University of Kentucky

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.

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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 withing 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.