Please see the instructions below on how hiring managers, department administrators, or other workflow approvers can review the status of a Position Request.

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.

Position Description View

To begin the process, make sure your “Current Group” = Hiring Manager, as shown below. Select Position Descriptions (the orange banner should appear, as shown below).
Review the Status of a Position Request

The example below outlines the steps you can take in order to successfully review the status of all of your Position Request's appearing within PeopleAdmin 7.6!

Select “Staff Position Requests”

Here you see the current state of the requests and can sort and export the information
Review the Status of a Position Request via Watch List

By selecting Position Descriptions appearing in the main menu, you will have an opportunity to view the Watch List, as shown below. Located to the right, you will find the Position Requests section that outlines the list of available positions appearing in your Watch List.
Questions?

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