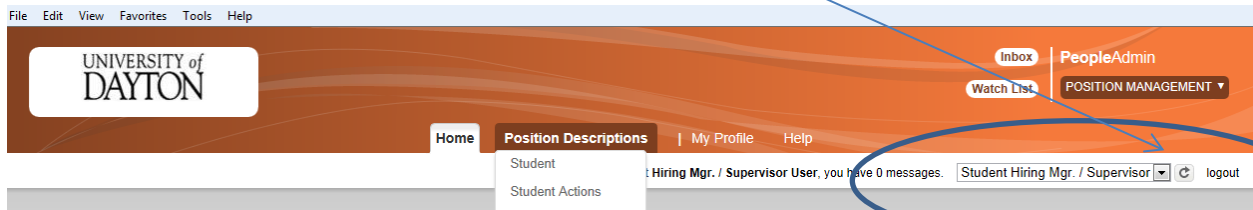## How to create a Posting by modifying a previously created Position Description (includes a Closed or Cancelled Position)
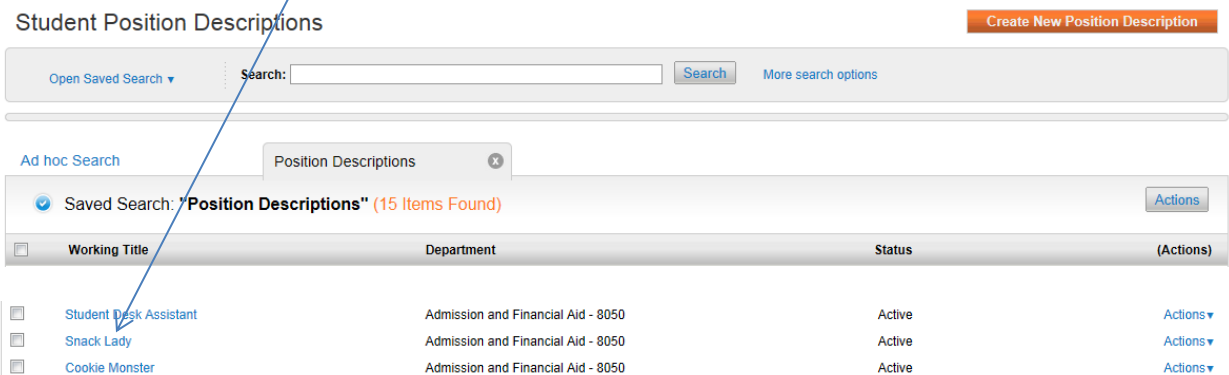
- ➢ Go to: jobs.udayton.edu/hr
- ➢ Login with your LDAP username and password
- ➢ Verify that you are logged in as a Student Hiring Mgr./Supervisor
  - ○ If not, use the drop-down box and switch to: **Student Hiring Mgr./Supervisor** and click ↻ to refresh the system
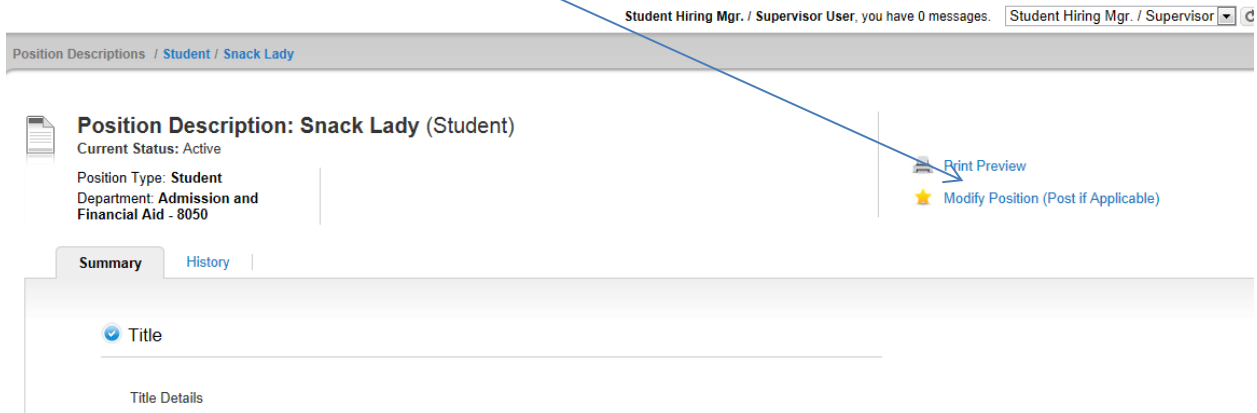

