



CalPolyPomona

Talent Acquisition

How to Create a Job Card

Revised: November 1, 2023

Table of Contents

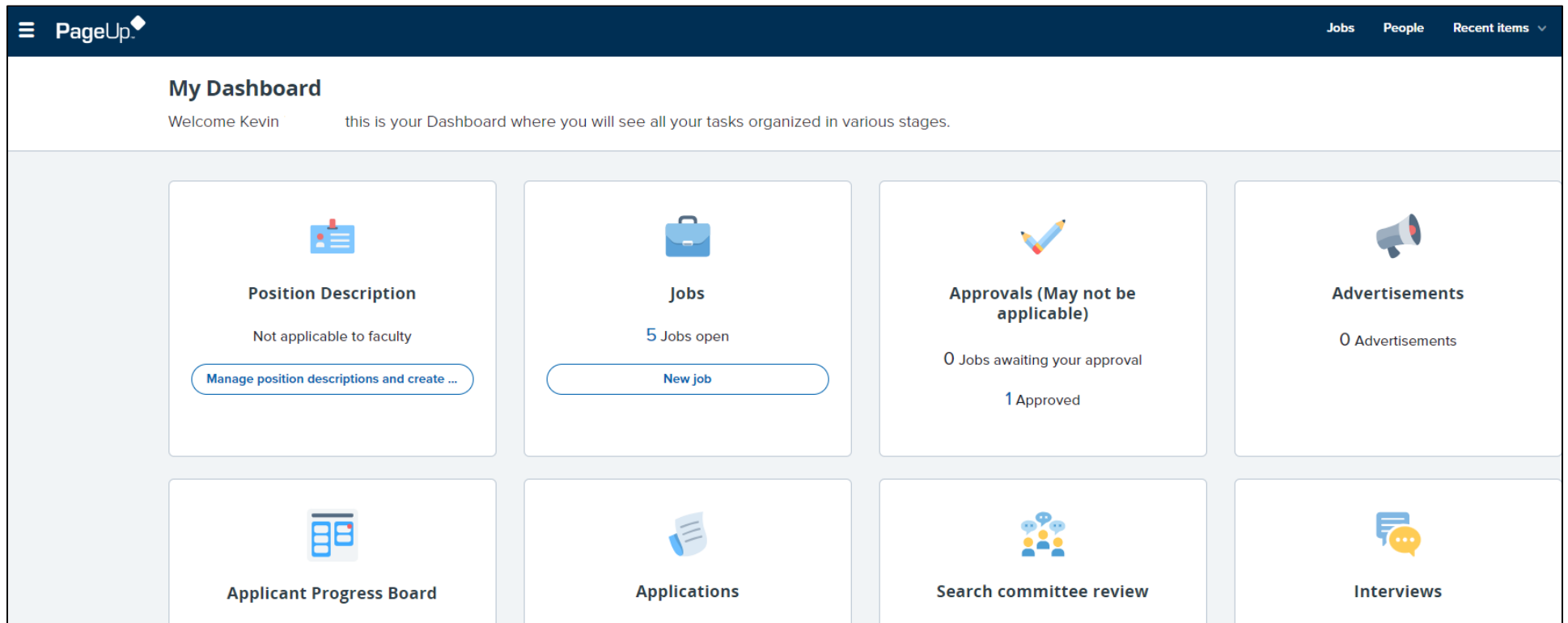
Section 1: Accessing the Job Card.....	2
Section 2: Accessing the Job Card.....	3
Section 3: Requisition Information	4
Section 4: Open Positions	5
Section 5: Requisition Details	6
Section 6: Job Details.....	7
Section 7: Position Designation	8
Section 8: Budget Details	9
Section 9: Posting Details.....	10
Section 10: Search Details.....	11
Section 11: Users and Approvals	12
Section 12: Documents Tab	13
Job Card Completed.....	14

Where should I be at this point in the process? Smartsheet has been submitted and you have received an email confirmation from Compensation and Classification with the approved Position Description.

