




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)

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 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 (MJR’s) and Job Summary on the **Major Job Responsibilities** section
 - * To add MJR’s, 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 Quick Guide 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 the **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 requires no action.

- 13. Click  to add documents in the **Position Documents** section
- 14. Click  to review the **Summary** to ensure necessary posting information is included
- 15. Select . 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”**
- 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 **Position Management** side of the system)
 - *If changing user roles, click on  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/re-evaluate from the list of positions and click on the job title
- 4. Select  **Modify Position** in the upper right-hand corner and then click on  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. Re-Evaluation, no post
 - d. Re-Evaluation, post
- 6. Click  to complete all information on the **General Information** section
- 7. Click  to add the Major Job Responsibilities (MJR’s) and Job Summary on the **Major Job Responsibilities** section
 - * To add MJR’s, click on . You will need to select this button for each MJR.
- 8. Click  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  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 each 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 review the **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 **"Sent to Compensation"**
- 15. Select a Compensation User and then click **"Submit"** to finalize the 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 in order 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"** and 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 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 blue heading will appear if your hiring proposal was successfully submitted to the next level.

Checklist for Ordering a Pre-Employment Screening:

- 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 the **“Applicants”** tab to obtain the list of individuals who have applied
- 5. Click on the applicant’s name that has accepted your staff position; order the required pre-employment screening by viewing the application and clicking **Take Action On Job Application ▼**

- 7. Select the applicant status of **“Accepted Offer – Initiate PES”** and then click **“Submit”** to finalize the status change
- 8. A blue 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 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 in order 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 
- 7. Select one of the following status options for those individuals you are not hiring:
 - a. **“Not Interviewed Not Hired”**, select appropriate reason and then click **“Submit”** to finalize the status change
 - b. **“Interviewed Not Hired”**, select appropriate reason and then click **“Submit”** to finalize the status change
- 8. Repeat this step for each applicant within your applicant pool
- 9. Once all disposition reasons have been entered, contact your Employment Consultant/Specialist to close out the posting