

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

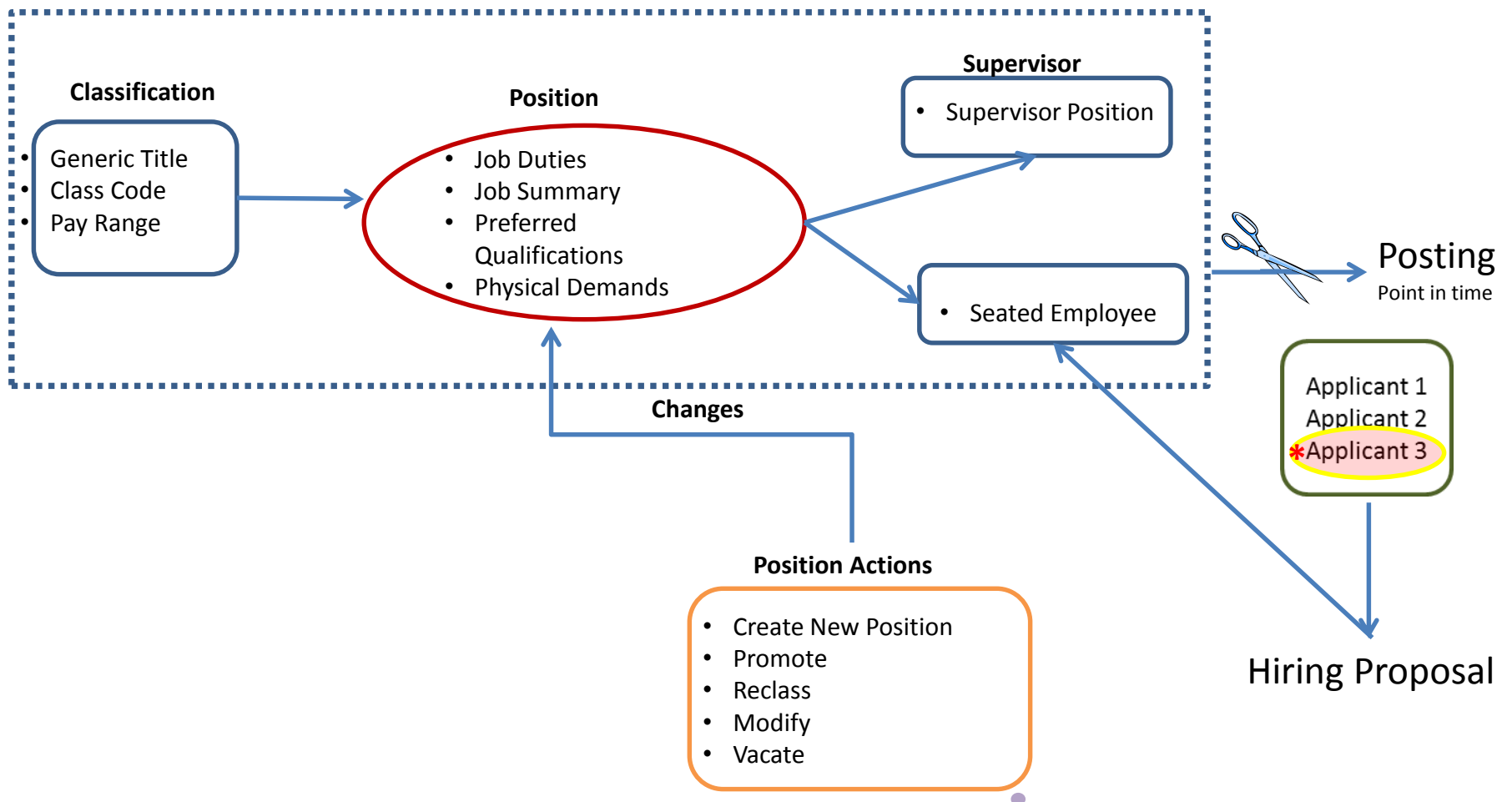
# Topics

- 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

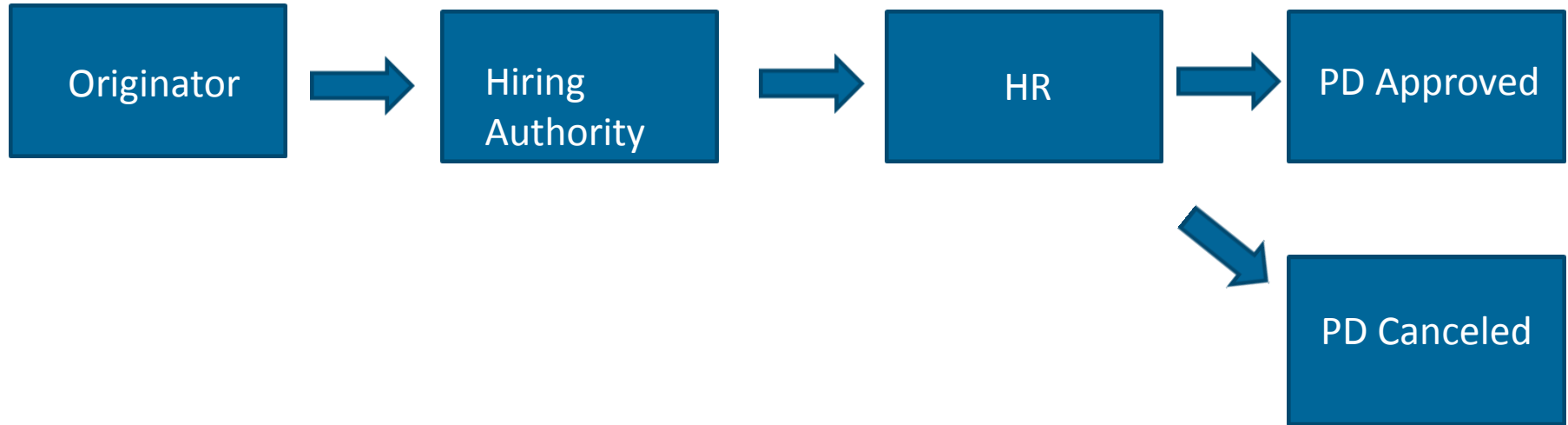
# What is a Position Description?

