People Admin
Position Description Module

FACULTY

REFILL POSITION

The Refill action may be used to refill a position with NO major changes. If changes are required in fields that are not open to edit, the position must be created as a Modify/Reclass action.

The Refill is a streamlined process that eliminates the need for the Compensation, Broadband and Office of Budget Management User.

<table>
<thead>
<tr>
<th>USER</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager</td>
<td>• Initiates Start Action Refill Position Staff transactions for requisition</td>
</tr>
<tr>
<td></td>
<td>• Creates advertising for position posting (if appropriate)</td>
</tr>
<tr>
<td></td>
<td>• Creates prequalifying questions (if appropriate)</td>
</tr>
<tr>
<td></td>
<td>• Sends to Director for review</td>
</tr>
<tr>
<td>Director</td>
<td>• Reviews requisition</td>
</tr>
<tr>
<td></td>
<td>• Makes any necessary corrections or returns to hiring manager for corrections</td>
</tr>
<tr>
<td></td>
<td>• Sends to Faculty Affairs or Provost</td>
</tr>
<tr>
<td>Provost Designee</td>
<td>• Reviews requisition</td>
</tr>
<tr>
<td></td>
<td>• Makes any necessary corrections or returns to hiring manager for corrections</td>
</tr>
<tr>
<td></td>
<td>• Sends to OEO</td>
</tr>
<tr>
<td></td>
<td>• Sends to Human Resources</td>
</tr>
<tr>
<td>Faculty Affairs</td>
<td>• Reviews requisition</td>
</tr>
<tr>
<td></td>
<td>• Makes any necessary corrections or returns to hiring manager for corrections</td>
</tr>
<tr>
<td></td>
<td>• Sends to OEO</td>
</tr>
<tr>
<td></td>
<td>• Sends to Human Resources</td>
</tr>
<tr>
<td>Human Resources</td>
<td>• Reviews requisition</td>
</tr>
<tr>
<td></td>
<td>• Assigns Position Number for HR</td>
</tr>
<tr>
<td></td>
<td>• Captures appropriate advertising</td>
</tr>
<tr>
<td></td>
<td>• Posts position as directed</td>
</tr>
</tbody>
</table>
GETTING STARTED – STEP-BY-STEP

Hiring Manager User

Log On

- Log into People Admin
- Select “Start Action” on the left navigation bar under POSITION DESCRIPTION
- Select “Start Action” under Refill – Faculty
- Select Job Classification Title from drop down menu on the Proposed Classification Tab, Select Search
- View Summary or choose to “Select and Continue” the selected job classification title
  o You may also clear results and search an additional title by using functionality at the bottom of the screen.

Current Job Description

Review Current Job Description information regarding the vacant or incumbent position.

Select “Continue to Next Page”.

Proposed Classification

- Locate the “Change Classification” option at the bottom of the screen to select an alternative job classification (If necessary).
- From the drop down menu locate the appropriate classification.
- Select Search.
- Select View Summary to review the classification information.
- Select “Select and Continue” to utilize the chosen classification.
- Select “Continue to the Next Page” or Change Classification to repeat the exercise.

Position Details Tab

Complete the “Position Details” Tab to provide information about the position.

- Previous Employee Last Name and Previous Employee First Name fields are designed to provide information on the incumbent or most recent employee holding the designated position.
- Enter the name of the Responsible Hiring Manager(s) (this must also include the name of the individual who will be editing the position as well).
If a change is necessary, select the College/Division from the drop down selection menu.

- Enter the department mail location.
- Enter the Working Title (if appropriate)
- Answer the question regarding whether or not the position needs to be submitted to OEO for review of the Recruitment Plan. Applicable primarily to positions in job group codes 102 and 100.
- Changes to the shift for the position can be answered in the Shift field.
- Enter changes to Standard Days Worked for the position.
- Enter the daily work hours.
- Enter the FTE (full time equivalent) amount as a percentage.
- Enter the work/office/lab/room number field of the facility where the position is located.
- Enter any changes to the Affiliation field.
- Indicate the Track Type for the position.
- Enter appropriate information related to the Position Description (Essential Functions) of the position.
- Review and revise Position Ideal Qualifications.
- Review and revise Position Physical Requirements. See the comprehensive guide related to Americans with Disability (ADA) compliance located on the left menu bar and on the HR website OEO page at www.uc.edu/hr.
- Select the appropriate Supervisor from the drop down list.

