

***GUIDE TO CREATING A  
REQUISITION  
POSITION APPROVAL  
REQUEST FORM (PARF)***



Revised 9/17/2019

# GUIDE TO CREATING A REQUISTION (PARF)

## HOW TO GET STARTED

**Step 1.** Click on **New Job** "button" under the New Job tile or **New Job** link from the hamburger view.

The screenshot shows the PageUp dashboard interface. On the left is a dark sidebar with a 'Workflows' section containing links for 'New job', 'Jobs open', 'Approvals', 'Search committee review', 'Applications', 'Assigned applications', 'Offers', 'New Hires', and 'My new hire tasks'. A red arrow points from the 'New job' link to a red circle around the 'New Job' button on the dashboard. The dashboard itself is titled 'My Dashboard' and includes a welcome message: 'Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.' Below this are six task cards: 'New job' (3 Jobs open, with a red circle around the 'New job' button), 'Approvals' (1 Jobs awaiting your approval, 0 Approved), 'Advertisements' (0 Advertisements), 'Applications', 'Search committee review', and 'Interviews'.

## JOB TEMPLATE PAGE

**Step 2.** You will be presented with the Select a Job Template page.

The screenshot shows the 'Select a job template' page. On the left, a red star icon is next to a callout box with a red border containing the text: 'This page is where you will select a position number, if applicable, and a job template.' The main content area is titled '1. Position' and features a dropdown menu with 'Office Associate' selected and '002128' displayed below it. To the right of the dropdown are icons for a list and a refresh. Below the dropdown is a paragraph: 'Begin by selecting a position number if available for this posting. You must select a template that is appropriate for your position and click Next.' Underneath is another paragraph: 'In the Preview box below there will be a summary of the advertising text for this position'. The second section is titled '2. Template' and shows a scrollable list of options: '--No template--', '\*Faculty Template (Use for all faculty positions)', '\*Intermittent Worker', and '\*New Job (Use for all PARFs except faculty that do not have a templ Academic Programs Asst)'. A vertical scrollbar is visible on the right side of the template list.

**Step 2.** You will begin by selecting a position number appropriate for the position. If you know the position number, you may type it into the field (i.e., 001212) OR you may search by using the binoculars to find the position number.

**Please note that if you do not have a position number (it is a new position), you may skip this field.**

1. Position

  
No position selected

You can search by **title OR position number**. Enter the title OR position number and select **Search**. Click on the row of your selection, then click **Select**.

Title: Office Associate      Number:

Clear      Search

Title	Position no
Office Associate	002128

Select

**Step 3.** Select the appropriate **Template**. The job description will preview in the window below.

2. Template

--No template--  
\*Faculty Template (Use for all faculty positions)  
\*Intermittent Worker  
\*New Job (Use for all PARFs except faculty that do not have a templ  
Academic Programs Asst

Preview

**Salary Grade/Salary Minimum:**

**Department Profile:**

**You MUST select a template from the list. All support staff position titles should be listed (call your HR Generalist if it is not listed.) If the job title is not a support staff position title, select one of the following:**

- \*Faculty Template
- \*Intermittent Worker
- \*New Job (Use for all PARFs except faculty that do not have a template)

Next >      Cancel

Click **Next** to continue to the PARF page. This will give you the Position Approval Request Form (PARF) page.

## REQUISITION INFORMATION (PARF details)

**Step 4.** Enter the appropriate information into the PARF. All required fields are marked with an asterisk (\*). Refer to **Requisition (PARF)-Notes** for definitions and additional information for each field on the PARF.

### REQUISITION INFORMATION

Posting title:\*

Office Associate

Area of Specialization:

PARF Number:

Leave blank to automatically create a reference No.

Title code:\*

### HEADCOUNT MANAGEMENT

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

Positions:\*

Position no	Type:*	Applicant	Application status	
1	002128	Select	-	-
				Cancel
				New: <input type="text"/> Replacement: <input type="text"/> <input type="button" value="Add more"/>

### POSITION DETAILS

Reason for Filling Position:\*

Select

Current/previous incumbent name:

## REQUISITION INFORMATION (PARF DETAILS) — OPTIONAL SECTIONS

**Selection Criteria**—The Selection Criteria functionality can be used for any position. Hiring Coordinators can add selection criteria. Adding this criteria allows the search committee chair and members to provide feedback for criteria selected from the list.