- **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



# Position Description Workflow



# 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.



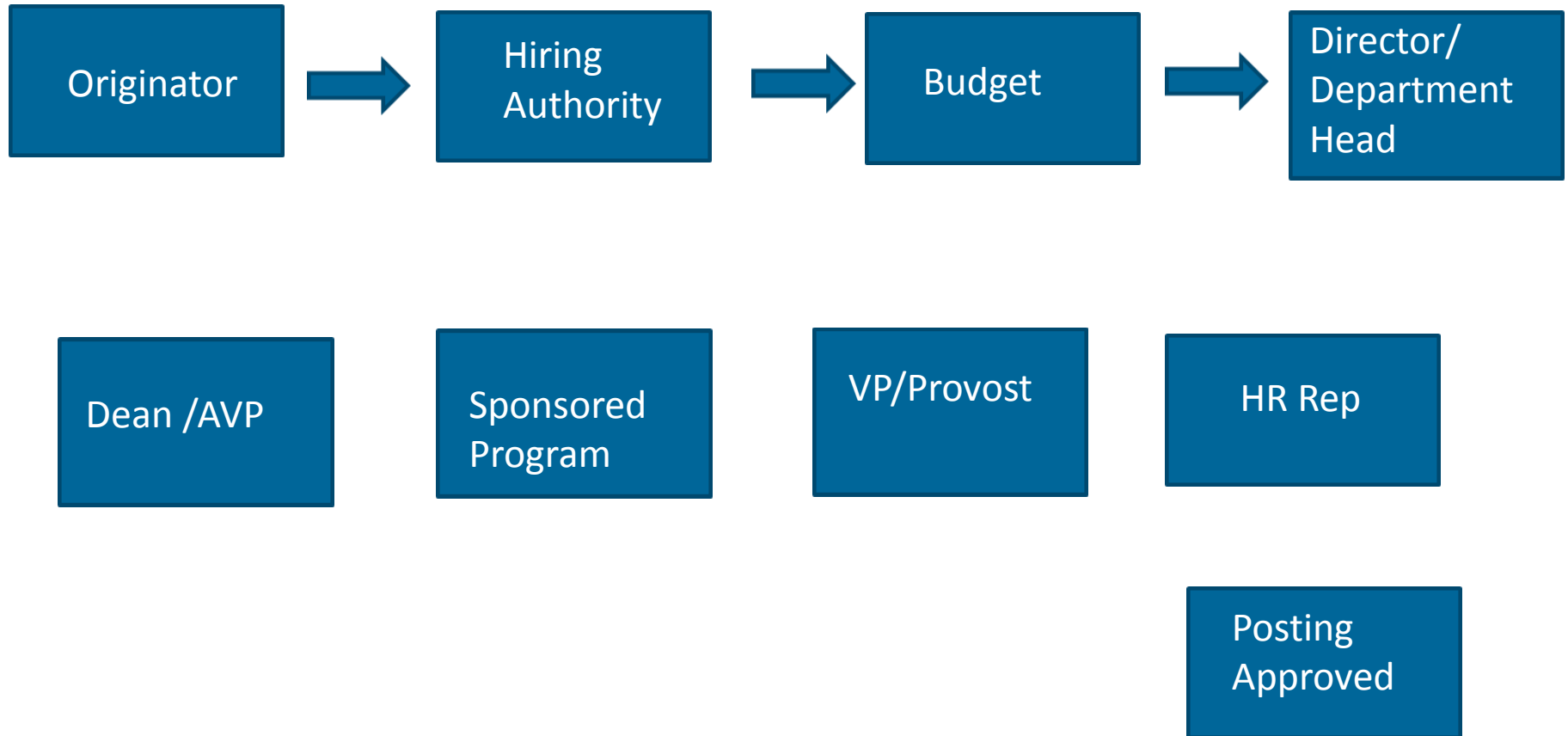


# How to view/access PDs

- 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



# 2 Ways to Start Creation Process

- Shortcuts on Homepage
- Orange “Create New Posting” button



Shortcuts

[Create New Staff Posting](#)



Create New Posting

# 3 Ways to Create Postings

## 1. From Position Type

## 2. From Previous Posting

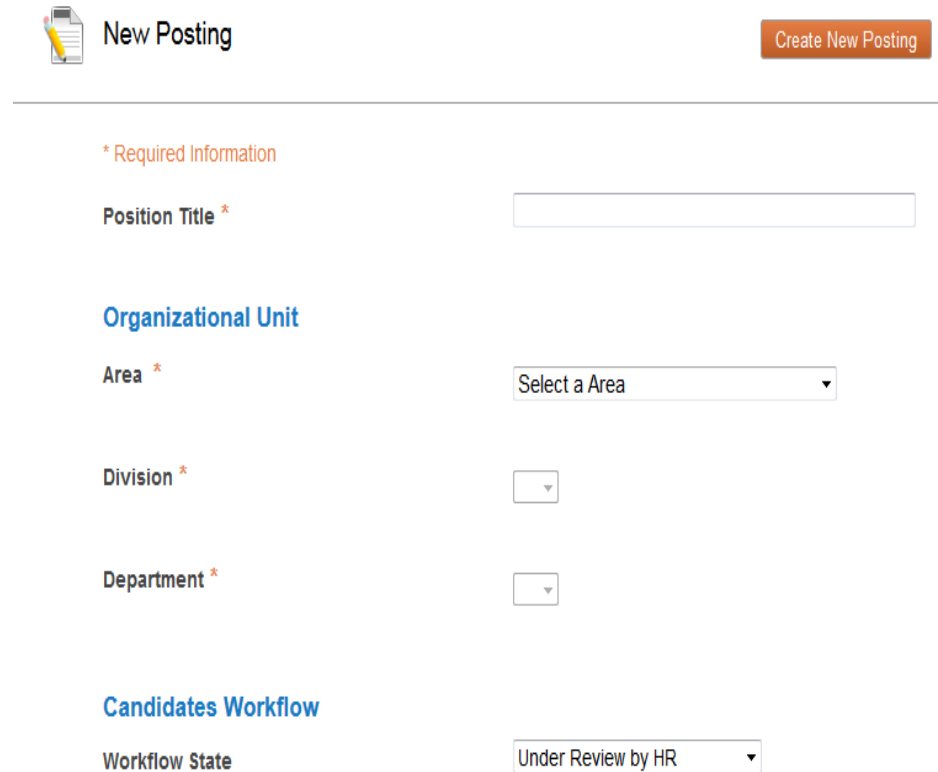
- Posted, Internally Posted, Reposted, Republished, Closed, Filled

## 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



The screenshot shows the 'New Posting' form in PeopleAdmin. At the top left is a document icon with a pencil, and at the top right is an orange button labeled 'Create New Posting'. Below the header is a section titled '\* Required Information' in orange. It contains a text input field for 'Position Title \*'. Below that is a section titled 'Organizational Unit' in blue, containing a dropdown menu for 'Area \*' with the text 'Select a Area'. Below that are two more dropdown menus for 'Division \*' and 'Department \*'. At the bottom is a section titled 'Candidates Workflow' in blue, containing a dropdown menu for 'Workflow State' with the text 'Under Review by HR'.

