

Approve - Cancel - Return a Position Request

Learn more about how to approve, cancel, and/or return a **Position Request** submitted by a team member.

PeopleAdmin 7.6

Login to PeopleAdmin 7.6 (careers.luc.edu/admin) with your Loyola Username and Password. If necessary, visit luc.edu/password in order to reset your password.

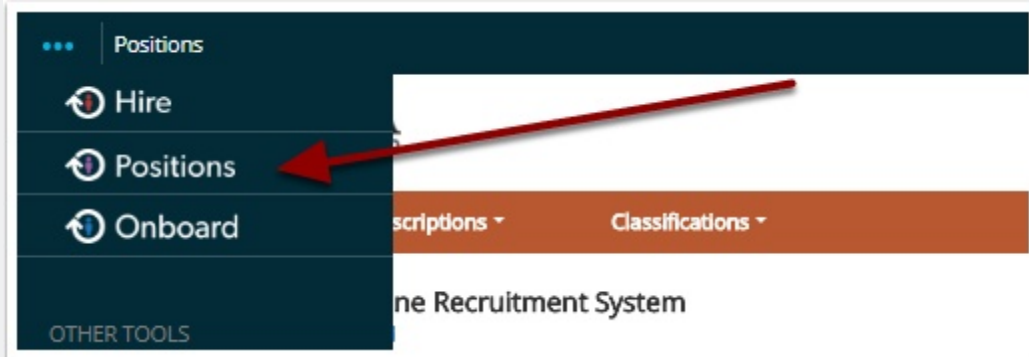


The image shows a login interface for Loyola University Chicago. At the top, the text "Loyola University Chicago" is displayed. Below this is the university's crest, which features a shield with a cross, two lions, and the year "1870". The crest is surrounded by the Latin motto "AD MAIOREM DEI GLORIAM". To the right of the crest, the text "LOYOLA UNIVERSITY CHICAGO" is written in a large, bold, serif font. Below the crest and text are two input fields: "Username" and "Password". At the bottom of the form is a blue button labeled "Log In".

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Position Management View

In order to review a position, you will need to select "Positions" located in the upper left pane. Once selected, the orange banner will appear, as shown below.



Select Role

Select your appropriate *Group (role) for the action you need to take. In this example, **Division** is selected to show any position requests a Department Head and/or Dean would like reviewed for approval.

*NOTE: If you select a (Group) role that does not have authorization to approve a *Position Request* (i.e. Hiring Manager), you will not be able to view the "**Take Action on Position Request**" feature in order to move the position request between levels (i.e. to approve and post online for applicants).



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Position Requests

Within the "Welcome to your Online Recruitment System" section, select "Position Requests," as shown below. Select the appropriate position. Notice the additional columns provided (i.e. Current Status). This information is important as you determine who requested the position request, who reviewed it and where it exists in the workflow.

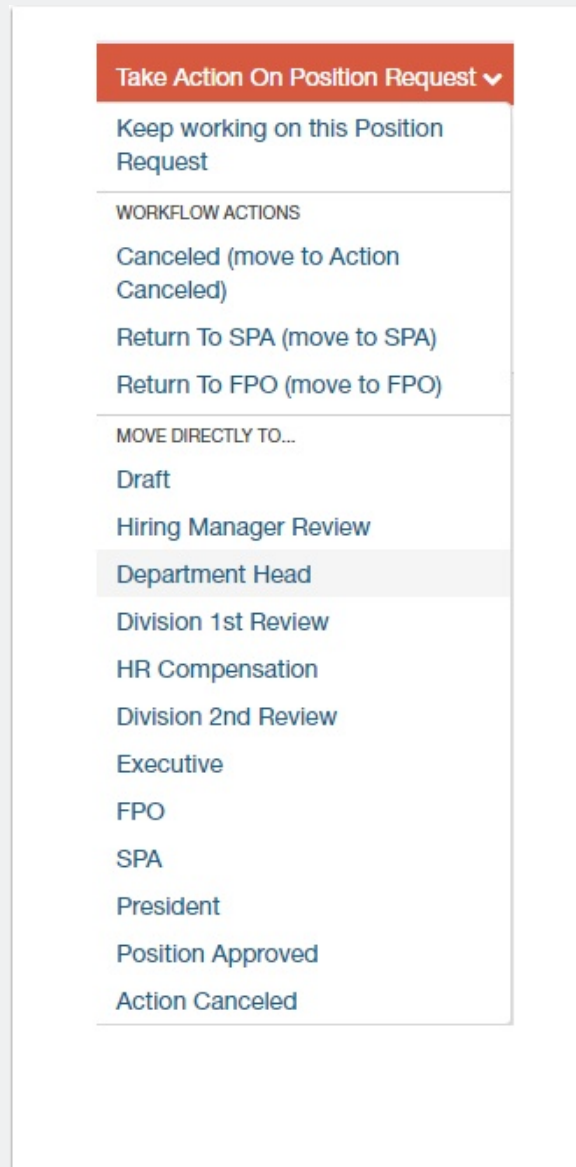
The screenshot displays the 'Position Requests' page in an online recruitment system. The page features a navigation bar at the top with the following tabs: Home, Position Descriptions, Classifications, Position Requests (highlighted), Onboarding Tasks, and Special Handling Lists. Below the navigation bar, there is a search bar and a 'Filters' button. The main content area contains a table with the following columns: TITLE, TYPE, CURRENT STATUS, and DAYS IN CURRENT STATUS. The table lists several position requests, including Administrative Assistant, Research Nurse, Assistant Director, Office Assistant, SR Academic Advisor, Case Manager, Admin Asst, Network Analyst, and Receptionist/Office Assistant. A red arrow points to the 'Position Requests' tab in the navigation bar. Below the table, there is a 'Watch List' section with a search bar and a message: 'There are no results to be displayed.'

