


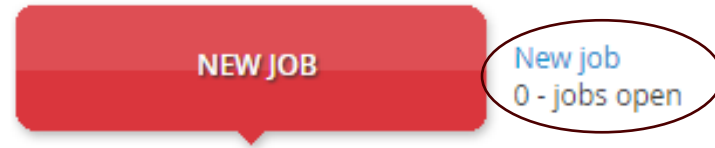
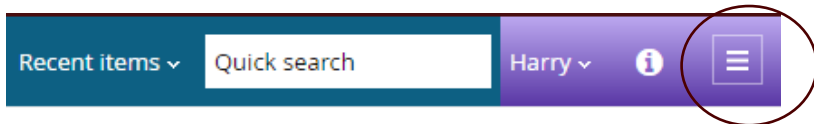
MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

To create a Requisition/Position Approval Request Form (PARF), begin by selecting **New Job** from the bubble view

or

select New Job from the hamburger view. To bring up the **HAMBURGER VIEW**, select  in the top right hand corner of the menu.



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MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

Once you select **NEW JOB**, the selection below will appear.

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.

Position

- Click on the **“Binoculars”** to select the position number if applicable. (If you know the position, please enter the position number in this field.)
- If you click on the **“Binoculars”**, the search window below will appear.

No items were found based on your criteria, please select an item below:

Title: _____ Number: _____ Clear Search

Title	Position no	Select
* 4-H Livestock Program Assist	009141	Select
* 4-H Youth Leadership Coordin	008933	Select

- You can search by **title** or by **position number**.
- Enter the title or position number and select **“Search”**.
- The window below will appear.
- Make your selection and select **“Select”**.

No items were found based on your criteria, please select an item below:

Title: Administrative Assistan Number: _____ Clear Search

Title	Position no	Select
* Administrative Assistant	003873	Select
* Administrative Assistant II	000894	Select
Administrative Assistant I	009896	Select

Template

- Select the appropriate **template**
 - Support Staff templates are available.
 - Use Faculty template for Faculty and New Job for Professional or any position that does not have a template.
 - Intermittent template is to be used for Intermittent postings.

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

2. Template

Admin Assist to the vice Pres
Admin Asst to the Ath Director
Administrative Assistant I
Administrative Assistant II
Admissions Assistant
Agricultural Assistant

Next

- Once you have made your selection, the job description will preview in the window below.
- Select **“Next”** to take you to the next page

Preview

Salary Grade/Salary Minimum:
11/Minimum: 26,900

Essential Duties and Responsibilities:

1. Directs, supervises, and coordinates the administrative function of a complex office.
2. Studies, analyzes, and recommends procedures and processes in order to improve continuity and simplify reporting.

Next > Cancel

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

Enter the appropriate information into the Requisition (PARF). All mandatory fields are marked with an asterisk (*)

Refer to **“Requisition (PARF)-Notes”** for definitions for each field on the PARF.

Position info
Notes
Documents

REQUISITION INFORMATION

Posting title:*

Area of Specialization:

Title code:*

HEADCOUNT MANAGEMENT

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Positions:* New: Replacement: Add

Position no	Type	Applicant	Application status	
1	<input style="width: 50px;" type="text"/> Select ▼	-	-	Cancel

POSITION DETAILS

Reason for Filling Position:*

Current/previous incumbent name:

Resignation Date (if applicable):

Division:*

Department:*

Recruitment process:*

Department Profile:

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

Selection Criteria

The Selection Criteria functionality can be used across all position types. Users can add selection criteria, which comes from a library of criteria.

- To add a Criteria select **"Add"**

When you select the add button a list will appear for your selection.

Search Committee

SELECTION CRITERIA

Add

Selection criteria	Level	Group	
Education	Executive/Admin/Managerial	Minimum Qualifications	Add
Experience	Executive/Admin/Managerial	Minimum Qualifications	Add
Education	Executive/Admin/Managerial	Preferred	Add
Experience	Executive/Admin/Managerial	Preferred	Add
Interpersonal Skills	Executive/Admin/Managerial	Competency	Add
Analytical Skills	Executive/Admin/Managerial	Competency	Add
Problem Solving	Executive/Admin/Managerial	Competency	Add
Communication	Executive/Admin/Managerial	Competency	Add
Leadership	Executive/Admin/Managerial	Competency	Add
Motivation	Executive/Admin/Managerial	Competency	Add
Time Management	Executive/Admin/Managerial	Competency	Add
Teamwork	Executive/Admin/Managerial	Competency	Add
Adaptability	Executive/Admin/Managerial	Competency	Add
Creativity	Executive/Admin/Managerial	Competency	Add
Decision Making	Executive/Admin/Managerial	Competency	Add
Goal Setting	Executive/Admin/Managerial	Competency	Add
Initiative	Executive/Admin/Managerial	Competency	Add
Dependability	Executive/Admin/Managerial	Competency	Add
Productivity	Executive/Admin/Managerial	Competency	Add
Achievement	Executive/Admin/Managerial	Competency	Add

Page 1 of 4 | Jump to page: [] | Done

- Make your selection and select **"Add"**.

