University of Kentucky

Quick Guide for Posting Staff Positions

The **Staff position** type is used to submit a request to Compensation for the following:
- Create and post a new position
- Modify a current position
  - Update (with or without posting)
  - Reevaluation (with or without posting)

Checklist for Completing a Hiring Proposal:

Once Employment establishes the hiring proposal for the selected applicant, you will need to complete all information with the Hiring Proposal form.

☐ 1. Log into the system and select your Department role - position coordinator, supervisor or budget (on the **Applicant Tracking** side of the system).

☐ 2. Select **"Staff"** category listed under the **Hiring Proposal** menu/tab.

☐ 3. Locate the **Hiring Proposal** you are working on and click on the candidate's last name.
☐

☐ 4. Click **"Edit"** next to the **Hiring Proposal** section.

☐ 5. Complete the information on the **Hiring Proposal** section.

6. Click **Next** to add documents in the **Hiring Proposal Documents** section.

☐ 7. Click **Next** to review the **Summary** to ensure necessary posting information is included.

☐ 8. Select **Take Action on Hiring Proposal**. Based on your access, you will proceed to one of the following options:

    a. Position Coordinator - **"Send to Supervisor," "Send to Health Care Payroll"** or **"Send to Budget Officer."**
    b. Supervisor - **"Send to Health Care Payroll"** or **"Send to Budget Officer."**
    c. Budget Officer - **"Send to Dean/Director"** or **"Send to Employment."**
    d. Health Care Payroll - **"Send to Dean/Director"** or **"Send to Employment."**

☐ 9. Click **"Submit"** to finalize the status change.

☐ 10. A green heading will appear if your hiring proposal was successfully submitted to the next level.