Note: Login through [MyCPP](#), then go to PageUp. Once you are logged in, you will see your dashboard.

Section 1: Accessing the Job Card

1. Navigate to the second tile labeled “Jobs” and click on “New Job”



The screenshot displays the PageUp dashboard interface. At the top, there is a dark blue navigation bar with the PageUp logo on the left and menu items 'Jobs', 'People', and 'Recent items' on the right. Below the navigation bar, the main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome Kevin this is your Dashboard where you will see all your tasks organized in various stages.' The dashboard is organized into a grid of eight white tiles, each with a blue icon and text. The 'Jobs' tile is the second tile from the left in the top row and features a briefcase icon, the title 'Jobs', the text '5 Jobs open', and a blue button labeled 'New job'. Other tiles include 'Position Description' (with a 'Manage position descriptions and create ...' button), 'Approvals (May not be applicable)' (with '0 Jobs awaiting your approval' and '1 Approved'), 'Advertisements' (with '0 Advertisements'), 'Applicant Progress Board', 'Applications', 'Search committee review', and 'Interviews'.

Tile Title	Icon	Text/Action
Position Description	Clipboard with red checkmark	Not applicable to faculty Manage position descriptions and create ...
Jobs	Briefcase	5 Jobs open New job
Approvals (May not be applicable)	Pencil	0 Jobs awaiting your approval 1 Approved
Advertisements	Megaphone	0 Advertisements
Applicant Progress Board	Calendar	
Applications	Document	
Search committee review	Group of people	
Interviews	Speech bubbles	

Section 2: Accessing the Job Card

1. Team Link
 - a. Department ID for the position
2. Position Number
 - a. Please indicate a position number in the sequence **PO-0000XXXX** in the field
 - i. Example: PO-00002360
 - b. If an error appears, please double check you included the 4 zero's and then click out of the field
 - c. If an error still appears, then click on the binoculars and search for the position number
3. Campus
 - a. Select Pomona
4. Templates
 - a. Select "PO-Staff & MPP Replacement Template"
5. Preview
 - a. Please skip
6. Click "Next"

The screenshot shows a web form for accessing a job card. It is divided into six numbered sections:

- 1 Team link**: A dropdown menu.
- 2 Position Number**: A text input field containing "PO-00002360" with a search icon (binoculars) and a refresh icon.
- 3 Campus**: A list box with options: Pomona, Sacramento, San Bernardino, San Diego, San Francisco, and San José State University. "Pomona" is selected.
- 4 Template**: A list box with options: "--No template--", "PO - TT Faculty, Assistant Professor", and "PO- Staff & MPP Replacement Template". "PO- Staff & MPP Replacement Template" is selected.
- 5 Preview**: A preview area showing the text "Please skip, Talent Acquisition will complete" and labels for "Type of Appointment:" and "Collective Bargaining Unit:".
- 6**: A footer area with "Next >" and "Cancel" buttons.

Section 3: Requisition Information

1. Internal Team: Auto-Populated
2. Recruitment Process (PO=Pomona)
 - a. Select “PO-Staff/MPP I & II” or “PO-MPP III & IVs”
3. Application Form
 - a. Select PO-Staff & MPP Application Form
4. Job Code/Employee Classification: Auto-Populated
5. Salary Range/Grade: Auto-Populated
6. Classification Title: Auto-Populated
7. CSU Working Title: Auto-Populated
8. MPP Job Code (If Applicable)
 - a. Received when Position Description was approved
9. Classification of Instructional Program (CIP) Code
 - a. Please skip
10. Campus: Auto-Populated
11. Division: Auto-Populated
12. College/Program: Auto-Populated
13. Department: Auto-Populated

[View Job Card User Guides](#)

