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 Creating a New Position Description

☐ 1. Log into the system and select your Department role - Position Coordinator, Supervisor or Budget Officer (on the Position Management side of the system).

☐ 2. Select "Staff" category listed under the Position Description menu/tab.

☐ 3. Select Create New Position Description in the upper right-hand corner and select the option of "New Position Description."

☐ 4. Enter your desired Job title once you have selected the above option:
Please note: You may also clone your position using one of the other positions you have access to in the system which are located at the bottom of the page. to clone a position, select the radio button next to the position you would like to create from and then proceed to step 5.

☐ 5. Select the appropriate department for which this position will be assigned.

☐ 6. Select Start Pending Request in the upper right-hand corner.

☐ 7. Complete all information on the **General Information** section.

☐ 8. Click Next >> to add the Major Job Responsibilities (MJRs) and Job Summary on the **Major Job Responsibilities** section.

*To add MJRs, click on Add Responsibilities Entry. You will need to select this button for each MJR.

☐ 9. Click Next >> to add **Posting Specific Questions** you would like to use to assist in screening applicants.

*For instructions on adding questions, use the QuckGuide for Posting Specific Questions.

☐ 10. Click Next >> to complete all information on the **Position Qualifications** section.

☐ 11. Click Next >> to complete all information on the **Position Requirements** section.

*For Question 7.1 Supervision Details, please click Add Question 7.1: Supervision Details Entry to add details for each position supervised.

☐ 12. Click Next >> to view the Direct Supervisor's position on the **Direct Supervisor Selection** section.
This information is automatically updated and required no action.

☐ 13. Click Next >> to add documents in the **Position Documents** section.

☐ 14. Click Next >> to review the Summary to ensure necessary posting information is included.

☐ 15. Selection Take Action on Pending Request. Based on your access, you will have one of the following options:
a. Position Coordinator - "Send to Supervisor" OR "Send to Budget Officer"
b. Supervisor - "Send to Budget Officer"
c. Budget Officer - "Return to Position Coordinator," Return to Supervisor," "Send to Dean/ Director," "Send to EVP/Provost" OR "Send to Compensation."

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☐ 16. Select a Compensation User and then click **"Submit"** to finalize the status change.
☐ 17. A blue heading will appear if your position description was successfully submitted to the next level.

Checklist for Modifying an Existing Position Description

☐ 1. Log into the system and select your Department role - Position Coordinator, Supervisor or Budget Officer (on the Project Management side of the system).

*If changing user roles, click on [refresh icon] in the upper right-hand corner to confirm change in role.

☐ 2. Select "Staff" category listed under the Position Description menu/tab.
☐ 3. Locate the position you would like to update/reevaluate from the lost of positions and click on the job title.
☐ 4. Select **Modify Position** in the upper right-hand corner and then click on **Start** to begin your action.
☐ 5. Select one of the following actions from the Type of Action Requested drop-down.
   a. Update, no post
   b. Update, post
   c. Reevaluation, no post
   d. Reevaluation, post
☐ 6. Click **Next >>** to complete all information on the **General Information** section.
☐ 7. Click **Next >>** to add the Major Job Responsibilities (MJRs) and Job Summary on the **Major Job Responsibilities** section.

*To add MJRs, click on **Add Responsibilities Entry**. You will need to select this button for each MJR.

☐ 8. Click **Next >>** to add Posting Specific Questions you would like to use to screen applicants.

*For instructions on adding questions, use the Quick Guide for Posting Specific Questions.

☐ 9. Click **Next >>** to complete all information on the **Position Qualifications** section.
☐ 10. Click **Next >>** to complete all information on the **Position Requirements** section.

*For question 7.1: Supervision Details, please click the **Add Question 7.1: Supervision Details Entry** to add details for position supervised.

☐ 11. Click **Next >>** to view the Direct Supervisor's position on the **Direct Supervisor Selection** section. This information is automatically updated and requires no action.
☐ 12. Click **Next >>** to add documents in the **Position Documents** section.
☐ 13. Click **Next >>** to view **Summary** to ensure necessary posting information is included.
14. Select **Take Action on Pending Request**. Based on your access, you will proceed to one of the following options.
   a. Position Coordinator - " Send to Supervisor" OR "Send to Budget Officer"
   b. Supervisor - "Send to Budget Officer"
   c. Budget Officer - "Return to Position Coordinator," "Return to Supervisor," "Send to Dean/Director," "Send to EVP/Provost," "No Change to Position-Send to Employment" OR "Send to Compensation."
☐ 15. Select a Compensation User then click "Submit" to finalize status change. This will only be an option for Budget Officers.
☐ 16. A blue heading will appear if your position description was successfully submitted to the next level.

Checklist for Reviewing Applications and Requesting Hiring Proposal

- ☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side of the system).
- ☐ 2. Select "Staff" category listed under the Posting menu/tab.
- ☐ 3. Locate the posting you would like to view and click on the Job Title.
- ☐ 4. Click on the "Applicants" tab to obtain the list of individuals who have applied.
- ☐ 5. Click on each applicant's name to view their application form. Use your browser's back button to return to list of applicants.
- ☐ 6. Once you have selected a person you would like to hire, initiate Hiring Proposal by viewing the application and clicking Take Action on Job Application.
- ☐ 7. Select the applicant status of "Initiate Hiring Proposal," then select an Employment User and click "Submit" to finalize the status change.
- ☐ 8. A blue heading will appear if your applicant status was successfully changed.

Checklist for Completing a Hiring Proposal

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

- ☐ 1. Log into the system and select your Department role - Position Coordinator, Supervisor or Budget Officer (on the Applicant Tracking side of the system).
- ☐ 2. Select "Staff" under the **Hiring Proposal** section.
- ☐ 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 view 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 status change.
- ☐ 10. A blue heading will appear if your hiring proposal was successfully submitted to the next level.

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Checklist for Ordering a Preemployment Screening

- ☐ 1. Log into the system and select the Search Coordinator role (on the Applicant Tracking side of the system).
- ☐ 2. Select "Staff" category listed under the Posting menu/tab.
- ☐ 3. Locate the posting you would like to view and click on the Job Title.
- ☐ 4. Click the "Applicants" tab to obtain the list of individuals who have applied.
- ☐ 5. Click on the applicant's name that accepted your staff position; order the required preemployment screening by viewing the application and clicking Take Action on Job Application.
- ☐ 6. Select the applicant status of "Accepted Offer - Initiate PES" then click "Submit" to finalize the status change.
- ☐ 7. A blue heading will appear if your applicant status was successfully changed.

Checklist for Closing a Posting

- ☐ 1. Log into the system and select the Search Coordinator role (on the Applicant Tracking side of the system).
- ☐ 2. Select "Staff" category listed under the Posting menu/tab.
- ☐ 3. Locate the posting you would like to view and click on the Job Title.
- ☐ 4. Click the "Applicants" tab to obtain the list of individuals who have applied.
- ☐ 5. Click each applicant's name to view their application form. Use your browser's back button to return to the list of applicants.
- ☐ 6. Enter disposition reasons for all applicants not selected by clicking Take Action on Job Application.
- ☐ 7. Select one of the following status options for those individuals you are not hiring:
  a. "Not Interviewed Not Hired," select the appropriate reason then click "Submit" to finalize the status change.
  b. "Interviewed Not Hired," select appropriate reason then click "Submit" to finalize status change.
- ☐ 8. Repeat step 7 for each applicant in your applicant pool.
- ☐ 9. Once all disposition reasons are entered, contact your Employment Consultant/Specialist to close out the posting.