



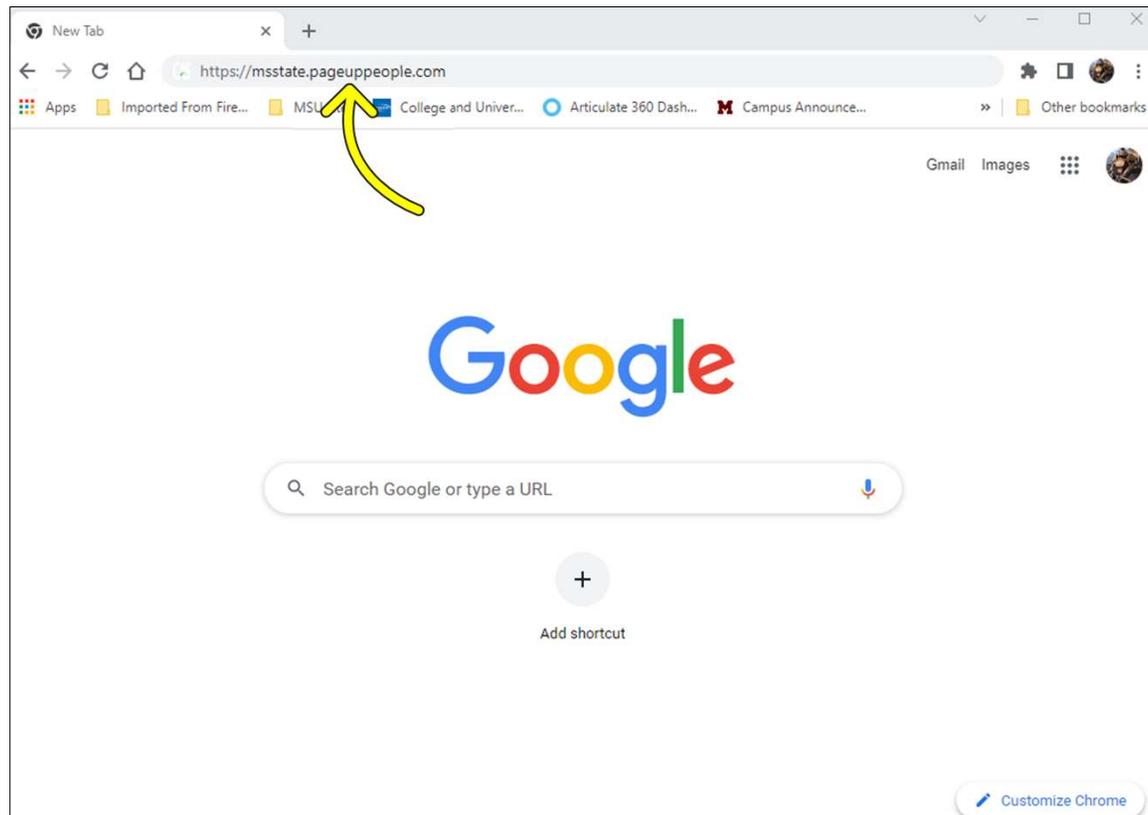
Hiring Coordinator Reference Guide

How to Create a PARF in PageUp

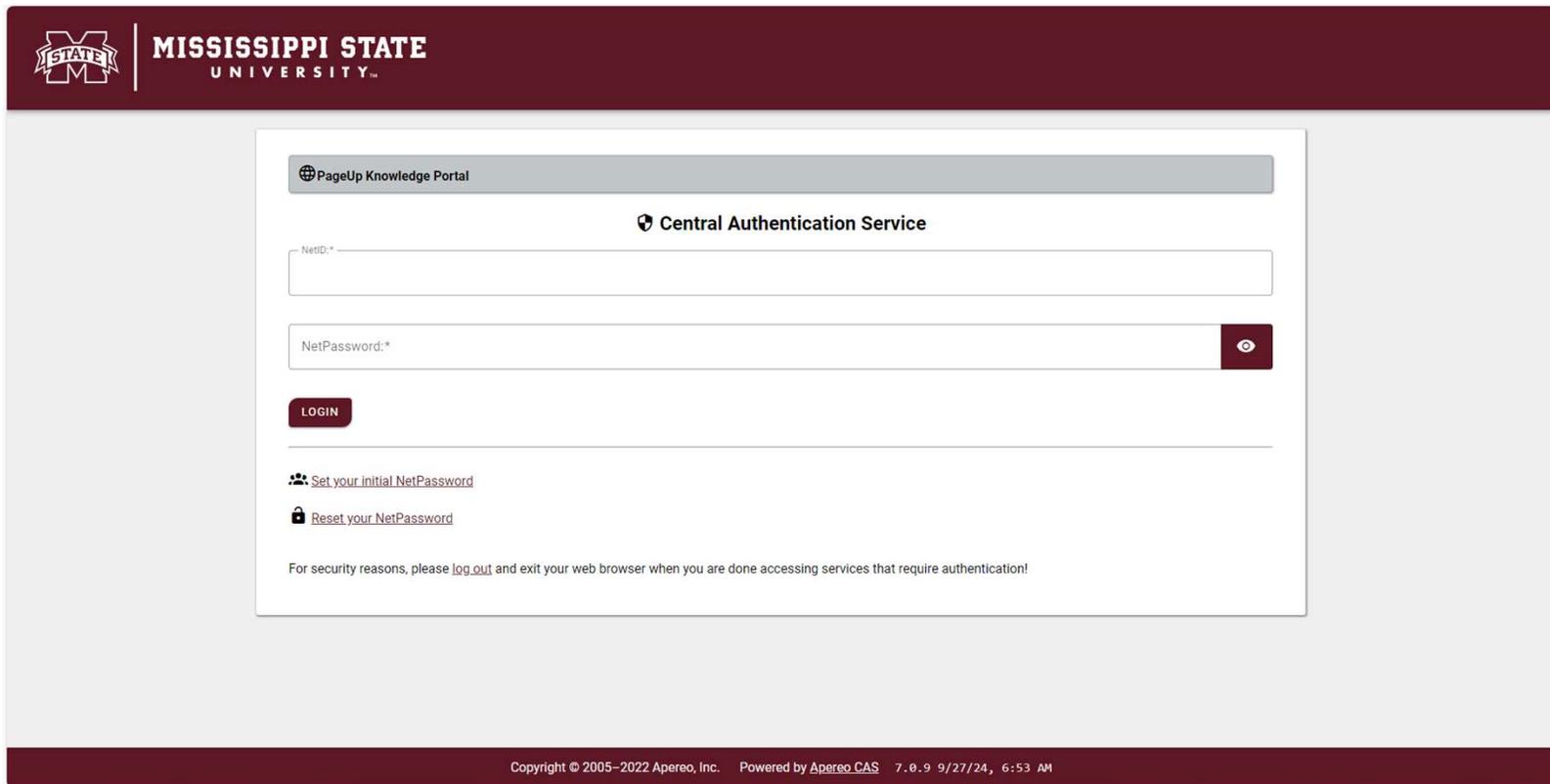


MISSISSIPPI STATE UNIVERSITY™
HUMAN RESOURCES MANAGEMENT

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 login interface for the PageUp Knowledge Portal at Mississippi State University. The page features a dark red header with the university's logo and name. The main content area is white and contains a central authentication service form. The form includes fields for NetID and NetPassword, a LOGIN button, and links for setting or resetting the password. A security notice is displayed at the bottom of the form area.

MISSISSIPPI STATE UNIVERSITY

PageUp Knowledge Portal

Central Authentication Service

NetID:*

NetPassword:*

LOGIN

[Set your initial NetPassword](#)

[Reset your NetPassword](#)

For security reasons, please [log_out](#) and exit your web browser when you are done accessing services that require authentication!

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Once you have logged into PageUp, select the hamburger icon in the upper left hand corner of the page as seen below.

My Dashboard
Welcome Harry Hire, this is your Dashboard where you will see all your tasks organized in various stages.

