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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 Creating a New Position Description:

☐ 1. Log into the system and select your Department role – Position Coordinator, Supervisor, or Budget Officer (on the **Position Management** side of the system)

☐ 2. Select **"Staff"** category listed under the Position Description menu/tab

☐ 3. Select Create New Position Description in the upper right-hand corner and select the option of **"New Position Description"**

☐ 4. Enter your desired Job Title once you have selected the above option:

* Please note: You may also clone your position using one of the other positions you have access to in the system which are located at the bottom of the page. To clone a position, select the radio button next to the position you would like to create from and then proceed to step 5.

☐ 5. Select appropriate department for which this position will be assigned.

☐ 6. Select Start Pending Request in the upper right-hand corner

☐ 7. Complete all information on the **General Information** section

☐ 8. Click Next >> to add the Major Job Responsibilities (MJR's) and Job Summary on the **Major Job Responsibilities** section

* To add MJR's, click on Add Responsibilities Entry. You will need to select this button for each MJR.

☐ 9. Click Next >> to add **Posting Specific Questions** you would like to use to assist in screening applicants

* For instructions on adding questions, use the Quick Guide for Posting Specific Questions

☐ 10. Click Next >> to complete all information on the **Position Qualifications** section

☐ 11. Click Next >> to complete all information on the **Position Requirements** section

* For question 7.1: Supervision Details, please click the Add Question 7.1: Supervision Details Entry to add details for each position supervised.

☐ 12. Click Next >> to view the Direct Supervisor's position on the **Direct Supervisor Selection** section. This information is automatically updated and requires no action.

☐ 13. Click Next >> to add documents in the **Position Documents** section

☐ 14. Click Next >> to review the **Summary** to ensure necessary posting information is included

☐ 15. Select Take Action On Pending Request ▾. Based on your access, you will have one of the following options:

a. Position Coordinator – **"Send to Supervisor"** OR **"Send to Budget Officer"**
b. Supervisor – **"Send to Budget Officer"**
c. Budget Officer – **"Return to Position Coordinator"**, **"Return to Supervisor"**, **"Send to Dean/Director"**, **"Send to EVP/Provost"**, OR **"Send to Compensation"**

☐ 16. Select a Compensation User and then click **"Submit"** to finalize the status change

☐ 17. A blue heading will appear if your position description was successfully submitted to the next level.

Checklist for **Modifying** an Existing Position Description:

☐ 1. Log into the system and select your Department role – Position Coordinator, Supervisor, or Budget Officer (on the **Position Management** side of the system)

*If changing user roles, click on in the upper right-hand corner to confirm change in role

☐ 2. Select **"Staff"** category listed under the Position Description menu/tab

☐ 3. Locate the position you would like to update/re-evaluate from the list of positions and click on the job title

☐ 4. Select Modify Position in the upper right-hand corner and then click on Start to begin your action

☐ 5. Select one of the following actions from the Type of Action Requested drop-down:

a. Update, no post
b. Update, post
c. Re-Evaluation, no post
d. Re-Evaluation, post

☐ 6. Click Next >> to complete all information on the **General Information** section

☐ 7. Click Next >> to add the Major Job Responsibilities (MJR's) and Job Summary on the **Major Job Responsibilities** section

* To add MJR's, click on Add Responsibilities Entry. You will need to select this button for each MJR.

☐ 8. Click Next >> to add **Posting Specific Questions** you would like to use to screen applicants

* For instructions on adding questions, use the Quick Guide for Posting Specific Questions

☐ 9. Click Next >> to complete all information on the **Position Qualifications** section

University of Kentucky

☐ 10. Click Next >> to complete all information on the **Position Requirements** section

* For question 7.1: Supervision Details, please click the Add Question 7.1: Supervision Details Entry to add details for each position supervised.

☐ 11. Click Next >> to view the Direct Supervisor's position on the **Direct Supervisor Selection** section. This information is automatically updated and requires no action.

☐ 12. Click Next >> to add documents in the **Position Documents** section

☐ 13. Click Next >> to review the **Summary** to ensure necessary posting information is included

☐ 14. Select Take Action On Pending Request ▾. Based on your access, you will proceed to one of the following options:

a. Position Coordinator – **"Send to Supervisor"** OR **"Send to Budget Officer"**
b. Supervisor – **"Send to Budget Officer"**
c. Budget Officer – **"Return to Position Coordinator"**, **"Return to Supervisor"**, **"Send to Dean/Director"**, **"Send to EVP/Provost"**, **"No Change to Position-Send to Employment"**, OR **"Sent to Compensation"**

☐ 15. Select a Compensation User and then click **"Submit"** to finalize the status change. This will only be an option for Budget Officers.

☐ 16. A blue heading will appear if your position description was successfully submitted to the next level.

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 applicant status was successfully changed

University of Kentucky

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 Take Action On Hiring Proposal ▾ 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 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 ▾

University of Kentucky

☐ 7. Select the applicant status of **"Accepted Offer – Initiate PES"** and then click **"Submit"** to finalize the status change
☐ 8. 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