Careers @ Pace – Quick and Useful Tips

When you have a need to recruit for a new or replacement position in your area, please refer to this 2-step process in order to have an updated, approved position description for your job posting.

Part I: Position Description

1. To access all Positions that report to you:
Select “Position Management” via the top right dropdown box. Then click on the “Position Descriptions” tab and select “Staff.” A list of all staff positions that report to you or that you have access to will appear. To find a specific position you can search by position number or title. You can click on “More Search Options” to search other fields.

- **Note:** the position’s Position Number is key to our Banner HR and Financial system and should always be entered accurately. If you do not know a position number you may contact your Budget Representative or a member of the Compensation department in Human Resources.

2. To recruit for a replacement, upgrade or change a position:

- Select the position, and click on "Modify Position Description" at the top right (it is listed next to a black star) and then “Start” to Start Modify Position Description Position Request on [Position Title].
- You will then be routed to the Position Description form and asked to write a “Position Justification.” Please include a description of why you are modifying this position.
- Click through each section to review the information and update where needed. The Position Details tab will need the most updating, as that is where the Position Summary, Position Duties and Position Qualifications are housed. You must enter all required fields to move forward with submitting the action.
- On the last tab titled, “Position Request Summary,” please review the description for accuracy and click on the orange rectangular button in the upper right hand corner and select “Submit (to Compensation)” for the Compensation department to review and approve. A dialogue box will pop up asking you to “Submit.” You can check “Add to Watch List” in order to track this request on your Watch List that appears on your home page upon logging in.

3. To create a New Position/addition to staff:

Click on the orange rectangular button in the top right hand corner titled, “Create New Position Description.” Complete the available fields. You have the option to clone from an existing position description by searching a description in the list located at the bottom of the page. If you choose not to do that, you do not need to check anything. Then click the orange rectangular button titled, “Start Position Request.”

- Review and complete each tab.
- **PLEASE NOTE:** You will need to enter Budgetary Information (index and account that the position should be charged to) that you should confirm with your Budget Representative.
- On the last tab titled, “Position Request Summary,” please review the description for accuracy and click on the orange rectangular button in the upper right hand corner and select “Submit (to Compensation)” for the Compensation department to review and approve.
3. Checking Status

If you added this request to your Watch List upon submitting to Compensation for approval, it will appear on your home page. If not, you can review your request by clicking on the “Position Descriptions” tab and then selecting “Staff Position Requests.” You will then be able to view a list of all your requests as well as search them by position title or position number.

Part II: Requisition & Posting

When Compensation approves a New or Modified Position Description, you will receive an email notification to confirm that it is approved.

1. To Create the electronic Requisition/Posting:

Click on the “Postings” tab and then select “Staff”. Click on the orange rectangular button in the top right corner titled, “Create New Posting.”

- Always select “From Position Description.”
- Select the position description you would like to use from the list that appears or search by position title or position number to find the position. Once found, click on the Position Title and select “Create Posting from this Position Description” in the top right hand corner (it has a green circle with a plus sign next to it).
- Review the information that appears and then select “Create New Posting.” (If the information is not correct you will need to modify the position description by following the steps above.)
- Please note actions required on the below tabs. Continue to click “Next” to review the information on each tab.
  - **Position Details:** Enter all required information including “Number of Vacancies.” PLEASE NOTE: Applicant Reviewer must be selected. You must search and select all people including yourself who will be reviewing and statusing applications.
  - **Applicant Documents:** please select which documents are required and optional. If you do not complete this tab then the basic documents such as resume and cover letter will not be required to submit an application. At a minimum we require a Resume.
  - **Guest User:** If you want to grant access to a user that is not listed as a Departmental User with Access, then you should Activate a Guest User account. You will be asked to create a password and that will entitle someone to access the system for the sole purpose of viewing applicants for this posting only.
  - **Search Committee:** If this position requires a search committee, you can create user accounts for each search committee member and email their account details to them.
  - **Evaluative Criteria:** If you are using a search committee, you can add evaluative criteria and select the ranking and weight of that criteria.
  - **Reference Letter:** Please note, HR is moving to a new reference checking process. All references will be submitted by the reference through a secure online portal. The minimum amount of references needed should always be listed as 2 and the maximum as 3.
- When you get to the “Summary” tab click on the orange rectangular button in the top right hand corner titled, “Take Action On Posting” and select “Submit (Move to Dean/VP). You
can click on “Add to Watch List” to have this posting appear on your home page under the Watch List area. This will then go to your area Dean/VP or Budget Rep to approve. Once approved they will send to Talent Acquisition and we will post the position.

2. To gain approval to Post and Recruit:

- When you have completed all required fields, and checked all info select *Submit to Dean/VP*
- The Dean/VP then has the option of submitting to Budget if it is a New or Part Time position, to Talent Acquisition if it is a replacement position or returning it to the Hiring Manager with suggested edits
- Once the posting is received by Talent Acquisition we will post the position internally for 5 calendar days and it will then automatically move over to the external posting site on the sixth day

*NOTE:* Talent Acquisition can only post a position that has been authorized for recruitment by the area executive in accordance with current hiring procedures. Please consult with your Budget Rep to confirm this procedure as some areas require Executive Level approval (ex. Provost).

3. To view the Posting and Applicants:

- Log in to your account and the home page will list all of your Active Postings
- To view Applicant information, click on the Position Title and click on the "Applicants" tab. You can then view their application by clicking on their name and view their supporting documents by clicking on the links in the "Documents" Column.

*NOTE:* since managers now have direct access to manage the applications via this online system, Talent Acquisition will no longer email resumes to managers

**Checking Status**

**Posting:** If you want to view the status of a posting, you can view under your Watch List if you selected that option when submitting the posting or you can click on the “Postings” tab, select “Staff” and then search by position title or number. All Postings that you have submitted will be viewable.