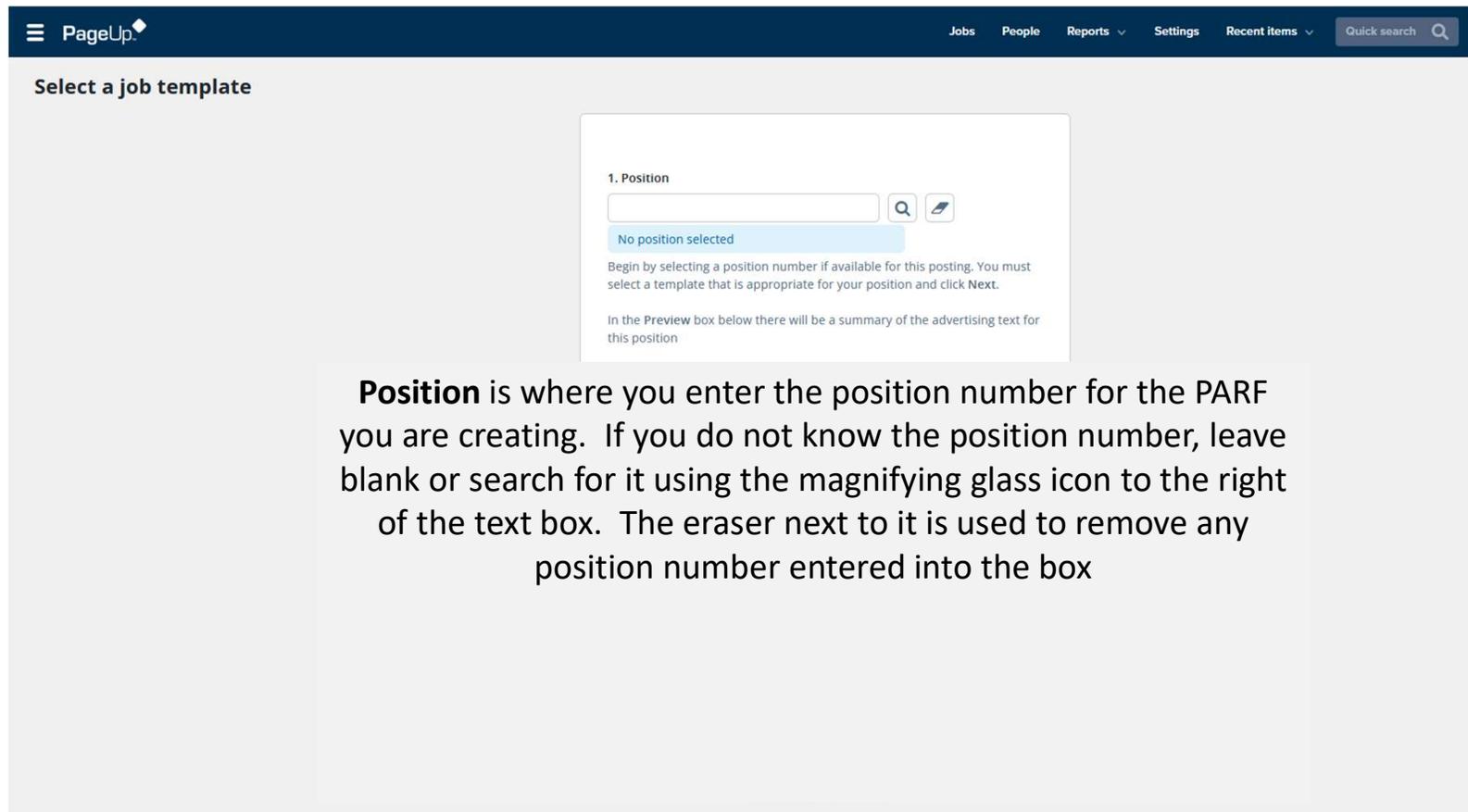
 Job description My position description - Under review	 New job 3 Jobs open New Job	 Approvals 1 Jobs awaiting your approval 0 Approved	Guidelines / Tips To access PageUp User Guides, hiring flow charts, and other resources, click here , and for Posting Procedures and Hiring Checklists, click here . To access the Learning Library click here Guide for Closing a Job Background Screen Guide Applicant Dispositions and Closing Out PARFs
 Advertisements 0 Advertisements	 Applicant Progress Board A holistic view of the applications for each active job you are recruiting for	 Applications 2 Jobs have applicants for review 0 Applicants assigned to you for review	

Then select new job to begin.

The screenshot shows a web application interface. On the left is a dark sidebar with a close button (X) at the top right. The sidebar contains the following menu items: **Workflows** (highlighted in blue), New job (with a yellow arrow pointing to it), Jobs open, Approvals, Search committee review, Applications, and Assigned applications. Below these are **Jobs** (highlighted in blue) with Manage jobs, and **Applicants** (highlighted in blue) with Manage applications. The main content area has a dark blue header with 'Jobs' and 'People' links. Below the header is a 'My Dashboard' section with a welcome message: 'Welcome Harry Hire, this is your Dashboard where you will see all your tasks organized in various stages.' The dashboard features three cards: 1. 'Job description' with a calendar icon and text 'My position description - Under review'. 2. 'New job' with a briefcase icon, '3 Jobs open', and a 'New Job' button. 3. 'Approvals' with a pencil icon, '1 Jobs awaiting your approval', and '0 Approved'. On the right side of the dashboard is a 'Guidelines / Tips' section with links for user guides, hiring flow charts, and a learning library.

