

PeopleAdmin Position Action Matrix - Staff

[Link to www.uvmjobs.com/hr \(PeopleAdmin\)](http://www.uvmjobs.com/hr (PeopleAdmin))

Please check with your Dean's Office for any additional division-specific requirements.

TYPE OF STAFF REQUISITION	PeopleAdmin Tabs										
	Position Details			Staff Position Description	Advertising Information	Strategic Justification	Opportunity Hire	Guest User	Campus Interview Authorization	Staff Proposed Salary	Supplemental Documents (Required Attachments)
	General Info	Recruitment/ Opportunity Hire Information	Posting Info								
STAFF - RECRUITMENT											
New Position	✓	✓	✓	✓	✓	Complete if Long Term Budget Commitment		✓		Complete later in process	Org Chart
Existing Position	✓	✓	✓	✓	✓			✓		Complete later in process	Org Chart
STAFF - OPPORTUNITY HIRE (Promotion / Opportunity Candidate / Prior Pool / Temporary Appointment)											
New Position	✓	✓		✓		Complete if Long Term Budget Commitment	✓			✓	Org Chart Resume
Existing Position	✓	✓		✓			✓			✓	Org Chart Resume
STAFF - RECLASSIFICATION											
Change in Title request for existing employee	✓			✓						✓	Org Chart
STAFF - UPDATE ONLY											
	✓			✓							Org Chart
STAFF - OFF CYCLE											
Off-Cycle - Change in Duties	✓			✓						✓	Org Chart
Off-Cycle - Other	✓									✓	
STAFF - PRE-CLASSIFY (Used when department conducts an internal selection process resulting in reclassification of a selected employee)											
1st step - Position classification	✓			✓							Org Chart
2nd step - Proposed Salary Review	Change Type of Action Enter employee position number									✓	

Note: All persons interviewed or submitted as T.o.O. must receive a copy of the Clergy Act summary.

Revised 7/26/10

PeopleAdmin Position Action Matrix - Faculty / Academic Administrator / Unclassified

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TYPE OF FACULTY/ ACADEMIC ADMINISTRATOR / UNCLASSIFIED REQUISITION	PeopleAdmin Tabs								
	Position Details			Faculty Reference Letters	Opportunity Hire	Guest User	Campus Interview Authorization	Appointment Authorization	Supplemental Documents (Required Attachments)
	General Info	Recruitment/ Opportunity Hire Information	Posting Info						
FACULTY - RECRUITMENT									
	✓	✓	✓	✓		✓	<i>Complete later in process</i>	<i>Complete later in process</i>	
FACULTY - OPPORTUNITY HIRE									
	✓	✓			✓				CV Justification (if more than one year in length)

[Note: All persons interviewed or considered for Opportunity Hire must receive a copy of the Clery Act summary.](#)

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