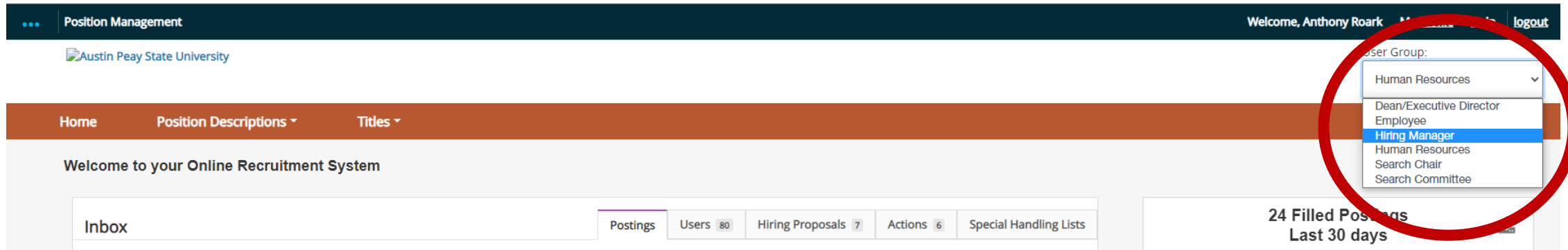# Staff Request to Fill

OFFICE OF HUMAN RESOURCES

After Signing in to PeopleAdmin, make sure your user group is Hiring Manager

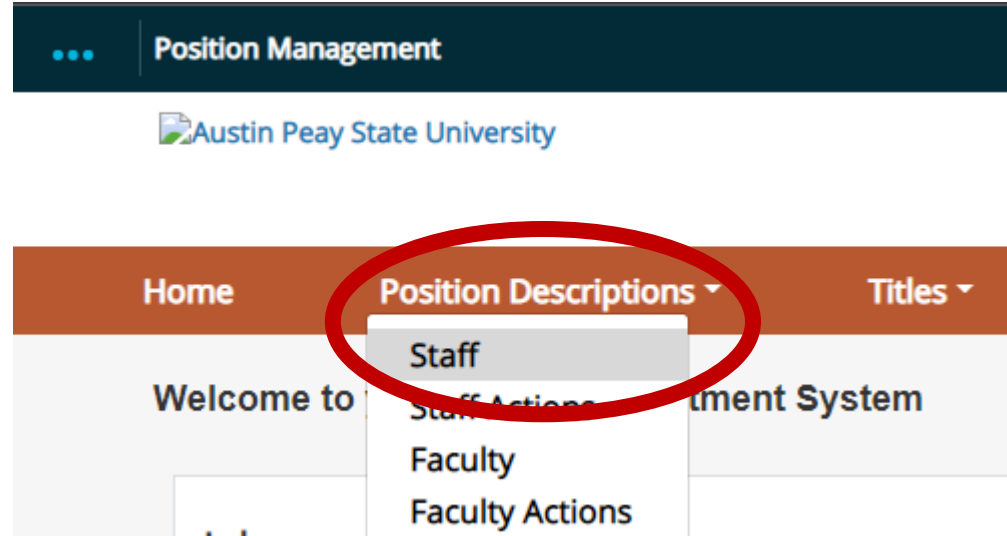# Select