



# PageUp User Guide

## Creating a Job Card

### for Wage/Adjunct Positions- Posting from a Template

This job aid is designed to walk you through step-by-step how to launch a job card (posting) from a job template for Pooled Positions (Wage/WG1GMU or Adjunct/PO1GMU). Please note that unlike the job cards populated from Position Descriptions, these do NOT contain as much populated information.

Screenshots are in Initiator view. Please note that you may not have access to some of the features based on your access

**Initiator: Responsible for completing tasks outlined in the job aid**

Search Coordinator: This job aid does not apply to this Permission Group

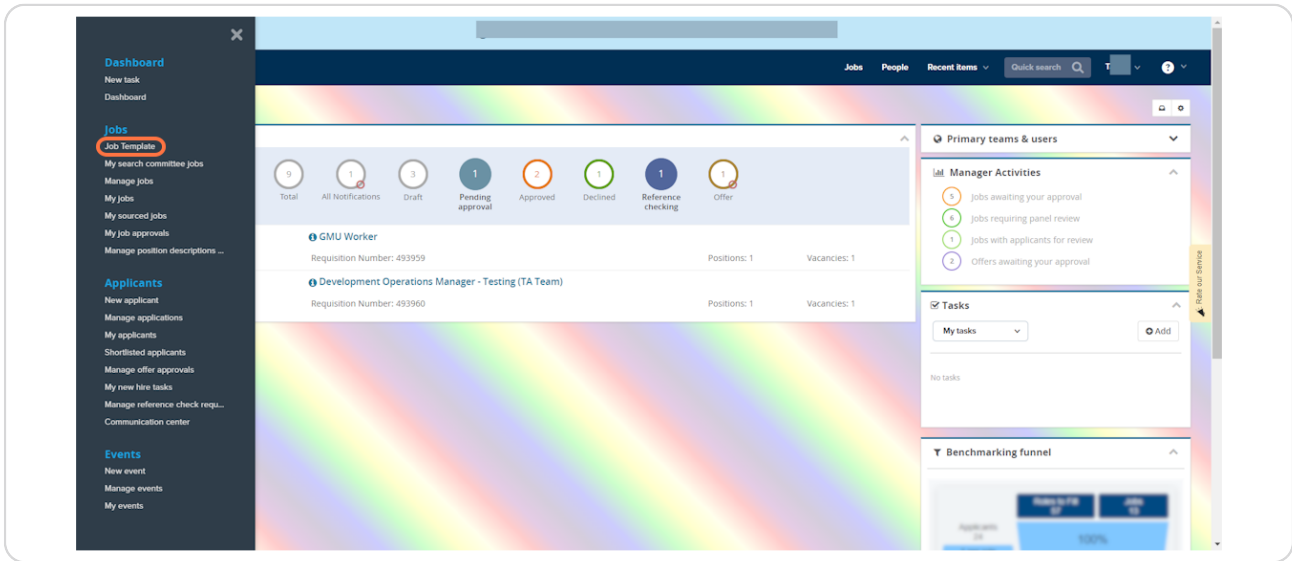
Department Approver: This job aid does not apply to this Permission Group

Basic User (Search Participant): This job aid does not apply to this Permission Group

Supervisor: This job aid does not apply to this Permission Group

## STEP 1

On the dashboard, click on the hamburger menu in the top left of the screen and navigate to "Job Template".



## STEP 2

This will open a new page called "Select a Job Template". Please enter "WG1GMU" for a wage position or "PO1GMU" for an adjunct faculty position in the "Position" field. Then choose appropriate job template. After making selections, click "Next".



### STEP 3

The first section is labeled "Requisition Information". Please update all editable fields (Working Title, L2-Executive Level, L3 - Academic College, etc.) within this section appropriately.

Please note that the majority of the information is populated from the Job Template, however, there will be fields that do require attention as you go through. There may also be fields that are not editable based on permissions in which you can go right by those fields. If you find that there are any fields that need to be updated, the Job Template itself must be updated. Please partner with HR to update these.

**REQUISITION INFORMATION**

Type of position requested: Pooled Position [Job Card Use Only]  
Position: WG1 GMU  
Position: GMU Worker

Tenure Status:  
9-month or 12-month (I/R Faculty Only):  
Requisition Number: Leave blank to automatically create a reference No.  
Working Title:\* GMU Worker  
L2 - Executive Level.\* I  
L3 - Academic College | Admin Division: C  
L5 - Academic Dept | Admin Unit: G  
L6A - Department/Unit Operations: Pc  
Team: H  
Work Location:\*  
No Site name selected.  
If Other, please specify:  
Do you wish to apply for a waiver for the posting?.\* Select  
If Yes, upload Approved Waiver on Documents tab  
Click HERE for information on waivers.  
Reason for waiver:

### STEP 4

The next section is labeled "Classification & Compensation (HR Use Only)". This information is auto populated from the template.

