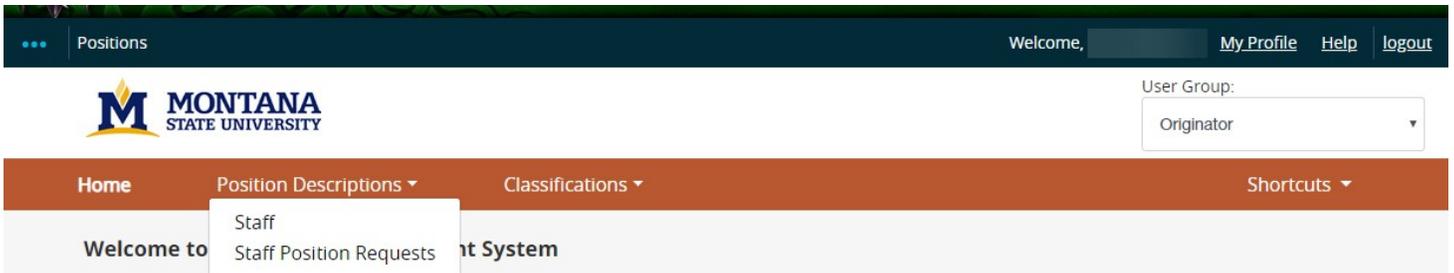


## TIP SHEET: SEARCHES IN POSITIONS



Positions

Welcome, [User] [My Profile](#) [Help](#) [logout](#)

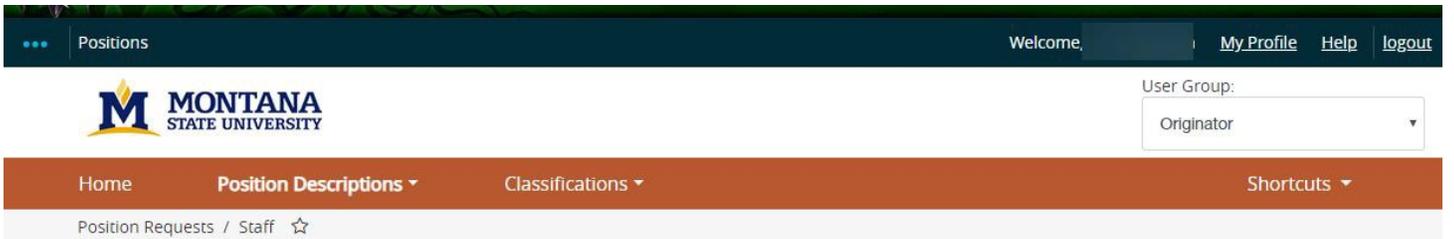
**M MONTANA STATE UNIVERSITY**

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Welcome to Staff Position Requests Staff System

- Select **Staff Position Requests** (anything that has not gone through final approval will live here)



Positions

Welcome, [User] [My Profile](#) [Help](#) [logout](#)

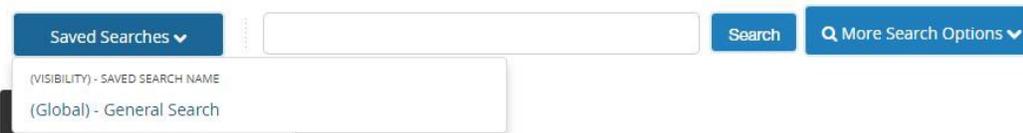
**M MONTANA STATE UNIVERSITY**

User Group: Originator

Home Position Descriptions Classifications Shortcuts

Position Requests / Staff ☆

## Staff Position Requests



Saved Searches

Search

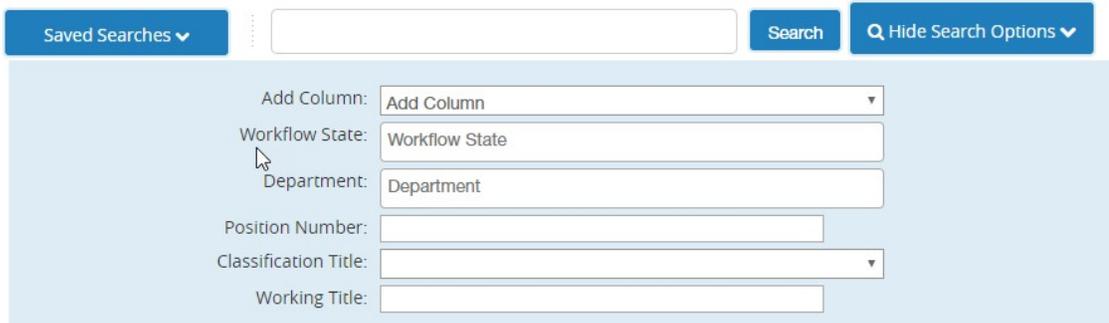
More Search Options

(VISIBILITY) - SAVED SEARCH NAME

(Global) - General Search

- Select Saved Searches dropdown and choose General Search

## Staff Position Requests



Saved Searches

Search

Hide Search Options

Add Column: Add Column

Workflow State: Workflow State

Department: Department

Position Number:

