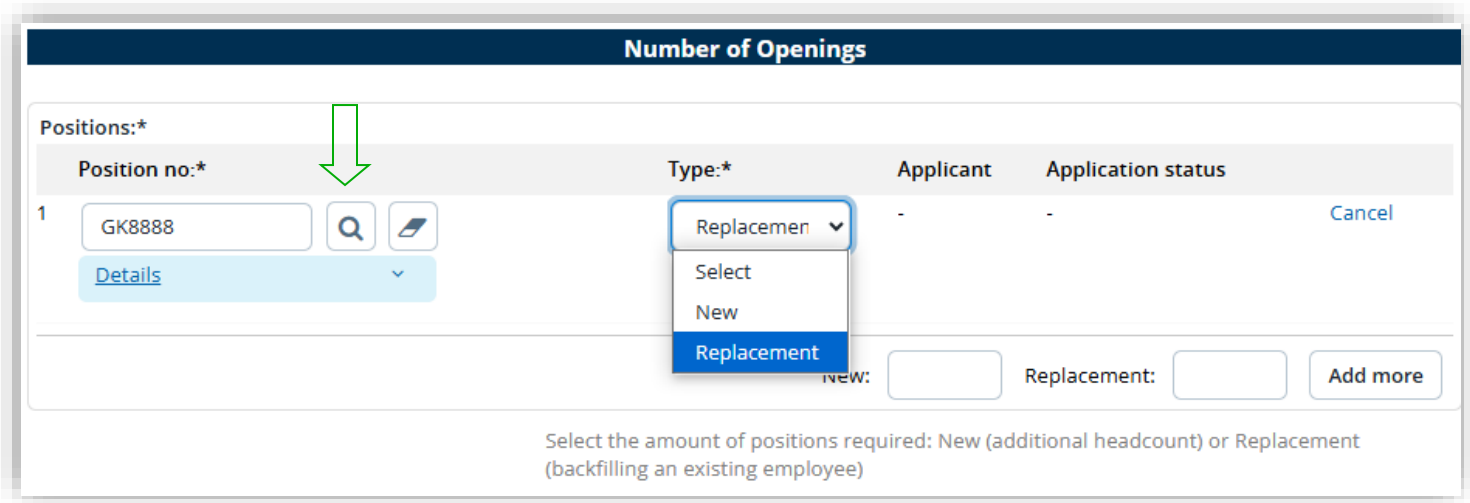
NUMBER OF OPENINGS

Position no.: Use the *search* icon to locate the position number which belongs to the position you are posting. If you know the position number, you may enter it into the text field

