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)
  - Re-evaluation (with or without posting)

<div style="background-color:#1F6FB8;color:white;padding:4px;">**Checklist for Completing a Hiring Proposal:**</div>

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

☐ 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** menu/tab

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

☐ 4. Click on **"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

☒ 6. 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"**

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

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