TITLE	TYPE	CURRENT STATUS	DAYS IN CURRENT STATUS
ADMINISTRATIVE ASSISTANT ACADEMIC ADVISING & SERVICES (02043A)	Modify Position Description Staff	Executive	321
RESEARCH NURSE HEMATOLOGY - ONCOLOGY (06508A)	Modify Position Description Staff	Division 2nd Review	329
Assistant Director, Center for Online Programs and Center for Compliance Studies SCHOOL OF LAW INST HEALTH LAW (02700D)	Modify Position Description Staff	HR(VP)	289
Assistant Director, Beazley Institute for Health Law and Policy SCHOOL OF LAW INST HEALTH LAW (02700D)	Modify Position Description Staff	HR(VP)	289
OFFICE ASSISTANT RESIDENCE LIFE (03850A)	Modify Position Description Staff	Executive	323
SR ACADEMIC ADVISOR SCHOOL OF BUSINESS (02200A)	Modify Position Description Staff	HR Compensation	327
Case Manager WELLNESS CTR LSC (03820A)	New Position Description Staff	Executive	308
Admin Asst- MARK and MGMT SCHOOL OF BUSINESS (02200A)	New Position Description Staff	Executive	316
NETWORK ANALYST ITS-INFRASTRUCTURE SERVICES (07160A)	Modify Position Description Staff	Division 2nd Review	307
Receptionist/Office Assistant SCHOOL OF EDUCATION (02300A)	Modify Position Description Staff	Executive	307

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Take Action on Position Request

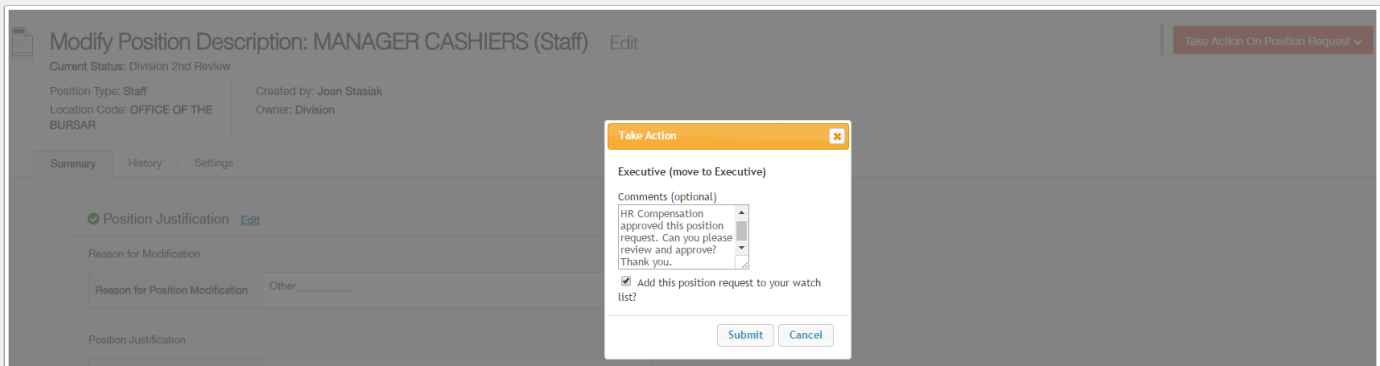
Select the "Take Action on Position Request" in order to move the position between various levels in the workflow.



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Take Action

As you select the appropriate next level for the position request, a "Take Action" box appears for you to enter a message to the person (next level) receiving your request. In addition, you have the option to add the Position Request to your "Watch List" for easy access and review.



The screenshot shows a web application interface for modifying a position description. The main form is titled "Modify Position Description: MANAGER CASHIERS (Staff)" and includes fields for "Position Type: Staff", "Location Code: OFFICE OF THE BURSAR", and "Created by: Joan Stasiak". A "Take Action" dialog box is overlaid on the form, containing the following text:

Take Action

Executive (move to Executive)

Comments (optional)

HR Compensation approved this position request. Can you please review and approve? Thank you.

Add this position request to your watch list?

Submit Cancel

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Home Tab

When you select the "Home" tab located at the top of PeopleAdmin 7.6, your "Watch List" appears.

LOYOLA UNIVERSITY CHICAGO

Home Position Descriptions Classifications

Welcome to your Online Recruitment System
This section can be updated

Inbox Postings 2 Users 12 Hiring Proposals Position Requests 34 Onboarding Tasks Special Handling Lists

SEARCH

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Director of Major Gifts MAJOR GIFTS (026244)	Approve for Internal	334
Instruction & Outreach Intern LIBRARY REFERENCE (02900E)	Division	314
Instruction & Outreach Intern 3 LIBRARY REFERENCE (02900E)	Division	314
Instruction & Outreach Intern 2 LIBRARY REFERENCE (02900E)	Division	314
Assoc. Director of Alumni Relations, School of Law DEVELOPMENT - LAW SCHOOL (03633A)	Approve for Internal	289
Circulation Assistant Intern LIBRARY - CUDAHY (02910A)	Division	306
INFORMATION ASSISTANT CAMPUS SAFETY WTC (04730B)	Approve for Internal	302

Watch List 1

SEARCH

JOB TITLE	TYPE	CURRENT STATE	STATE OWNER
PROGRAM COORDINATOR ACADEMIC ENRICH & RETEN (02043B)	Staff	Closed/Removed From Web	Human Resources

Questions?

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.