

Position Management Steps

EHRA Faculty

Steps to Authorize Positions for Recruitment

Authorize Position for Recruitment – Department Budget/Dean's Office

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
- Step 2** Click on the **Position Descriptions** tab and select **EHRA Faculty** from the drop-down box.
- Step 3** Search for the appropriate position description to modify (by position number, name, etc.).
- Step 4** Click on the title of the position.
- Step 5** Review summary and select **Modify Position** (star on the right side of the screen).
- Step 6** Click **Start**.
- Step 7** When all the tabs have been completed, the system will move to the PD Action Summary page.
If there is missing required information in a section, an exclamation point shows next to the tab title. All sections must be completed prior to moving the PD Action to the next stage. Complete any sections containing the exclamation point by selecting the Edit button next to the tab title.
- Step 8** From the Action Summary page, hover over the orange **Take Action on PD Action** button and select **Submit for Approval** to send to Division Approver.

Authorize Position for Recruitment – Division Approver

- Step 1** Click on the three circles in the upper left side of the screen and select **POSITIONS** from the drop-down menu.
 - Step 2** Click on the Position Descriptions tab and select **EHRA Faculty PD Actions** from the drop down box.
 - Step 3** Click on the position title to bring up the position description. Review the summary page for details about the position. As Division Approver, no tabs are editable.
 - Step 4** From the Action Summary page, hover over the orange **Take Action on PD Action** button and select **Submit for Approval** to send to **EHRA HR Compensation** for approval.
- NOTE:** Once HR approves the position for recruitment, the Assistant/Coordinator will begin the posting in the Applicant Tracking module.