Select your user account type from the right drop down box and clicking the refresh button to the right of the box.

Select the desired module from the dropdown box in the upper right corner of the screen.

Select the POSITION MANAGEMENT module to create a New position or to complete an Action on an existing position. Select specific link below to move to applicable areas of these instructions.

Create NEW Position  (Recruitment or Waiver)

Actions on EXISTING Positions  (Recruitment, Waiver, Reclassification, Off Cycle or Position Description Update)

Select the APPLICANT TRACKING module to Create a Posting/Waiver, Close a Posting, manage applicants or create Hiring Proposals.

Applicant Tracking Module (Postings, Hiring Proposals)
Actions on a NEW Position

- Click "Staff" on the Positions sub-menu to open the Staff Positions (Position Library) page
- Click Create New Position (right upper corner of the screen)

Select Recruitment or Waiver option (Refer to the Staff Decision Tree if necessary)
- Enter Advertising/Posting Title
- Choose your Department from the drop-down box and click **Start Action** or
- Click the selection button next to “clone” listed position, and click **Start Action**. *This will copy position description, funding, advertising text and other details from the existing position which will need to be reviewed and tailored to the new position.*

- “Proposed Title” tab will be displayed (except when cloning). Select Position Title from the list and click **Next>>**
To search for a Position Title click on the Filter these results link and open the search box.

Type a search term in the box and search. Use the “Search” box to search all fields for the search term. To search a specific field for the term, enter it in the appropriate field box.

Click the selection button next to the title to choose it and click Next>> (Click directly on the title to view the Classification Title information in a new browser tab.)
• Fill out all fields on all tabs (click Next>> as you complete each tab.)

Some information in this system is entered into builder fields, which allow multiple entries into a set of related fields. To enter information in a “builder”, you must first click the button which brings into view a set of the fields.

• For example, to enter Job Duties, click on Add Job Duties Entry

Add Job Duties Entry

Job Duties
List detailed job functions and duties assigned to this position and estimate the percentage of time associated with each function. Enter a maximum of 25% for any individual job duty. Percentages must add up to 100%.

To enter job duties, click the "Add New Entry" button, enter percent of time and duties description and click the "Add Entry" button.

Attach Organizational Chart for this position on the Supplemental Documentation tab. For Organizational Chart job aid, click HERE.
• Complete the fields and click the button again for each new Job Duty entry.

- **Percent of Effort**
  
  Maximum of 25% for each individual job duty
  
  Enter the numeric value without the '%' sign.
  
  ![Please select ▼](highlight)

- **Essential/Marginal**
  
  Remember to select "Essential" or "Marginal" for each Job Duty
  
  Indicate if this is an essential or marginal function.

Please do not use special characters (*) -, bullets, etc.

- **Remove Entry?**
- **Add Job Duties Entry**

• On Position Documents tab, attach *Staff-Department Org Chart* and *Resume* for waiver actions.
On Action Summary page (after final tab), choose Keep Working on the Action to save or choose Action submitted to Dean/Director to move the action to the Dean.

Enter any important information for the Dean in the Comments box and click “Submit”.

Becomes part of the email to the next “state owner”.
- System message at the top of the screen indicates success or denotes issues that need to be addressed

## Actions on Existing Positions

- Click “Staff” on the Positions sub-menu to open the Staff Positions page
- Enter search criteria (position number, name, etc) and click “Search.” Click the More Search Options link to search specific fields.
- Select the position you want to complete an action on by clicking on the Position Title.

- Position Library entry for the position will be displayed. Available Actions are listed to the right of the Position Title.

- Select the desired Action ★
• Confirmation screen will appear. Click **Start**

![Start](image1)

• The Employee Details tab will open. Click on a tab title on the left menu or click **Next>>** to scroll through the tabs.

• For actions which do not involve a change in title/classification, bypass the Proposed Title tab

• For actions involving a change in classification, go to the Proposed Title tab

• Select the radio button next to the proposed new title (using the **Filter these results** search link to find the correct title) and click **Next>>**

![Proposed Title](image2)
• Complete or correct all fields on each tab, clicking Next>> to move from tab to tab.

• For Reclass/Off-Cycle Change in Duties actions, complete the Summary of Changes in Position section on the Position Details tab, selecting the type of Position Description Action and describing the changes in the position.

![Summary of Changes in Position](image)

- **Position Description Action**
  - Off Cycle - Change in Duties

- **Briefly state how position duties have changed**
  - Additional complexity in job due to the addition of several new modules.

