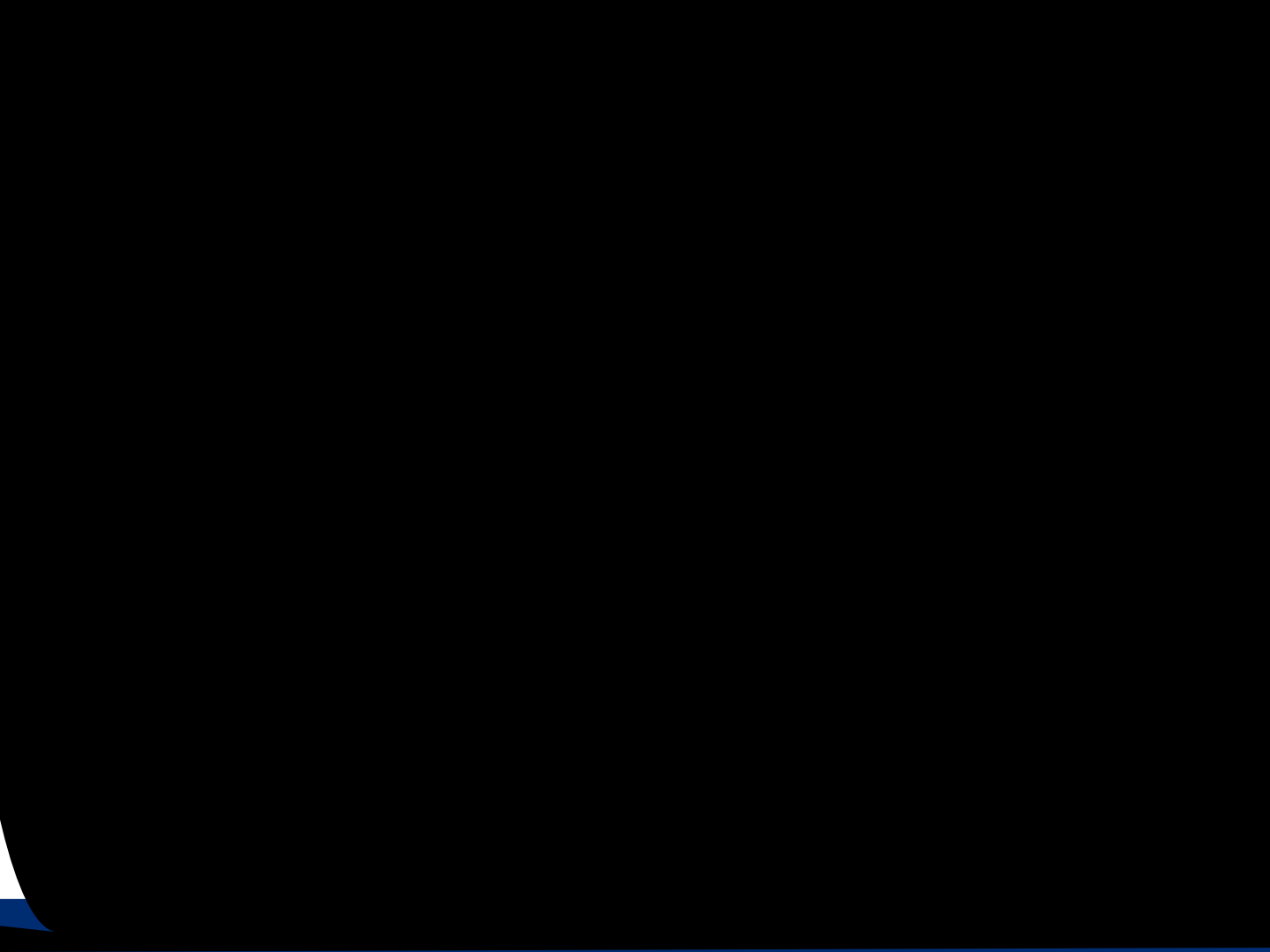




New Position

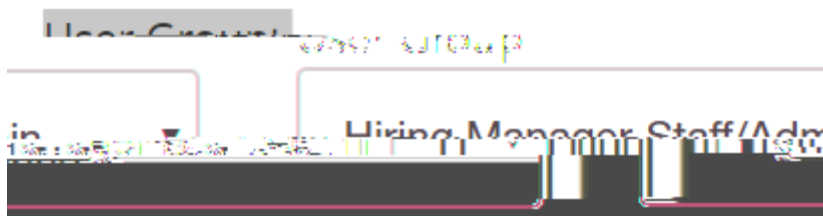




Ensure User Group is Set to

Living Manager Staff/Adm

Look for this box in the top right corner of the screen:

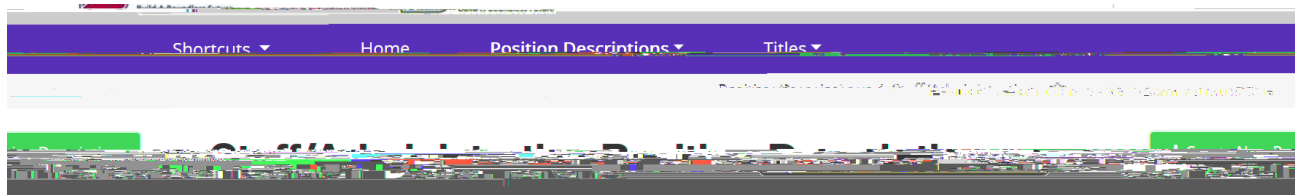


9bgi fY 'GWYYb ']g'GYh'hc Î Dc g]h]c bgi' 'A c Xi `Y

Look for this box in the top left corner of screen:



7`JW_Î7fYUHy`B Yk `Dc g]h]cb `8 YgW]dh]cbi`



Input Required Data (* 7]W Î Gh 5Vcbi

Hiring Managers have the option to clone an existing similar position for ease of entry of new position
Contact HR if you would like further instructions on cloning positions

The screenshot shows a web form titled "New Position Description". Below the title is a green instruction bar: "To create a new Position Description, select a title and Organizational Unit: Select a Position Description." The form contains several dropdown menus: "Position Title", "Organizational Unit", "Area/Campus", "Division", and "Department". To the right of "Area/Campus" is a "President" dropdown, and to the right of "Division" is an "Offices" dropdown. At the bottom of the form is a search bar with a "Search" button and a "More Search" link.

Posting Information: Input Required

8UHJ/ '7`W_ÎBYI h'`

Complete the required following fields on this page:

Open Date

&KHFN ER[IRU 2SHQ 8QWLO)LOOHG

Anticipated Start Date

Hiring Manager (full name)

Alternate Hiring Manager (if applicable)

Salary/Pay Information

&RPPHQVZUW`SHULHQFH DISU&SPLQMHWUD

Positions

Anticipated Schedule

Select City/Campus

Applicant Document: Select Required

8cW a Ybhg UbX 7`jW_ÎB YI H`

&OLF N 5HTXL UHG EXWWRQ IRU WKH
types. You may select other documents as you deem appropriate

Resume/CV

Cover Letter

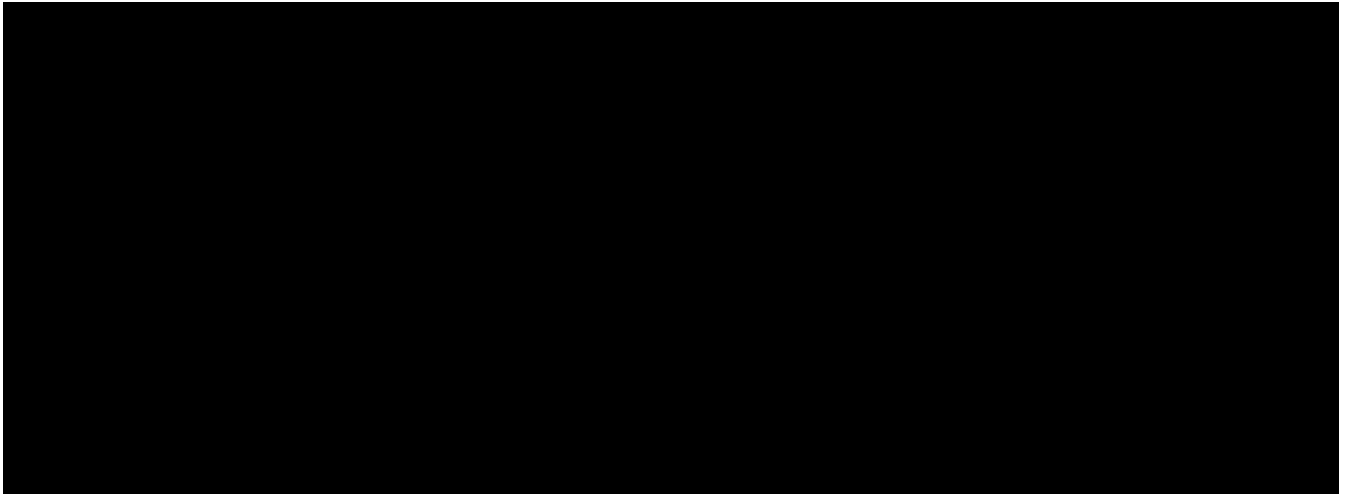
Reference Contact Info 1

Reference Contact Info 2

Reference Contact Info 3

If you want to use a required document other than the 5 listed above, please contact HR

Position Justification: Upload Position Justification, JDO
and any Supporting 8cW/a Ybhg'UbX '7`]W_ÎB YI Ĥ `



Action Summary: Review Position and Edit as
Appropriate or A c j Y 'Dc g]h]cb 'hc Î < F 'b]h]U 'FYj]Yk ï 'fl gY'
Orange Take Action on Action Button)

Next Steps:

HR will review position requisition and input Position Number and Salary Range for position at which point HR will either:

(1) Send the position requisition back to the Hiring Manager for edits/clarification

OR

(2) HR will forward the position requisition to the Approving Authority for review and approval

Review of PeopleAdmin Approval Process

Hiring Manager initiates requisition in PeopleAdmin

HR Initial Review (Compensation Review/JDQ Review)

Approving Authority

Budget

Area VP

93 RI) L Q D Q F H 3 U H V L G H Q W V & R X Q F

HR Final Review (Position Posted Externally)