Select “Continue to the Next Page”.

Requisition Form Tab

Complete the “Requisition Form” Tab to provide details regarding posting the position.

- The Action Number will be assigned by People Admin.
- Human Resources will input the HR Position Number.
- Faculty Affairs or the Provost Office will assign a Provostal Number if appropriate.
- Indicate whether or not Human Resources should post the position immediately upon receipt or if the position should be posted with a future date.
- Input the appropriate hiring manager name and number.
- From the drop down menu, select the appropriate Position Type.
- The “Limited To” field is used to indicate whether or not a position is limited to a select group (i.e., members of a bargaining unit, departmental posting only, UC wide posting).
- Requisition status field is an optional field used to indicate where positions are in the workflow.
- Input any Comments related to the Requisition status.
- Select the appropriate Appointment Type

- If the position is Temporary, input the temporary position Start Date (this information is for advertising purposes only)
- If the position is Temporary, input the temporary position End Date (this information is for advertising purposes only)
- A date should be entered into the Job Posting Date field if the position is being created now however will be posted for a later specific date. Otherwise, Human Resources will input the job posting date when they receive the actual requisition for posting.
- Input a Job Close Date or mark that the position should be Open Until Filled.
- The Notification Date field is an optional field that can be used as a reminder field that the position is still posted. The system will send an e-mail notification that the position will close in “x” amount of time unless it’s requested to remain open.
- Application Review Date field is used for recording purposes only. An application review date MUST be entered for select high level Administrative positions reviewed by the EOC Coordinator and OEO (Job Groups 100 &102), prior to being submitted to Human Resources for posting. The purpose of the review is to ensure that an agreed upon Recruitment Plan is attached containing appropriate diverse advertising methods.
- The “Direction to HR” field is generally not used in a Modify/Reclass situation. However in the event that permission has been obtained from the OEO to utilize a previous requisition to hire a new applicant, the copy field is designed for this purpose. Enter the requisition number of the position where the applicant is located in the field requesting the requisition number.
- Enter the name of the specific applicant that is to be copied into the requisition, in the field that requests that the applicant name be entered.
- For the posting, enter the Documents that MUST be attached by the applicant.
- For the posting, enter the Documents that CAN be attached by the applicant.
- If a selection of “Other” was made under the Documents to be Attached section, you MUST indicate the type of document in the Special Instructions to Applicants field. This field may also be used to communicate additional information that the applicant ought to know about prior to or in order to apply to the position.
- Enter the Pay Rate or Pay Range for the position if desired and known.
- Answer the question as to whether or not an advertising Waiver was being requested of the OEO office. (A waiver request must first be authorized by the VP designee of the respective area prior to submitting to OEO.)
- Input the Waiver Request into this field. This should include the e-mail copy response from OEO authorizing the waiver as well as the actual waiver request itself outlining the request.
- Using the Utilization Analysis document located on the left menu bar, indicate whether or not Females are under utilized in the job group category for the division.

- Input the number provided as a Goal for Women.
- Using the Utilization Analysis document located on the left menu bar, indicate whether or not People of Color are under utilized in the job group category for the division.
- Input the number provided as a Goal for People of Color.
- Using the Utilization Analysis document located on the left menu bar, indicate whether or not African Americans are utilized in the job group category for the division.
- Input the number provided as a Goal for African Americans.
- If using a GUEST USER for the requisition, input the Guest User name here. (The guest user is designed so that Search Committees can review applicant applications and resumes however it does not permit the user to make any changes to the record.)
- Determine the appropriate advertising direction for the requisition.

Select “Continue to Next Page”.

Advertising Accounts Tab

The Advertising Accounts Tab is designed to identify payment responsibility for position advertising. Utilize the Recruitment Advertising Guidelines policy located on the left menu bar as a guide.

- Identify whether or not the Department, Human Resources, or Both are required to pay advertising for this position.
- Indicate whether or not specific Ad Text is being attached in the Documents section.
- Select whether or not the position is being paid for by General Funds.
- Input any additional Comments that would be useful to know when advertising the position.
- Input appropriate account information for advertising payments.
- If advertising payments are being shared by multiple accounts, enter additional account advertising details.
- Enter the name and contact number of the authorized departmental advertising contact.
- Human Resources will enter the appropriate HR Contact person.

