Position Management Steps
EPA Faculty

Steps to Authorize Positions

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

Step 1  Hover over APPLICANT TRACKING heading and select POSITION MANAGEMENT from the drop-down (upper right side of the screen).

Step 2  Hover over Position Description tab and select position type from the drop-down box.

Step 3  Search for the appropriate position description to modify (by position number, name, etc).

Step 4  Hover over the Actions drop down (right side of the screen) and select View.

Step 5  Review summary and select Modify Position (yellow star, 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 Take Action on PD Action (orange button, upper right side of the screen) and select Submit for Approval.

Step 9  Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. The position will be added to the Watch List by default.

Authorize Position for Recruitment – Division Approver

Step 1  Hover over APPLICANT TRACKING heading and select POSITION MANAGEMENT from the drop-down (upper right side of the screen).

Step 2  From the Home screen, select the PD Actions tab in the Inbox.

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 Take Action on PD Action (orange button, upper right side of the screen) and select Submit for Approval. Add any comments in the Comment Box, keeping in mind comments become a permanent part of the recruitment record and cannot be removed. Be sure to click the Add to Watch List box prior to sending the position to the next stage if you want to follow the status of the position.

NOTE: Position will transition to HR for approval.