

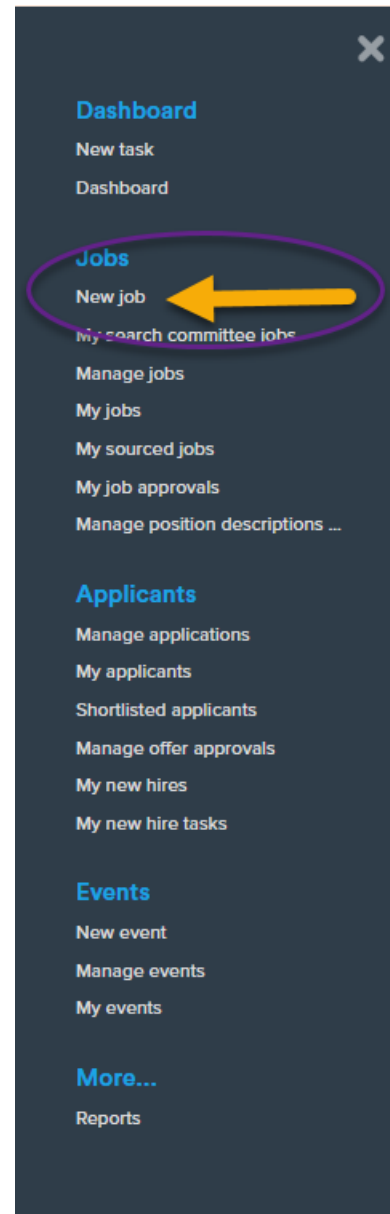
# PageUp: Initiating a Job Card – Staff Recruitment

MARIANNE PAPA

SAN FRANCISCO STATE UNIVERSITY

**\*\*Please note, only the fields specified in this guide need to be filled out\*\***

- 1) Log into Page Up
- 2) Click on New Job



- 1) POSITION NUMBER: Insert position number → This should already be established prior to starting a Job Card in Page Up
- 2) CAMPUS: Click “San Francisco”
- 3) TEMPLATE: Click “SF-Staff/MPP Template”

CLICK NEXT

The screenshot shows a web form for creating a job card. It is divided into two main sections. The top section contains four numbered steps: 1. Team link (dropdown menu), 2. Position Number (text input with a dropdown), 3. Campus (dropdown menu), and 4. Template (dropdown menu). Each of these four steps is circled in purple. The bottom section is a preview window showing the resulting job card text, including a placeholder for the working title and a disclaimer for San Francisco State University. At the bottom of the form, there are two buttons: 'Next >' and 'Cancel', with the 'Next >' button also circled in purple.

1. Team link  
SF-Dean's Office-Business - 3230

2. Position Number  
Admin Analyst/Spclst 12 M #12  
SF-0003661

Selecting a Position here is optional, but a Position will be required in order to save the Job Card on the next page.

Please note that making a selection here will allow for other position-related values to auto-populate. selecting a Position on the next page (Job Card) does not auto-populate those position-related values.

3. Campus  
Sacramento  
San Bernardino  
San Diego  
San Francisco  
San José State University  
St. Louis, Missouri

Select a job template:

A job template will supply you with default advertising text and summary for a job depending on what has been setup. Please select a template that is appropriate to your department and job type.

Select 'No Template' if there is no suitable template available.

4. Template  
--No template--  
SF-Faculty-TT-Template\*\*DO NOT EDIT\*\*  
SF-Staff/MPP Template

Preview

**Working Title**  
{Insert Working Title Here}

**SF State University**  
San Francisco State is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender

Next > Cancel

- 1) APPLICATION FORM: Click “SF-Staff Application Form”
- 2) JOB CODE/EMPLOYEE CLASSIFICATION: Confirm correct classification
- 3) SALARY RANGE/GRADE: Confirm correct salary range/grade
- 4) CLASSIFICATION TITLE: Type out classification title so it makes sense to you
- 5) CSU WORKING TITLE: Type working title of position being recruited for
- 6) MPP JOB CODE: Type MPP Job Code for MPP positions
- 7) CAMPUS: Confirm “San Francisco”
- 8) DIVISION: Confirm Division
- 9) COLLEGE/PROGRAM: Confirm College
- 10) DEPARTMENT: Confirm Department
- 11) TYPE: Select “New” or “Replacement”
- 12) ADD MORE: If more than one position is being recruited for, you may add the additional position numbers here

