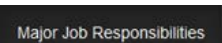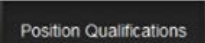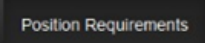# Quick Guide for Posting UKHC Staff Positions

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)

All UKHC Staff actions 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. Next, complete the main screen by selecting the appropriate criteria. Please note, you will need to select one of the following request reasons in order 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)

☐ 3. Once you have completed the required details of the main form, click on **OES Form** in order 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 3 MJRs in order 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," please 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 have been completed in order to submit your request to the next level of approval for submission to Human Resources

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 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 the 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 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

☐ 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"** OR **"Send to UKHC Workforce Management"**
   b. Supervisor – **"Send to UKHC Workforce Management"**
   c. Health Care Payroll – **"Send to Dean/Director"** OR **"Send to Employment"**

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

☐ 10. 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 ▾**

☐ 6. Select the applicant status of **"Accepted Offer – Initiate PES"** and 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 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 **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 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