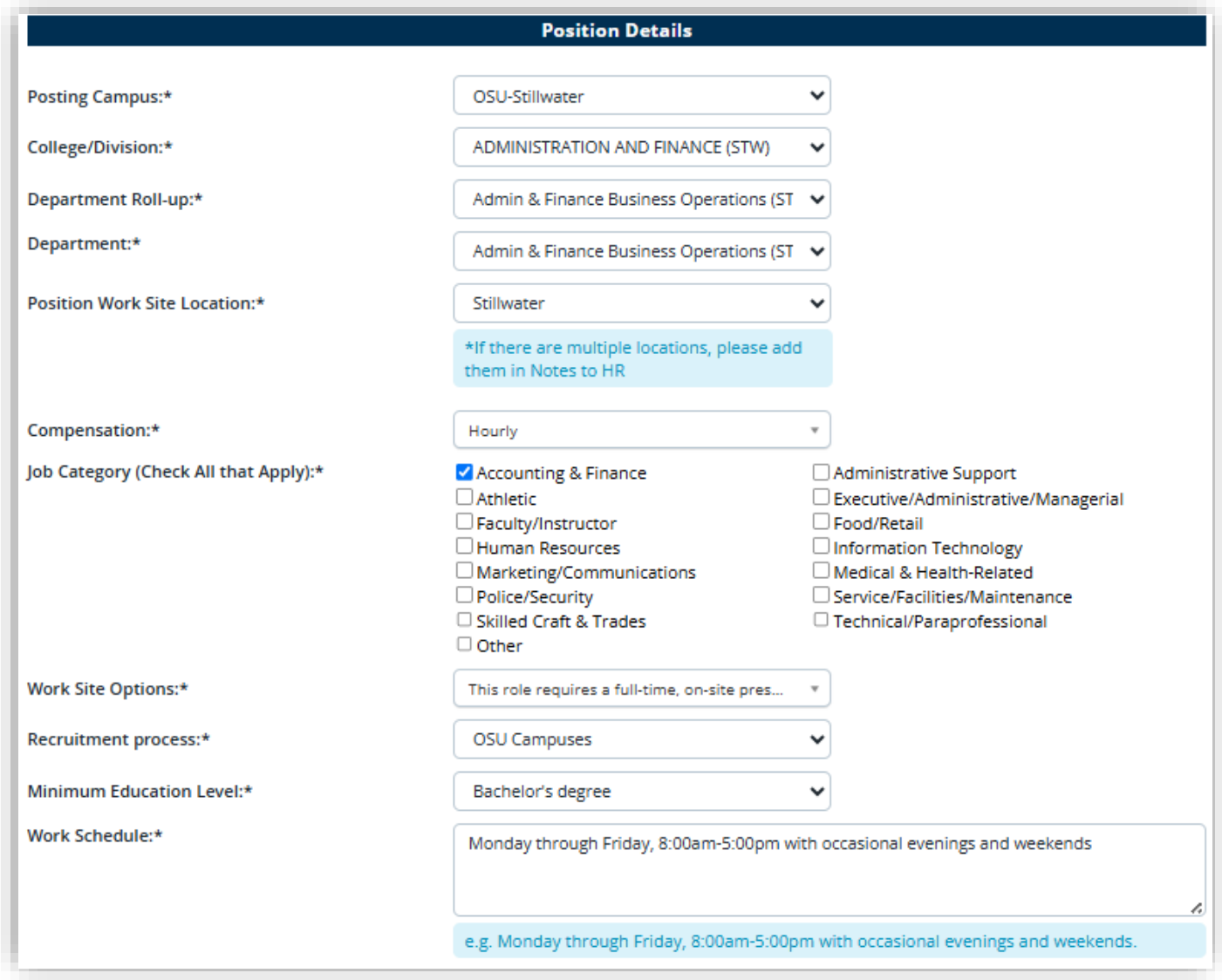
Type*: Replacement* refers to a previously existing position that had an incumbent vacate the position therefore we need to replace the position. *New* refers to a brand-new position

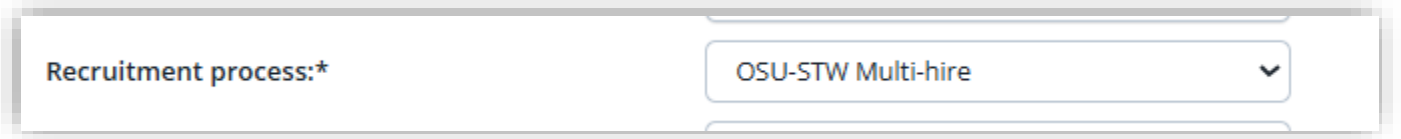
NOTE: Occasionally there is a need for a multi-hire posting, in this case select *add more* to add multiple position numbers so multiple candidates may be selected from one candidate pool

If you need to add a position number after a job has already been posted, create a *Note* in the job card to the Jobs Account requesting to add the additional approved position number/s.