REQUISITION INFORMATION

1 Internal Team:	PO-Landscape Services - 71300
2 Recruitment Process:*	PO-Staff/MPP I & II
3 Application Form:	PO-Staff & MPP Application Form
4 Job Code/Employee Classification:*	Admin Analyst/Spclst 12 Mo <input type="text"/>
	Job Code: 1038
5 Salary Range/Grade:*	0304-RANGE A-Grade-1 <input type="text"/>
	Minimum: \$ 3,338.00 Maximum: \$ 4,744.00 Pay Frequency:
6 Classification Title:	Admin Analyst/Spclst 12 Mo
7 CSU Working Title:*	Administrative Support to Facilities
8 MPP Job Code:	
9 Classification of Instructional Program (CIP) Code:	Select
10 Campus:*	Pomona <input type="text"/>
11 Division:*	Administrative Affairs <input type="text"/>
12 College/Program:*	Facilities Planning & Mgmt <input type="text"/>
13 Department:*	Facilities Admin Services - 71000
Requisition Number:	Leave blank to automatically create a Req

Section 4: Open Positions

OPEN POSITIONS

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

Positions:*

Position no	Type:*	Applicant	Application status
1 Admin Analyst/Spclst	Replacement	-	-

No position selected

3 New: Replacement:

1. Position No
 - a. This will be pre-populated by the inputted position number in Section 2
2. Type
 - a. Select "New" or "Replacement"

Multiple Openings

3. If the job has multiple openings, you may indicate additional positions by typing the number of added positions under "New" or under "Replacement" then click add more
 - a. Then add the position no
 - b. Then select the correct type

Section 5: Requisition Details

1. Auxiliary Recruitment
 - a. Click “No”
2. Reason
 - a. Select the appropriate reasoning
3. Justification for Recruitment
 - a. Is this an essential position, what is the impact of not hiring for this role, any other justifications, etc.
4. Previous/Current Incumbent
 - a. Complete if you have the information accessible
5. Work Type
 - a. Select “Staff” or “MPP”
6. Hiring Type
 - a. Select the hiring type this position falls under
7. Workplace Type
 - a. Select the current telecommuting eligibility for this role
8. Job Status
 - a. Select appropriate status
9. Time Basis
 - a. Select “Full-Time” or “Part-Time”
10. FTE
 - a. If the position is full time type “1.00,” if not type “0.50”
11. Hours per Week
 - a. Input whole number
12. FLSA Status
 - a. “Exempt” or “Non-Exempt”
13. CSU Campus (Integration for 3rd Party Solutions)

REQUISITION DETAILS

1 Auxiliary Recruitment:* Yes No

2 Reason:* Resignation

3 Justification for Recruitment:* Our previous employee has resigned

4 Previous/Current Incumbent: Bob Bronco

5 Work Type:* Staff

6 Hiring Type:* Probationary

[View Workplace Type Selection Job](#)

7 Workplace Type (Exclude Inst Fac): Telecommute eligible (work onsite as

8 Job Status:* Regular

9 Time Basis:* Full Time

10 FTE: 1.00

11 Hours Per Week: 40

12 FLSA Status:

13 CSU Campus (Integration for 3rd Party Solutions):* Cal Poly Pomona

City: Pomona

Section 6: Job Details

1. Section Job Summary/Basic Function
 - a. Please skip

JOB DETAILS	
Job Summary/Basic Function:	Please skip, Talent Acquisition will complete
Minimum Qualifications:	Please skip, Talent Acquisition will complete
Required Qualifications:	Please skip, Talent Acquisition will complete

Job Duties

1. Skip % of Time and Duties/Responsibilities
 - a. Talent Acquisition will collect this data from the Position Description
2. Supervises Employee
 - a. Select "Yes" or "No"
 - b. If yes, please list out the position titles of supervisees

JOB DUTIES	
1	% of time Duties / Responsibilities
	ⓘ There are no
	<input type="button" value="New"/>
2 A	Supervises Employees:* <input checked="" type="radio"/> Yes <input type="radio"/> No
2 B	If position supervises other employees; list position titles: <input type="text" value="Student Assistants"/>