To add criteria, under **Selection Criteria**, click on **Add**.



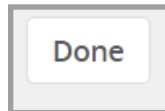
Selection Criteria can be added based on the following:

- Selection Criteria—competency area or job qualifications
- Level— these refer to categories of jobs at MSU (i.e., Executive/Admin/Managerial, Faculty, or Professional)
- Group—these refer to groups for hiring (i.e., Minimum Qualifications, Preferred, or Competency)

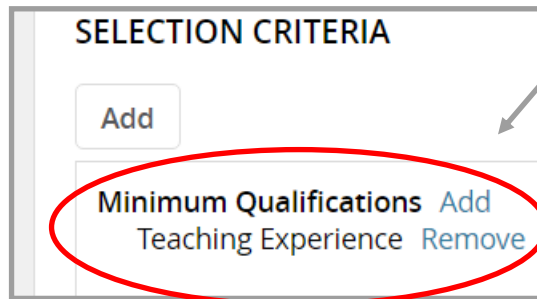
The list may be searched by Selection criteria, Level, or Group. Make your selection and select **Add**.

Selection criteria	Level	Group
Degree Area of Discipline	Faculty	Minimum Qualifications
Teaching Experience	Faculty	Minimum Qualifications

Then, select **Done** at the bottom of the page.



Once a selection has been made, the **Selection Criteria** will appear within the PARF as seen below.



**Search Committee**—The search committee chairperson and members can be added to the review process in the PARF details and will then have access to applicants for review.

If you wish to utilize a search committee, select **Yes**, if not, select **No**.

**Please note that if you do not enter the search committee chair and members prior to PARF approval, you will be unable to at a later time. You will need to submit the list to your HR Generalist to add to the PARF.**

If **Yes** is selected, a **Search committee chair** and **members** can be invited to join a review process on the PARF. For further information, please contact your HR Generalist in HRM.

**Additional Viewers**—Users can be added in the additional viewers field to give access to applications (not the PARF details.) Users may access applications through the light green **Applications** bubble link. To add users, click on **Add Additional Viewers** on the PARF.

By clicking on **Add Additional Viewers**, users can be invited to view applications. For further information, please contact your HR Generalist.

**Please note that if you do not enter the search additional viewers prior to PARF approval, you will be unable to at a later time. You will need to submit the list to your HR Generalist to add to the PARF.**

### APPROVAL PROCESS— STEPS FOR SELECTING APPROVERS ON A PARF

Once a PARF has been created, it **MUST** go through an approval process before any advertising can begin. Once approved, the PARF is allocated to the **HR Generalist** in the Department of Human Resources Management (HRM) for sourcing (advertising on the HRM career’s website.) See the steps below for setting the approvers on a PARF.

- On the PARF, scroll down to the **Approval** section.
- From the **Approval process** drop down menu, select an approval process. **The number of steps and whether they are pre-filled with users or not may vary and depend on the approval process selected.**
- For steps that do not have a user set, enter the relevant user’s name. Alternatively, the **Search (magnifying glass)** icon to launch a search pop-up window to locate the user is available.
- If a step has a user set that needs changing, click the **Clear (eraser)** icon and enter the relevant person’s name.
- For further information on this, contact your HR Generalist.

Approval process:\*

- None
- None
- 1 Step Approval Process
- 2 Step Approval Process
- 3 Step Approval Process
- 4 Step Approval Process
- 5 Step Approval Process
- 6 Step Approval Process
- 7 Step Approval Process
- 8 Step Approval Process
- 9 Step Approval Process
- AA - 1 Dean Level
- AA - 1 Dean Level & ORED
- AA - 2 Dean Levels
- AA - 2 Dean Levels and ORED