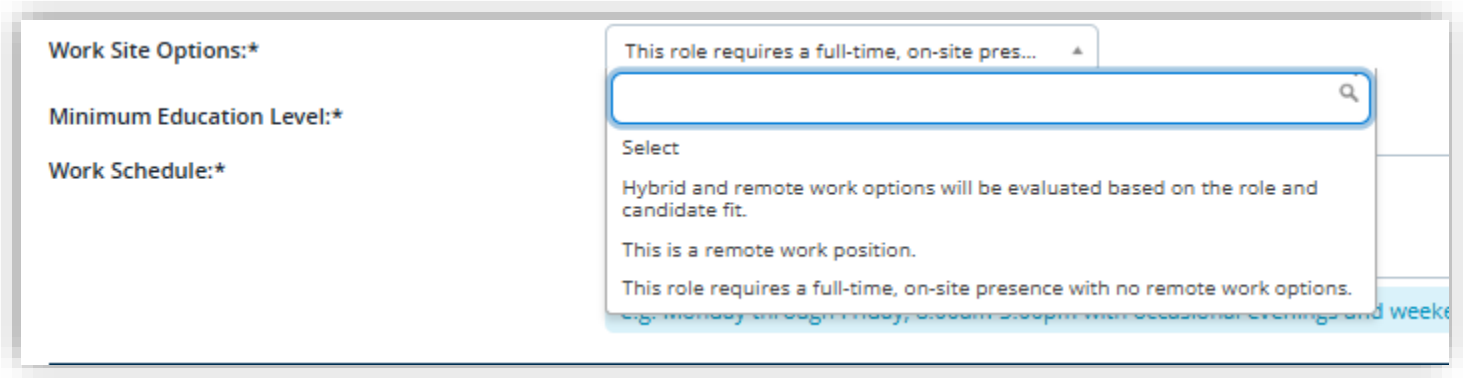
POSITION DETAILS

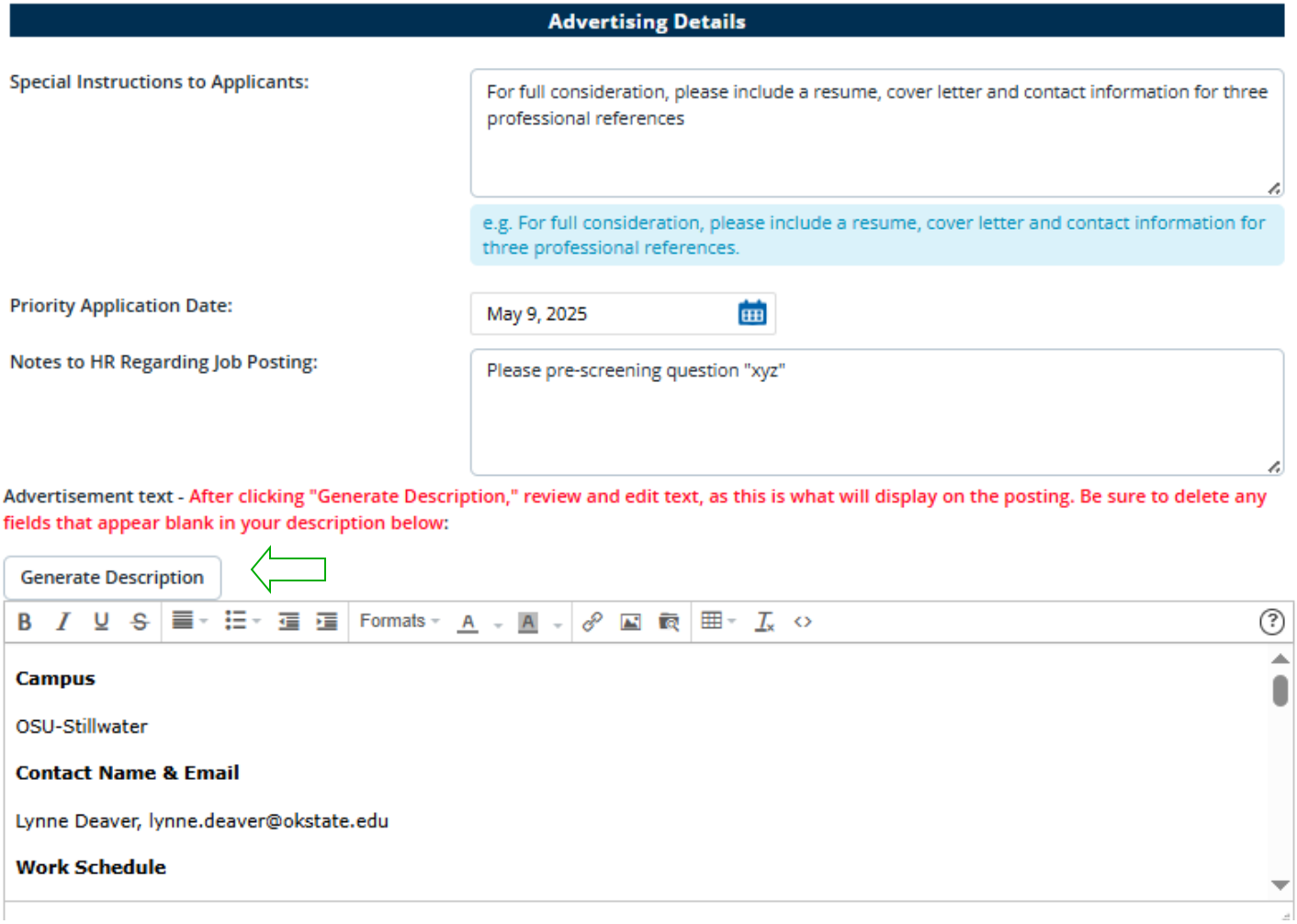




NOTE: If you have a multi-hire job card, please select "OSU-STW