Select “Continue to the Next Page”.
Advertising Sources Tab

The Advertising Sources Tab is designed to indicate specific locations where advertising of the position is to occur.

- Select “Add New Entry” to input an advertising source.
- Review the drop down list to determine whether or not the selected advertising source is listed. (Additional sources can be added by contacting Human Resources.)
- Select the appropriate advertising source OR
- Indicate advertising source information as directed in the OTHER free text box.
- Select the method that the advertising should appear. If advertising both PRINT and WEB you must add and update each entry separately.
- Advertising will occur as indicated or input an advertising Appearance Date.
- Select “ADD ENTRY”.
- Select “Add New Entry” if additional advertising sources are required. Repeat process.
- View, Edit or Delete entry as appropriate.

Select “Continue to the Next Page”.

Documents Tab

The Documents Tab is used to identify the type of documents that are needed in the application or requisition process.

- Select “Attach” to attach a document.
- Upload a document by selecting “browse”. Locate the document on your own personal browser and select “Attach”.
- Use the Paste a New Document section to cut and paste a document from another source, into the system. Once the document has been pasted select “Attach”.
- The document may be viewed by selecting “View” in the right hand column.
- You may remove a document by selecting “Remove” on the right hand side of the documents screen once the document has been attached.

Select “Continue to the Next Page”.
Posting Specific Questions Tab

The Posting Specific Questions Tab is used to ask questions of applicants during the application process in an effort to learn more about their ability to meet posted qualifications. Information entered into this tab may be pulled for additional positions in the future. Questions asked related to this tab must be legal in nature.

- Select “Add a Question” to enter a question.
- Enter a key word and select Search to review the question database; or select Create a Question to develop a unique question.
- Select View to review the question or Add to add the question to the requisition.
- No editing can be done to already saved questions. If a question is worded incorrectly or information needs to be added or removed, a new question must be created.
- If creating a new question input the information as directed and select “Add This Question”.
- Review the question and identify whether or not the question MUST be answered by all applicants.

Select “Continue to the Next Page”.

Disqualifying Points Tab

Disqualifying Points Tab is used to identify how an applicant’s answers to questions affects their eligibility to the applicant pool.

- If a question directly reflects the minimum qualifications for the position, the question can be used to rule candidates in or out of the applicant pool. Place a check mark in the Disqualifying box next to the question.
- If a question does not directly reflect the minimum qualifications for the position, the question may be asked and responses scored however MAY NOT be used to automatically rule candidates out of the applicant pool. Place a point value in the Score box on the right hand side of the screen.

Select “Continue to the Next Page”.

Notes Tab

Comments may be entered into the Notes tab HOWEVER; saved comments entered cannot be removed by Human Resources or People Admin. Because of this, do not enter subjective comments on this screen.
Enter Hiring Manager comments in the Hiring Manager Comments box.

Select “Continue to the Next Page”.

Workflow

Select to “Save Without Submit” or

Select to “Send to Director”.
Director User Refill Faculty

- Log into People Admin at www.jobsatuc.com/hr.
- Select “Pending Actions” under POSITION DESCRIPTION heading
- Select “View” under the classification title under the Refill Action Type
- Page down to review the requisition content or select “Edit” to make any necessary changes to the requisition.

Proposed Classification Tab

- Review the Proposed Classification tab to identify the type of position that is being requested.

Select “Continue to Next Page”.

Position Details Tab

The Positions Details Tab is used to describe the position that is being created. While it contains job information, it is used to identify specific information related to the position that is being created.

- Review information entered into this tab paying close attention to position description information including position physical requirements.

Select “Continue to the Next Page”.

Requisition Tab

Requisition Tab is used to describe information that will be included in the job posting. It also identifies whether or not the requisition should be submitted to budget right away. Finally, the Requisition Tab reports on the diversity status of the requisition.

- Review the Requisition Tab.

Select “Continue to the Next Page”.

Advertising Accounts Tab

The Advertising Accounts Tab is designed to communicate the billing information for recruitment advertising expenses.

- Review the advertising accounts information.
Select “Continue to the Next Page”.

Advertising Sources Tab

The Advertising Sources Tab is used to identify the places where advertising will occur for the position. If an OEO Recruitment Plan exists the advertising sources should reflect the decisions detailed on the plan.