• On Position Documents tab, attach **Staff-Department Org Chart** and **Resume** for waiver actions.

• On Action Summary page (after final tab), hover mouse over Take Action on Action on upper right corner of screen to view and choose workflow options.
**Action Options**

*Keep working on this Action* – Saves Action so originator can continue working on it

*Action submitted to Dept. User (Move to Action submitted to Dept. User)* – Saves Action and allows access to other authorized Department Users.

*Action Canceled (move to Action Canceled)* – Cancels Action

*Action submitted to Dean/Director (move to Action submitted to Dean/Director)* – Moves to Dean/Director

- Make workflow choice, enter notes in comment box. Click Submit

- System will provide a message indicating success or additional data needs.
Using the Applicant Tracking Module

**Creating a Posting for Recruitments or Waivers**

- Once you receive notice (system generated email containing position number) that a recruitment or waiver action has been approved, you will need to create a posting.
- Go to the Applicant Tracking module by clicking on the dropdown in the Right upper corner of the screen
- Click on the “Actions” tab in the Inbox and select the title you wish to post or waiver a candidate into.

- Hover mouse over **Take Action on Action** on upper right corner of screen to view and choose **Forward to Posting Module** (move to Forward to Posting Module). This step finalizes the Action and puts the Position Description information in the Position Library where you may now utilize it to create your posting/waiver posting. **Only forward to the posting module when you are ready to post the position; this will retain the action in your inbox.** (For waivers, the Posting must be created and the Post Internally/Post for Waiver option selected to prepare for the Hiring Proposal.)
- Click on Staff on the Postings submenu and click on **Create New Posting**

- Click on **Create from Position** link to open the position library
Hover over Action link to right of selected position and select Create From
Click Create New Posting box to generate a posting. Use the left menu or Next>> button to scroll through and complete any tabs requiring data.

For Recruitments:

- On bottom of Position Details enter Closing Date (if applicable).
- Click “Create Guest User Account” and enter email addresses for Guest Users.
• Attach Supplemental Documentation (if applicable), click Next>>
• On Summary page hover mouse over Take Action on Posting and view and choose workflow options

Posting Workflow Options

Keep working on this Posting – Saves Posting so originator can continue working on it.
Approve for Later Posting (move to Approve for Later Posting) – Saves Posting and allows access to other authorized Department Users.
Canceled (move to Canceled) – Cancels Posting
Posted (move to Posted) – Posts position to applicant site.
Post Internally/Post for Waiver – Choose for Waivers. Posting will not show to external applicants.

Recruitments

• Select and confirm option to post your position.
• When recruitment period is over, Close the Posting.
Waivers

- After selecting Post Internally/Post for Waiver, click Submit.
- Locate the gray box on the left of your screen under the Position Title.
- Copy the link provided and send the link to the waiver candidate with instructions to submit their application and notify you when they have done so.

Once the Waiver Candidate has completed their application, close the Posting

Close a Posting

- Locate and open the posting.
- Hover over Take Action on Posting and select Closed/Removed from Web to close the posting. Confirm by selecting Submit.
Once you have chosen and applicant for the position, change that applicant’s status to Recommend for Hire and proceed with **Creating a Hiring Proposal** directions.

**Creating a Hiring Proposal- to seat applicant or waiver candidate in position**

- Click on the Inbox link in the right upper corner of the Applicant Tracking module screen
- Click on Department User on the left menu, find the position you are hiring for and hover your mouse over the *Actions* link in the right far column and select *View Applicants*.
Within the posting, find the applicant you wish to hire, and select View Application from the Action link in the rightmost column.

For Recruitments, the Applicant status must be Recommend for Hire in order to start the Hiring Proposal. (If you are trying to move the applicant to this status and do not see it as an option, try changing the Applicant Status to Recommend for Interview first.)

For Waivers, hover mouse over Take Action On Job Application box, select Waiver Candidate to change the applicant status.
• Click the **Start Hiring Proposal** link

• Click **Select Position** at the bottom of the position list
• Click on Hiring Proposal Summary

• Click on Take Action On Hiring Proposal
- Select **Dean/Director for Finalist Review** (move to Dean/Director for Finalist Review) to route Hiring Proposal to Dean/Director

- Add any applicable notes and click **Submit**

- Look for message at top of screen confirming transition
For additional information regarding the Hiring Process at UVM, go to: Hiring Steps (staff)