



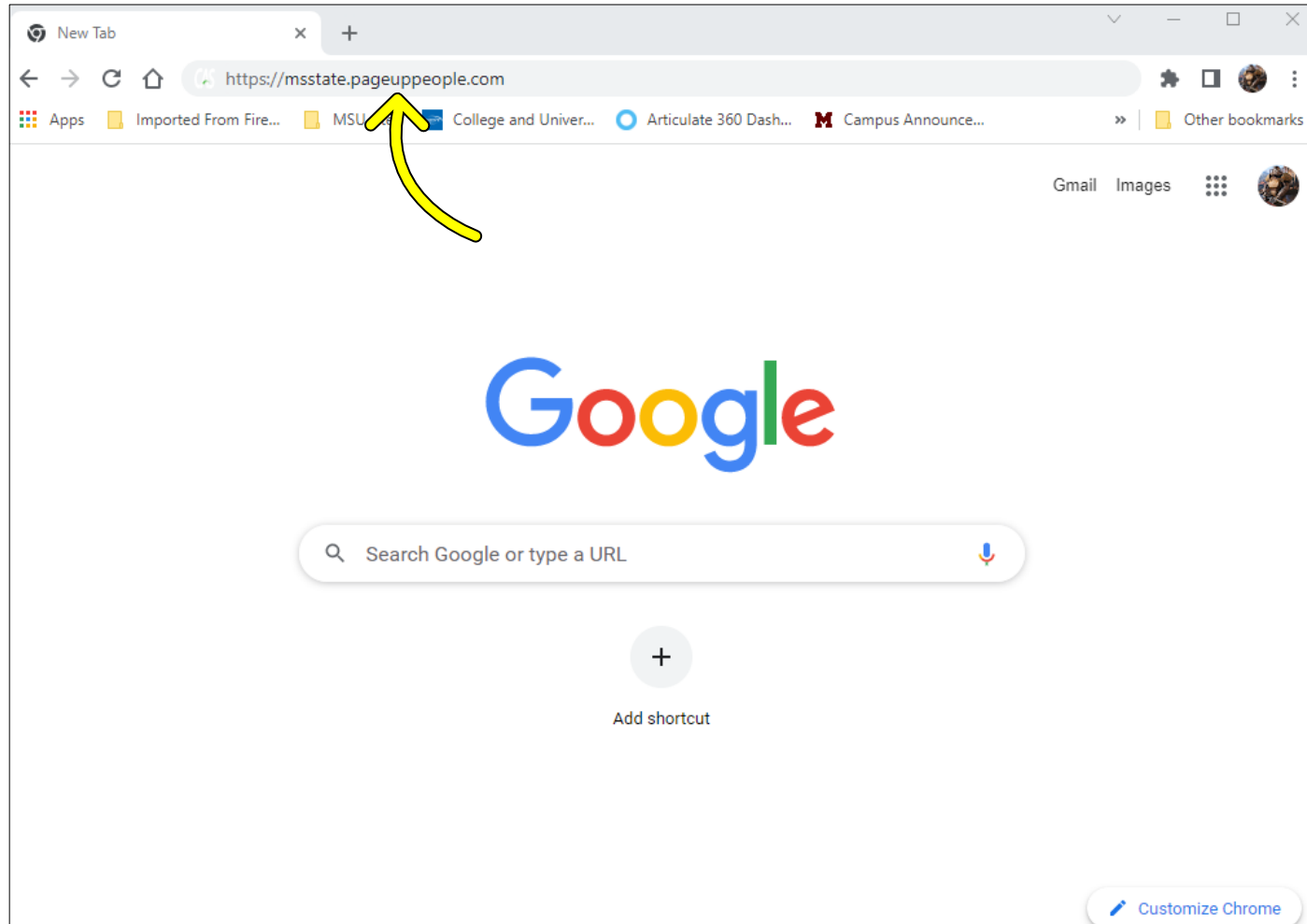
Hiring Coordinator Reference Guide

How to Create a PARF in PageUp



MISSISSIPPI STATE UNIVERSITY™
HUMAN RESOURCES MANAGEMENT

To begin, log into PageUp by visiting:
<https://msstate.pageuppeople.com>



Complete the DUO login using your netID and password to enter PageUp.

The screenshot shows the authentication interface for the PageUp Knowledge Portal. At the top, there is a dark red header with the Mississippi State University logo and name. Below this, two main sections are visible: 'PageUp Knowledge Portal' and 'Authentication Management'. The 'PageUp Knowledge Portal' section contains a 'Central Authentication Service' login form with fields for 'NetID:' and 'NetPassword:', a green 'LOGIN' button, and a security warning. The 'Authentication Management' section contains links for 'NetPassword Setup and Maintenance' and 'Two-Factor Setup and Maintenance', along with a message about two-factor authentication.

MISSISSIPPI STATE UNIVERSITY

PageUp Knowledge Portal

Central Authentication Service

NetID:

NetPassword:

LOGIN

NetID/NetPassword problems?
For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!

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Powered by Apereo CAS 6.2.8 3/24/21, 2:35 PM

Authentication Management

[NetPassword Setup and Maintenance](#)

[Two-Factor Setup and Maintenance](#)

Two-Factor Authentication can greatly enhance your security. If you have not enrolled, [learn more](#).