1. Step 1 Approval:

No user selected

2. Step 2 Approval:

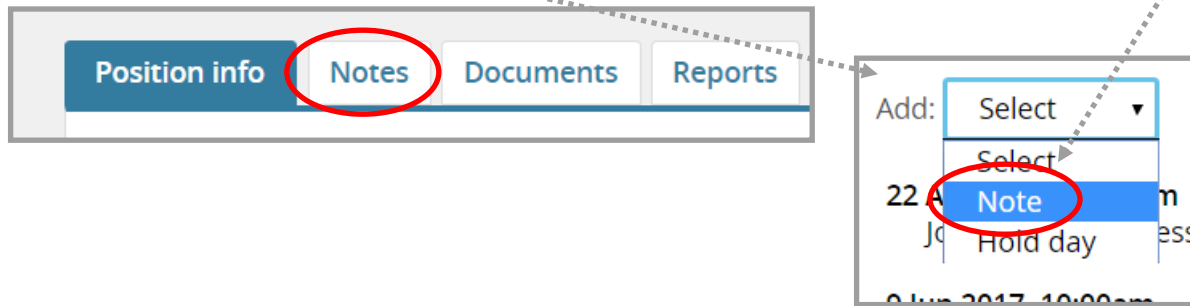
No user selected

At the top of the PARF there are tabs available for the hiring coordinator to add **Notes** or **Documents**.

## NOTES TAB

This is used to save any information about the job as it progresses through the approval process. Notes added to the job will be stored in the PARF for other users to view.

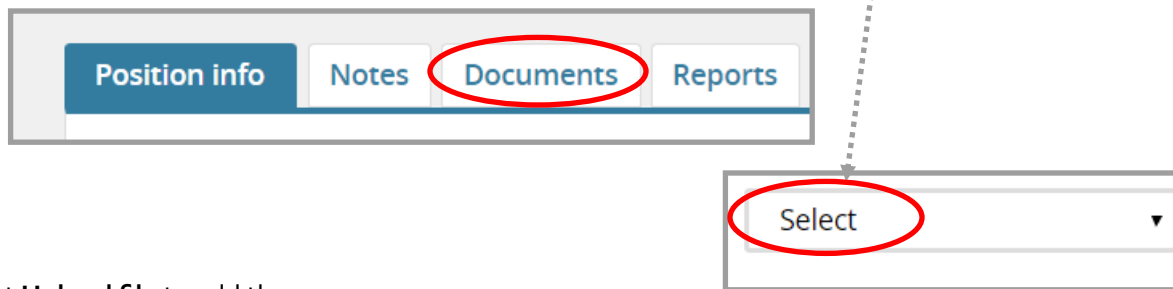
The process is fairly straightforward, select **Notes** from the tabs at the top of the PARF details, then select **Note** from the **Add** drop-down menu. To email the note check the relevant box and enter the email addresses of the intended recipient. If you want to send the note to more than one person insert a semi-colon (;) between the email addresses. You can also click **Browse** to upload a file along with the note.



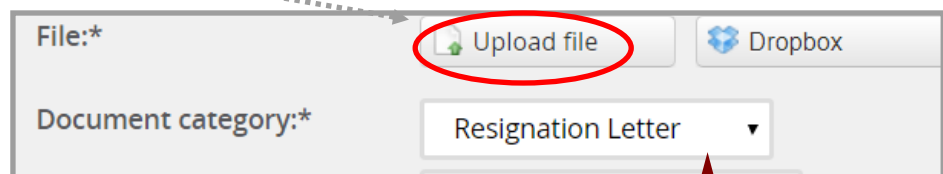
## DOCUMENTS TAB

Stores job documents, such as position descriptions, organizational charts, resignation letters., etc. or other files.

Select **Documents** from the tabs at the top of the PARF details.. From the **Select** drop-down box, the appropriate selection should be made. If adding a file from your computer, select a **Document from a File**.






Select **Upload file** to add the file. Select the appropriate file, then select the appropriate box at the bottom of the page to **Save and add another** or **Submit and Close** or **Close**.



**Please note that correct document category should be selected.**

## HR GENERALIST SECTION

The **HR Generalist** field should be filled in based on the HR Generalist assigned to the department filling the job.

HR Generalist:\*     
[Email address: harry@tesst.com](mailto:harry@tesst.com) 



Please note that this should not be the Hiring Coordinator's name.

## SUBMITTING THE PARF

Click one of the following options at the bottom of the PARF:

- Select **Save a draft** (saves the PARF but not the approvals and will not move the document through the approval process—all required fields must be completed to save as a draft.)
- Select **Submit** (moves the PARF through the approval process and stays on the same page.)
- Select **Submit and Exit** (moves the PARF through the approval process and exits the page.)