Multi-hire" as the *Recruitment process.*

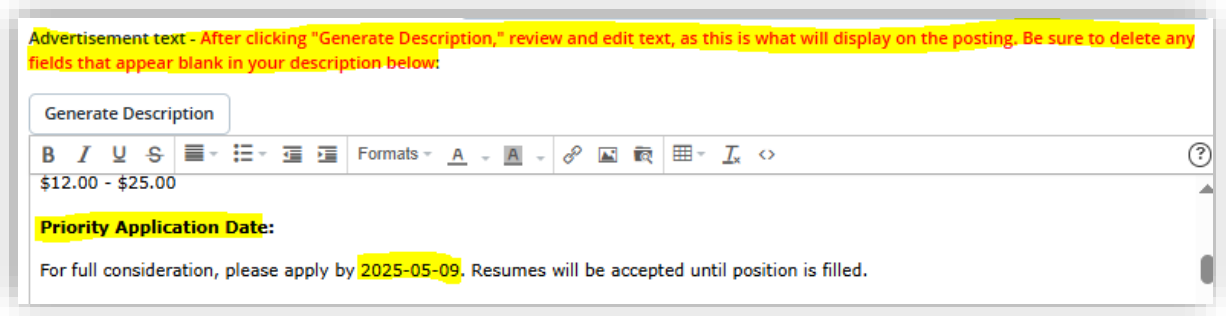
Work Site Options: this information will not be displayed to the candidate.