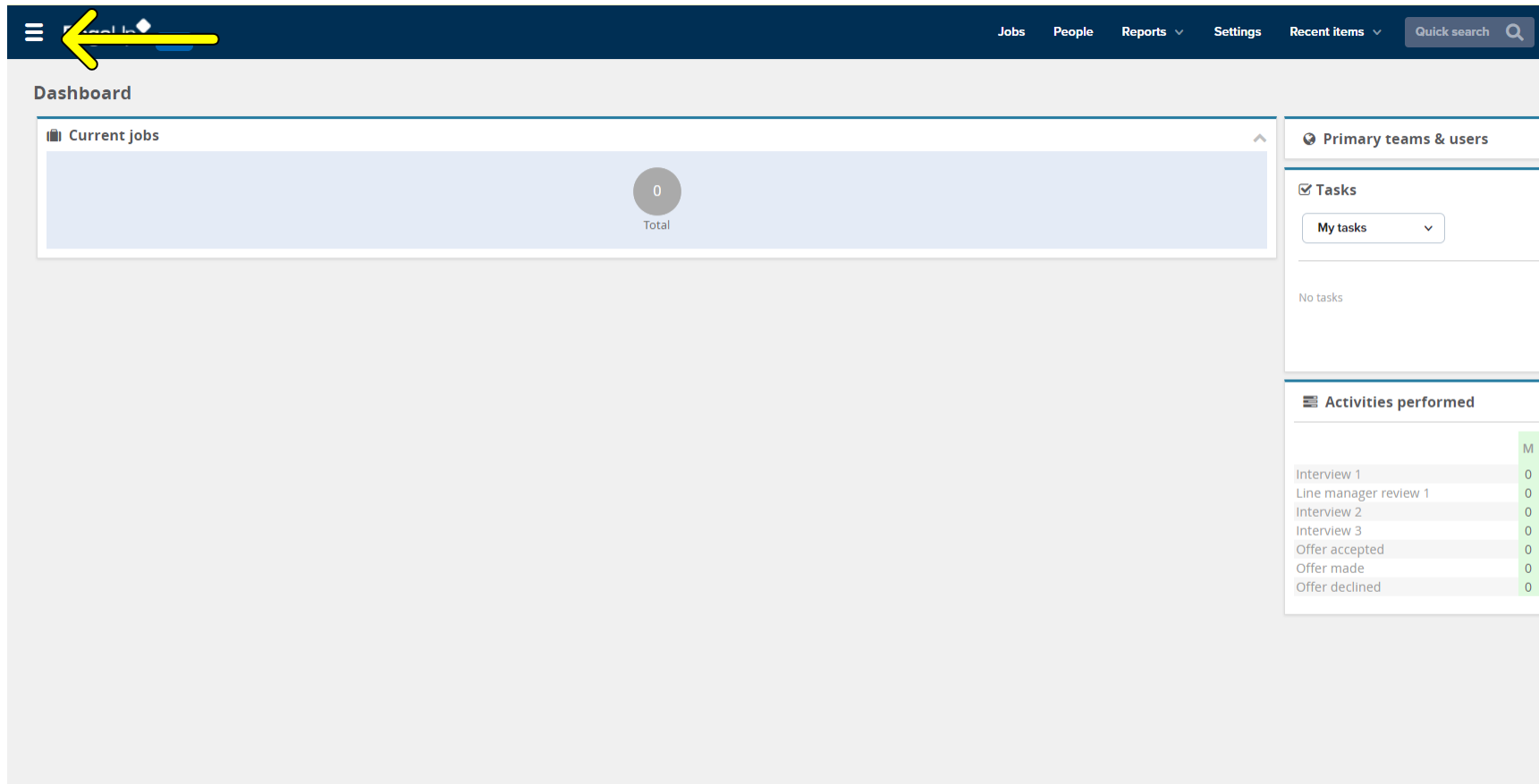
Once you have logged into PageUp, select the hamburger icon in the upper left hand corner of the page as seen below.** Then select new job to begin.

The screenshot shows the PageUp dashboard. At the top, there is a dark blue navigation bar with the PageUp logo and a 'BETA' tag on the left, and navigation links for 'Jobs', 'People', 'Reports', 'Settings', and 'Recent items' on the right. A search bar is also present. Below the navigation bar, the main content area is titled 'Dashboard'. On the left, there is a 'Current jobs' widget showing a large blue box with a circular counter displaying '0' and the word 'Total' underneath. On the right, there are three vertical panels: 'Primary teams & users', 'Tasks' (with a 'My tasks' dropdown and 'No tasks' text), and 'Activities performed'. The 'Activities performed' panel contains a table with two columns, 'M' and 'T', and several rows of activity data.

	M	T
Interview 1	0	0
Line manager review 1	0	0
Interview 2	0	0
Interview 3	0	0
Offer accepted	0	0
Offer made	0	0
Offer declined	0	0

** you may not see all these options.

Once you have logged into PageUp, select the hamburger icon in the upper left hand corner of the page as seen below.** Then select new job to begin.



