

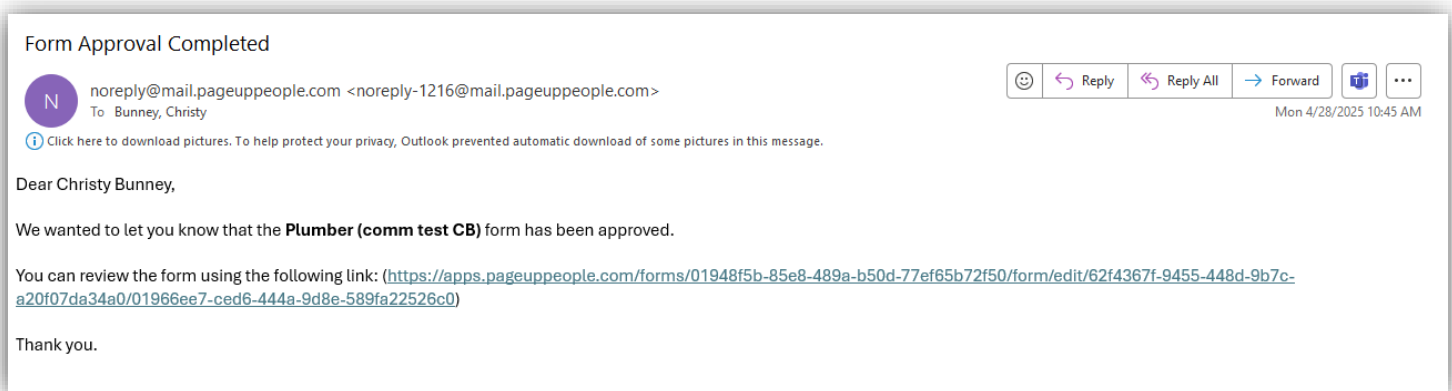


# CREATING A JOB CARD

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.



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

Plumber (comm test CB) Approved | Version 1

Position Descriptions Contents

- Creating a Position Description
- Position Information
- Required Qualifications
- Preferred Qualifications
- Department Use
- Major Responsibilities / Job Duties
- Working Conditions
- Core Competencies, Documents Upload, and Acknowledgement

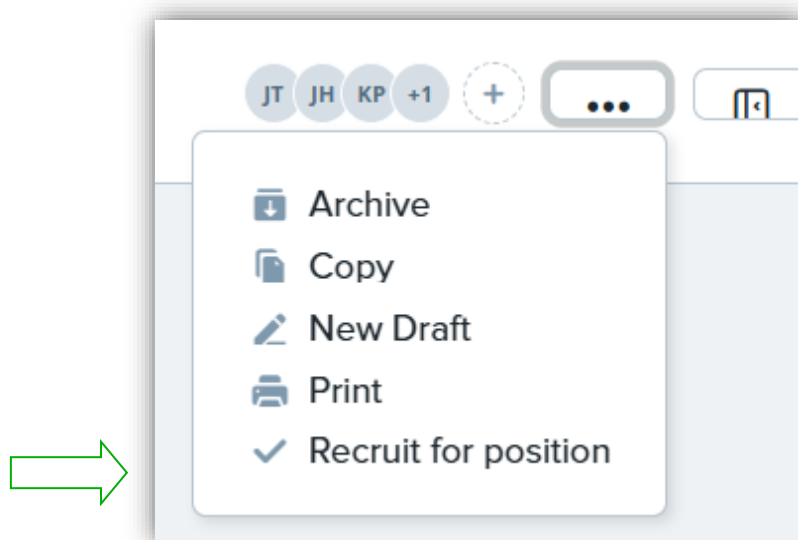
The information under College/Division has been updated. [View changes](#)

The information under Department Rollup has been updated. [View changes](#)

### Creating a Position Description

The purpose of building a staff position description is to clearly define the roles, responsibilities and expectations for a specific position within our organization to set the employee up for success. This document serves as a vital tool for guiding recruitment, performance evaluation and career development, ensuring that both the employee and the organization have a mutual understanding of the job requirements and objectives. Creating and/or modifying a position description is a collaborative process between the relevant departmental contacts and University Human Resources. Please work with your appropriate contacts to ensure the position description is filled out completely prior to submitting through the approval workflow.

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

## Recruit for position ×

Raising a Job Requisition will create a draft Job in the ATS with the selected Job Type or the default one.

Recruit for...



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 delete this from the title so it does not appear on the job posting

**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.

PageUp

Jobs People Reports Settings Recent items Quick search Christy

Plumber (comm test CB) Requisition Number: Created: Apr 28, ... Status: Draft

Position info

- Job posting information
- Number of openings
- Position details
- Advertising details
- Search committee details
- Users and approvals
- Notes
- Sourcing
- Job advertising
- Documents
- Reports
- Position description

### Job Posting Information

Display Job Title\*: Plumber (comm test CB) 5084

Job Posting Number: 492300  
Leave blank to automatically create a reference No.

Contact Name\*:

Contact Email\*:

Date Opened:

Date Filled:

Scope of Recruitment\*: Select

Team\*: Unassigned Team

### Number of Openings

| Positions* | Position no.* | Type*  | Applicant | Application status |
|------------|---------------|--------|-----------|--------------------|
| 1          | 5084          | Select | -         | -                  |

Details

New:  Replacement:  Add more

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

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

Position info

- Job posting information
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- Reports
- Position description

## 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

The screenshot shows a form titled "Job Posting Information". It contains several input fields: "Display Job Title:" with the value "Groundskeeper"; "Job Posting Number:" with the value "492306" and a note "Leave blank to automatically create a reference No."; "Contact Name:" with the value "Lynne Deaver"; "Contact Email:" with the value "lynne.deaver@okstate.edu"; "Date Opened:" and "Date Filled:" with calendar icons. A blue button labeled "Contact Name & Email to display on job ad" is positioned between the contact name and email fields.