**CLASSIFICATION & COMPENSATION [HR USE ONLY]**

Classification: GMU Worker  
Classification Code: 89057

Employee Class:  
Classified Pay Band:  
Department Proposed Base Salary Budget (excludes fringe):  
Approved Maximum Salary w/o Additional C&C Review:  
NUMBER OF OPENINGS

## STEP 5

The next section is labeled "Number of Openings". Please do not modify the position number entered in the first row. Ensure that the position number entered in the first row corresponds to the position number specified in the Requisition Information section.

Use the "Type" drop-down to select if this position is a new position or a replacement.

**NUMBER OF OPENINGS**

For a multi-hire recruit, enter the number of additional positions required in the New (additional headcount) or Replacement (backfilling an existing employee) field(s) and select [Add more]. Please use the drop-down to select Type.

Please do not modify the position number entered in the first row. Ensure that the position number entered in the first row corresponds to the position number specified in the Requisition Information section.

Positions:\*

Position no:*	Type:*	Applicant	Application status
1 <input type="text" value="WG1GMU"/>	<input type="text" value="Select"/>	-	-

New:  Replacement:

## STEP 6

If a multi-hire recruit, enter the additional number of positions in either the "New" or "Replacement" fields and click "Add more".

If an additional position was added, it does NOT populate a position number and one needs to be added. Please enter the same position number as in the first row.

**NUMBER OF OPENINGS**

For a multi-hire recruit, enter the number of additional positions required in the New (additional headcount) or Replacement (backfilling an existing employee) field(s) and select [Add more]. Please use the drop-down to select Type.

Please do not modify the position number entered in the first row. Ensure that the position number entered in the first row corresponds to the position number specified in the Requisition Information section.

Positions:\*

Position no:*	Type:*	Applicant	Application status
1 <input type="text" value="WG1GMU"/>	<input type="text" value="Select"/>	-	-

New:  Replacement:

## STEP 7

The following sections do not need to be filled out for pooled positions: **UNIT SUMMARY & POSITION DETAILS, ESSENTIAL FUNCTIONS, COMPETENCIES / QUALIFICATIONS, EDUCATION / EXPERIENCE, CONDITIONS OF EMPLOYMENT, WORK SCHEDULE, PHYSICAL DEMANDS.**

Please note that background check information will be pulled from the job template as "No". To update, please reach out to Talent Acquisition team at jobs@gmu.edu.

**UNIT SUMMARY & POSITION DETAILS**

Summarize the primary purpose of the unit:  
Summarize the primary purpose of the position:

**ESSENTIAL FUNCTIONS**

Time %	Duties / Responsibilities	Essential
There are no items to show		

**COMPETENCIES / QUALIFICATIONS**

Describe the minimum knowledge, skills, abilities, and other attributes (KSADs) required to perform essential functions of the position. All KSADs should be related to the functions and responsibilities of the position. These statements should all contain the word "knowledge," "skill," "ability," or "other attributes". This is the experience necessary to perform the essential function.

Minimum knowledge, skills, abilities and other attributes (KSADs):  
Preferred knowledge, skills, abilities and other attributes (KSADs):

**EDUCATION / EXPERIENCE**

Education - Indicate any educational qualifications, occupational certification or licensing required by law, regulation or accrediting body necessary to perform the essential functions of the position. Where not required by law, equal consideration must be given to those with an equivalent combination and level of training, knowledge, skills, certifications, and experience.

Required Education:  
Preferred Education:  
Other Licenses/Certifications:  
Describe the minimum level/type of experience required to perform the essential functions/responsibilities of the position:  
Describe the preferred level/type of experience:

**CONDITIONS OF EMPLOYMENT**

Position is restricted due to a specified time period, or availability of funds. Includes positions funded 10% or more by non-continuous funding (e.g., non-F&G, grants, and contracts).  Yes  No

Enter other conditions of employment required to perform essential functions of this position e.g., Valid Driver's license, pesticide application certification, etc.

In addition to a general criminal background check, additional background checks selected below will be performed.


Financial Background\*  Yes  No  
Motor Vehicle Records\*  Yes  No  
Security Clearance\*  Yes  No  
Working with Minors\*  Yes  No


## STEP 8


The next section is labeled “Advertising Details” which highlights all information that will be shared publicly on the jobs site. Job Category field will be auto populated.

ADVERTISING DETAILS

Requested Posting Date:

Posting Open Date:\*  

For Full Consideration, Apply by:  

Posting Close Date:  

Open Until Filled:\*

Job Type:\*

Job Category:\*

Work Location:\*

If Other, please specify:

Workplace Type:\*

Recruitment Type:\*

Advertising summary:\*

The Posting Open Date is pre-filled with the date on which the Job Card is created. The Talent Acquisition team will update this field to the actual posting date.

Please do not choose a Workplace Type (onsite, hybrid, or remote) for the Work Location. Instead use the Workplace Type drop-down list below.

Enter up to 240 characters below to highlight Job features for advertising

## STEP 9

For the “Requested Posting Date” field, you can enter any special instructions for the posting date. For example, list the desired posting date and then you could add “Please post for the standard 10 business days” OR “Please post for 4 weeks”, etc.