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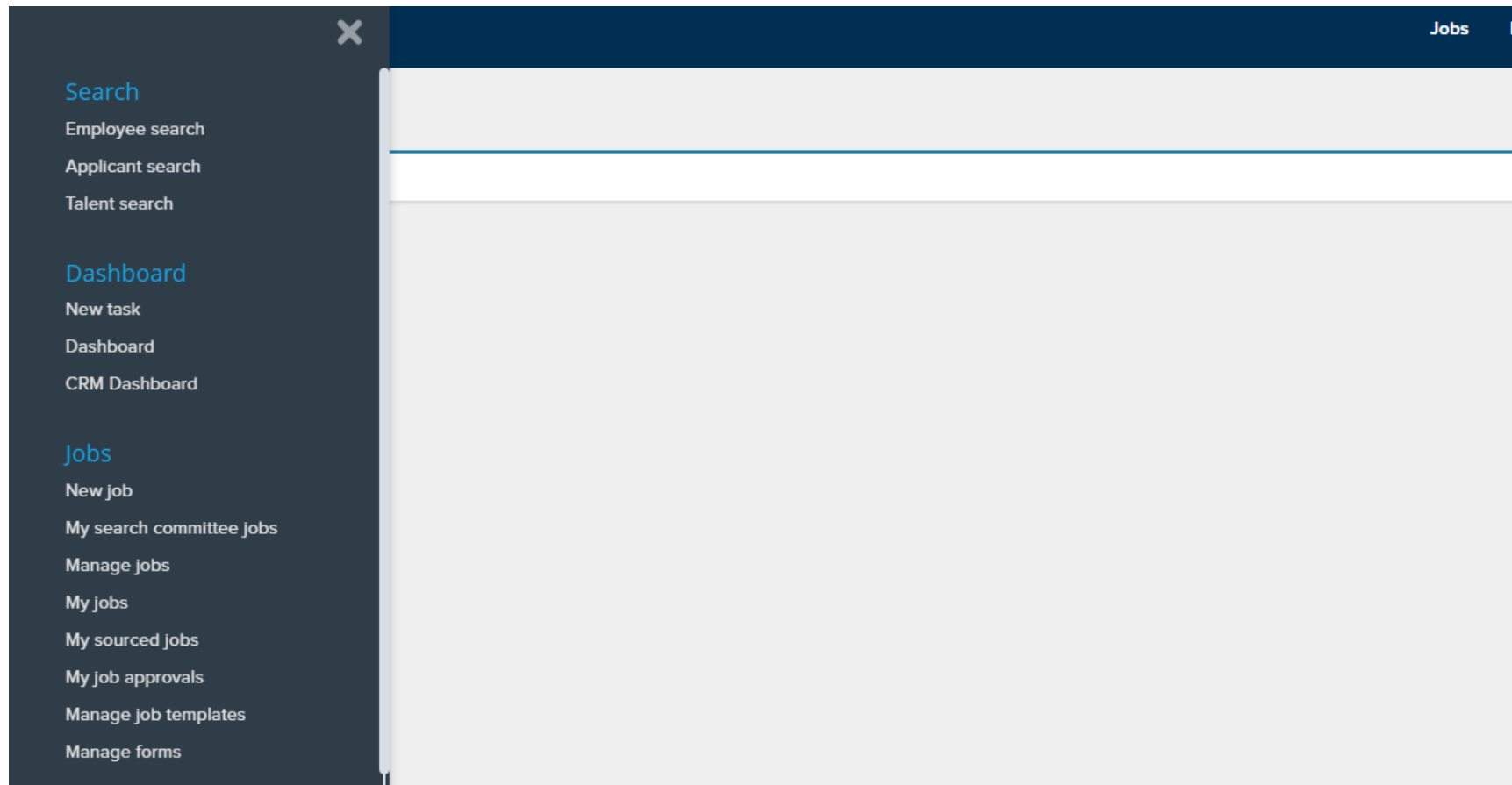
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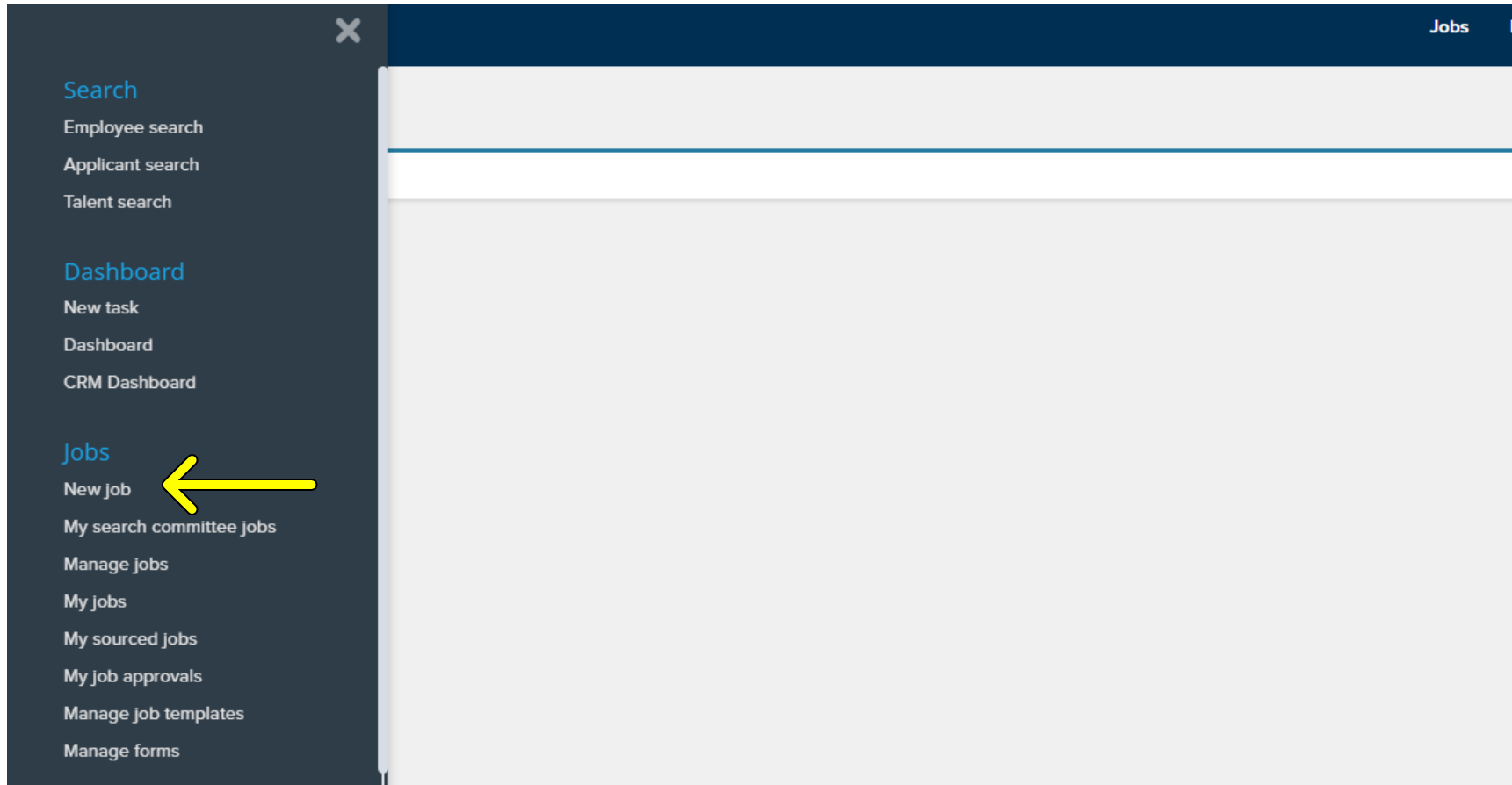
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** you may not see all these options.

This is your start page to create your PARF.

PageUp BETA

Jobs People Reports Settings Recent items Quick search

Select a job template

1. Position

No position selected

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.

In the Preview box below there will be a summary of the advertising text for this position