**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

The screenshot shows a form with fields for "Scope of Recruitment:\*" (highlighted with a green arrow), "Team:\*", and "Positions:\*". The "Scope of Recruitment:\*" dropdown menu is open, showing the following options: "Select", "Exempt - minimum of 10 days active posting", "Faculty and other - minimum of 20 days active posting", "Internal search - minimum of 5 days active posting", "Non-Exempt - minimum of 5 days active posting", and "Waiver Request".

## 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

Number of Openings

Positions:\*

|                                                                                            | Position no:*                                                                               | Type:*                                                                        | Applicant | Application status |                        |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------|--------------------|------------------------|
| 1                                                                                          | <input type="text" value="GK8888"/> <div><div><div></div></div><div><div></div></div></div> | <div>Replacemen</div> <div>Select</div> <div>New</div> <div>Replacement</div> | -         | -                  | <a href="#">Cancel</a> |
| <div><div>new:</div><div></div><div>Replacement:</div><div></div><div>Add more</div></div> |                                                                                             |                                                                               |           |                    |                        |

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

POSITION DETAILS

Position Details

Posting Campus:\*

OSU-Stillwater

College/Division:\*

ADMINISTRATION AND FINANCE (STW)

Department Roll-up:\*

Admin & Finance Business Operations (ST)

Department:\*

Admin & Finance Business Operations (ST)

Position Work Site Location:\*

Stillwater

\*If there are multiple locations, please add them in Notes to HR

Compensation:\*

Hourly

Job Category (Check All that Apply):\*

☒ Accounting & Finance

☐ Administrative Support

☐ Athletic

☐ Executive/Administrative/Managerial

☐ Faculty/Instructor

☐ Food/Retail

☐ Human Resources

☐ Information Technology

☐ Marketing/Communications

☐ Medical & Health-Related

☐ Police/Security

☐ Service/Facilities/Maintenance

☐ Skilled Craft & Trades

☐ Technical/Paraprofessional

☐ Other

Work Site Options:\*

This role requires a full-time, on-site pres...

Recruitment process:\*

OSU Campuses

Minimum Education Level:\*

Bachelor's degree

Work Schedule:\*

Monday through Friday, 8:00am-5:00pm with occasional evenings and weekends

e.g. Monday through Friday, 8:00am-5:00pm with occasional evenings and weekends.

Work Site Options: pending legal counsel review

Work Site Options:\*

Minimum Education Level:\*

Work Schedule:\*

This role requires a full-time, on-site pres...

Select

Hybrid and remote work options will be evaluated based on the role and candidate fit.

This is a remote work position.

This role requires a full-time, on-site presence with no remote work options.

## Advertising Details

Special Instructions to Applicants:

For full consideration, please include a resume, cover letter and contact information for three professional references

e.g. For full consideration, please include a resume, cover letter and contact information for three professional references.

Priority Application Date:

May 9, 2025



Notes to HR Regarding Job Posting:

Please pre-screening question "xyz"

Advertisement text - After clicking "Generate Description," review and edit text, as this is what will display on the posting. Be sure to delete any fields that appear blank in your description below:

Generate Description



**B** *I* U ~~S~~ [List Icons] [Table Icon] [Link Icon] [Image Icon] [Video Icon] [Code Icon] **Formats** A *A* [Link Icon] [Image Icon] [Video Icon] [Code Icon] **I** **<>** [Help Icon]

**Campus**

OSU-Stillwater

**Contact Name & Email**

Lynne Deaver, lynne.deaver@okstate.edu

**Work Schedule**

**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](#)

Advertisement text - After clicking "Generate Description," review and edit text, as this is what will display on the posting. Be sure to delete any fields that appear blank in your description below:

Generate Description

**B** *I* U ~~S~~ [List Icons] [Table Icon] [Link Icon] [Image Icon] [Video Icon] [Code Icon] **Formats** A *A* [Link Icon] [Image Icon] [Video Icon] [Code Icon] **I** **<>** [Help Icon]

\$12.00 - \$25.00

**Priority Application Date:**

For full consideration, please apply by 2025-05-09. Resumes will be accepted until position is filled.

**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

Search Committee Chair:

No user selected.

Search Committee Members:

Add Search Committee Member

| Recipient                            | Remove all |
|--------------------------------------|------------|
| No Search Committee Member selected. |            |

Search Committee Member information:

## 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:** 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*

## Users and Approvals

Key Administrative Officer:\*

Briggett Broyles



Email address: [briggett.broyles@okstate.edu](mailto:briggett.broyles@okstate.edu)

Hiring Manager:\*

Randalin Forester



Email address: [randalin.forester@okstate.edu](mailto:randalin.forester@okstate.edu)

Approval process:\*

OSU-Stillwater Staff Approval Workflow

- |                                |                                              |
|--------------------------------|----------------------------------------------|
| 1. Hiring Manager:             | Randalin Forester ✓ Approved Apr 29, 2025    |
| 2. Department :                | Philip Goodwin ✓ Approved Apr 29, 2025       |
| 3. Key Administrative Officer: | Briggett Broyles ✓ Approved Apr 29, 2025     |
| 4. UHR Jobs:                   | Jobs Account HR User ✓ Approved Apr 29, 2025 |

Edit

Cancel

Job Card Originator:\*

Christy Bunney



Email address: [christy.bunney@okstate.edu](mailto:christy.bunney@okstate.edu)

Status:\*

Approved



Close job  

Please fill in all mandatory fields marked with an asterisk (\*).

Save

Save and exit

Cancel

### 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.