

UMassAmherst

Tenure-Track Hiring Process Page Up & APWS

2018-2019 Search Year

Step 1 – Generate Requisition Number in Page Up

- All requisition numbers must be generated in Page Up.
- **Only** fill out the following field for tenure-track searches:
 - Campus: **Univ of Mass Amherst**
 - Template: **Tenure Track**
 - Position Number: Contract HR with questions regarding position numbers.
 - Working title/ Posting Title:
 - Position/Classification Type: **Faculty Full-Time**
 - Recruitment Process: **Amherst**
 - Search Committee
 - Do you wish to utilize a search committee?
 - Search committee chair:
 - Add Search Committee Members
 - Posting Location: **UMass Amherst**
 - Hiring Manager: **Enter in the appointing authority**
 - NOTE: This is a change from Interview Exchange.
 - Approval Process: **None**
 - Status: **Draft**
- Select **Save a Draft**
 - NOTE: You will receive a warning message indicating that the approval process will be deleted. Click “OK”
- The requisition number (job number) will appear in the top-left corner of the screen. Save this requisition number for your APWS submission.

Step 2 – Requisition Approval in APWS (Phase 1)

- Follow the normal process to receive requisition approval in APWS.
- On the *View Submission Contents* tab you will still need to provide the following information:
 - Position Information
 - *Note: Be sure to use the requisition number generated in Page Up*
 - Search Committee Composition
 - Demographics of the Search Committee
 - Advertising Plan
 - Facilities Plan
- The requisition will proceed through the normal approval process, including a review by HR – EO&D.

Step 3 – Post the Position in Page Up

- Follow the normal process to post the position in Page Up.

- Search Categories: **Faculty**
- Union: **MSP**
- Application Form: **Amherst Faculty**
- Review applications and narrow the field to the campus interview list.

Step 4 – Obtain approval for the Campus Interview List in APWS (Phase 2)

- Follow the normal process to receive approval for the campus interview list in APWS.
- Create a *Phase 2* Submission by entering in the following information:
 - Requisition Number
 - Hiring Manager
 - Search Committee Chair
 - Indicate if a lab or studio will be needed
- Information from your prior *Phase 1* submission will prepopulate.
- Confirm that everything is accurate and select *Create Draft*.
- On the *Complete your Recommendation Tab*, you will still need to provide the following information:
 - Changes since Requisition
 - Proposed Campus Interview List
- **NOTE:** There will no longer be a requirement to upload the Applicant Log Summary
- Once all the information is completed click *Done. Move to the next step*.
- Click *Save Decision*.
- The hiring documents will move through the normal approval process, including a review by HR – EO&D prior to inviting candidates to campus interviews.

Step 5 – Closing the Search

- Follow the normal procedures in Page Up to disposition applicants.
- Only fill out the offer details in Page Up after you've received approval on the offer letter from the Provost's office.
- After an offer is made and accepted follow the normal procedures in Page Up to close the search.