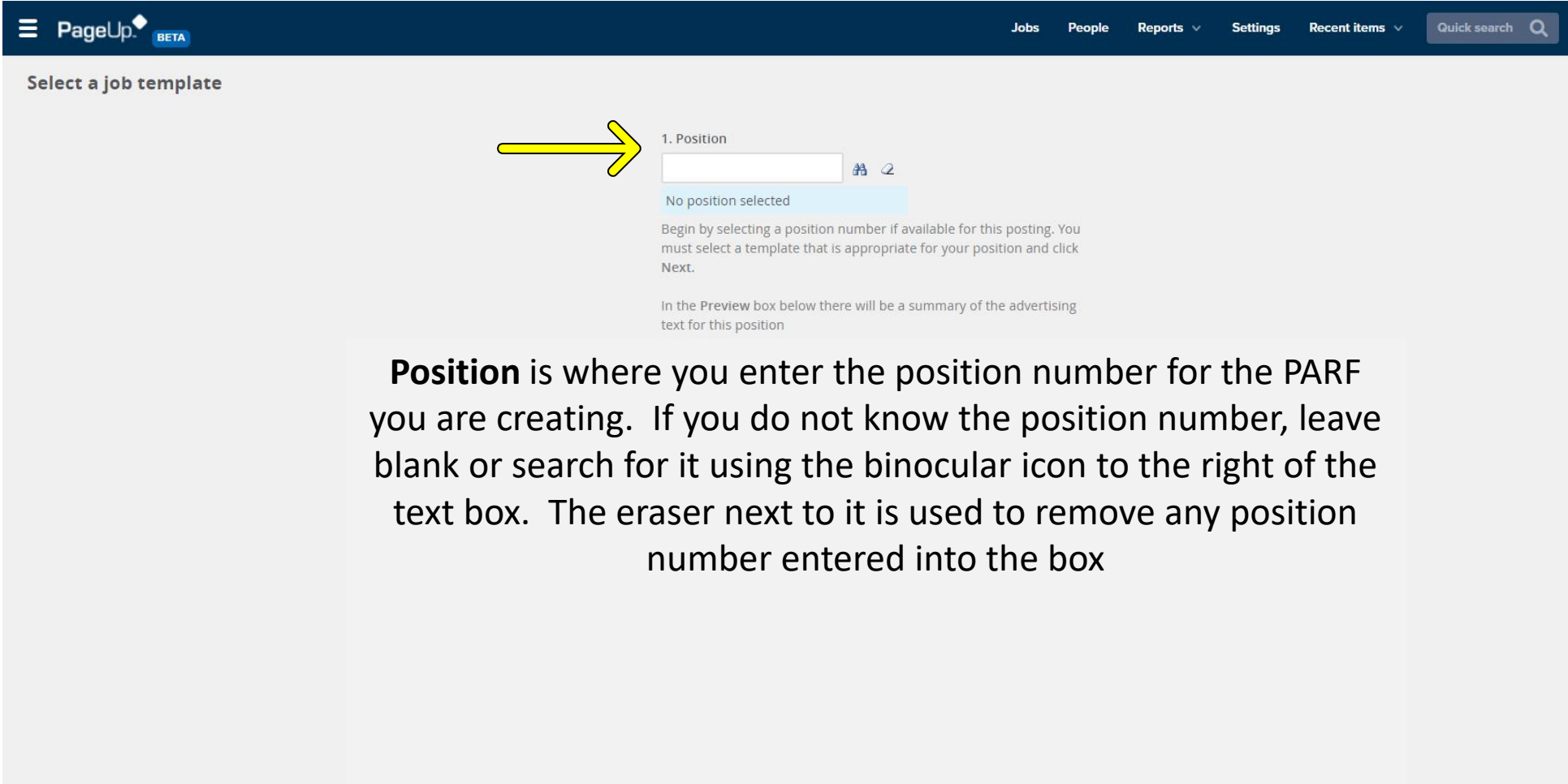
2. Template

- No template--
- *Faculty Template (Use for all faculty positions)
- *Intermittent Worker
- *New Job (for all professional positions without a template)
- Academic Programs Asst

Preview

Next > Cancel

This is your start page to create your PARF.



Select a job template

1. Position

No position selected

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.

In the Preview box below there will be a summary of the advertising text for this position

Position is where you enter the position number for the PARF you are creating. If you do not know the position number, leave blank or search for it using the binocular icon to the right of the text box. The eraser next to it is used to remove any position number entered into the box

Next select an appropriate template.

PageUp BETA Jobs People Reports Settings Recent items Quick search

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- *New Job (for all professional positions without a template)
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Preview

Next > Cancel

Next select an appropriate template.

Select a job template

Template is where you select the PARF template to use for your posting. Most of the available options are for support staff. If it is not a support staff position, you can select the appropriate option (faculty, intermittent, etc....)

2. Template

- No template--
- *Faculty Template (Use for all faculty positions)
- *Intermittent Worker
- *New Job (for all professional positions without a template)
- Academic Programs Asst

Preview

Next > Cancel

Next select an appropriate template.

PageUp BETA Jobs People Reports Settings Recent items

Select a job template

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- *Faculty Template (Use for all faculty positions)
- *Intermittent Worker
- *New Job (for all professional positions without a template)
- Academic Programs Asst

Preview

Next > Cancel

Preview shows the template selected.



Next select an appropriate template.

PageUp BETA

Jobs People Reports Settings Recent items Quick search

Select a job template

1. Position

No position selected

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.

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Preview

Next > Cancel

Next select an appropriate template.

PageUp BETA Jobs People Reports Settings Recent items Quick search

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2. Template

- No template--
- *Faculty Template (Use for all faculty positions)
- *Intermittent Worker
- *New Job (for all professional positions without a template)
- Academic Programs Asst

Preview

Select next to continue.  Next > Cancel

New Job Page- PARF information

PageUp **BETA** Jobs People Reports Settings Recent items Quick search

New job

Position info Notes Sourcing Documents

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:*

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 <input type="text" value="006778"/>	<input type="text" value="Select"/>	-	- Cancel

New: Replacement: [Add more](#)

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- PARF information

PageUp **BETA** Jobs People Reports Settings Recent items Quick search

New job

Position info Notes Sourcing Documents

Posting title will auto populate unless a completely new position.

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:* Academic Advisor

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 006778	Select	-	-

New: Replacement: Add more

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- PARF information

PageUp BETA Jobs People Reports Settings Recent items Quick search

New job Position info Notes Sourcing Documents

Posting title will auto populate unless a completely new position.

Area of Specialization is utilized to designate specific expertise such as Biological Engineering, Chemistry, or others. Typically used for Faculty positions.

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:* Academic Advisor

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 006778	Select	-	-

New: Replacement: [Add more](#) [Cancel](#)

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- PARF information

PageUp BETA Jobs People Reports Settings Recent items Quick search

New job

[Position info](#) [Notes](#) [Sourcing](#) [Documents](#)

Posting title will auto populate unless a completely new position.

Area of Specialization is utilized to designate specific expertise such as Biological Engineering, Chemistry, or others. Typically used for Faculty positions.

PARF number leave blank. The system will generate this for you.

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:*

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 <input type="text" value="006778"/>	<input type="text" value="Select"/>	-	- Cancel

New: Replacement: [Add more](#)

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- Headcount Management

New job

Position info Notes Sourcing Documents

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:*

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 <input type="text" value="001365"/>	<input type="text" value="Select"/>	-	- <input type="button" value="Cancel"/>

New: Replacement:

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- Headcount Management

New job

Position info Notes Sourcing Documents

Position no. will auto populate based off your selection on the beginning page.

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:* Accounts Receivable Specialist

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 001365	Select New Replacement	-	-

New: Replacement: Add more

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- Headcount Management

New job

Position info Notes Sourcing Documents

Position no. will auto populate based off your selection on the beginning page.

Type is a drop-down menu. Select from new or replacement. Use replacement if you are refilling an existing position, otherwise select new.

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:* Accounts Receivable Specialist

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 001365	Select New Replacement	-	-

New: Replacement: Add more

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty) Yes No

New Job Page- Headcount Management

New job

Position info Notes Sourcing Documents

Position no. will auto populate based off your selection on the beginning page.

Type is a drop-down menu. Select from new or replacement. Use replacement if you are refilling an existing position, otherwise select new.

The **new and replacement** boxes on the bottom right are used if you are needing multiple positions. If you are only posting for one new hire/replacement leave empty.

