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 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 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 green heading will appear if your hiring proposal was successfully submitted to the next level.