The screenshot displays a web-based recruitment system interface. At the top, there are tabs for "Position info", "Notes", and "Documents". Below this, a link "View Job Card User Guides" is visible. The main section is titled "REQUISITION INFORMATION" and contains several dropdown menus and text input fields. On the left side of this section, there is a vertical list of fields with yellow callout boxes and numbers 1 through 10, corresponding to the instructions on the left. The fields include: Internal Team (SF-Dean's Office-Business - 3230), Recruitment Process (SF-Staff/MPP), Application Form (SF-Staff Application Form), Job Code/Employee Classification (Admin Analyst/Spclst 12 Mo), Salary Range/Grade (1038-NON-EXEMPT-Grade-1), Classification Title (Admin Analyst/Spclst 12 Mo), CSU Working Title (Your Job Title), MPP Job Code, Campus (San Francisco), Division (Academic Affairs), College/Program (College of Business), and Department (Collegewide-Business - 3235). Below the requisition information, there is a section titled "OPEN POSITIONS" with a sub-header "Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)". This section contains a table with columns for "Position no", "Type", "Applicant", and "Application status". The table has one row with "1" in the "Position no" column, "Admin Analyst/Spclst 12 Mo" in the "Type" column, and "Select" in the "Applicant" column. A "Cancel" button is located to the right of the table. At the bottom right of the "OPEN POSITIONS" section, there are input fields for "New:" and "Replacement:" and an "Add more" button.

13) AUXILIARY RECRUITMENT: NO

14) REASON: Select the reason for the recruitment with one of the items in the drop-down menu

15) JUSTIFICATION FOR RECRUITMENT: Type in a brief justification of the recruitment

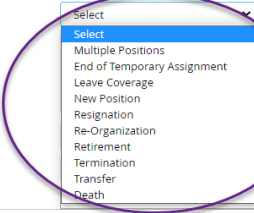
16) PREVIOUS/CURRENT INCUMBENT: Type in previous/current incumbent, if this is for a replacement position

17) WORK TYPE: Select from one of the items in the drop-down menu --> Staff or MPP

18) HIRING TYPE: Select the hiring type from one of the items in the drop-down menu

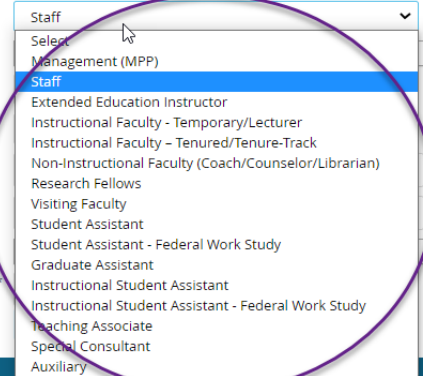
**REQUISITION DETAILS**


Auxiliary Recruitment:\* 13  Yes  No

Reason:\* 14  

Justification for Recruitment:\*

Previous/Current Incumbent:

Work Type:\*  

Hiring Type:\*  

Job Status:\*

Time Basis:\*

FTE:

Hours Per Week:

FLSA Status:

CSU Campus (Integration for 3rd Party Solutions):\*

**Reason dropdown menu items:** Select, Multiple Positions, End of Temporary Assignment, Leave Coverage, New Position, Resignation, Re-Organization, Retirement, Termination, Transfer, Death

**Work Type dropdown menu items:** Staff, Management (MPP), Extended Education Instructor, Instructional Faculty - Temporary/Lecturer, Instructional Faculty - Tenured/Tenure-Track, Non-Instructional Faculty (Coach/Counselor/Librarian), Research Fellows, Visiting Faculty, Student Assistant, Student Assistant - Federal Work Study, Graduate Assistant, Instructional Student Assistant, Instructional Student Assistant - Federal Work Study, Teaching Associate, Special Consultant, Auxiliary