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:* Accounts Receivable Specialist

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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 001365	Select	-	-

New: Replacement: Add more

POSITION DETAILS

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New Job Page- Position Details

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



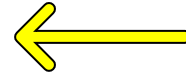
New Job Page- Position Details

If this is a new position, select yes. This step requires approval from your HRM generalist before moving forward. Also, if any changes to the position were made contact your HRM generalist prior to posting. For faculty or existing positions with no changes, select no.

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):*

Yes No



For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

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Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

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FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

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Position Type:*

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FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

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Tenure Track Status:*

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Position Type:*

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FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



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Current/Previous incumbent name: if you are replacing an exiting employee enter their name here. Otherwise, leave this blank.



Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

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Type of Posting:*

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Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

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Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

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Current/Previous incumbent name: if you are replacing an exiting employee enter their name here. Otherwise, leave this blank.

Resignation Date: if you are replacing an exiting employee enter their resignation date/last day here. Otherwise, leave this blank.

Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

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Position Type:*

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Tenure Track Status:*

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Anticipated appointment date:*



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051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

Division: Auto populates but if it fails to do so, select from the drop-down menu.

POSITION DETAILS

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Hannah Baker

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051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

Division: Auto populates but if it fails to do so, select from the drop-down menu.

Department: Auto populates but if it fails to do so, select from the drop-down menu.



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Current/previous incumbent name:	<input type="text" value="Hannah Baker"/>
Resignation Date (if applicable):	<input type="text" value=""/>
Division:*	<input type="text" value="Academic Affairs-College of Education - AED"/>
Department:*	<input type="text" value="051300 - Curriculum,Instruction & Special Ed"/>
Recruitment process:*	<input type="text" value="Select"/>
Department Profile:	<input type="text"/>
Type of Posting:*	<input type="text" value="Select"/>
Position Type:*	<input type="text" value="Select"/>
FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*	<input type="text"/>
If Time-Limited enter ending date:	<input type="text" value=""/>
Tenure Track Status:*	<input type="text" value="Select"/>
Anticipated appointment date:*	<input type="text" value=""/>

New Job Page- Position Details

Division: Auto populates but if it fails to do so, select from the drop-down menu.

Department: Auto populates but if it fails to do so, select from the drop-down menu.

Recruitment Process: Here you select the position type utilizing the drop-down menu. For this example we selected support staff.



POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:
Executive/Managerial/Administrative or Faculty
Extension Agent
Intermittent Worker
Lecturer
Lecturer Expression of Interest
Professional
Rehired Retiree
Support Staff
Waiver or Admin Transfer

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*

Anticipated appointment date:*

New Job Page- Position Details

Division: Auto populates but if it fails to do so, select from the drop-down menu.

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Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*

Anticipated appointment date:*

New Job Page- Position Details

Division: Auto populates but if it fails to do so, select from the drop-down menu.

Department: Auto populates but if it fails to do so, select from the drop-down menu.

Recruitment Process: Here you select the position type utilizing the drop-down menu. For this example we selected support staff.

Department Profile: Entered by the department providing a brief description of the hiring department or unit.

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Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

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Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*

Anticipated appointment date:*

Select

Select

External

Lecturer (Position(s)) not posted)

Positions Not to Be Posted on Website (e.g., Visiting Faculty or Scholar, Postdoctoral Associate or Intermittent Worker)

Waiver/Admin Transfer

Rehired Retiree (Not a Waiver)

For Advertising Purposes Only

HRM



New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

Position Type: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*

Anticipated appointment date:*

Position Type Dropdown List:

- Select
- Part-Time 9-month
- Part-Time-12 month
- Regular Full-Time 9-month
- Regular Full-Time 12-month
- Intermittent
- Rehired Retiree
- Time-Limited Full-Time 9-Month
- Time-Limited Full-Time 12-Month



New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

Position Type: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

Position Type: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

FTE Percentage: Amount of time devoted to the position. If full-time enter 100.

POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Hannah Baker

Resignation Date (if applicable):



Division:*

Academic Affairs-College of Education - AED

Department:*

051300 - Curriculum, Instruction & Special Ed

Recruitment process:*

Select

Department Profile:

Type of Posting:*

Select

Position Type:*

Select

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:



Tenure Track Status:*

Select

Anticipated appointment date:*



New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

Position Type: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

FTE Percentage: Amount of time devoted to the position. If full-time enter 100.

If Time-Limited: If this position ends following a grant or is temporary, enter the date here.



POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*

Anticipated appointment date:*

New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

Position Type: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

FTE Percentage: Amount of time devoted to the position. If full-time enter 100.

If Time-Limited: If this position ends following a grant or is temporary, enter the date here.



POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*

Anticipated appointment date:*

Tenure Track Status: Utilize the drop-down menu to select whether the position is tenured, tenure-track, non-tenure track, or N/A.

New Job Page- Position Details

Type of Posting: Utilize the drop-down menu to select the type of posting, for example external or internal.

Position Type: Utilize the drop-down menu to select the type of position, for example Regular Full-Time 12-month or rehired retiree.

FTE Percentage: Amount of time devoted to the position. If full-time enter 100.

If Time-Limited: If this position ends following a grant or is temporary, enter the date here.



POSITION DETAILS

For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.):* Yes No

For staff positions, new and modified job descriptions must be reviewed before posting. If applicable, please contact HRM.

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

Type of Posting:*

Position Type:*

FTE Percent (i.e. 100 or 50- Must use this format- do not add percent sign):*

If Time-Limited enter ending date:

Tenure Track Status:*


Anticipated appointment date:*

Tenure Track Status: Utilize the drop-down menu to select whether the position is tenured, tenure-track, non-tenure track, or N/A.

Anticipated Appt. Date: Date you anticipate this position being filled.

New Job Page- HRM

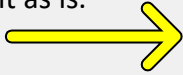
HRM

EEO Code:	<input type="text" value="30"/>
EEO Job Group:	<input type="text" value="3000"/>
Underutilized Job Group Female:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Percent Underutilized Female:	<input type="text" value="0.00"/>
Underutilized Job Group Minority:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Percent Underutilized Minority:	<input type="text" value="24.18"/>
Screening Begin Date:	<input type="text" value=""/> 
EEO/EClass Codes (HRM Use Only):	<input type="text" value="Select"/>
Team (HRM Use Only):	<input type="text" value="460300 - Human Resources Management"/>

FUNDING INFORMATION

Is this a joint appointment?:*	<input type="radio"/> Yes <input type="radio"/> No
Is this position budgeted?:*	<input type="text" value="Select"/>
Amount Budgeted (i.e. 99,999):	<input type="text"/>
Fiscal Year (i.e., 20XX):	<input type="text"/>
Restricted Clause:*	<input type="text" value="Select"/>
Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*	<input type="text"/>
Comments regarding source of position funding:	<input type="text"/>

The **HRM section** is completed by the HRM generalist. Leave blank. If information does populate here, leave it as is.



