1. Login under POSITION MANAGEMENT, and ensure you are using “Hiring Managers” view.

2. Click on the Position Descriptions tab and select Staff/Major Administrator

3. To initiate the process of creating a new position (no existing peer job description), select the Position Description tab> Staff/Major Administrator dropdown. On this page, select the ‘Create New Position Description’ button. The option will be presented to ‘Create a New Position Description’, ‘Clone an Existing Position’ or to ‘Modify an Existing Position’.

   - ‘Create a New Position Description’ - position has never existed within the department
   - ‘Clone an Existing Position’ - new position is a direct copy of another position that already exists within the department
   - ‘Modify an Existing Position’ – changing a positions function (PAB)

4. Before clicking Start Position Request, ensure that the PROPOSED Position Title and Department are indicated and click the ‘Start Position Request’ button to move forward to the next screen.
5. Complete the Position Request by providing information in all fields. The steps in the index on the left hand side of the screen indicate the various sections requiring action, as well as their completion status. Sections that have been completed entirely will be indicated by a blue checkmark.

**Justification**

6. Using the “builder”, add the relevant funding information (if known). If the position is funded from multiple sources, click ‘Add Funding Details Entry’ button to expand additional builder entries. If the position does not yet have funding details, indicate N/A in the builder, and explain where the funding will come from in the appropriate text box on this page.
Position Information

7. The Position Information screen closely mirrors the PAB form. Provide complete information in all fields, using the builder function to add Job Duties and Responsibilities.

Three entries are needed in this section. Click the button to the left to add additional entries. Percentage of time spent on the total number of duties and responsibilities must add to 100%.

Supervisor

8. After providing the necessary information in the first 5 sections, you will be prompted to select the supervisor from the list. The list should indicate employees in your area, and you are able to “filter these results” and search by clicking on the blue link at the top of the page.
9. A current and a proposed organizational chart are **required** to be attached to the position request, through the Internal Documents section. Documents will be converted to PDF format. To add a document, click Actions and Upload New.

10. After selecting the document type for uploading, click choose file to open your files to select from (local & network drives).
11. When the New Staff Position Description is completed, you will be able to review the information. Completed sections will be indicated with the blue checkbox, and incomplete ones with the orange exclamation mark. If the form is complete, click ‘Take Action on Position Request’, and select ‘Send to Vice President for Operating Unit (move to Vice President Review)’. You will then have the option to add comments before sending, and also add the position to your watch list. When you have added comments and are ready to submit, click submit.

How to Check the Status of your Position Request

Under the Home tab, you may check the status of any pending requests. Select the relevant tab in your “inbox” and click “See more”. This will take you to an actions report, which allows you to see what requests are pending, and what status they are currently under.