

Quick Reference Guide

Recruitment Requisition in PageUp (for Administration Support Staff)



Notes	Step 1.	Step 2	Step 3
	Preparation	Commencing the Job Card	Completing the Job Card
<p>Job Card = Recruitment Action Form or Recruitment Requisition</p> <p>Administrative Assistants You can raise a recruitment requisition (job card) on behalf of your supervisor. Just remember that when you save and exit the job card, you won't be able to see it anymore. To avoid this issue you can enter your name as the Hiring Manager and then replace with the Hiring Manager's name when you are ready to submit.</p>	<ol style="list-style-type: none"> The Hiring Manager will need to contact your HR Liaison Team for assistance with developing a Recruitment Plan for the position. The Hiring Manager should also prepare or review the Position Description. You will need to attach a Word version of the Position Description at step 3. 	<ol style="list-style-type: none"> Go to PageUp on the HR webpage. This may bring up a pop-up blocker. If so, select always allow pop-ups for PageUp. Alternatively, you can click here to access pop-up blocker settings for Chrome, and here for Internet Explorer. Click on New Job. Enter Position Number, or search for position using binoculars, or leave blank for a new position. Select your Faculty/Division/Office from the list. Select your area from the template (if applicable). For a new position, add the Job Title. For an existing position, check the pre-populated fields. 	<ol style="list-style-type: none"> Position management will bring up one position. To recruit for multiple positions, enter a number into the New and/or Existing box to add more rows. Complete the fields in the online form. These should be self-explanatory. Use the Documents tab to attach the Position Description. Select the Classification Level or Levels you wish to advertise. Click Add Selection Committee Member. Search for CSU staff and click Add on the right to select each committee member. Click Add New Selection Committee Member to add an external committee member. Hint – you may need to maximise your screen to see the Add button. Under CSU Award, select CSU Enterprise Agreement for professional/general positions or CSU Academic Agreement for academic positions. Select the approval process relevant to your area's circumstances. Click on Save if you still have information to complete. Click on Save and Exit once you have updated the hiring manager field to the correct person and to activate the approval workflow.