The instructions below will assisting hiring managers or department administrators interested in starting recruitment for a position that is (or soon will be) vacant.

**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 of submitting a Position Request, make sure your “Current Group” = Hiring Manager, as shown below. Select Position Description (the orange banner should appear, as shown below).
Position Request Steps

The example below outlines the steps you can take in order to successfully submit a Position Request and it to your Watch List in PeopleAdmin 7.6!

Hover over Position Descriptions tab click “Staff”
Hover over “Actions” to the right of the position and click “View”
Click Modify Position Description
A “Start Modify Position Description Position Request on” warning will display. Click
Fill in the justification for this position in the free-form text box.
Click “Next”
The classification for this position remains the same. Click “Next”
Click “Next”
Scroll down and fill in “Position Details”
• Some fields are not required but give accuracy to the description.
• Hold control when selecting multiple choices in a dropdown list
Click “Next”
Fill in required Position Budget Information.
Click “Next”
The supervisory information is prefilled. If it is inaccurate, continue the request and notify your HR representative.
Click “Next”
You may add a Supplemental Question
• Click “Add a question”
• Chose from the list by searching a key word or Chose “Add a new one”
• Fill in the required fields* (must be approved by HR prior to posting)
Click “Submit”
Click “Next”
You may add supporting PDF documents (such as an org chart) by hovering over “Actions” on the right.
Click “Next”
Scroll down the page looking for a to the left of each section. For any icons, be sure to click “Edit” and add the missing information.
Scroll back to the top of the page and hover over Take Action On Position Request
Select next stage in the workflow.
You may add comments that would show in the notification email to the next workflow approver—be mindful that these comments are permanent.
You may add this position to your watch list for ease of reference as it moves through the approval process by checking the watchlist box.
Click “Submit”

Position Request was successfully transitioned, and it was added to your watch list.
Questions?

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