**ADVERTISING DETAILS**

Requested Posting Date:

The Posting Open Date is pre-filled with the date on which the Job Card is created. The Talent Acquisition team will update this field to the actual posting date.

Posting Open Date:\*

For Full Consideration, Apply by:

Posting Close Date:

Open Until Filled:\*

Job Type:\*

Job Category:\*

Please do not choose a Workplace Type (onsite, hybrid, or remote) for the Work Location. Instead use the Workplace Type drop-down list below.

Work Location:\*

If Other, please specify:

Workplace Type:\*

Recruitment Type:\*

Advertising summary:\*

## STEP 10

Please add either a “For Full Consideration, Apply by” date OR a “Posting Close Date”. If a full consideration date is selected, the posting will remain on the jobs site after the date passes. If a close date is selected, the posting will be removed from the site on that day.

For Full Consideration, Apply by:

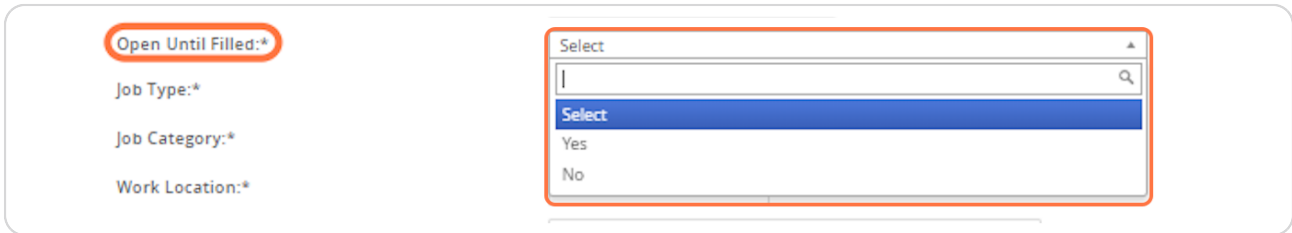
Posting Close Date:

Open Until Filled:\*

## STEP 11

### Please select if the position will be open until filled.

If full consideration date is selected, please select "Yes" for open until filled.



The screenshot shows a form section with the following fields:

- Open Until Filled:\*** (highlighted with a red circle)
- Job Type:\*
- Job Category:\*
- Work Location:\*

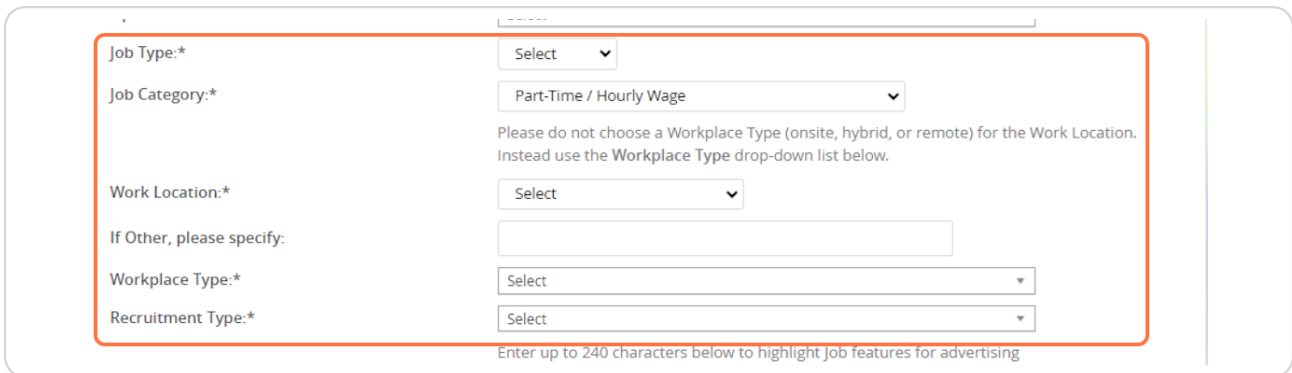
The 'Open Until Filled' dropdown menu is open, showing the following options:

- Select
- Yes
- No

## STEP 12

### Select the "Job Type", "Work Location", "Workplace Type", and "Recruitment Type".

Please do not choose a Workplace Type (onsite, hybrid, or remote) for the Work Location. Instead use the **Workplace Type** drop-down list below. If the site location is not listed under "Work Location", please enter the location in the "If Other, please specify" field.