You can add Selection Criteria by:

- Selection Criteria
- Level
- Group

Once you have made your selection the **"Selection Criteria"** will appear within the PARF for your Search Committee to use as a tool when reviewing applicants.

SELECTION CRITERIA

Add


Minimum Qualifications Add
Education Remove

Search Committee

Do you wish to utilize a search committee?: Yes No

If you wish to utilize a Search Committee, select **"Yes"**, if not select **"No"**. If you select **"Yes"**, you can add your Search Committee Chair and Search Committee Members at this time or later.

Add a Search Committee Chair select the **"Binoculars"** to the right of the Search Committee Chair box.

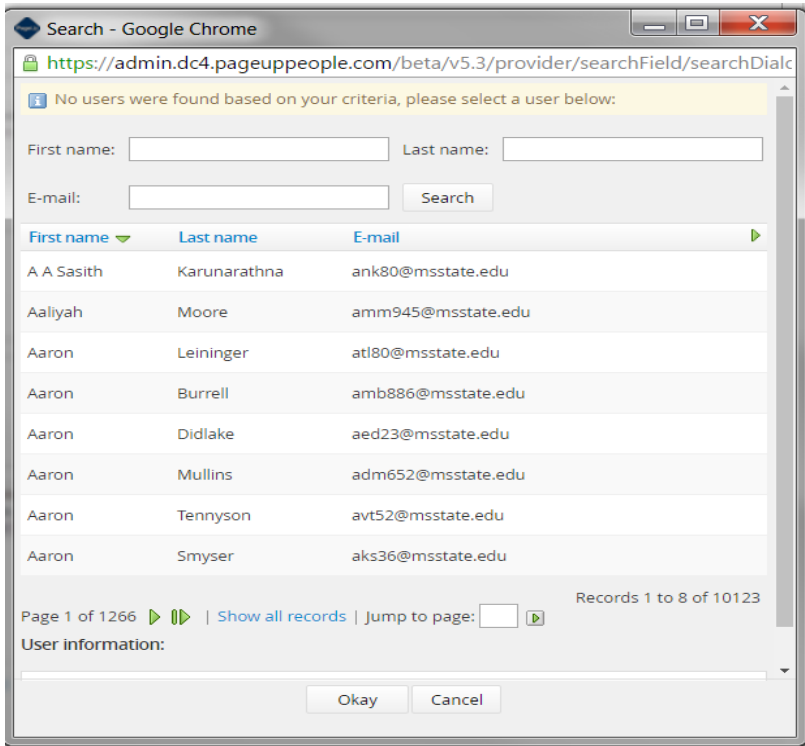
Search committee chair: [] 

No user selected.

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

The Search box below will appear for you to select the name of the individual for the Committee Chair or you can search for the individual's name.



Search - Google Chrome
https://admin.dc4.pageuppeople.com/beta/v5.3/provider/searchField/searchDialc

No users were found based on your criteria, please select a user below:

First name: Last name:

E-mail: Search

First name	Last name	E-mail
A A Sasith	Karunarathna	ank80@msstate.edu
Aaliyah	Moore	amm945@msstate.edu
Aaron	Leininger	atl80@msstate.edu
Aaron	Burrell	amb886@msstate.edu
Aaron	Didlake	aed23@msstate.edu
Aaron	Mullins	adm652@msstate.edu
Aaron	Tennyson	avt52@msstate.edu
Aaron	Smyser	aks36@msstate.edu