**Hiring Type dropdown menu items:** Select, At-will, Probationary, Temporary, Tenured

19) TIME BASIS: Select “Full-time” or “Part-Time”

20) FTE: Type in time-base, eg. .50, or 1.0

21) HOURS PER WEEK: Type in hours per week

22) FLSA STATUS: Select “Exempt” or “Non-Exempt”

23) MANDATED REPORTER: Select “General,” “Limited,” or “Not Mandated”

24) CONFLICT OF INTEREST: Select whether or not this is a designated position

25) NCAA: No

26) SUPERVISES EMPLOYEES: Check “Yes” or “No” → For staff positions, this most of the time should be checked “No.”

Time Basis:\* 19 Full Time  
FTE: 20 1.000000  
Hours Per Week: 21 40.00  
FLSA Status: 22 Select  
CSU Campus (Integration for 3rd Party Solutions):\* San Francisco State University  
City: San Francisco

Mandated Reporter:\* 23  
Conflict of Interest:\*  
NCAA:  
Is this a Sensitive position?:  
Care of People (incl. minors) Animals and Property:  
Authority to commit financial resources:  
Access/control over cash cards and expenditure:

Conflict of Interest:\* 24  
NCAA:  
Is this a Sensitive position?:  
Care of People (incl. minors) Animals and Property:

NCAA: 25  
 Yes  No

Supervises Employees:\* 26  
If position supervises other employees; list position titles:  
 Yes  No

27) IS THIS A SENSITIVE POSITION?: Click “Yes” or “No” based off of the Sensitive Position Criteria Document

28) BENEFITS ELIGIBLE: Click “Yes” or “No”

29) ANTICIPATED HIRING RANGE: Type in the anticipated hiring range approved in the recruitment request

30) POSTING TYPE: Select “Open Recruitment”

Is this a Sensitive position?: 27  Yes  No  
[View Sensitive Position criteria](#) and select from below where relevant.

Care of People (incl. minors) Animals and Property: Select

Authority to commit financial resources: Select

Access/control over cash cards and expenditure: Select

Access/possession of master/sub-master keys: Select

Access to controlled or hazardous substances: Select

Access/responsibility to personal info: Select

Control over Campus business processes: Select

Responsibilities requiring license or other: Select

Responsibility for use of commercial equipment: Select

---

**BUDGET DETAILS**

Benefit Eligible?: 28  Yes  No

Anticipated Hiring Range: 29

Budget/Chart field/Account string:

Please enter chart string information including the Department, Fund, Program or Project, Class and % Distribution.

Cost Center: GFND

Pay Plan: Select

Pay Plan Months Off:

---

**POSTING DETAILS**

Posting Type: \* 30

Review Begin Date:

Anticipated Start Date:

Anticipated End Date:

Select  
Select  
Direct appointment  
Internal recruitment  
Open recruitment

31) POSTING LOCATION: "San Francisco"

32) IF YOU PLAN TO ADVERTISE: Check "CSU Careers"

33) ADVERTISING SUMMARY: Type out 2-3 brief sentences about the position → Employment Services will approve this section prior to posting

34) ADVERTISING TEXT: Complete the highlighted sections. This information should already be established in the Position Description

Review Begin Date:

Anticipated Start Date:

Anticipated End Date:

Do you wish to apply for a waiver for the posting?:

Reason for Waiver:

Example: Emergency Hire, Acting/Interim Appointment, Transfer, or Promotion.

Posting Location:\* 31

If you plan to advertise externally indicate the advertising sources: 32

CSU Careers  Chronicle of Higher Ed  
 Inside Higher Ed  LinkedIn  
 Calljobs  JobElephant

Additional/Other Advertising Sources:

Advertising Summary:\* 33

\*\*\* [Standard Posting Template](#) \*\*\*  
\*\*\* [Marketing Posting Template](#) \*\*\*  
\*\*\* [Marketing Posting Template](#) \*\*\*

Advertisement text\* 34

**Working Title**

**SF State University**

San Francisco State is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Senior Human Resources Manager.