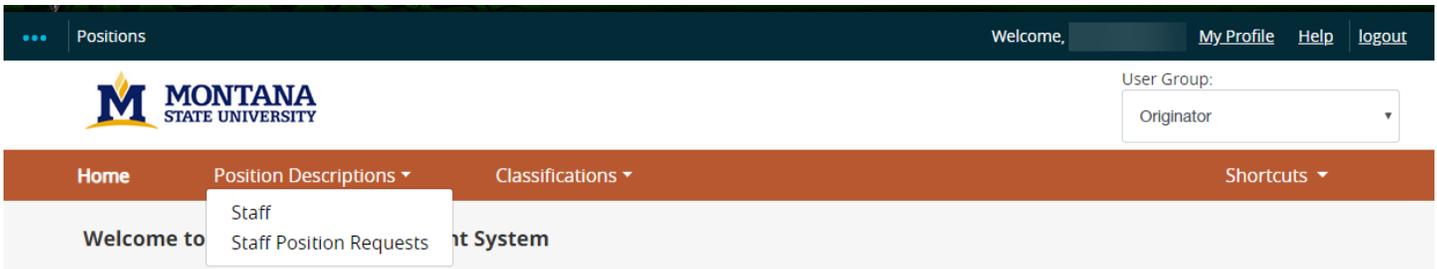
Classification Title:

Working Title:

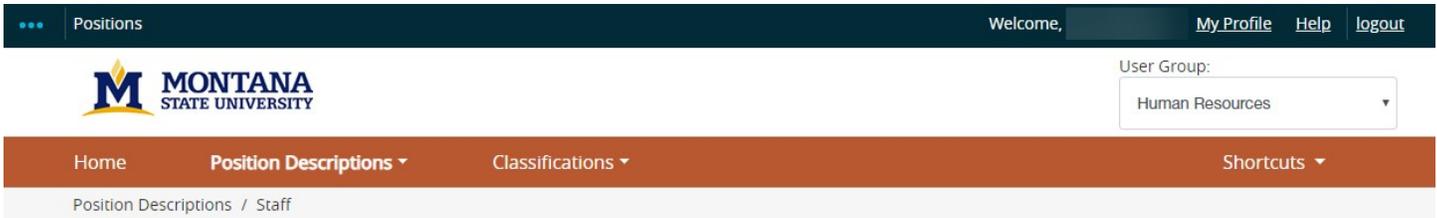
- To narrow your scope, add title into search box
- Under More Search Option search can be narrowed by department, workflow state, etc.

**NOTE: IF SEARCHING BY POSITION NUMBER USE GENERAL SEARCH BOX  
NOT POSITION NUMBER IN MORE SEARCH OPTIONS.**

## TIP SHEET: SEARCHES IN POSITIONS

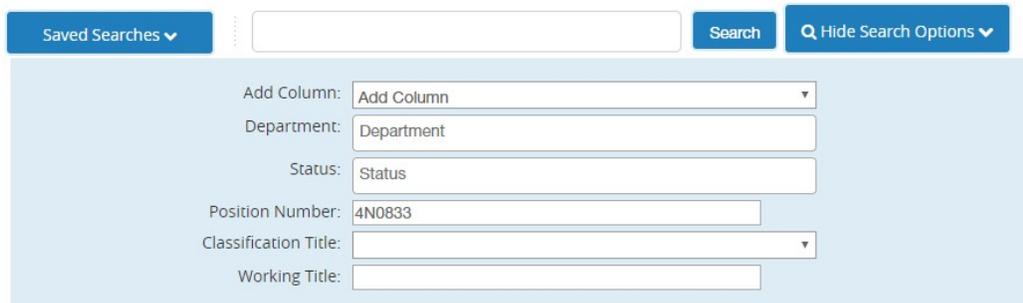


- If the position description has been approved select **Staff**



### Staff Position Descriptions

[+ Create New Position Description](#)



- On the approved side the **More Search Options: Position Number** search field is the preferred field
- Human Resources should have full view of all departments
- **Originators** and **Hiring Authority** roles must be specifically named on a position description to view
- **Contact HR if a position description cannot be viewed**