New Job Page- Funding Information

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:


Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

FUNDING INFORMATION	
Is this a joint appointment?:*	<input type="radio"/> Yes <input type="radio"/> No 
Is this position budgeted?:*	Select
Amount Budgeted (i.e. 99,999):	<input type="text"/>
Fiscal Year (i.e., 20XX):	<input type="text"/>
Restricted Clause:*	Select
Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*	<input type="text"/>
Comments regarding source of position funding:	<input type="text"/>
WAIVER / ADMIN TRANSFER	
Apply for a waiver:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reason for Waiver:*	Select
Justification for Request:	<input type="text"/>
Name of new hire (if applicable for waiver request):	<input type="text"/>
Salary request (if applicable for waiver request):	<input type="text"/>
If requesting to use existing pool what is the PARF?:	<input type="text"/>

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):


Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

FUNDING INFORMATION	
Is this a joint appointment?:*	<input type="radio"/> Yes <input type="radio"/> No
Is this position budgeted?:*	Select 
Amount Budgeted (i.e. 99,999):	<input type="text"/>
Fiscal Year (i.e., 20XX):	<input type="text"/>
Restricted Clause:*	Select ▼
Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*	<input type="text"/>
Comments regarding source of position funding:	<input type="text"/>
WAIVER / ADMIN TRANSFER	
Apply for a waiver:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reason for Waiver:*	Select ▼
Justification for Request:	<input type="text"/>
Name of new hire (if applicable for waiver request):	<input type="text"/>
Salary request (if applicable for waiver request):	<input type="text"/>
If requesting to use existing pool what is the PARF?:	<input type="text"/>

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.


Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999): 

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

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Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

FUNDING INFORMATION

Is this a joint appointment?:*	<input type="radio"/> Yes <input type="radio"/> No
Is this position budgeted?:*	<input type="text" value="Select"/>
Amount Budgeted (i.e. 99,999):	<input type="text"/>
Fiscal Year (i.e., 20XX):	<input type="text"/>
Restricted Clause:*	<input type="text" value="Select"/>
Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*	<input type="text"/>
Comments regarding source of position funding:	<input type="text"/>

WAIVER / ADMIN TRANSFER

Apply for a waiver:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reason for Waiver:*	<input type="text" value="Select"/>
Justification for Request:	<input type="text"/>
Name of new hire (if applicable for waiver request):	<input type="text"/>
Salary request (if applicable for waiver request):	<input type="text"/>
If requesting to use existing pool what is the PARF?:	<input type="text"/>

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*


Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:



WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

New Job Page- Funding Information

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Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

Restricted Clause typically refers to grant funded positions that are contingent on funding availability. Select the appropriate choice depending on funding source.



New Job Page- Funding Information

Joint appointment refers to if the position will be funded from two departments/units. Select yes if it is, no if only one source of funding is used.

Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

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New Job Page- Funding Information

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Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.

FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

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New Job Page- Funding Information

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Is the **position budgeted**? If so select yes from the drop down menu.

Amount budgeted is the salary you have budgeted for the position. If it is not budgeted, leave blank.

Fiscal year for the budgeted amount.



FUNDING INFORMATION

Is this a joint appointment?:* Yes No

Is this position budgeted?:*

Amount Budgeted (i.e. 99,999):

Fiscal Year (i.e., 20XX):

Restricted Clause:*

Account Information (include all sources of funding in format Fund-Org-Program-Activity-Accounting %):*

Comments regarding source of position funding:

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

Restricted Clause typically refers to grant funded positions that are contingent on funding availability. Select the appropriate choice depending on funding source.

Account Information and Comments refer to the Banner Account number for the funding source and any details you want to include about the funding. Typically comments are made if the position is not budgeted.

New Job Page- Funding Information

WAIVER / ADMIN TRANSFER

Apply for a waiver:*

Yes No

Reason for Waiver:*

Select ▾

Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*

Academic Advisor (P0495 - 13)



Academic Advisor (P0495 - 13)

Minimum \$ 36,500.00

Midpoint \$ 48,700.00

Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):


If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

New Job Page- Funding Information

Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No 

Reason for Waiver:*



Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  

Academic Advisor (P0495 - 13)
Minimum \$ 36,500.00
Midpoint \$ 48,700.00
Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

New Job Page- Funding Information

Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*



Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  

Academic Advisor (P0495 - 13)
Minimum \$ 36,500.00
Midpoint \$ 48,700.00
Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

New Job Page- Funding Information

Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing

Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*
Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

Select

Select

Not Applicable

Administrative Transfer

Business or instructional necessity



Internal recruitment

Use of existing qualified applicant pool

Appointment to permanent position without search

Diversity opportunity

POSITION DESCRIPTION

Title/Title Code/Salary Grade:* Academic Advisor (P0495 - 13)  

Academic Advisor (P0495 - 13)

Minimum \$ 36,500.00

Midpoint \$ 48,700.00

Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

New Job Page- Funding Information

Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing

Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*



Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  

Academic Advisor (P0495 - 13)
Minimum \$ 36,500.00
Midpoint \$ 48,700.00
Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

New Job Page- Funding Information

Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing


Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.

Justification is a written explanation (with details) about why you want this waiver for this position.

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*



Justification for Request: 

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  

Academic Advisor (P0495 - 13)
Minimum \$ 36,500.00
Midpoint \$ 48,700.00
Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

New Job Page- Funding Information

Apply for a waiver is used when doing an administrative transfer to a new position, promotion, or if you have someone in your department you want to move into a new position without interviewing

Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.

Justification is a written explanation (with details) about why you want this waiver for this position.

WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*



Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  

Academic Advisor (P0495 - 13)
Minimum \$ 36,500.00
Midpoint \$ 48,700.00
Maximum \$ 60,900.00

Please select the lowest rank or title for the position being advertised (i.e., Assistant Professor or Research Associate I.)

Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

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Justification is a written explanation (with details) about why you want this waiver for this position.

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WAIVER / ADMIN TRANSFER

Apply for a waiver:* Yes No

Reason for Waiver:*



Justification for Request:

Name of new hire (if applicable for waiver request):

Salary request (if applicable for waiver request):

If requesting to use existing pool what is the PARF?:

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*  

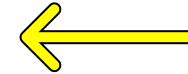
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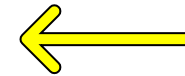
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Position Function:*

Salary requested for the waiver is entered here if applying for a waiver, otherwise leave blank.



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Salary Grade (HRM Use Only):

If Unclassified (UC), provide the Salary Range (UC refers to positions not included in the Staff Compensation Structure):

Position Function:*

Salary requested for the waiver is entered here if applying for a waiver, otherwise leave blank.