The screenshot shows a form section with the following fields:

- Job Type:\*
- Job Category:\*
- Work Location:\*
- If Other, please specify:
- Workplace Type:\*
- Recruitment Type:\*

The 'Workplace Type' dropdown menu is open, showing the following options:

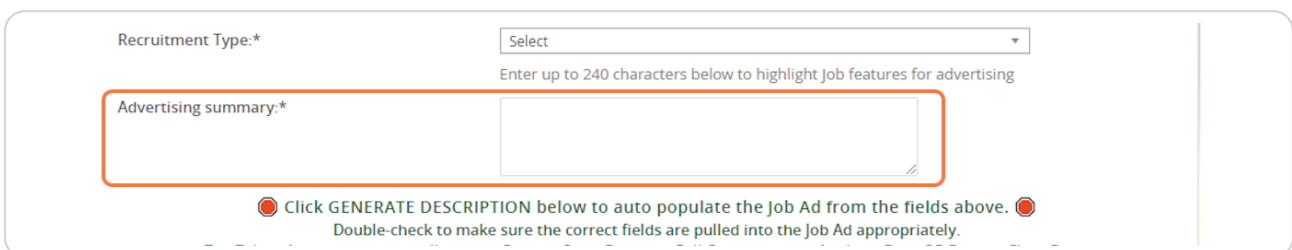
- Select
- Part-Time / Hourly Wage

Below the 'Workplace Type' dropdown, there is a note: "Please do not choose a Workplace Type (onsite, hybrid, or remote) for the Work Location. Instead use the Workplace Type drop-down list below."

Below the 'Recruitment Type' dropdown, there is a note: "Enter up to 240 characters below to highlight job features for advertising"

## STEP 13

### Include Advertising Summary Details.



The screenshot shows a form section with the following fields:

- Recruitment Type:\*
- Advertising summary:\*

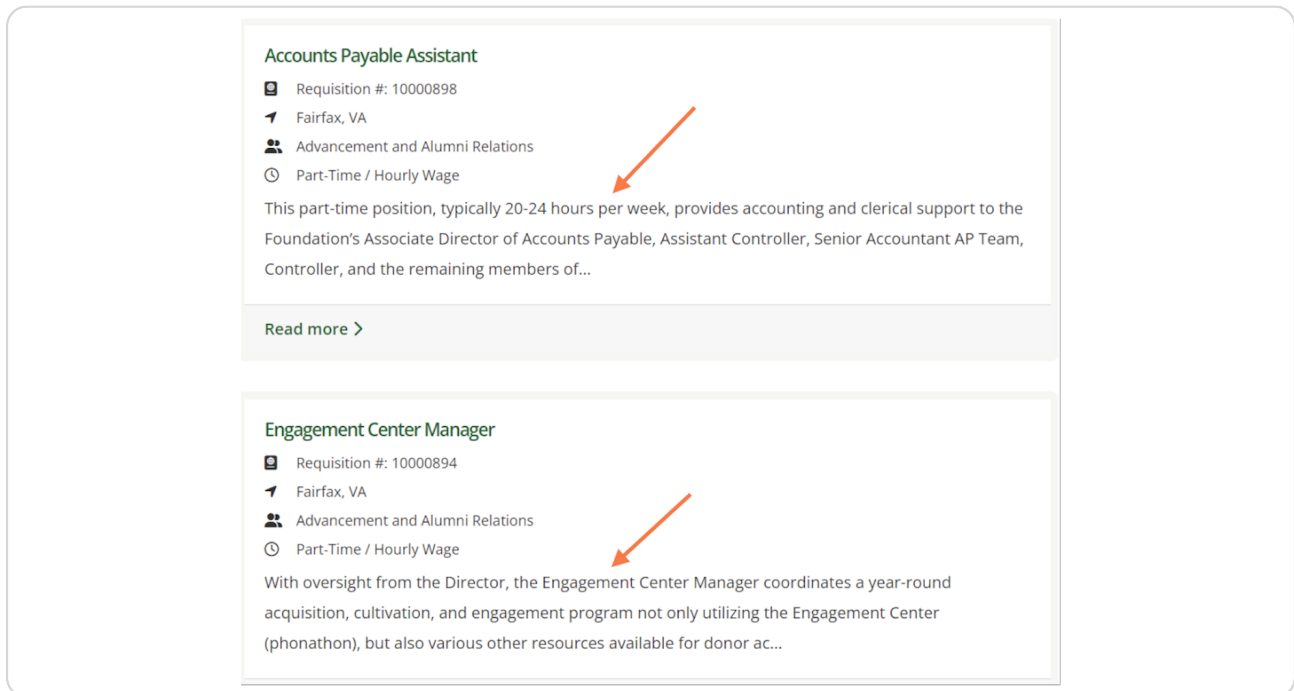
Below the 'Advertising summary' text area, there is a note: "Enter up to 240 characters below to highlight job features for advertising"

Below the 'Advertising summary' text area, there is a button: "Click GENERATE DESCRIPTION below to auto populate the Job Ad from the fields above. Double-check to make sure the correct fields are pulled into the Job Ad appropriately."

## STEP 14

This is a short blurb that will populate on job boards as an "intro" to the actual job ad itself.

Due to character limit, this should only be 1-2 sentences.



