



PageUP: Recruiting for a Graduate Student Position

1. Login to your MyJaxState account.



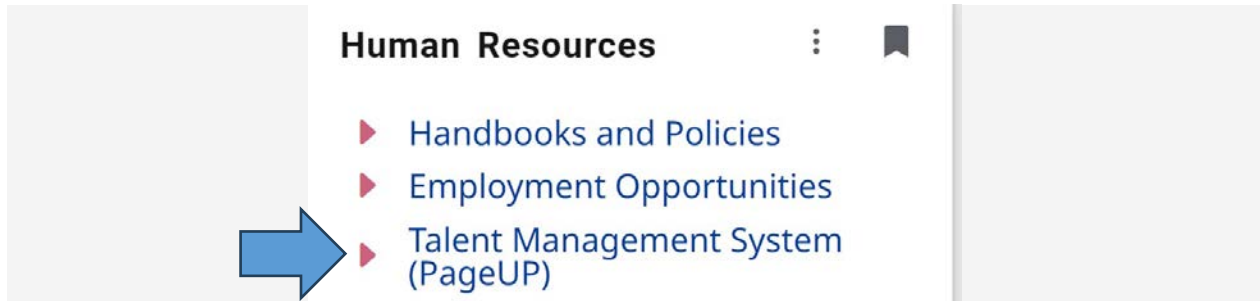
2. Select the Human Resources card
 - You may have to search in Discover More for the card.
 - You can bookmark it for later use.

Human Resources

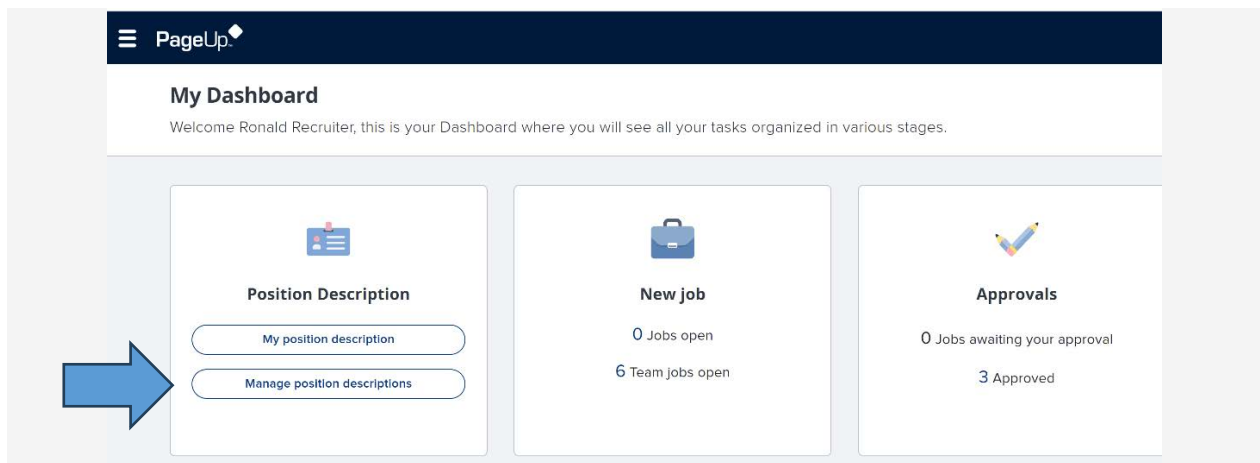
- ▶ Handbooks and Policies
- ▶ Employment Opportunities
- ▶ Talent Management System (PageUP)
- ▶ Performance Management System (PageUP)
- ▶ Employee Navigator
- ▶ Open Enrollment
Flex Benefit Plan, PEEHIP Health Insurance, and Supplemental Benefits



3. Select Talent Management System (PageUP)



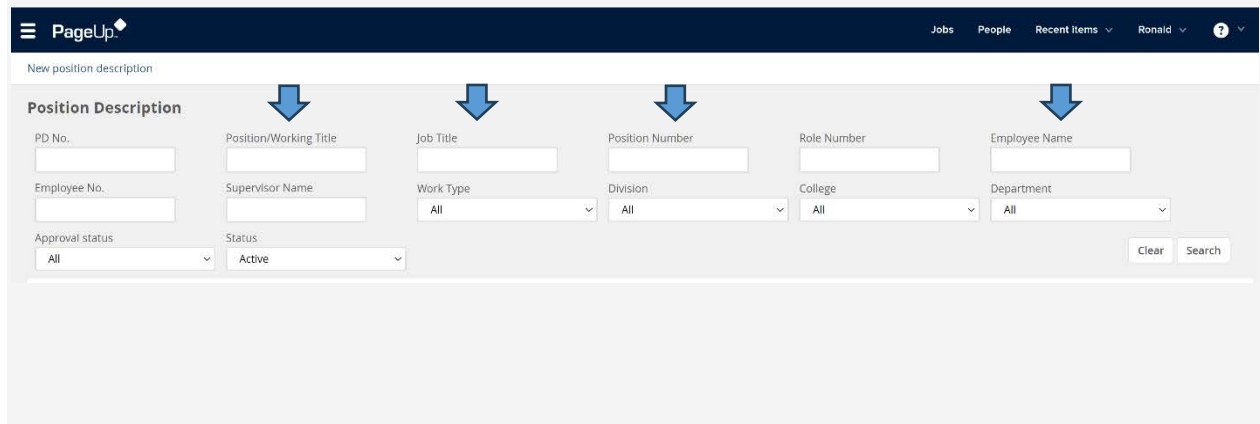
4. Select Manage Position Descriptions (in the Position Description section)