Existing pool PARF is where you enter the previous PARF you are pulling the candidate for the waiver, otherwise leave blank.

New Job Page- Funding Information

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Essential duties and responsibilities:*

Minimum Qualifications:*

ABDs or degree pending considered (all but DISS):

Preferred qualifications:

Knowledge, skills and abilities:

New Job Page- Position Description

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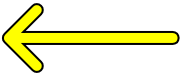
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New Job Page- Position Description

ABDs or degree pending considered (all but DISS):

Preferred qualifications:

Knowledge, skills and abilities:

Working Conditions and Physical Effort:


Instructions for applying:*

Is resume required for application (Cover letter and resume are required for professional positions and above.):*

 Yes No

SELECTION CRITERIA

Add

 There are no items to show

New

SEARCH COMMITTEE

Apply for a search committee:

 Yes No

New Job Page- Position Description

KSA is the list of knowledge, skills and abilities you are looking for in a candidate. For example, experience with Adobe Photoshop or grant writing experience.

ABDs or degree pending considered (all but DISS):

Preferred qualifications:

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Working Conditions and Physical Effort:

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SELECTION CRITERIA

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There are no items to show

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Apply for a search committee: Yes No

New Job Page- Position Description

KSA is the list of knowledge, skills and abilities you are looking for in a candidate. For example, experience with Adobe Photoshop or grant writing experience.

Working Conditions lists the typical working situations. For example, normal office environment, travel expectations, etc.

[Empty text box]

ABDs or degree pending considered (all but DISS):

Preferred qualifications: [Empty text box]

Knowledge, skills and abilities: [Empty text box]

Working Conditions and Physical Effort: [Empty text box]

Instructions for applying:* [Empty text box]

Is resume required for application (Cover letter and resume are required for professional positions and above.):* Yes No

SELECTION CRITERIA

[Empty list area]

There are no items to show

SEARCH COMMITTEE



Apply for a search committee: Yes No

New Job Page- Position Description

KSA is the list of knowledge, skills and abilities you are looking for in a candidate. For example, experience with Adobe Photoshop or grant writing experience.

Working Conditions lists the typical working situations. For example, normal office environment, travel expectations, etc.

ABDs or degree pending considered (all but DISS):

Preferred qualifications:

Knowledge, skills and abilities:

Working Conditions and Physical Effort:

Instructions for applying:*

Is resume required for application (Cover letter and resume are required for professional positions and above.):* Yes No

SELECTION CRITERIA

There are no items to show

SEARCH COMMITTEE

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New Job Page- Position Description

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Instructions for Applying refers to what materials you want an applicant to provide/complete. For example, complete the online application, include a resume/CV, cover letter, transcripts, or number of references.

[Empty text box]

ABDs or degree pending considered (all but DISS):

Preferred qualifications: [Empty text box]

Knowledge, skills and abilities: [Empty text box]

Working Conditions and Physical Effort: [Empty text box]

Instructions for applying:* [Empty text box]

Is resume required for application (Cover letter and resume are required for professional positions and above.):* Yes No

SELECTION CRITERIA

[Empty list area]

SEARCH COMMITTEE



Apply for a search committee: Yes No

New Job Page- Position Description

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ABDs or degree pending considered (all but DISS): Select

Preferred qualifications:

Knowledge, skills and abilities:

Working Conditions and Physical Effort:

Instructions for applying:*

Is resume required for application (Cover letter and resume are required for professional positions and above.):* Yes No

SELECTION CRITERIA

Add

i There are no items to show

New

SEARCH COMMITTEE

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New Job Page- Position Description

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Select yes or no for resume and cover letter required. Usually select yes, unless it is a support staff position or intermittent.

[Empty text box]


ABDs or degree pending considered (all but DISS):

Preferred qualifications: [Empty text box]

Knowledge, skills and abilities: [Empty text box]

Working Conditions and Physical Effort: [Empty text box]

Instructions for applying:* [Empty text box]

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SELECTION CRITERIA

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[Empty text box]

ABDs or degree pending considered (all but DISS):

Preferred qualifications: [Empty text box]

Knowledge, skills and abilities: [Empty text box]

Working Conditions and Physical Effort: [Empty text box]

Instructions for applying:* [Empty text box]

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SELECTION CRITERIA

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Selection Criteria is left unused.

[Empty text box]

ABDs or degree pending considered (all but DISS):

Preferred qualifications: [Empty text box]

Knowledge, skills and abilities: [Empty text box]

Working Conditions and Physical Effort: [Empty text box]

Instructions for applying:* [Empty text box]

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SELECTION CRITERIA

←

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Preferred qualifications:

Knowledge, skills and abilities:

Working Conditions and Physical Effort:

Instructions for applying:*

Is resume required for application (Cover letter and resume are required for professional positions and above.):* Yes No

SELECTION CRITERIA

There are no items to show

SEARCH COMMITTEE

Apply for a search committee: Yes No

New Job Page- Search Committee

SEARCH COMMITTEE

Apply for a search committee:

Yes No

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:

Additional viewers:

Add Additional viewers

Recipient

Privileges

Remove all


No Additional viewers selected.



Additional viewers information:

New Job Page- Search Committee

Apply for a search committee is selected when you know you have or want search committee to review applicants/interview candidates. If you do not know that you want a committee, or who will serve leave this no. Your HRM generalist can add it after the posting if needed.

SEARCH COMMITTEE

Apply for a search committee: Yes No 

Search committee chair:  
No user selected.

Search committee members:

Recipient	Remove all
No Search committee member selected.	

Search committee member information:

Additional viewers:

Recipient	Privileges	Remove all
No Additional viewers selected.		



Additional viewers information:

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Search committee chair:  

No user selected.

Search committee members:

Recipient	Remove all
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Search committee chair is where you enter the person responsible for the hiring. Typically the supervisor or the committee chair. If you do not know the person yet, leave blank. Use the magnifying glass to search for a specific name if needed.

SEARCH COMMITTEE

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Search committee chair: 
No user selected.

Search committee members:

Recipient	Remove all
No Search committee member selected.	

Search committee member information:

Additional viewers:

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:



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No user selected.

Search committee members:

Add Search committee member

Recipient	Remove all
No Search committee member selected.	

Search committee member information:

Additional viewers:

Add Additional viewers

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

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Apply for a search committee: Yes No

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:

Additional viewers:

Add Additional viewers

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

Add Search Committee member is where you add additional committee members if you know them already. Otherwise leave blank. This can be added later, as well, by your HR generalist.



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Apply for a search committee: Yes No

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:

Additional viewers:

Add Additional viewers

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

Add Search Committee member is where you add additional committee members if you know them already. Otherwise leave blank. This can be added later, as well, by your HR generalist.