The screenshot displays two job listings. The first listing is for an "Accounts Payable Assistant" (Requisition #: 10000898) in Fairfax, VA, under the "Advancement and Alumni Relations" department. The introductory text for this role is: "This part-time position, typically 20-24 hours per week, provides accounting and clerical support to the Foundation's Associate Director of Accounts Payable, Assistant Controller, Senior Accountant AP Team, Controller, and the remaining members of...". A red arrow points to this text. Below the listing is a "Read more >" link. The second listing is for an "Engagement Center Manager" (Requisition #: 10000894) in Fairfax, VA, also under "Advancement and Alumni Relations". The introductory text is: "With oversight from the Director, the Engagement Center Manager coordinates a year-round acquisition, cultivation, and engagement program not only utilizing the Engagement Center (phonathon), but also various other resources available for donor ac...". A red arrow points to this text.

**Accounts Payable Assistant**  
Requisition #: 10000898  
Fairfax, VA  
Advancement and Alumni Relations  
Part-Time / Hourly Wage  
This part-time position, typically 20-24 hours per week, provides accounting and clerical support to the Foundation's Associate Director of Accounts Payable, Assistant Controller, Senior Accountant AP Team, Controller, and the remaining members of...  
[Read more >](#)

**Engagement Center Manager**  
Requisition #: 10000894  
Fairfax, VA  
Advancement and Alumni Relations  
Part-Time / Hourly Wage  
With oversight from the Director, the Engagement Center Manager coordinates a year-round acquisition, cultivation, and engagement program not only utilizing the Engagement Center (phonathon), but also various other resources available for donor ac...

## STEP 15

Take note of this indicator and double-check to make sure all fields are completed correctly above so that they generate into the ad appropriately.

Enter up to 240 characters below to highlight Job features for advertising

Advertising summary:\*

**Click GENERATE DESCRIPTION below to auto populate the Job Ad from the fields above.**

Double-check to make sure the correct fields are pulled into the Job Ad appropriately.

The Talent Acquisition team will add the Posting Open Date and Full Consideration, Apply by Date OR Posting Close Date.

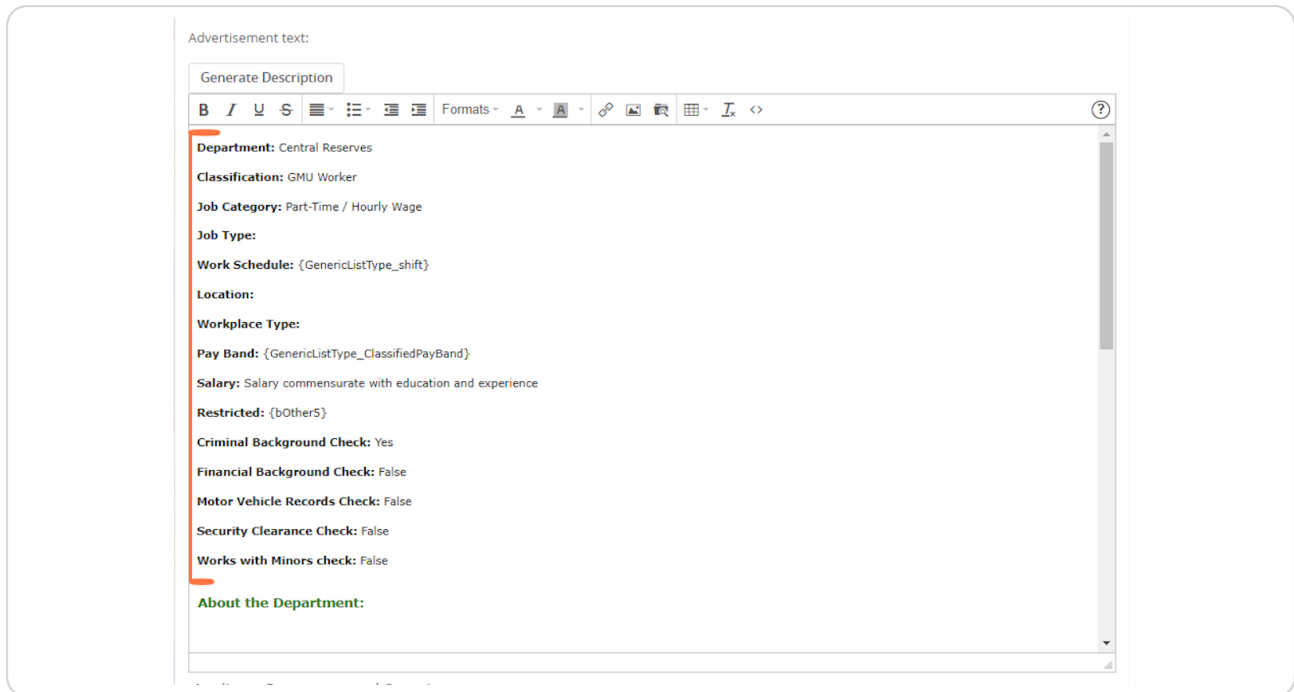
Advertisement text:

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

## STEP 16

**Click on Generate Description. This should pull information from above fields into the Advertisement Text box. Please note that this box is editable.**

If any changes are made in the fields above, click the "Generate Description" button again to pull updated information. Please do not remove any bolded fields even if they do not apply. These fields will be removed by the Talent Acquisition team.