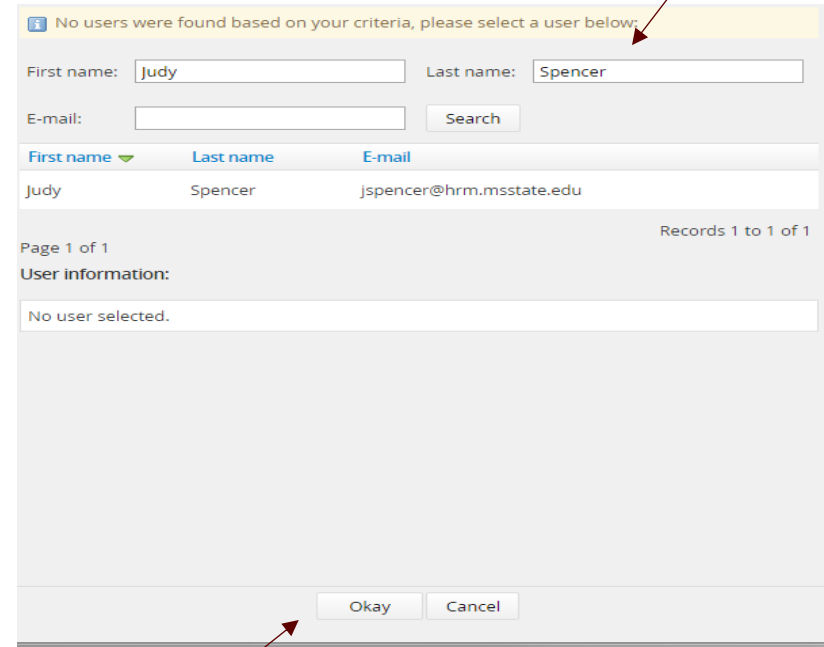
Page 1 of 1266 | Show all records | Jump to page:

Records 1 to 8 of 10123

User information:

Okay Cancel

To do a search, enter the first and last name of the individual that you would like to enter as your committee chair in the **"Selection Box"**.



No users were found based on your criteria, please select a user below:

First name: Last name:

E-mail: Search

First name	Last name	E-mail
Judy	Spencer	jspencer@hrm.msstate.edu

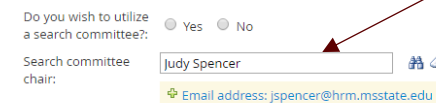
Page 1 of 1
Records 1 to 1 of 1

User information:

No user selected.

Okay Cancel

Select **"Okay"**. Once you have made your selection the name and email will appear in the Search Committee Chair box.



Do you wish to utilize a search committee?: Yes No

Search committee chair:

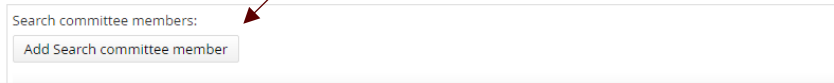
Email address: jspencer@hrm.msstate.edu

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CREATE REQUISITION (PARF)

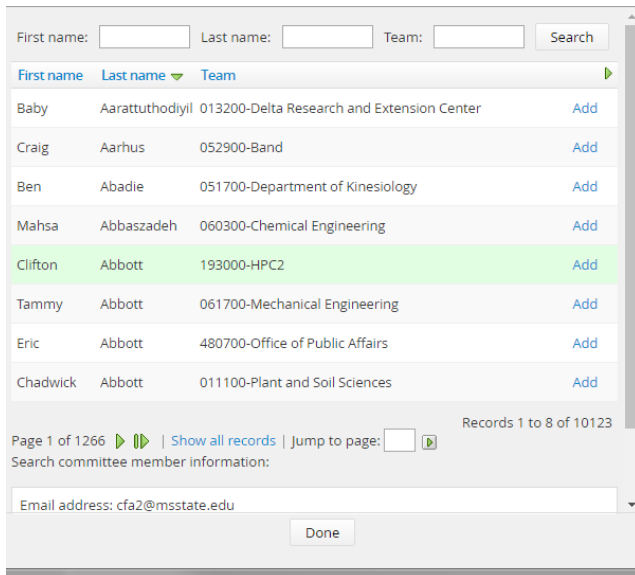
To add Search Committee Members

- Select the **“Add Search Committee Member”** button.



Search committee members:
Add Search committee member

The Search box below will appear for you to select the name of the individual for the Committee Member.



First name	Last name	Team	
Baby	Aarattuthodiyil	013200-Delta Research and Extension Center	Add
Craig	Aarhus	052900-Band	Add
Ben	Abadie	051700-Department of Kinesiology	Add
Mahsa	Abbaszadeh	060300-Chemical Engineering	Add
Clifton	Abbott	193000-HPC2	Add
Tammy	Abbott	061700-Mechanical Engineering	Add
Eric	Abbott	480700-Office of Public Affairs	Add
Chadwick	Abbott	011100-Plant and Soil Sciences	Add

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Search committee member information:
Email address: cfa2@msstate.edu

Done

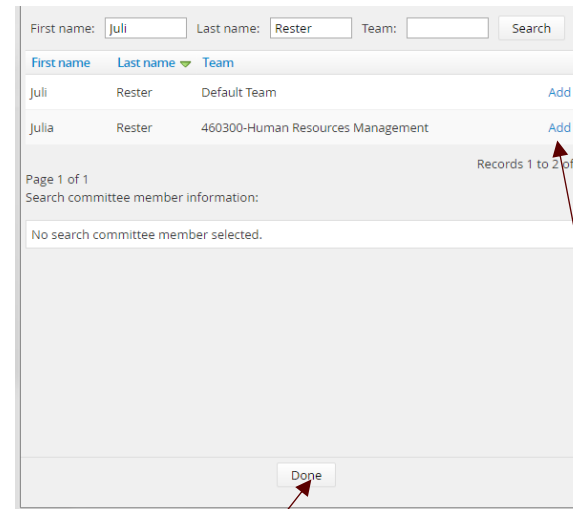
You can make your selection or search for the individual that you would like to be a part of your Search Committee.