- Review the advertising sources tab for appropriate locations to advertise the position.

Select “Continue to the Next Page”.

Documents Tab

The Documents Tab is used to identify the types of documents that are required for the position either by the applicant or of the department.

- Review the Documents Tab to ensure that proper document selections have been made. You may View document selections by selecting “View” on the right hand side of the screen. You may also “Delete” documents by selecting “Delete” on the left hand side of the screen.
- To Add a document select “Add”. Browse your directory to locate the document and attach. Select “Attach”.
- Select “Finished Attaching Documents”.

Select “Continue to the Next Page”.

Posting Specific Questions Tab

The Posting Specific Questions Tab is used to ask questions of applicants during the application process in an effort to learn more about their ability to meet qualifications. Information entered into this tab may be pulled for additional positions in the future. Questions asked related to this tab must be legal in nature.

- Review the Posting Specific Questions Tab to ensure the appropriateness and effectiveness of questions asked.
- To add a question select

Select “Continue to the Next Page”.

11
Disqualifying Points Tab

Disqualifying Points Tab is used to identify how applicant answers to questions affects their eligibility to the applicant pool.

- If a question directly reflects the minimum qualifications for the position, the question can be used to rule candidates in or out of the applicant pool. Place a check mark in the Disqualifying box next to the question.
- If a question does not directly reflect the minimum qualifications for the position, the question may be asked and responses scored however MAY NOT be used to automatically rule candidates out of the applicant pool. Place a point value in the Score box on the right hand side of the screen.

Select “Continue to the Next Page”.

Notes Tab

Comments may be entered into the requisition HOWEVER; saved comments entered cannot be removed by Human Resources or People Admin. Therefore, do not enter subjective comments on this screen.

- Enter Director comments in the “Director” Comments box.

Actions History Tab

Review the history of actions associated with the requisition on the Actions History Tab.

Select “Continue to the Next Page.”

Workflow

The workflow associated with the requisition is critical at the Director level. The following process should be followed depending upon your VP reporting structure.

- If the position reports up through the Provost Office, select to “Send to Provost”.
- If the position reports up through Faculty Affairs with the College of Medicine, select to “Send to Faculty Affairs”.
- Select “Save” to save the requisition without submitting.
- Select “Cancel (Final)” to totally cancel the position from the system. This cancel action cannot be retrieved.

Select “Continue to the Next Page”.
Send to Faculty Affairs Refill

A selection of “Send to Faculty Affairs” is the opportunity for the Faculty Affairs User to review the details associated with Refilling a position.

Log On

- Log into People Admin
- Select “Start Action” on the left navigation bar under POSITION DESCRIPTION
- Select “Start Action” under Refill Position Description – Faculty
- Select Job Classification Title from drop down menu on the Proposed Classification Tab, Select Search
- View Summary or choose to “Select and Continue” the job classification title
  - You may also clear results and search an additional title by using functionality at the bottom of the screen.
- Review position details

Select “Continue to the Next Page”.

- Enter Comments in the Faculty Affairs comments section.
- Select “Continue to the Next Page”.

Workflow

- Select to submit to OEO for Recruitment Plan or
- Send to Human Resources or
- Return to Hiring Manager

Send to Provost Refill

A selection of “Send to Provost” is the opportunity for the Provost User to review the details associated with Refilling a position.

Log On

- Log into People Admin
- Select “Start Action” on the left navigation bar under POSITION DESCRIPTION
- Select “Start Action” under Refill Position Description – Faculty
- Select Job Classification Title from drop down menu on the Proposed Classification Tab, Select Search
- View Summary or choose to “Select and Continue” the job classification title
You may also clear results and search an additional title by using functionality at the bottom of the screen.

- Review position details

Select “Continue to the Next Page”.

- Enter Comments in the Provost comments section.

Select “Continue to the Next Page”.

**Workflow**

- Select to submit to OEO for Recruitment Plan or
- Send to Human Resources or
- Return to Hiring Manager

**Send to OEO for Recruitment Plan**

This is the opportunity OEO to review the requisition for the agreed upon Recruitment Plan located in the Documents section.

- OEO reviews the Documents section

Select “Continue to the Next Page”.

OEO submits to Human Resources.

**Submit to Human Resources**

Human Resources reviews the requisition.

- Inputs the Position Number for Human Resources.
- Posts the position as directed.