Creating Pooled Positions

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What is a Pooled Position?

- A Pooled Position is a career site posting created to collect candidate applications for the purpose of filling multiple positions from one applicant pool.
- Pooled Positions are most commonly used for students and term adjuncts positions.
TA would create a pool for the following scenarios:

- Recruitment Event
  - Student and Term Adjuncts

- Classified Positions

- Non Recruitment Events
  - Student and Term Adjuncts
<table>
<thead>
<tr>
<th>Recruitment Event</th>
<th>Non-Recruitment Event</th>
<th>Classified Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Recruiter creates the pool in SF</td>
<td>➢ HC identifies the candidate that will be hired</td>
<td>➢ Recruiter creates and maintains the pool</td>
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<tr>
<td>➢ HC identifies the candidate that will be hired</td>
<td>➢ HC completes the Non-Recruitment event form to hire the applicant</td>
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<tr>
<td>➢ HC creates an OM PCR</td>
<td>➢ HC completes the official requisition</td>
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<tr>
<td>➢ HC completes the official requisition</td>
<td>➢ Recruiter forwards the candidate from the pooled position to the official requisition</td>
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Recruitment Event

• This is the process of finding a Student or Term Adjunct with specific skills and experience for which you must advertise.

  ➢ For instance:
  • Laboratory Aide (Student Worker)
  • IT Student Worker
How to Create a Pooled Position Requisition in SuccessFactors

A Pooled Position may only be created by your recruiter. When you need to create a Pooled Position, please contact your recruiter with the following information for the requisition:

- FTE %
- Work Tax Authority
- Work Location
- Mail Location
- Job Type
- Title
- Summary/Job Descriptions (Qualifications)
- Hiring Coordinator
- Hiring Coordinator group- if you want one
- Position Manager
Next Steps:

• Once a candidate is identified follow the steps below:
  1. Complete OM PCR (Ensure you select “Yes” in the “Send for Recruitment” field.)
  2. Complete Job Requisitions and send for approval.
  3. HR Recruiter will forward the selected candidate from the Pooled Position to the official job requisition.
  4. Complete hire process in SuccessFactors
Please be advised:

• Student Pooled Position positions will be posted externally only.
• All other Pooled Positions will be posted both internally and externally (Note: Classified Pooled Positions will be maintained by Human Resources)