the three blue dots in the upper left corner and then select Position Management
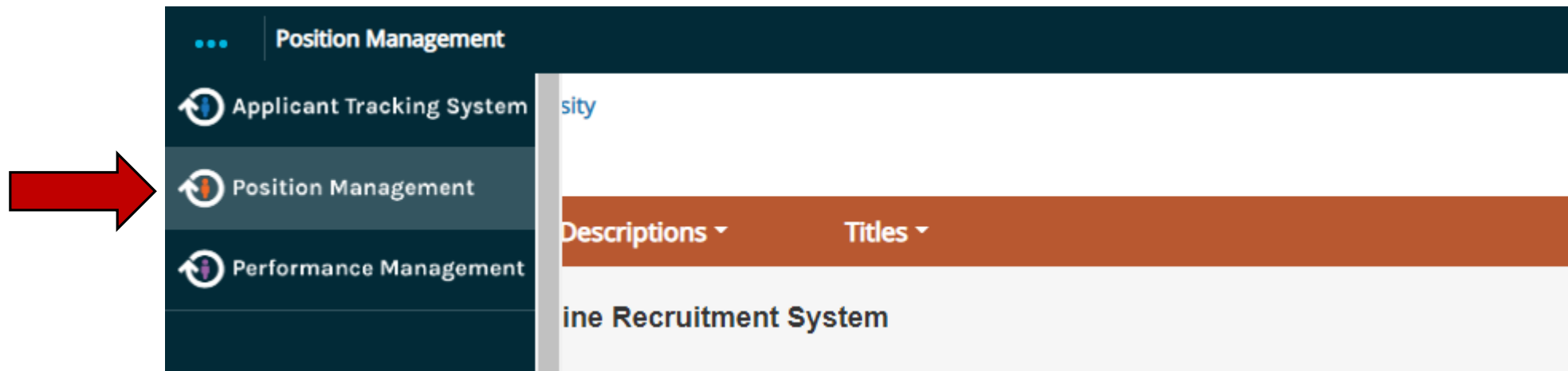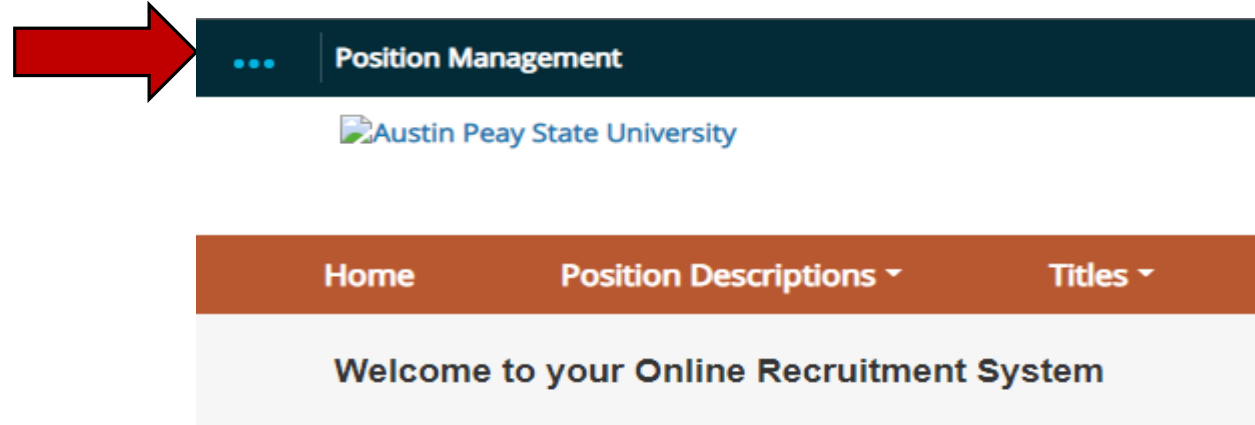
In the orange bar select Position Descriptions, then Staff