Section 7: Position Designation

- 1. Mandated Reporter
 - a. Select "Not Mandated," "General," or "Limited"
- 2. Conflict of interest
 - a. Select whether this position is a conflict of interest
- 3. Skip the rest of this section and move to the next section: Budget Details

POSITION DESIGNATION	
1 Mandated Reporter:*	<input type="text" value="Not mandated"/>
2 Conflict of Interest:*	<input type="text" value="None"/>
NCAA:	<input type="radio"/> Yes <input type="radio"/> No
3 Is this a Sensitive position?:	<input type="radio"/> Yes <input type="radio"/> No
	View Sensitive Position criteria
Care of People (incl. minors) Animals and Property:	<input type="text" value="Select"/>
Authority to commit financial resources:	<input type="text" value="Select"/>
Access/control over cash cards and expenditure:	<input type="text" value="Select"/>
Access/possession of master/sub-master keys:	<input type="text" value="Select"/>

Section 8: Budget Details

1. Benefits Eligible
 - a. Please skip
2. Anticipated Hiring Range
 - a. This is determined and approved by the division
3. Budget/Chart Field/Account String
4. Cost Center
5. Pay Plan
6. Pay Plan Months Off

BUDGET DETAILS	
1	Benefit Eligible?: <input checked="" type="radio"/> Yes <input type="radio"/> No
2	Anticipated Hiring Range: 3505-4173
3	Budget/Chart field/Account string: 601300 - POM01-64700-0507-00000 <small>Please enter chart string information including Class and % Distribution.</small>
4	Cost Center: STH
5	Pay Plan: 12 Months
6	Pay Plan Months Off:

Section 9: Posting Details

1. Posting Type
 - a. If you have an internal candidate in mind, select “internal recruitment.” This position will still be posted on our CPP Careers site
 - b. If you have no candidate in mind, select “Open Recruitment”
2. Review Begin Date
 - a. Please skip
3. Anticipated Start Date
 - a. Indicate a tentative start date
4. Anticipated End Date
 - a. Please skip
5. Do You Wish to Apply for a Waiver for the Posting?
 - a. Complete if applicable
6. Reason for Waiver
 - a. Please skip
7. Posting Location
 - a. Select “Pomona”
8. Additional/Other Advertising Sources
 - a. Please skip: You will have the opportunity to review advertising sources during your intake meeting
9. Advertising Summary
 - a. Please include 2-3 sentences to make someone excited about reading more about this opportunity
10. Advertisement Text
 - a. Please skip

POSTING DETAILS

- 1 Posting Type:*
- 2 Review Begin Date:
- 3 Anticipated Start Date:
- 4 Anticipated End Date:
- 5 Do you wish to apply for a waiver for the posting:
- 6 Reason for Waiver:
Example: Emergency Hire, Actin
- 7 Posting Location:*
If you plan to advertise externally indicate the advertising sources: CSU Careers Inside Higher Ed Caljobs
- 8 Additional/Other Advertising Sources:
- 9 Advertising Summary:*
*** [Standard Posting Template](#)
*** [Marketing Posting Template](#)
- 10 Advertisement text:*

B *I* U ~~S~~ Formats **A**

Section 10: Search Details

1. Search Committee Chair
 - a. HEERA manager
2. Add Search Committee Members
 - a. To add click “Add Search Committee Member.” A pop-up window will appear
 - b. Search members by first and last name
3. Find the correct member by verifying their information then by clicking on the name
4. Once you find the right person click “Add” and then “Done” or “Add new search committee member”

The screenshot shows the 'SEARCH DETAILS' interface. At the top, there is a search bar for 'Search Committee Chair' with a search icon and a dropdown menu showing 'E' and 'du.ZZZ'. Below this is a section for 'Search Committee Members' with an 'Add Search Committee Member' button. A 'Recipient' field is present, and a message states 'No Search Committee Member selected.' Below this is a section for 'Search Committee Member information:' with input fields for 'First name:', 'Preferred name:', and 'Last name:'. There is also a 'Team (internal team):' field and a 'Search' button. A table with columns 'First name', 'Preferred name', 'Last name', and 'Team (internal team)' is shown, with a single row highlighted in green. Below the table, it says 'Page 1 of 1' and 'Search committee member information:'. At the bottom, there is a note: 'Note: To add this record, click on the 'Add' link above.' and two buttons: 'Done' and 'Add new search committee member'.