Advertisement text:

Generate Description

**B** / **I** / **U** / **S** | **B** / **I** / **U** / **S** | **Formats** - **A** - **A** - **?**

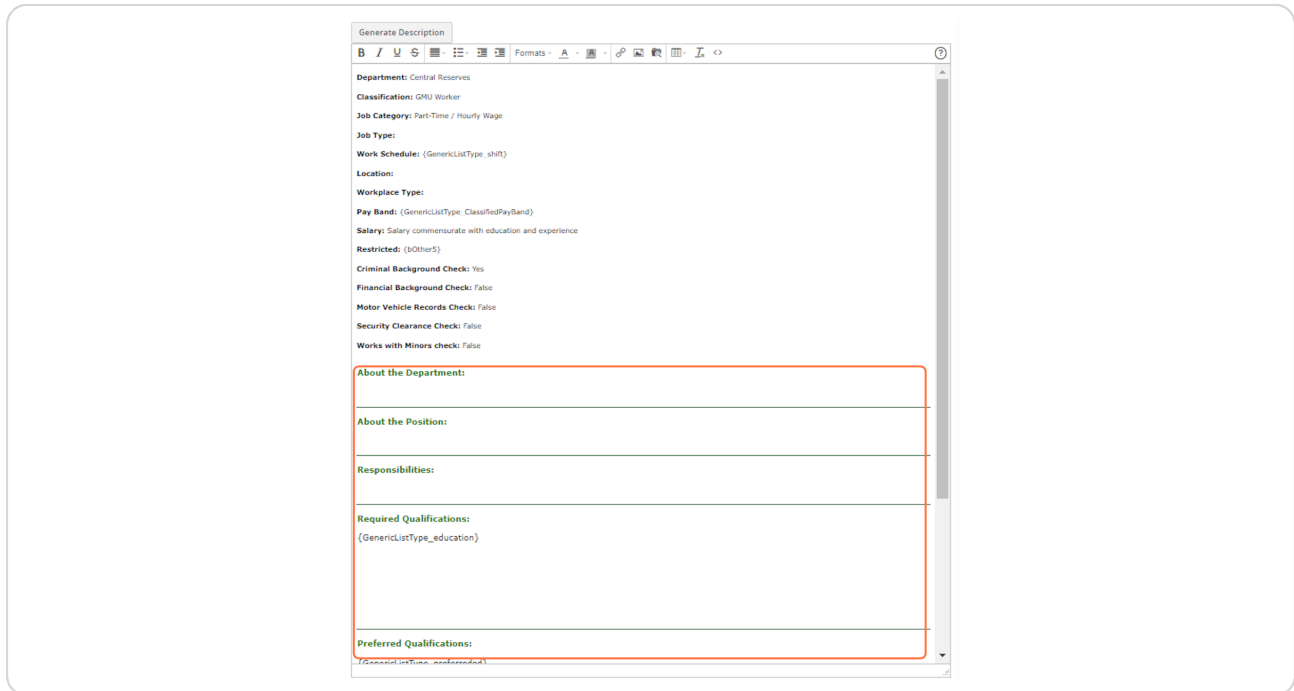
**Department:** Central Reserves  
**Classification:** GMU Worker  
**Job Category:** Part-Time / Hourly Wage  
**Job Type:**  
**Work Schedule:** {GenericListType\_shift}  
**Location:**  
**Workplace Type:**  
**Pay Band:** {GenericListType\_ClassifiedPayBand}  
**Salary:** Salary commensurate with education and experience  
**Restricted:** {bOther5}  
**Criminal Background Check:** Yes  
**Financial Background Check:** False  
**Motor Vehicle Records Check:** False  
**Security Clearance Check:** False  
**Works with Minors check:** False

**About the Department:**

## STEP 17

**Provide accurate job information here. Information regarding the following should be entered here: Department, Position, Responsibilities, Required Qualifications, and Preferred Qualifications.**

Talent Acquisition team will add the "Posting Open Date" and "Full Consideration, Apply by Date" OR "Posting Close Date".



The screenshot shows a web-based form titled "Generate Description". The form contains several fields with pre-filled or default values:

- Department:** Central Reserves
- Classification:** GMU Worker
- Job Category:** Part-Time / Hourly Wage
- Job Type:**
- Work Schedule:** (GenericListType: shift)
- Location:**
- Workplace Type:**
- Pay Band:** (GenericListType: ClassifiedPayBand)
- Salary:** Salary commensurate with education and experience
- Restricted:** (bOther5)
- Criminal Background Check:** Yes
- Financial Background Check:** False
- Motor Vehicle Records Check:** False
- Security Clearance Check:** False
- Works with Minors check:** False

Below these fields, there are five large text input areas, each with a label and a horizontal line above it. A red rectangular box highlights these five input areas:

- About the Department:**
- About the Position:**
- Responsibilities:**
- Required Qualifications:**  
(GenericListType\_education)
- Preferred Qualifications:**  
(GenericListType\_preferred)

## STEP 18

Select the "Required Document(s)" applicants will upload to their application. If a required document is not listed, use the "Other Required Documents" field to identify the document type. Also, indicate if there are any optional document(s) an applicant might upload.

