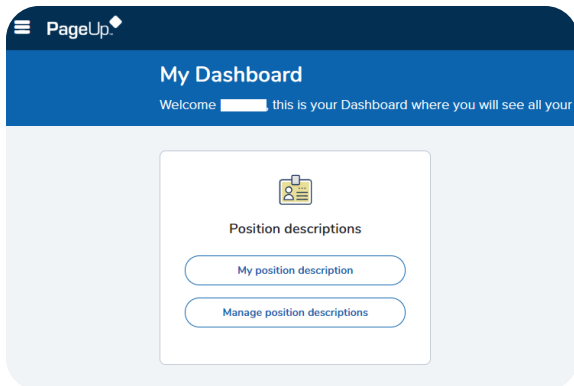


HOW TO SUBMIT A JOB POSTING REQUEST

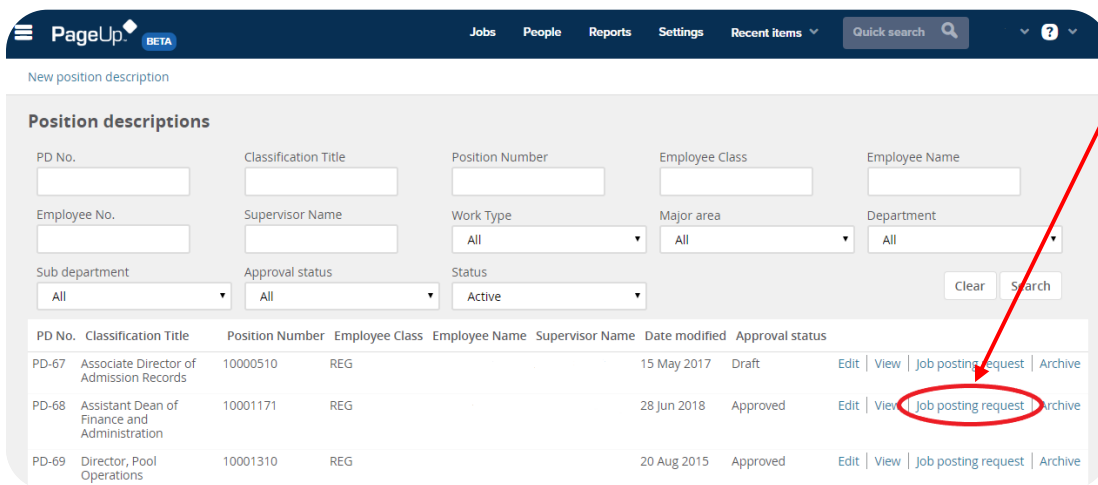
This is the second step in the recruitment process. To complete the first step, see [How to Edit and Submit Position Descriptions](#).



Click “Manage Position Descriptions” and enter search criteria to find the position you would like to post

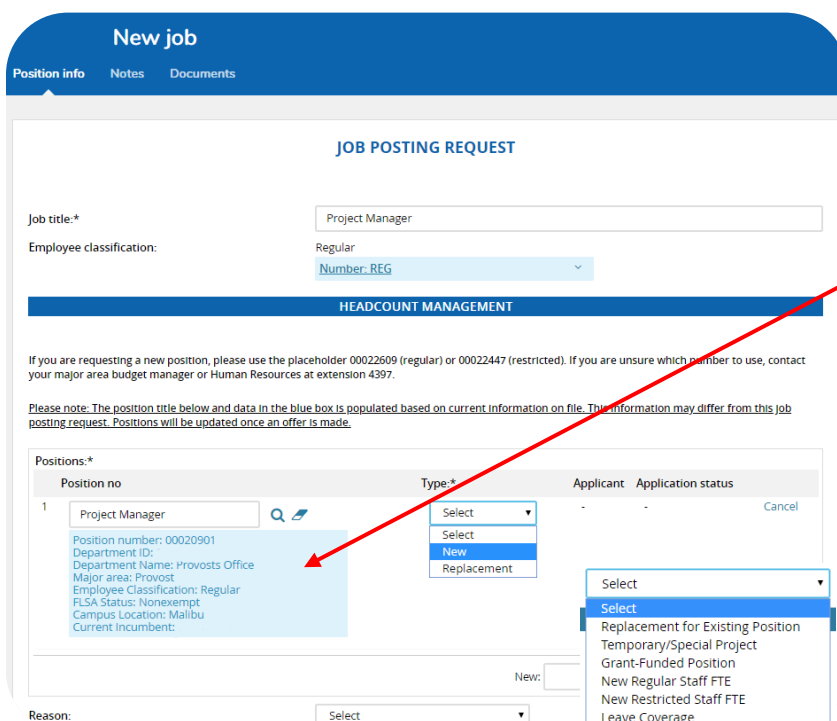
Please note: PageUp will remember any previous search history. Click the “Clear” button and then the “Search” button to see all position descriptions on your team.

If you cannot find the position description you’re looking for, you may need to connect with an Employment Specialist, or create a new position description using the link in the top-left corner.



Click “Job Posting Request”

Please note: If the link is grey and you are unable to click the link, this means the position description has not yet been approved. Please click “edit” or “view” to see who needs to provide approval.



Verify the information that has pulled through from the position description, and select a “Type” and “Reason” for Posting

Please note: The blue box shows the current information on file for a position, not the intended information for the posting. If you are reclassifying a position (e.g. downgrading a manager position to a specialist position) the information in the blue box will appear out of date. Position changes will be officially changed once an offer is made.

POSITION DETAILS

Major area:* Provost

Department: Provosts Office

Department ID: 11405

Campus location: Malibu

FLSA status: Nonexempt

Hours per week: 40

POSTING DETAILS

Number of posting days desired:

Post Internally for Pepperdine community only?: ☐ Yes ☐ No

Maximum budgeted amount:*

Desired salary listing:

Please describe the basic purpose of this position and how it contributes to the University's mission and strategic plan?:

Description:

Confirm the information in the “Position Details” section and complete the Posting Details section

Please note: Regular staff positions are required to be posted for a minimum of 5 business days.

If you are only considering internal candidates, please select “Yes” on “Post internally for Pepperdine Community only?”

Most hiring managers at Pepperdine prefer the Desired Salary Listing to be listed as “Commensurate with experience,” but there may be situations where you choose to list a minimum salary (e.g. “Starting salary of \$48,000 per year), or a salary range (\$39,000-\$41,000 per year) to ensure you’re attracting the appropriate applicants.

Leave the “Description” field blank

This field will be filled in by Human Resources and will contain the content of the advertisement for jobs.pepperdine.edu.

Approval process:* Staff - 4 Approvals + HR

1. HR Initial Review: Human Resources
employment@pepperdine.edu

2. Department Head:
No user selected.

3. Major Area Budget Manager:
No user selected.

Recruiter:* Human Resources
Email address: employment@pepperdine.edu

Next page >

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

Select an Approval Process, and click “Save and Submit”

Select the approval process that corresponds to your major area, or customize the approval process by selecting 2, 3, or 4 approvals + HR. The required approval process should follow your reporting line, up to the Vice President of your area, or the Provost. The number of approvals required will vary for this reason. If you require assistance determining who needs to approve your job posting request, contact an Employment Specialist.

Please note: We understand that recruitment nearly always comes with urgency; please allow three to five business days for the job posting request to receive all required approvals.

If you have questions, please call extension 4397 or email employment@pepperdine.edu

Save a draft Save **Save and submit** Cancel