Applicants may visit [titleix.sfsu.edu](http://titleix.sfsu.edu) for more information on SF State's policy prohibiting discrimination, and how to file an online report using the procedures under Executive Order 1096 Revised. Inquiries can be directed to the campus Title IX Coordinator and Discrimination, Harassment, and Retaliation Administrator by calling (415) 338-2032 or emailing [vpsaem@sfsu.edu](mailto:vpsaem@sfsu.edu).

San Francisco State is a 100% Smoke/Vapor-Free Campus. Smoking or Vaping of any tobacco/plant-based substance is not permitted on any University properties.

The person holding this position may be considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**Department**



35) SEARCH COMMITTEE CHAIR: This person will be able to view the responses of other committee member. \*\*It is recommended that your search committee members are already determined. However, if it is not, you can still add them in once the position has been posted.

36) ADD SEARCH COMMITTEE MEMBER: Add additional search committee members

37) REPORTS TO SUPERVISOR NAME: Confirm correct reports to supervisor name

38) ADMINISTRATIVE SUPPORT: Add a support person to assist with the administrative responsibilities of the recruitment

39) HIRING ADMINISTRATOR: Leave as is. This is auto-populated to be the person creating the Job Card

40) APPROVAL PROCESS: Select "SF-Staff/MPP Job Approval"

The screenshot displays a web interface with two main sections: "SEARCH DETAILS" and "USERS AND APPROVALS".

**SEARCH DETAILS**

- Search Committee Chair:** 35. A search box with a magnifying glass icon and a "No user selected." message below it.
- Search Committee Members:**
  - Add Search Committee Member:** 36. A button to add members.
  - Recipient:** A greyed-out field with a "Remove all" link and the text "No Search Committee Member selected."
  - Search Committee Member information:** A large empty text area.

**USERS AND APPROVALS**

- Reports to Supervisor Name:** 37. A search box containing "Bonnie Li Victorino" with a magnifying glass icon and a dropdown menu showing "Email address: bonstrn@sfsu.edu".
- Administrative Support:** 38. A search box with a magnifying glass icon and a "No user selected." message below it.
- Compliance Panel Facilitator:** A search box with a magnifying glass icon and a "No user selected." message below it.
- Additional viewers:** A button labeled "Add Additional viewers".
- Hiring Administrator:** 39. A search box containing "Janet Remolona" with a magnifying glass icon and a dropdown menu showing "Email address: jlremolo@sfsu.edu".
- Approval process:** 40. A dropdown menu with the following options:
  - SF-Staff/MPP Job Approval (highlighted in blue)
  - None
  - SF-1\_Staff/MPP Job Approval
  - SF-Faculty Job Approval Process
  - SF-Staff/MPP Job Approval
- 1. Employment Services:** A section with a search box and a "No user selected." message below it.

41) EMPLOYMENT SERVICES: Add your Employment Services Analyst

42) HIRING MANAGER: Add the hiring manager for the position

43) EMPLOYMENT SERVICES: Add your Employment Services Analyst

44) HR/FACULTY AFFAIRS REPRESENTATIVE: Add your Employment Services Analyst

Click Next page

Click “Documents” → On this page, you will add the approved recruitment request, position description and any other recruitment documents

Click “Submit”

Approval process:\* SF-Staff/MPP Job Approval

1. Employment Services: 41 No user selected

2. Hiring Manager: 42 No user selected

3. Employment Services: 43 No user selected

HR/Faculty Affairs Representative:\* 44 No user selected.

Next page >

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

Save a draft Submit Submit & Exit Cancel

Position info Notes Documents

Select

Document	Date	Size	Category
----------	------	------	----------

Save a draft Submit Submit & Exit Cancel

Save a draft Submit Submit & Exit Cancel