**Your options may look slightly different.

This is your start page to create your PARF.



The screenshot shows the PageUp application interface. At the top, there is a dark blue navigation bar with the PageUp logo on the left and menu items: Jobs, People, Reports, Settings, and Recent Items. A search bar labeled 'Quick search' is on the right. Below the navigation bar, the main content area is titled 'Select a job template'. In the center, there is a white form box with the following elements:

- A heading: '1. Position'
- A text input field.
- A magnifying glass icon (search) to the right of the input field.
- An eraser icon to the right of the search icon.
- A blue highlighted message: 'No position selected'
- Instructions: '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.'
- Preview information: '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 magnifying glass 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.

The screenshot shows the 'Select a job template' page in the PageUp system. The page has a dark blue header with the PageUp logo and navigation links for Jobs, People, Reports, Settings, and Recent items. A search bar is also present. The main content area is light gray and contains the following text:

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....)

Below this text is a form titled '2. Template'. It contains a dropdown menu with the following options: '--No template--', '*Faculty Template (Use for all faculty positions)', '*Intermittent Worker', '*New Job (for all professional positions without a template)', and 'Academic Programs Asst'. Below the dropdown is a 'Preview' section, which is currently empty. At the bottom of the form are two buttons: 'Next >' and 'Cancel'. Three yellow arrows point to the dropdown menu, the Preview section, and the 'Next >' button.

Select a job template

Preview shows the template selected.

Select next to continue.

New Job Page- PARF information

PageUp BETA Jobs People Reports Settings Recent Items Quick search

New job

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

POSITION APPROVAL REQUEST FORM (PARF) INFORMATION

Posting title:* Academic Records Assistant

Area of Specialization:

PARF Number:

Leave blank to automatically generate a PARF Number

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.

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"/>	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
- Job advertising
- 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:* Academic Records Assistant

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)

Position no:	Type:*	Applicant	Application status
1	Select	-	-

New: Replacement: Add more

POSITION DETAILS

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

Yes No

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:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

When transferring a benefits eligible employee to an Intermittent Worker position, you must obtain approval from highest administrative authority, the appropriate HR Generalist, and Chief Human Resources Officer (CHRO).

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:

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

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.

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.

New Job Page- Position Details

Position info

Notes

Sourcing

Job advertising

Documents

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:*

Academic Affairs - AAA

Department:*

300600 - University Academic Advising Cei

Recruitment process:*

Support Staff

When transferring a benefits eligible employee to an Intermittent Worker position, you must obtain approval from highest administrative authority, the appropriate HR Generalist, and Chief Human Resources Officer (CHRO).

Department Profile:

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

New Job Page- Position Details

Position info

Notes

Sourcing

Job advertising

Documents

new. replacement. Add more

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:* Academic Affairs - AAA

Department:* 300600 - University Academic Advising Ce

Recruitment process:* Support Staff

When transferring a benefits eligible employee to an Intermittent Worker position, you must obtain approval from highest administrative authority, the appropriate HR Generalist, and Chief Human Resources Officer (CHRO).

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

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

New Job Page- Position Details

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

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:* Academic Affairs - AAA

Department:* 300600 - University Academic Advising Ce

Recruitment process:* Support Staff

When transferring a benefits eligible employee to an Intermittent Worker position, you must obtain approval from highest administrative authority, the appropriate HR Generalist, and Chief Human Resources Officer (CHRO).

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:*

Anticipated appointment date:*

- 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
- Time-Limited Part-Time 9-Month

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

New Job Page- Position Details

Position info

Notes

Sourcing

Job advertising

Documents

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:*

When transferring a benefits eligible employee to an Intermittent Worker position, you must obtain approval from highest administrative authority, the appropriate HR Generalist, and Chief Human Resources Officer (CHRO).

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:* 

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.



New Job Page- Position Details

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

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:* Academic Affairs - AAA

Department:* 300600 - University Academic Advising Ce

Recruitment process:* Support Staff

When transferring a benefits eligible employee to an Intermittent Worker position, you must obtain approval from highest administrative authority, the appropriate HR Generalist, and Chief Human Resources Officer (CHRO).