Please note that references will be provided within the application, so there is no need to request a list of references.

**Applicant Documents and Questions**

Required Document(s):\*

<input type="checkbox"/> Cover Letter/Letter of Intent	<input type="checkbox"/> Publication/Materials
<input type="checkbox"/> Resume	<input type="checkbox"/> Writing Sample/Portfolio
<input type="checkbox"/> CV	<input type="checkbox"/> Letter of Recommendation
<input type="checkbox"/> Philosophy of Teaching	<input type="checkbox"/> Research Statement
<input type="checkbox"/> Transcript	<input type="checkbox"/> Certification
<input type="checkbox"/> None	

Other Required Documents:

Other Optional Documents:

[Click HERE for a list of example questions.](#)

Additional Application Question(s):

## STEP 19

Please note that if you selected required/optional document(s), you must go back to the "Advertisement text/Generate Description section" and update "Instructions to Applicants" section appropriately to clearly define what document(s) are needed.

**Instructions to Applicants:**

For full consideration, applicants must apply for **External Communications Director** at <https://jobs.gmu.edu/>. Complete and submit the online application to include three professional references with contact information, and provide a cover letter and resume. Additionally, please submit samples of press releases/media advisories, talking points, fact sheets or executive communications, as well as a media pitch that produced a successful outcome (upload as writing sample/portfolio).

**Posting Open Date:** 2024

**For Full Consideration, Apply by:** 2024

**Open Until Filled?:** Yes

Applicant Documents and Questions

## STEP 20

If you need to add additional questions to the application, click the link to visit our website and find a list of examples. Then, list them in the box provided.

Applicant Documents and Questions

Required Document(s):\*

- Cover Letter/Letter of Intent
- Resume
- CV
- Philosophy of Teaching
- Transcript
- Publication/Materials
- Writing Sample/Portfolio
- Letter of Recommendation
- Research Statement
- Certification

Other Required Documents:

Other Optional Documents:

Additional Application Question(s):

[Click HERE for a list of example questions.](#)

## STEP 21

The next section is labeled "Search Committee Details". To add a Search Committee Chair, type their name in the box OR you can use the search feature by clicking on the magnifying glass.

Once your Chair has been added, click on "Add Search Committee Member" to add the search members. Please note the helper text: All search participants must be added to this section to access the applicant pool, even when not utilizing a search committee. Hiring authority, if participating in the search, must be added in this section to gain access either as the Search Chair if acting as the Chair of the search, or as a Search Member.

**SEARCH COMMITTEE DETAILS**

→ Please note that all search participants must be added to this section to gain access to the applicant pool, even when not utilizing a search committee.

Search Committee Chair:

Position No: F/ [REDACTED] ▾

Search Committee Members:

Recipient Remove all

HR and Payroll:

Cl [REDACTED] Remove

Search Committee Member information:



## STEP 22




The last section is labeled “Users and Approvals” which lists users associated with the job card and the approval process.


The Initiator field will be auto populated with logged in user's name; however, Search Coordinator and HR Liaison must be entered. For HR liaison, please input TA team (jobs@gmu.edu). Please take note of the emphasized language as well.



**USERS AND APPROVALS**

If Search Coordinator/Initiator/HR Liaison are the same contact, input the same name in each field.

Search Coordinator:     
No user selected.

Initiator:\*     
Position No:  

Approval process:\*  



HR Liaison:\*     
No user selected.



## STEP 23


### Select Wage / Adjunct for Approval Process.



**USERS AND APPROVALS**




If Search Coordinator/Initiator/HR Liaison are the same contact, input the same name in each field.

Search Coordinator:     
No user selected.

Initiator:\*     
No user selected


Approval process:\*  
   
None  
Classified Staff  
Faculty  
Wage / Adjunct



HR Liaison:\*     
No user selected




Status:\*    
Close job  

## STEP 24

You will need to add a Department Approver. Talent Acquisition will always automatically populate for the TA Team.

