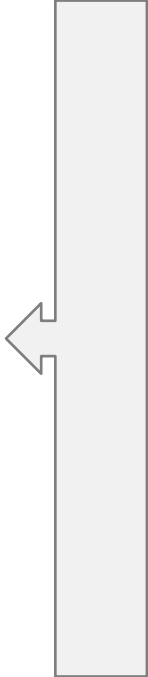As search committees and/or hiring managers review and evaluate applicants, the hiring manager should move applicant records into different statuses based on their current state in the recruitm >nr de rcoecssve

Position Management

Applicant Tracking System

Position Management

Employee Records

Position Descriptions

Classified Staff Position Descriptions

To add a new column to the search resu...

Saved Searches

Add Column: Add Column
Status:
Department: Department
Employee Last Name:
Position Number:
Employment Conditions: Must have a criminal background check
Must have FBI check (required for sensitive positions)
Must have a driver's license check
Must have a CDL license check

1. Complete Steps 1-7

2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).

3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select Start to Continue

4. You will now be able to edit/complete the fields for your position. Required fields are denoted by a *. These fields must be completed. You can continue to each section by selecting [Save & Continue] or you can select each section in the menu on the left hand side.
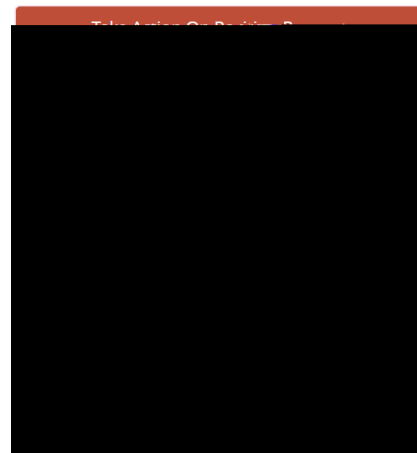

The tabs that have exclamation points next to them (!) indicates that there is required information missing that must be completed before changing the status of the description action. NOTE* Make sure that you add in your Applicant Reviewer names. These can be added to or taken away at any point in the posting.

When you have completed all of the screens they will show a

5. From the final tab. Position Request Summary, hover over the Take Action on Position Request (Top right hand corner) and select the next appropriate next step. Please see an EXAMPLE below:

FROM		TO
Originator	>	Operational Management
Operational Management	>	Administrative Management
Administrative Management	>	Senior Management

End