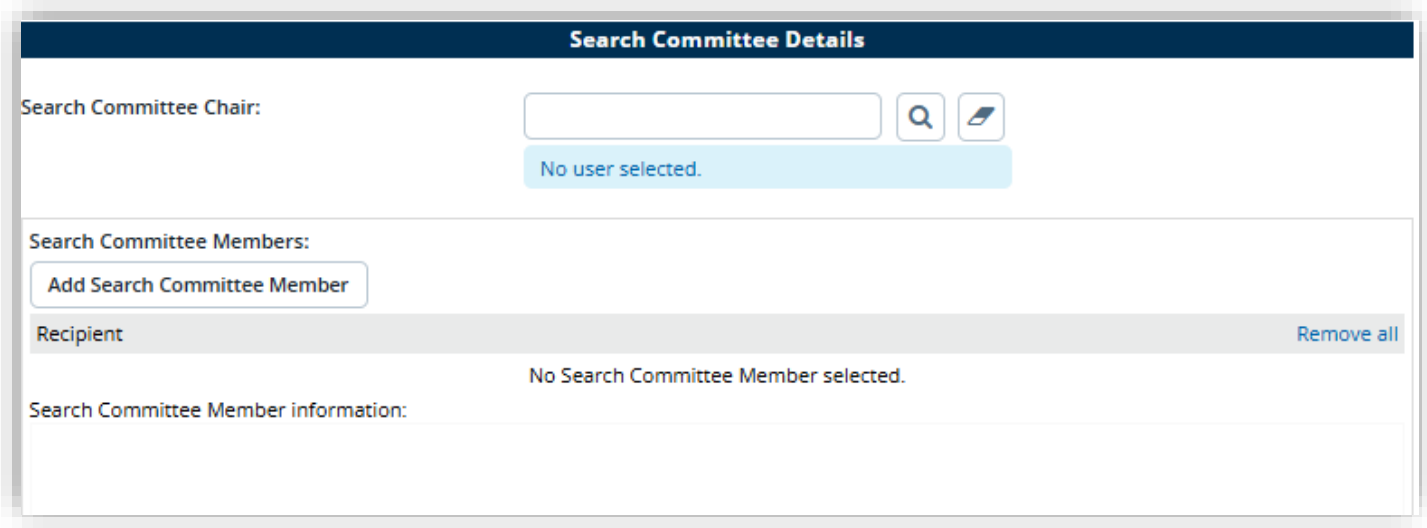


NOTE: Please keep text in the *Special Instructions to Applicants* to a minimum

NOTE: Please refer to the help text next *advertisement text;* the information in the *Generate Description* section will transfer to the job ad on the [OSU job site]



NOTE: *Priority Application Date* format may not be changed in the system, edits must be made manually in the *Generate Description* section



SEARCH COMMITTEE DETAILS

Please list search committee chair and members, if you do not know who will serve on the search committee at the time the job card is created you may add after approval.

NOTE: The Office of Equal Opportunity offers an in-person, *OSU Search Committee Training* which addresses foundational concepts and best practices for the recruitment and selection of faculty and staff. A self-paced module may also be found on the Learning Management System. University Human Resources encourages anyone who serves on a search committee to participate in this training prior to serving.

USERS AND APPROVERS:

At the bottom of the job card, there will be a section to fill in an approval process.

Enter the appropriate user/approver for your college/division

Approval Process: Select the appropriate *campus* and choose *staff* or *faculty* depending on the position.

