Montana State

HR Position Management
Objective

To learn how to create, modify and key word search positions in the Select Suite position management module.

To learn how to create a posting from a position description.

To learn how to initiate a hiring proposal and seat the employee
Topics

• Defining a Position Description
• The Position Description Workflow
• How to Create a Position Description
• Methods for Viewing a Position Description
• How to Modify an Existing Position Description
• Methods for finding/accessing a Position
• Creating a posting from a Position Description
• Initiating a Hiring Proposal to seat an the new employee
What is a Position Description?

• **Definition:** A record of all the attributes that make up a job in your organization.
• PD = Position Description
• These attributes can include:
  – Salary
  – FLSA Status
  – Essential Job duties
  – Educational and licensing requirements
  – Physical requirements.
  – And more!
• Having a complete record helps to do 2 important things:
  – Keep track of changes in the duties/scope of the job.
  – Make sure we accurately advertise any job openings.
Position Description

Classification
- Generic Title
- Class Code
- Pay Range

Position
- Job Duties
- Job Summary
- Preferred Qualifications
- Physical Demands

Supervisor
- Supervisor Position
- Seated Employee

Changes

Position Actions
- Create New Position
- Promote
- Reclass
- Modify
- Vacate

Posting
- Point in time

Applicant 1
Applicant 2
*Applicant 3

Hiring Proposal

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Position Description Workflow

- Originator
- Hiring Authority
- HR
- PD Approved
- PD Canceled
Creating a New Position

Within the Position Management Module:

1. Hover over the Position Descriptions menu

2. Select the Position Type where the new position will live.
   - This navigates to the position library of the given Position Type.

3. From the Search page for the given position, click the orange “Create New” button.
Modifying an Existing Position

- Initiated to update PD data.
  - Accurate PDs = Accurate Postings.
- How to begin:
  1. Locate the PD to be modified and access its Summary page.
  2. Confirm PD is not currently undergoing a modification.
  - Outstanding Action
  3. Click the “Modify PD” link in the Action Area of the PD summary page.
  - Top right area of summary page.
Three (3) Ways to view/access PDs
1. Position Descriptions menu in the module
2. Inbox (if you need to review/approve a PD)
3. Watch List (if you are watching a PD)
Creating a Posting from a Position Description
Posting Workflow

Originator → Hiring Authority → Budget → Director/Department Head

Dean /AVP → Sponsored Program → VP/Provost → HR Rep

Posting Approved
2 Ways to Start Creation Process

• Shortcuts on Homepage
• Orange “Create New Posting” button
3 Ways to Create Postings

1. From Position Type

2. From Previous Posting
   - Posted, Internally Posted, Reposted, Republished, Closed, Filled

3. From Position Description
   - When you select this action all the information that has been identified on the position copies into the posting.
Settings Page

- **Required**
  - Job Title
  - Organizational Unit
- **Optional**
  - Applicant Workflow
  - References
  - Online Application
  - Accepted Application Forms
  - Posting Documents
Position Management Hiring Proposals
Topics

• Concept of Hiring Proposals
• How to begin Hiring Proposals
• Hiring Proposal Forms
• Hiring Proposal Workflow
• Tracking Hiring Proposals
• Completing Hiring Proposals
Process Overview

- Posting created from Position.
- Applicant applies to Posting.
- Applicant proposed to be hired.
- Applicant hired into Position.
**Purpose:** Request approval to hire an applicant.
- Includes hire form information.
- Includes workflow approval process.
- One (1) Hiring Proposal per person, per posting.
  - One (1) applicant can have HPs on different postings.
  - One (1) posting can have multiple HPS on different applicants.
Begin Hiring Proposals

- Application Status: Recommend for Hire
- Green Icon and link
- Select Position being hired into
- Hiring Proposal Form
Hiring Proposal Forms

• Includes Application information
  – Read Only

• Includes Position information
  – Read Only

• Hiring Proposal specific fields
  – Editable
  – Example Fields:
    • Starting Salary
    • Start Date
Hiring Proposal Workflows

- Configurable workflow steps.
- Emails generated at each workflow step.
- Inbox/Watch List
Tracking Hiring Proposals

- Hiring Proposal Menu
  - By position type
- Tab within Job Posting
- Inbox/Watch List
Completing Hiring Proposals

- HP Status: Hire Approved
- Completed HP is permanently read only.
- Applicant account converted to internal Employee account.
  - Employee usergroup
- Applicant seated into Position.
- Optional: Application is moved to Hired.
- Optional: Posting is moved to Filled.
End of Session Summary

You should now know how to:

• Create and modify Position Descriptions
• Locate PDs within the system
• Create a posting from a Position Description
• Begin a hiring proposal on an applicant.