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:* N/A

Anticipated appointment date:*

- Select
- Tenure Track
- Tenured
- Non-Tenure Track
- N/A

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

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

HRM	
EEO Code:	<input type="text" value="30"/>
Screening Begin Date:	<input type="text" value="Jan 30, 2025"/> 
EEO/EClass Codes (HRM Use Only):	<input type="text" value="30 - 12 - FT"/> ▼
Team (HRM Use Only):	<input type="text"/> ▼

New Job Page- Funding Information

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

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:

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.

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.

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

Fiscal year for the budgeted amount.



New Job Page- Funding Information

WAIVER / ADMIN TRANSFER

Yes No

Apply for a waiver:*

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?:

Not Applicable

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

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

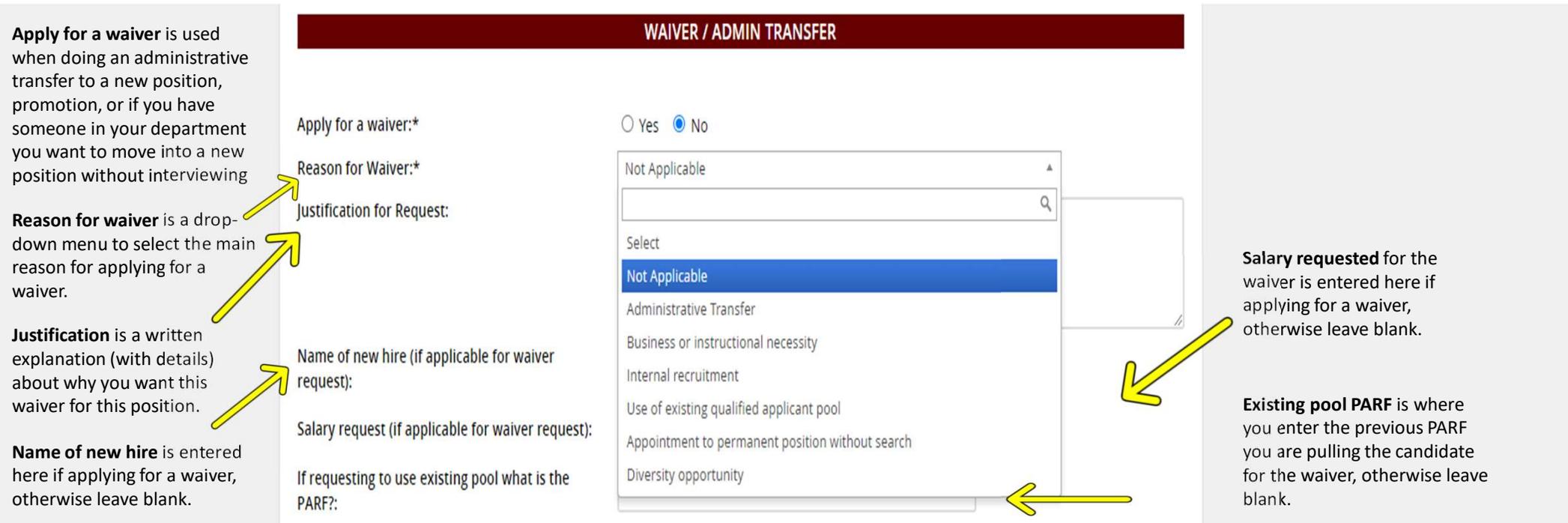
Reason for waiver is a drop-down menu to select the main reason for applying for a waiver.

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

Name of new hire is entered here if applying for a waiver, otherwise leave blank.

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- Position Description

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

Salary Grade is left blank for HRM to fill in.

UC. If this position is unclassified, enter the salary range information here. For Faculty enter the salary, for intermittent or rehire/retiree use the hourly rate.

Position Function is a brief overview of job functions. This will auto populate if a template was chosen at the beginning. Includes teaching and percentages of time and is department dependent.

ABDs is a drop-down menu where you select if the committee will accept "All But Dissertation" for positions requiring a PhD.

POSITION DESCRIPTION

Title/Title Code/Salary Grade:*

Academic Records Assistant (C0111)



Academic Records Assistant (C0111 - 09)
Minimum \$ 25,400.00
Midpoint \$ 33,900.00
Maximum \$ 42,400.00

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:*

Assists in academic advising and oversees the maintenance of academic records for a college or division.