1 Search Committee Chair: [input field] [search icon] [dropdown: E du.ZZZ]

2 Search Committee Members: [Add Search Committee Member]

2 a Recipient: [input field] No Search Committee Member selected.

Search Committee Member information:

2 b First name: [input field] Preferred name: [input field] Last name: [input field]

Team (internal team): [input field] [Search]

3

First name	Preferred name	Last name	Team (internal team)

Page 1 of 1

Search committee member information:

4 Note: To add this record, click on the 'Add' link above. [Done] [Add new search committee member]

Section 11: Users and Approvals

1. Reports to Supervisor's Name
 - a. Indicate HEERA Manager's name
2. Administrative Support (If Applicable)
 - a. Administrative support to the HEERA manager
3. Compliance Panel Facilitator
 - a. Please skip
4. Additional Viewers
 - a. Please skip
5. Hiring Administrator
 - a. Please select the appropriate person from your division
6. Approval Process
 - a. Select appropriate division approval process
 - b. Complete all fields to initiate the approval process
7. HR/Faculty Affairs Representative: Auto-Populated
8. Recruitment Status
 - a. Select "Pending Approval"
 - b. Click "Submit" at the bottom of the page
9. Click "Next Page"

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

- 1** Reports to Supervisor Name: A text input field.
- 2** Administrative Support: A text input field.
- 3** Compliance Panel Facilitator: A text input field with a blue message below it that says "No user selected."
- 4** Additional viewers: A section containing an "Add Additional viewers" button, a "Recipient" field, and the text "No Additional viewers selected." Below this is a section for "Additional viewers information".
- 5** Hiring Administrator: A text input field.
- 6** Approval process: A dropdown menu.
- 7** HR/Faculty Affairs Representative: A text input field.
- 8** Recruitment Status: A dropdown menu currently set to "Pending approval".
- 9** Next page: A button with a right-pointing arrow.

Section 12: Documents Tab

Please submit your **approved** Position Description under the documents tab. Recruitments with no Position descriptions attached will be put on hold.

1. Click Select
 - a. Dropdown menu will appear and select “Document from a File”
 - b. A new window will appear to upload a new document
2. File
 - a. Click “Upload File”
 - b. Document Category – Select “Recruitment Documents”
 - c. Title – “Working title – Position Description”
3. Then click “Save & Close”

The screenshot shows the 'New job' interface with three tabs: 'Position info', 'Notes', and 'Documents'. The 'Documents' tab is active. A red circle with the number '1' highlights a dropdown menu labeled 'Select'.

The screenshot shows the 'Upload a new document' dialog box. It has a dark blue header with the text 'Upload a new document'. Below the header, there are three main sections: 'File:*' with an 'Upload file' button, 'Document category:*' with a dropdown menu showing 'Recruitment Documents', and 'Title:' with a text input field. At the bottom, there are three buttons: 'Save and add another', 'Save and close', and 'Close'. Red circles with numbers '2' and '3' highlight the 'File:*' field, 'Document category:*' dropdown, and 'Title:' field respectively. A red circle with the number '3' also highlights the 'Save and close' button.

Job Card Completed

You have submitted your Job Card! At this point, approvals have been initiated. Once all the approvals are met, the recruitment will be assigned to a Talent Advisor. A Talent Advisor will be reaching out to you with further details. You can check the status of the approval process at any time by visiting the Job Card.