To do a search, enter the first and last name of the individual that you would like to enter as a Search Committee Member in the **“Selection Box”**.



First name: Last name: Team: Search

- Select **“Search”**



First name	Last name	Team	
Juli	Rester	Default Team	Add
Julia	Rester	460300-Human Resources Management	Add

Page 1 of 1
Records 1 to 2 of 2

Search committee member information:
No search committee member selected.

Done

- Select the appropriate name and select **“Add”**
- Select **“Done”**

Your selection will appear in the box below. You can add other members by the same process or you can remove a member by selecting the **“Remove Button”**.



Search committee members:
Add Search committee member

Recipient
460300-Human Resources Management:
Julia Rester

Remove all
Remove

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

Approvals

An approval process begins with the Hiring Coordinator-the person who is creating the job and making the approval request. The request then goes through an approval process where a number of other users need to approve the request.

- Select the appropriate approval process.
- Select **“Save a Draft”** (Saves the document but not approvals and **will not move the document through the approval process**)
- Select **“Submit”** (Moves the document through the approval process)
- Select **“Submit & Exit”** (Moves the document through the approval process)
- Select **“Next Page”** (Moves you to the next page)

[Next page >](#)

[Save a draft](#) [Submit](#) [Submit and exit](#) [Cancel](#) [Spell check](#)

USERS AND APPROVALS

Hiring Authority: [Q](#) [↻](#)

No user selected.

Hiring Coordinator:* [Q](#) [↻](#)

[+](#) Email address: harry@test.com

Approval process:*

- None
- 2 Step Approval Process
- 3 Step Approval Process
- 4 Step Approval Process
- 5 Step Approval Process
- 6 Step Approval Process
- 7 Step Approval Process
- Academic Affairs - 1 Dean Level
- Academic Affairs - 2 Dean Levels
- Extension Agent
- Extension Only Funding
- Extension/MAFES Joint Funding
- None

USERS AND APPROVALS

Additional Hiring Coordinator: [Q](#) [↻](#)

No user selected.

Hiring Coordinator:* [Q](#) [↻](#)

Email address: harry@test.com

Approval process:*

1 Step Approval Process

1. Approver: [Q](#) [↻](#)

jcr15@msstate.edu

HR Generalist:* [Q](#) [↻](#)

Email address: jcr15@msstate.edu

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[Save a draft](#) [Submit](#) [Submit and exit](#) [Cancel](#) [Spell check](#)

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CREATE REQUISITION (PARF)

NOTES:

You can add notes associated to this requisition (PARF)

- To add a note select the **“Notes”** tab
- Select **“Note”** from the dropdown box
- The box below will appear

- Add your notes in the box provided
- You can upload a file from your directory that pertains to your notes by selecting the **“Upload File”** button
- Select **“Save”**

DOCUMENTS:

You can add attachments associated to this requisition (PARF)

- To add a document select the **“Documents”** tab
- Select **“Document from a File”** from the dropdown box

- The box below will appear

- Select **“Upload File”**
- Add your title, Save and Close or Save and Add Another document

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

CREATE REQUISITION (PARF)

APPROVING A JOB

When an approver is required to approve a job, they will receive an email containing a link to the job. The link in the email will take the approver directly to the job that needs approving. Alternatively, the approver can log into the system and click the **“My Job Approvals”** link on the main PageUp menu.

Note: The link provided in the email is intended for the original recipient only, do not forward this link to another recipient. The approver will review the job card and job details.

They will be presented with the following options at the bottom of the job card:

- Save Draft
- Approve
- Decline
- Cancel

If the approver clicks **“Decline”**, they will be prompted to add a comment as to why they are declining. An email with these details will be sent to the Hiring Coordinator so that any applicable changes can be made to the requisition if required. After these are made, the approval process will need to start again from the beginning.

If they click **“Approve”**, they will be taken back to the **“Manage Job Approvals”** screen, and a message indicating that the document has been approved will appear.

When all approvers have approved, the process is complete and the Hiring Coordinator, and Hiring Authority will receive an email to inform them when the job approval process is complete, the job status will be changed to **“Approved”**.

Once the requisition is approved, the HR Generalist will then post the requisition to the MSU recruiting website.