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Apply for a search committee: Yes No

Search committee chair:  

No user selected.

Search committee members:

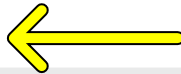
Add Search committee member

Recipient	Remove all
No Search committee member selected.	

Search committee member information:

Additional viewers:

Add Additional viewers



Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

Add Search Committee member is where you add additional committee members if you know them already. Otherwise leave blank. This can be added later, as well, by your HR generalist.

Add additional viewers is used to add people that can view the applicants but are not necessarily on the committee.



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New Job Page- Advertising Details

ADVERTISING DETAILS

Online Job Advertisements are available with the Chronicle of Higher Education and/or Higher Ed Jobs. Ads will be placed by HRM. Basic Online Posting: Chronicle of Higher Education-\$270 and Higher Ed Jobs-\$150 (Enhancements are available at an additional cost. Contact your HR Generalist for more information). These prices are good until September 2022. Indicate your preference(s) and account number below. Departments will be billed monthly through a journal voucher.

Post in CHE and/or HigherEdJobs?:*

HigherEd Jobs-\$150

Chronicle of Higher Ed-\$270

Do not advertise w/CHE or Higher Ed
Jobs

Account Information (include Fund-Org-Program-
Activity):

Work location:*

Select



New Job Page- Advertising Details

Post in CHE and/or HigherEdJobs is selected when you want to post on these external job sites. Please note there is a fee for these services. If you only want the posting shown on the MSU jobs site, select do not advertise.

ADVERTISING DETAILS

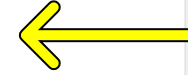
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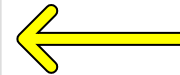
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Work location:*

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Chronicle of Higher Ed-\$270

Do not advertise w/CHE or Higher Ed Jobs

Account Information (include Fund-Org-Program-Activity):

Work location:*

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Account information is where you enter the Banner fund information if you are paying for the outside services.

Work location is a drop-down menu where you select the location of the job. For example, MSU main campus in Starkville, Meridian, or another off-campus location.

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HigherEd Jobs-\$150

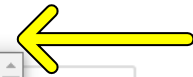
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Select



- Select
- Alabama
 - Mobile, AL
- Florida
 - Miami, FL
 - Orlando, FL
- Georgia
 - Atlanta, GA
- Illinois
 - Batavia, Illinois
- Louisiana
 - New Orleans, LA
- Maryland
 - College Park, MD
- Michigan
 - East Lansing, MI
- Mississippi - Main Campus
 - Main Campus - Starkville, MS
- Mississippi - Meridian Campus
 - Meridian Campus - Meridian, MS

Advertising summary:

Advertisement text:

Generate Advertising Text

B *I* U ~~S~~ [List Icons] Formats

Salary Grade/Salary Minimum:

11/Minimum: 28,500

Essential Duties and Responsibilities:

1. Receives and reviews purchase orders, check re financial policies, procedures, and contractual requ
2. Matches original invoices and requests for paym determine appropriate payment schedules and am
3. Codes, verifies, and electronically enters accou
4. Draws, verifies, and posts payment checks to a
5. Follows up on account statements and other dis

USERS AND APPROVALS

Additional Hiring Coordinator:

No user selected.

Hiring Coordinator:*

Paula Estes

Email address: pjc87@msstate.edu

Approval process:*

None

New Job Page- Advertising Details

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Account Information (include Fund-Org-Program-Activity):




Work location:*


Select ▼



New Job Page- Users and Approvals

USERS AND APPROVALS

Additional Hiring Coordinator:  
No user selected.

Hiring Coordinator:*  
Email address: bks14@msstate.edu 

Approval process:* 

HR Generalist:*  
No user selected.

[Next page >](#)

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

Save a copy of this job as a template

Save a draft

Submit




Submit & exit



Cancel

New Job Page- Users and Approvals



Additional Hiring Coordinator is filled out when you want to have multiple people have access to the PARF. Enter the name or use the magnifying glass to search.

USERS AND APPROVALS

Additional Hiring Coordinator:   
No user selected.

Hiring Coordinator:*  
Email address: bks14@msstate.edu ▼

Approval process:* ▼

HR Generalist:*  
No user selected.

[Next page >](#)

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Submit


Submit & exit



Cancel


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Cancel



New Job Page- Users and Approvals


Additional Hiring Coordinator is filled out when you want to have multiple people have access to the PARF. Enter the name or use the magnifying glass to search.


Hiring Coordinator is where you enter your information as the person creating the PARF.

USERS AND APPROVALS

Additional Hiring Coordinator: 
No user selected.

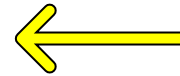
Hiring Coordinator:* 
Email address: bks14@msstate.edu 

Approval process:* 

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Approval Process is a drop-down menu where you select the appropriate approval process for the PARF you are creating. For example, if you need your department head and VP to approve the posting before HR releases it, select the 2 step approval process. This is determined by the department. If you have questions, ask your supervisor or HR Generalist.

USERS AND APPROVALS

Additional Hiring Coordinator: 
No user selected.

Hiring Coordinator:* 
Email address: bks14@msstate.edu

Approval process:* 

- None
- 1 Step Approval Process
- 10 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
- AA - CAAD Approval
- AA - CALS/EXT (TT Faculty)
- AA - CALS/MAEES (TT Faculty)

HR Generalist:*

[Next page >](#)

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

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USERS AND APPROVALS

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No user selected.

Hiring Coordinator:* 
Email address: bks14@msstate.edu 

Approval process:* 

HR Generalist:*  
No user selected.

[Next page >](#)

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

The **HR Generalist** responsible for your division is entered here. If you are unsure who that is, visit hrm.msstate.edu to find your generalist.

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Submit & exit

Cancel


New Job Page- Users and Approvals


Additional Hiring Coordinator is filled out when you want to have multiple people have access to the PARF. Enter the name or use the magnifying glass to search.

Hiring Coordinator is where you enter your information as the person creating the PARF.


Approval Process is a drop-down menu where you select the appropriate approval process for the PARF you are creating. For example, if you need your department head and VP to approve the posting before HR releases it, select the 2 step approval process. This is determined by the department. If you have questions, ask your supervisor or HR Generalist.

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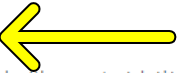
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If you are finished with the PARF, select **submit and exit**.

If you will be returning to complete the PARF select **save a draft**. You will be able to return to complete it without losing information.

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HUMAN RESOURCES MANAGEMENT

You have now submitted your PARF.

If you have questions, you can contact your HR Generalist or
Paula Estes, Employment Services Coordinator.

Paula Estes pestes@hrm.msstate.edu