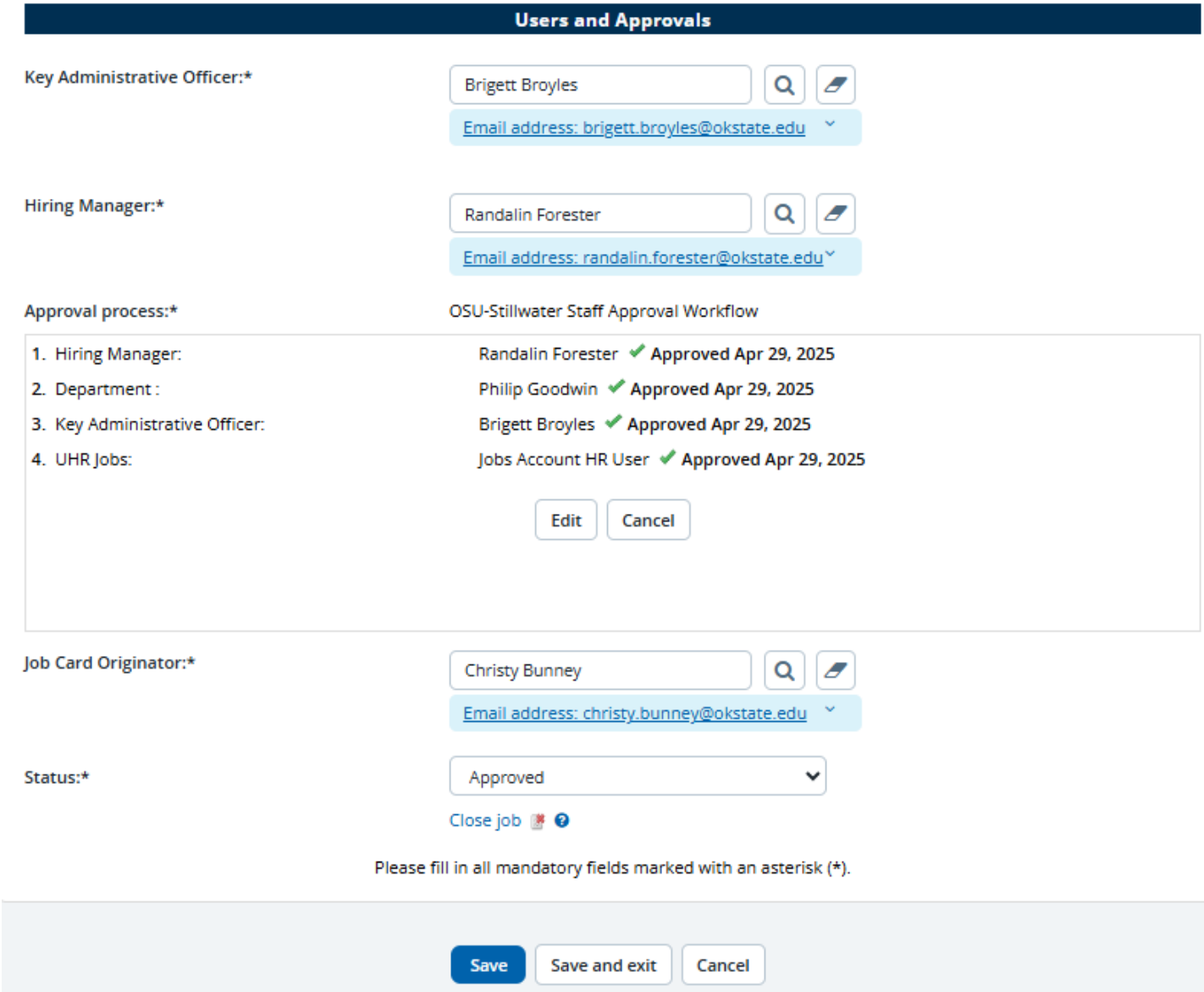
NOTE: If your job card is for Academic Affairs staff, please select Stephanie Rossander, Office of the Provost, for the Key Administrative Officer.

NOTE: An automatic email notification is sent to approvers within one day if an approval is not received. You may also send an additional email notification to the approver by selecting *resend approval email*

NOTE: Once an approver has approved the job a green check mark with the approved date will show next to the approvers' name (see below)

Status: If the job card is complete select *draft* and then *save*

NOTE: Once the position has been approved by all approvers the *status* will change from *draft* to *approved*



Successful completion:

A blue bar confirming the job number and time the job was saved is displayed at the top of the page.

Approving a job

More Help: *Knowledge Portal: Approving a job*

To approve the job via email: (For testing in Live environment only) Reply to the approval email you received with the single word *approve* to approve the job. Variations of the word will not work.

To approve the job via PageUp: Click the **My job approvals** link in the left-hand menu. Click **View** next to the job and review the details. You can click through the tabs of the job card to view attached documents and notes. Scroll to the bottom of the position information tab of the job card, you will see *approve* and *decline* buttons. Click ***Approve***. On the Manage Approvals page, the blue information panel displays that the job has been approved.

Successful completion:

Open your job. In the approval section, there will be a tick and date stamp indicating when it was approved. The job status moves to Approved.

Declining a job

Select **My job approvals** on the left-hand menu again. Click **View** next to the job and scroll down to the bottom of the page. Click Decline. A pop-up requesting a reason for your decline will be displayed – this is mandatory. Click **Save**. On the Manage Approvals page, the blue information panel displays that the job has been declined.

Successful completion:

Select **Manage jobs,** filter the Job Status dropdown by Declined. This will display the job that was declined. **Edit** the job and in the approval section, there will be a red 'x' and date stamp indicating when it was declined.
In the **Notes** tab you can view the reason for declining.