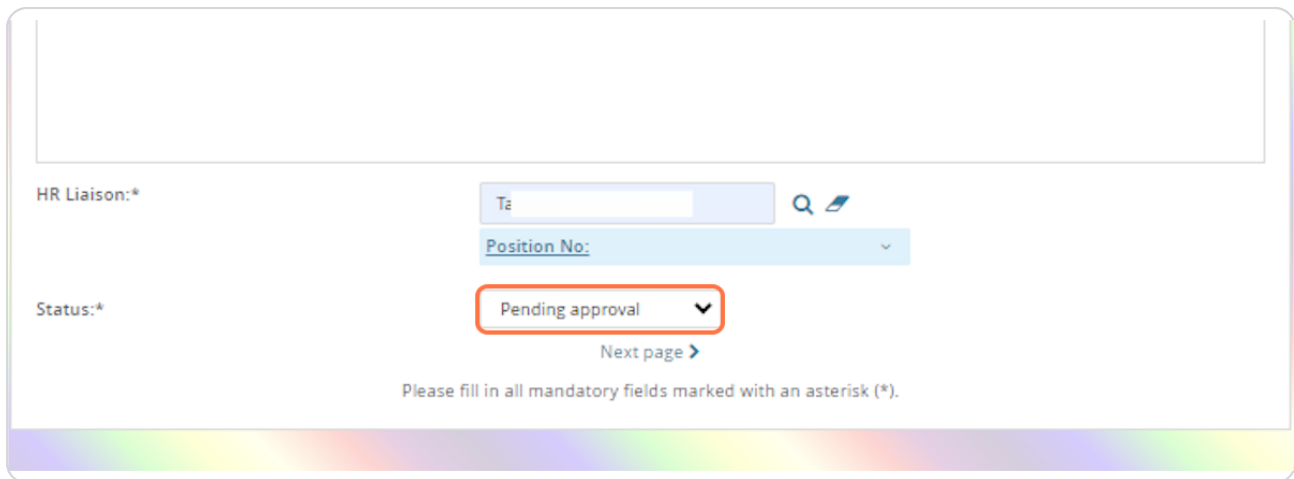
Approval process:\*  

1. Department Approver :     
No user selected.

2. Talent Acquisition Team:     
 

## STEP 25

Select "Pending approval" for the status field.



The screenshot shows a form with the following elements:

- HR Liaison:\***: A search field containing "Tz" with search and edit icons.
- Position No:**: A dropdown menu.
- Status:\***: A dropdown menu with "Pending approval" selected and highlighted by a red box.
- Next page >**: A link to proceed.
- Please fill in all mandatory fields marked with an asterisk (\*).**: A note at the bottom.

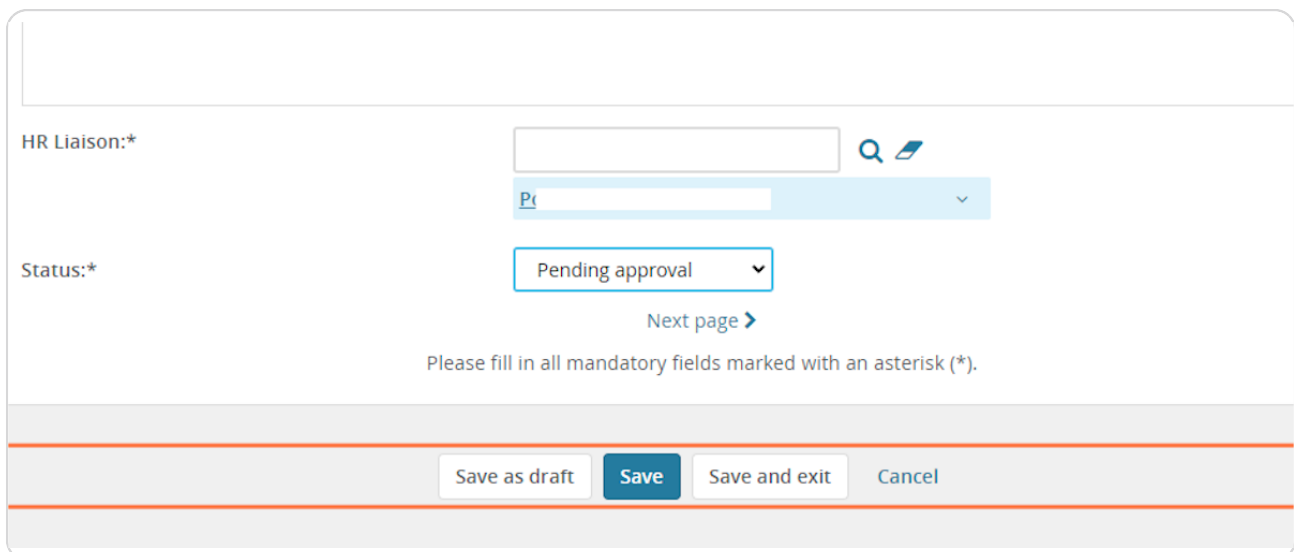
## STEP 26

You can "Save as draft", "Save", or "Save and exit".

Save as Draft - Will remove the approval process and place the Job Card in "Draft" so you can return later.

Save - Will trigger the approval process and send you back to the top of the same screen you are on.

Save and exit - Will trigger the approval process and send you back to the Manage Jobs Page.



The screenshot shows the same form as in Step 25, but with a save bar at the bottom:

- HR Liaison:\***: A search field containing "Tz" with search and edit icons.
- Position No:**: A dropdown menu.
- Status:\***: A dropdown menu with "Pending approval" selected.
- Next page >**: A link to proceed.
- Please fill in all mandatory fields marked with an asterisk (\*).**: A note at the bottom.
- Save bar**: A horizontal bar with four buttons: "Save as draft", "Save" (highlighted in blue), "Save and exit", and "Cancel".

