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.