# Position Management Hiring Proposals

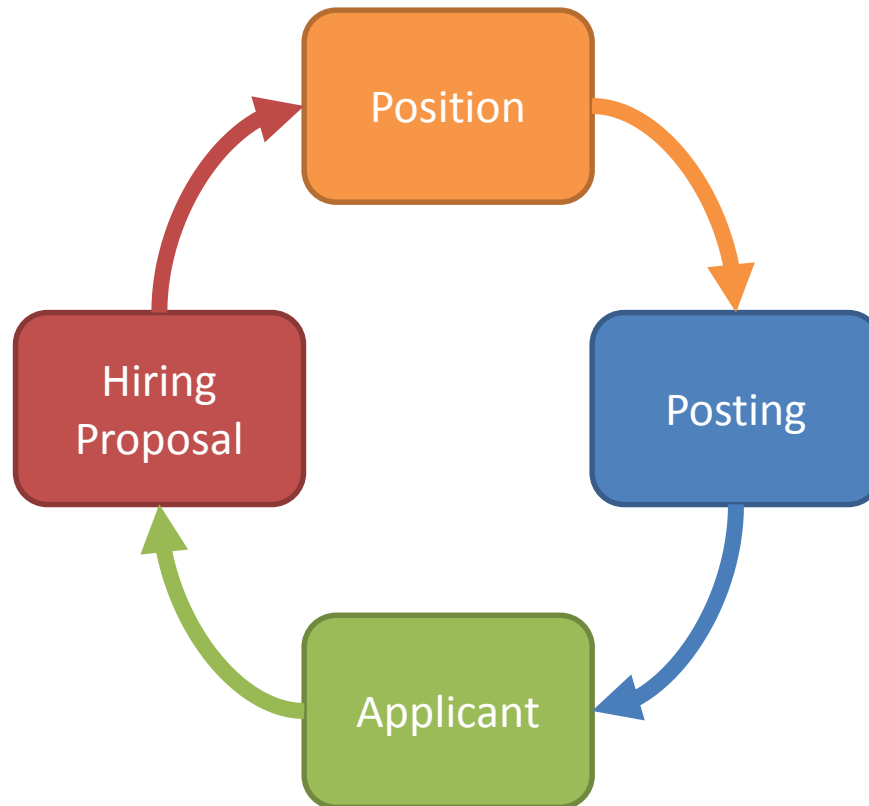
# Topics

- 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.



# What is a Hiring Proposal?

**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

Hiring Proposal Information

Hiring Proposal Number

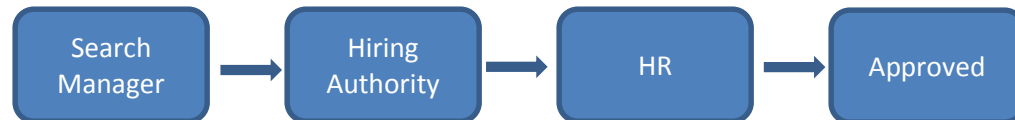
\* Reason For Selection of Candidate

\* Actual Starting Salary

\* Actual Start Date  This field is required.

Orientation Date

\* Is Background Check Required?  This field is required.



# Begin Hiring Proposals

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

## Job application: Sonya Munoz (Administrative Staff)

Current Status: Recommend for Hire

Application form: Application

Take Action On Job Application ▾

★ View Posting Applied To

★ Preview Application

📄 Edit Application

➕ Start ATS Hiring Proposal

📄 Reactivate

### Selected Position Description

- Human Resources Consultant

### Position Descriptions

Open Saved Search ▾

Search:

Search

More search options

Ad hoc Search

Administrative Staff Positions

Ad hoc Search

Position Title	Position Number	Employee First Name	Employee Last Name	Supervisor	Department	(Actions)
Human Resources Consultant	AS10053	Cindy	Siler	Senior Benefits Counselor (Pat Smith)	Benefits and Compensation	Actions ▾
Employee Relations Consultant	AS10053			Senior Benefits Counselor (Pat Smith)	Employee Relations	Actions ▾

Select Position Description

# Hiring Proposal Forms

- Includes Application information
  - Read Only
- Includes Position information
  - Read Only
- Hiring Proposal specific fields
  - Editable
  - Example Fields:
    - Starting Salary
    - Start Date

## Applicant Information

First Name	Sonya
Middle Name	
Last Name	Munoz
Address1	8900 Sunny Carrefour

## Position Information

Posting Number	AS008P
Position Title	Bldg Environ Services Supv

## Hiring Proposal Information

Hiring Proposal Number

\* Reason For Selection of Candidate

\* Actual Starting Salary

\* Actual Start Date

Orientation Date

\* Is Background Check Required?