5. Search for the position

- Position Title
- Position Number
- Employee name

**Please note, your previous search fields will populate when you login in each time. It may be necessary to select "clear" before you search for accurate results.*





6. Once you have located the Graduate Student position, click on "Recruit for Position" (towards the right of the screen)

PD No.	Job Title	Position/Working Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status				
PD-19/3	Analyst	Human Resources Specialist	100000	30	Ronald Recruiter		Feb 6, 2024	Approved	Edit	View	Recruit for position	Archive
PD-1969	(TEST) Student Assistant - Human Resources	(TEST) University Student Assistant - HR (SEMESTER)	025200	A0			Feb 6, 2024	Approved	Edit	View	Recruit for position	Archive

Date modified	Approval status				
Feb 6, 2024	Approved	Edit	View	Recruit for position	Archive
Feb 6, 2024	Approved	Edit	View	Recruit for position	Archive
Feb 6, 2024	Approved	Edit	View	Recruit for position	Archive
Feb 6, 2024	Approved	Edit	View	Recruit for position	Archive

7. After clicking "Recruit for Position", you will be redirected to the requisition.

8. Complete the required fields labeled with an asterisk (*).

- The recruitment process field will auto-populate from the Position Description
- Job Title
- Position Type
- Pay Table
- Pay Grade
- Salary Range
- FOAP/Budget #

POSITION DETAILS

Select the number of positions required: **New** (additional headcount) or **Replacement** (backfilling an existing employee or reclassification of a vacancy) and click **Add**. Enter Position number and select the Type for each position.

Job Title:*	Graduate (Teaching, Research, Administrative) Assistant - Job name Here (Semester Here)
FLSA Status:	Exempt
Position Type:*	Select
Grant Funded:	<input type="radio"/> Yes <input type="radio"/> No
Pay Table:*	Student
Pay Grade:*	01
Salary Range:*	
Requested Salary:	
FOAP/Budget#:*	



- Posting Location
- Division
- Department/Center/Unit (This is the same number as your ORG number)

Work hours:

Varies based on class schedule and departme

Posting location:*

Select

Division:*

Select

Department/Center/Unit:*



No Department/Center/Unit selected.

9. Fill in Position Duties with Duties/ Responsibilities that the Graduate Student will be responsible for.

To Add Duties/ Responsibilities:

- Click New
- A box will appear where new duties may be added, be sure to include as much information as possible, the percentage of time the duty will be performed and whether this duty is essential.
- Click "Add" to save the changes.
- Add as many Duties/ Responsibilities as needed

POSITION DUTIES:

% of time Duties / Responsibilities

Essential /
Marginal

There are no items to show

New



POSITION DUTIES:

% of time Duties / Responsibilities

Essential /
Marginal

There are no items to show

% of tim

Duties / Responsibilities

Essential



Add



10. To Edit an existing Duty:

- Click edit (this will edit the existing duty)
- A window will open that will allow changes to be made to the existing duty
- Once finished click "Update" to save the changes



POSITION DUTIES:

% of time	Duties / Responsibilities	Essential / Marginal	
	Assist faculty and staff with departmental tasks.	Essential	Edit Remove
	Additional duties as required by the department.	Essential	Edit Remove

New

11. To Remove an existing Duty:

- Click edit (edits the existing duty)
- Click Remove (removes the existing duty)

POSITION DUTIES:

% of time	Duties / Responsibilities	Essential / Marginal	
	Assist faculty and staff with departmental tasks.	Essential	Edit Remove
	Additional duties as required by the department.	Essential	Edit Remove

New

**Please note: You can edit all fields on the Requisition except the “Required Qualifications” field. This field must be edited by Human Resources.*

Required Qualifications:

- Applicants must be enrolled as a JSU student taking at least three (3) hours per fall or spring semester. (Requirements for international students below. *)
- If not a first-time student, the applicant must have a GPA of 2.00 or higher.
- Selected applicants must provide evidence of student enrollment and GPA (unofficial transcript or printout of enrollment/GPA from MyJSU)

12. Under “Users and Approvals:”

- Add an Additional User (if necessary)
- Add a Reporting Manager
- Add a Hiring Authority (this should be the reporting manager/supervisor of the position)

USERS AND APPROVALS

Additional Users:
No user selected.

Additional viewers:

Recipient	Privileges	Remove all
No Additional viewers selected.		

Additional viewers information:

Reporting Manager:
No user selected.

Hiring Authority:*
No user selected.



13. For the Approval Process select “Graduate Assistantship”

Approval process:*

Human Resources:*

Status:*

- None
- 1 Approver - Staff Recruitment
- 1 Approver - Faculty Recruitment
- 2 Approvers - Faculty Recruitment
- 2 Approvers - Staff Recruitment
- 3 Approvers - Faculty Recruitment
- 3 Approvers - Staff Recruitment
- 4 Approvers - Faculty Recruitment
- 4 Approvers - Staff Recruitment
- Adjunct Faculty
- Approved - Replacement (No PAC)
- Post PAC Approval
- Athletics Approvers
- Graduate Assistantship**
- Student Assistant

14. Do not adjust the Human Resources field.

Approval process:*

1. Graduate Studies:

2. HR for Posting:

Human Resources:*

Status:*

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

15. For Graduate Student Positions the Requisition will route to Graduate Studies for approval and then back to HR and Talent Acquisition for Posting and Final Approval.

16. Click “Save & exit” to save the Requisition and begin routing it to the selected approvers. This will close the window.



17. Click "Save" to save the Requisition and begin routing it to the selected approvers.
18. Click "Save a draft" to save the Requisition as a draft to be completed later.

*Pay special attention to the PD number that is assigned to the Requisition. You can use this to search for the draft later.