You should now see the positions in your area. Select the position description for the position you wish to fill by clicking the position title.

Select Request to Fill Existing Position

Select Start

Home   Position Descriptions ▾   Titles ▾

Position Descriptions / Staff / Request to Fill Existing Position ☆

Start Request to Fill Existing Position Action on Director of PeopleAdmin Training?

Once it has been started, this action will lock the position description from other updates until the action has completed.

Start

Review the position description

- Ensure the position description accurately reflects the job

- Ensure the required minimum qualifications align with the job responsibilities

- Ensure the supervisor listed on the position is correct.

- List any advertising sources you would like to have the position advertised

- List the recommended search committee

Once you are done editing the position, move it to the next approval by selecting Take Action on Action and then Send to Approving Authority

Submit the action. The action will now route for all required approvals.
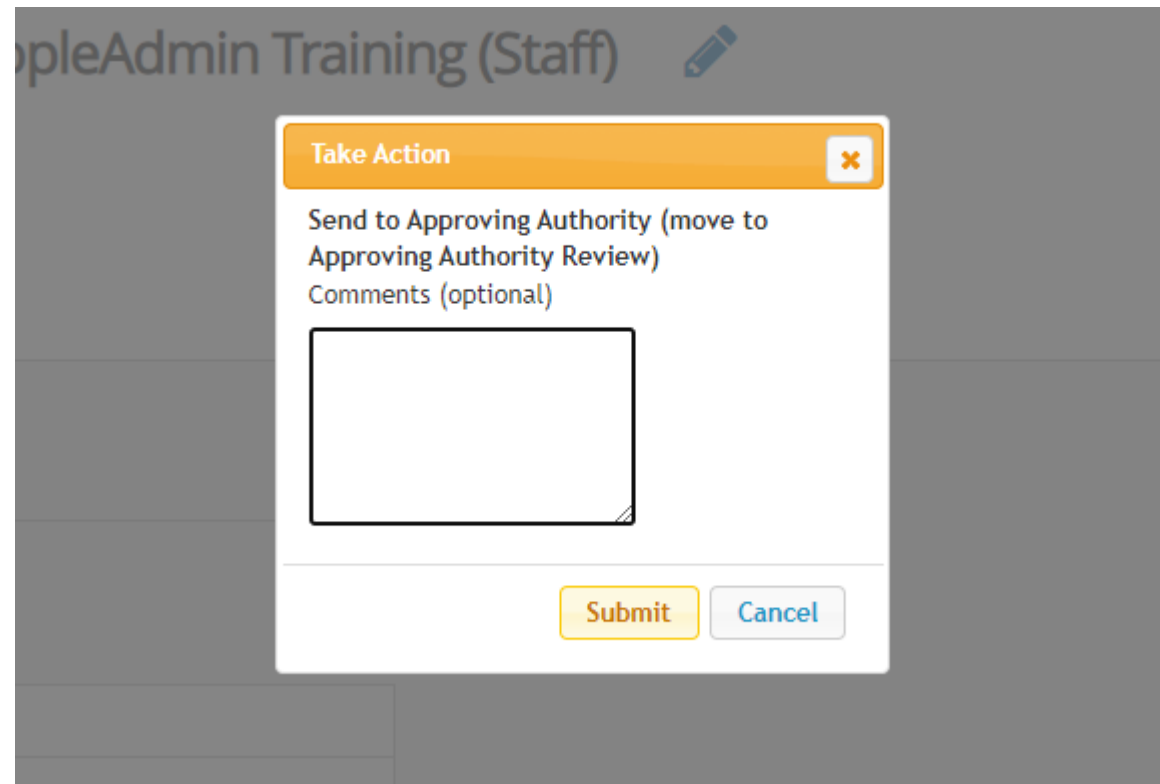
Monitoring your request

To review where your request is in the workflow, select Position Descriptions and Staff Actions
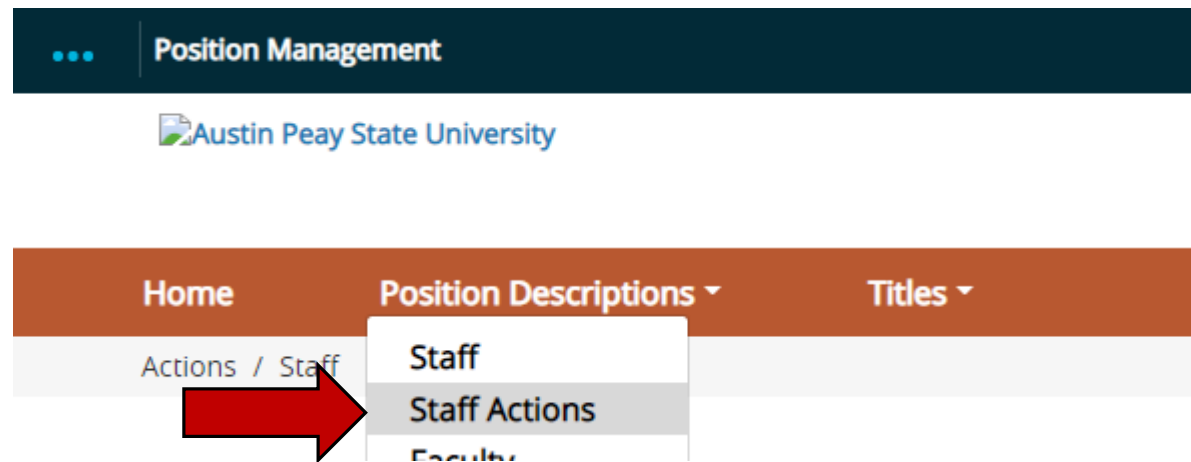
The Action Workflow State will indicate where it is located in the workflow