 This field is required. This field is required.

# Hiring Proposal Workflows

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



## ATS Hiring Proposal: Myron Waters (Administrative Staff) [Edit](#)

Current Status: Department Head

Position Type: **Administrative Staff**

Department: **Operations**

Applicant: [Myron Waters](#)

Posting: [Bus. and Tech. App. Specialist](#)

Created by: **Jane Doe**

Owner: **Dean/Department Head**

Take Action On Hiring Proposal ▾

[Keep working on this Hiring Proposal](#)

WORKFLOW ACTIONS

[Approve \(move to Budget\)](#)

[Return \(move to Manager\)](#)



## Inbox (10 items need your attention)

Displaying items for group "Dean/Department Head".

[Postings \(7\)](#)

[Hiring Proposals \(2\)](#)

[Position Requests \(1\)](#)

[Special Handling Lists \(0\)](#)

Job Title	Applicant Name	Type	Current State	State Owner
<a href="#">Bus. and Tech. App. Specialist</a>	Myron Waters	Administrative Staff	Department Head	Dean/Department Head

[See more...](#)



## Watch List (6 items)

[Postings \(3\)](#)

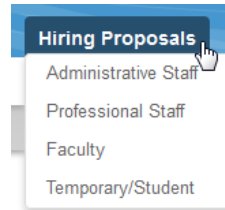
[Hiring Proposals \(1\)](#)

[Position Requests \(2\)](#)

Job Title	Applicant Name	Type	Current State	State Owner
<a href="#">Bus. and Tech. App. Specialist</a>	Myron Waters	Administrative Staff	Department Head	Dean/Department Head

# Tracking Hiring Proposals

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



Postings / ... / Administrative Staff / Bus. and Tech. App. Specialist / Hiring Proposals Search Results:

**Posting: Bus. and Tech. App. Specialist** (Administrative Staff) [Edit](#)

Current Status: Closed

Position Type: **Administrative Staff** | Created by: **System Account**  
Department: **Operations** | Owner: **Human Resources**

[Take Action On Posting](#)

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview

[Summary](#) | [History](#) | [Settings](#) | [Applicants](#) | [Reports](#) | **Hiring Proposals** | [Associated Position Description](#)

**Inbox** (21 items need your attention)

Displaying items for group "Human Resources".

[Postings \(7\)](#) | [Users \(10+\)](#) | **Hiring Proposals (2)** | [Position Requests \(1\)](#)  
[Special Handling Lists \(0\)](#)

Job Title	Applicant Name	Type	Current State	State Owner
<a href="#">Bus. and Tech. App. Specialist</a>	Alexandra Stokes	Administrative Staff	Human Resources	Human Resources

**Watch List** (6 items)

[Postings \(3\)](#) | **Hiring Proposals (1)** | [Position Requests \(2\)](#)

Job Title	Applicant Name	Type	Current State	State Owner
<a href="#">Bus. and Tech. App. Specialist</a>	Alexandra Stokes	Administrative Staff	Human Resources	Human Resources

# 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.

Users / Diana Hamilton (dhamilton)

 **User: Diana Hamilton**  
Current Status: Approved

Diana Hamilton Employee Username: dhamilton	Groups Applicant Employee
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Position Descriptions / Administrative Staff / Human Resources Consultant / Edit


**Editing Position Description**


- ✓ Classification
- ✓ Position Details
- ✓ Position Budget Inform...
- ✓ Supervisory Position
- Seated Employee**
- ✓ Position Documents

**Seated Employee**

Details

First Name	Diana
Last Name	Hamilton

 **Job application: Diana Hamilton**  
Current Status: Hired  
Application form: Application

 **Posting: Human Resources Consultant**  
(Administrative Staff) [Edit](#)  
Current Status: Filled

Position Type: <b>Administrative Staff</b> Department: <b>Benefits and Compensation</b>	Created by: <b>System Account</b> Owner: <b>Human Resources</b>
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# 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.