Quick Guide for Posting UKHC Staff Positions

- Create and post a new position
- Modify a current position
  - Update (with or without posting)
  - Reevaluation (with or without posting)

_All UKHC Staff action are initiated within UKHC Position Management._

Checklist for Creating/Updating a Position Description

1. Log into the system and select [Add New](#) located in the lower left-hand corner of the screen.
2. Complete the main screen by selecting the appropriate criteria. Please note, you will need to select one of the following request reasons for your data to integrate to Human Resources:
   a. Approval to Post
   b. Approval to Reclass
   c. Approval to Create & Post New Position
   d. Change of Status
   e. Update Existing JAQ Only (HR)
   f. Once you have
3. Once you have completed the required details of the main form, click [OES Form](#) to complete the Position Description form.
4. Complete all information on the **General Information** section.
5. Click [Major Job Responsibilities](#) at the bottom of the screen to add the Major Job Responsibilities (MJRs) and Job Summary on the **Major Job Responsibilities** section.
   *To add a MJR, Click [Add MJR](#). This button will need to be selected for each MJR needed. You will need to list at least three MJRs in to proceed.*
6. Click [Position Qualifications](#) to complete all information on the **Position Qualifications** section.
7. Click [Position Requirements](#) to complete all information on the **Position Requirements** section.

For the question “List the job title(s) of employees for which this job is the DIRECT Supervisor,” click [Add](#) to enter details for each type of position supervised.

8. Click [Save](#) once the IES form is complete.
9. Click [Submit](#) after both the main form and the IES form are completed. Your request will be submitted to the next level of approval for submission by Human Resources.
Checklist for Reviewing Applications and Requesting Hiring Proposals

1. Log into the system and select Search Coordinator role (on the Applicant Tracking side 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 applied.
5. Click on each applicant’s name to view their application form. Use your browser’s back button to return to the 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 green heading will appear if your hiring proposal was successfully submitted to the next level.

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 form.

1. Log into system and select your Department role - Position Coordinator or Supervisor - in the Applicant Tracking system.
2. Select Staff 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 and complete the information in the section.
5. Click Next >> to add documents in the Hiring Proposal Documents section.
6. Click Next >> to review the Summary to ensure necessary posting information is included.
7. 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 OR Send to Health Care Payroll.
   b. Supervisor - Send to Health Care Payroll.
   c. Health Care Payroll - Send to Dean/Director OR Send to Employment.
8. Click Submit to finalize the status change.
9. A green heading will appear if your applicant status was successfully changed.
Checklist for Ordering a Preemployment Screening

☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side 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 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 green heading will appear if your applicant status was successfully changed.

Checklist for Closing a Posting

☐ 1. Log into the system and select Search Coordinator role (on the Applicant Tracking side 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 applied.

☐ 5. Click the applicant’s name to view their application form. Use your browser’s back button to return to 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 appropriate reason then click Submit to finalize the status change.
   b. Interviewed Not Hired, select appropriate reason then click Submit to finalize the status change.

☐ 8. Repeat this step for each applicant in your applicant pool.

☐ 9. Once all disposition reasons are entered, contact your Employment Consultant/Specialist to close out the posting.