Essential duties and responsibilities:*

1. Processes requests for transcripts, student grade records, course descriptions, and other information in accordance with privacy laws and university policies.
2. Checks transcripts to verify accuracy; validates and distributes transcripts according to requests.
3. Greets visitors in person or on the phone, providing customer service with advice and

Minimum Qualifications:*

Education: High School Diploma; Experience: 2-4 years of clerical experience. Any equivalent combination of related experience and/or education approved by the Department of Human Resources Management.

ABDs or degree pending considered (all but DISS):

Preferred qualifications:

None

Knowledge, skills and abilities:

1. Ability to evaluate student transcripts and/or records.
2. Ability to complete routine paperwork.
3. Ability to follow routine verbal or written instructions.
4. Ability to maintain confidentiality of records and information.

Title/Title Code is auto populated by the system. However, you can still search if needed using the magnifying glass icon.

Essential Duties describes what the position will be responsible for accomplishing.

Minimum Qualifications is where you enter the required minimum qualifications to apply. For example, a master's degree and 5 years experience.

Preferred Qualifications is where you enter the qualifications you would like the applicant to have for the position. These are typically higher than the minimum qualifications but not required to apply.

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.



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



Selection Criteria is left unused.



Knowledge, skills and abilities:

1. Ability to evaluate student transcripts and/or records.
2. Ability to complete routine paperwork.
3. Ability to follow routine verbal or written instructions.
4. Ability to maintain confidentiality of records and information.
5. Skill in the use of personal computers and related software applications.

Working Conditions and Physical Effort:

- * Work is normally performed in a typical interior/office work environment.
- * No or very limited exposure to physical risk.
- * No or very limited physical effort required.

Instructions for applying:*

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

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.



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.

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.

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:

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.

New Job Page – Advertising Details

- Position info
- Notes
- Sourcing
- Job advertising
- Documents

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.

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-\$160 and Higher Ed Jobs-\$80 (Enhancements are available at an additional cost. Contact your HR Generalist for more information). These prices are good for FY 2025. 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-\$80 Chronicle of Higher Ed-\$160

Do not advertise w/CHE or Higher Ed Jobs

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

Work location:*

Advertising summary:

Advertisement text:

Generate Advertising Text

B *I* U **S** Formats - A

Salary Grade/Salary Minimum:

9/Minimum:\$23,600

Essential Duties and Responsibilities:

1. Processes requests for transcripts, student g laws and university policies.
2. Checks transcripts to verify accuracy; validat
3. Greets visitors in person or on the phone, pr may refer customers to appropriate departm

Additional Hiring Coordinator:

- Select
- Select
- Alabama
 - North Alabama
 - Birmingham, AL
 - Huntsville, AL
 - Mobile, AL
 - South Alabama
 - Arkansas
 - Jonesboro
 - Florida
 - Florida
 - Miami, FL
 - Orlando, FL
 - Georgia
 - Georgia
 - Atlanta, GA
 - Illinois
 - Batavia, Illinois
 - Louisiana
 - Baton Rouge, LA
 - Louisiana

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.

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.

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.

The screenshot shows a web form titled "USERS AND APPROVALS" with the following fields and actions:

- Additional Hiring Coordinator:** An empty search box with a magnifying glass icon. A yellow arrow points to this field from the left.
- Hiring Coordinator:***: A search box containing "Bradley Skelton" with a magnifying glass icon. Below it, the email address "bks14@msstate.edu" is displayed. A yellow arrow points to this field from the left.
- Approval process:***: A dropdown menu with "None" selected. The menu is open, showing a list of options including "1 Step Approval Process" through "9 Step Approval Process", and "AA - 1 Dean Level" through "AA - CALS/MAFES (TT Faculty)". A yellow arrow points to this dropdown from the left.
- HR Generalist:***: An empty text input field. A yellow arrow points to this field from the left.
- Next page >**: A button at the bottom of the form. A yellow arrow points to this button from the right.
- Save a copy of this job as a template**: A checkbox at the bottom left of the form.
- Save a draft**, **Submit**, **Submit & exit**, and **Cancel**: Buttons at the bottom right of the form. A yellow arrow points to the "Cancel" button from the right.

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

Next page takes you to the notes page. You do not need to select this unless you have supporting documents to upload or notes to add.

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 Business Partner or
Employment Services Coordinator.

Coordinators:

Rachael Caldwell
Amanda Eddington

rcaldwell@hrm.msstate.edu
aeddington@hrm.misstate.edu