- ➢ In the top right corner from the down box, switch to: **Position Management**
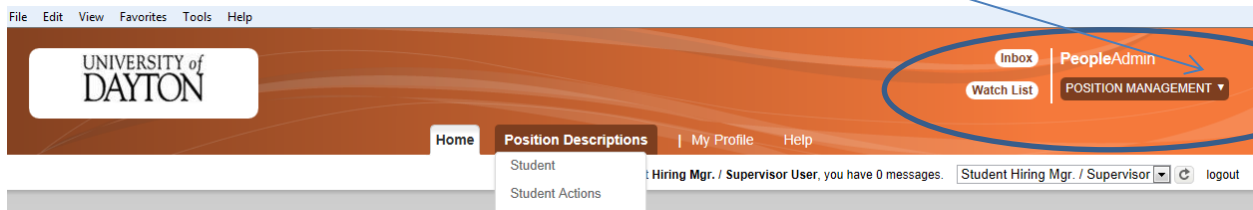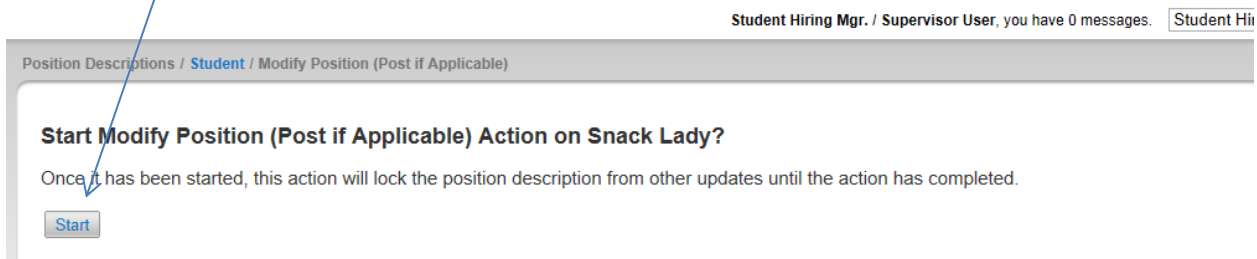

- ➢ Move the mouse over **Position Descriptions** and select **Student**
- ➢ You will be taken to a new page listing Position Descriptions available to you
- ➢ Select the posting that you want to review by clicking on the 'Working Title'

➢ Next, select the Modify Position (Post if Applicable) link

Position Descriptions / Student / Snack Lady

Position Description: Snack Lady (Student)
Current Status: Active

Position Type: **Student**
Department: **Admission and
Financial Aid - 8050**

🖨 Print Preview
⭐ Modify Position (Post if Applicable)

Summary   History

🔵 Title

Title Details

➢ Select Start (as noted, the position description can't be edited by any
other users once you start this action, until it has been completed
through the Posting stage)

Position Descriptions / Student / Modify Position (Post if Applicable)

Start Modify Position (Post if Applicable) Action on Snack Lady?
Once it has been started, this action will lock the position description from other updates until the action has completed.
[Start]

➢ You will be taken to the 'Title' section; select **Next**
➢ Update the necessary information on the 'Position Description' section
   o Be sure that you are verifying the following fields are up to date
     so that the information is accurate when you are ready to hire a
     student:
     ▪ Department Users with Access (be sure to include yourself
       in this list)
     ▪ Account Number
     ▪ Timesheet Approval Queue
     ▪ Update any Duties and Responsibilities
   o Select **Next** to continue through the rest of the position
     description
   o Review the 'Physical Requirements' and make any necessary
     changes
   o On the 'Requisition Details' verify that the following fields are up
     to date:

- Start Date
- Posting Date
- Closing Date (if applicable)

- Review the questions on the 'Posting Supplemental Questions' section
  - If you have questions about this section, you can view additional training materials detailed in the 'New Position Description' steps on our website
- Update any optional and required documents on the 'Applicant Documents' section
  - If you have questions about this section, you can view additional training materials detailed in the 'New Position Description' steps on our website

➢ Once you have worked through all sections of the Position Description, you will come to a Summary page. Under **Modify Position (Post if Applicable):** *Working Title* **(Student)**, it should say **Current Status: Draft**
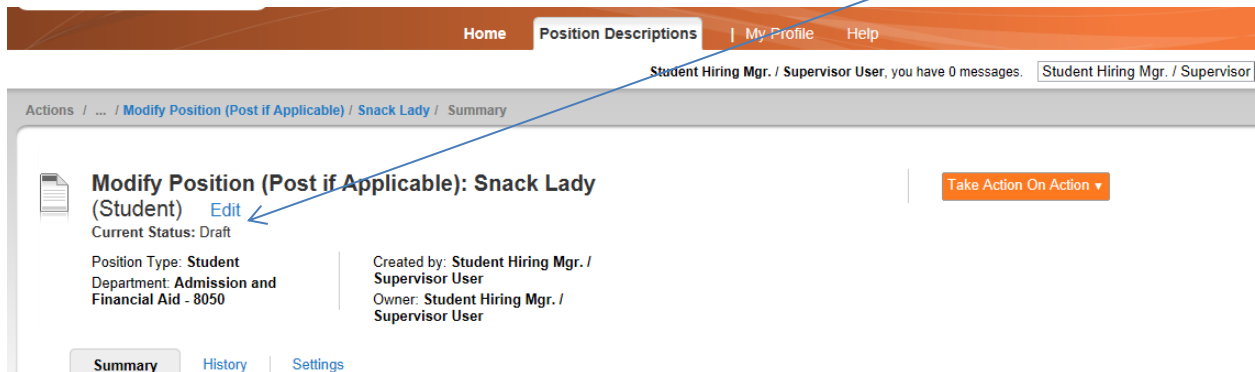
- Once you have verified the Summary information, from the dropdown menu at the top of the page **Take Action On Action**, select **Student Employment (move to Student Employment)**
  - A pop-up box will appear, select **Submit**

- There should be a **green** information bar at the top of your screen that will say **Action was successfully transitioned.** Also, under **New Position and Posting:** *Working Title (Student)*, it should say **Current Status: Student Employment**
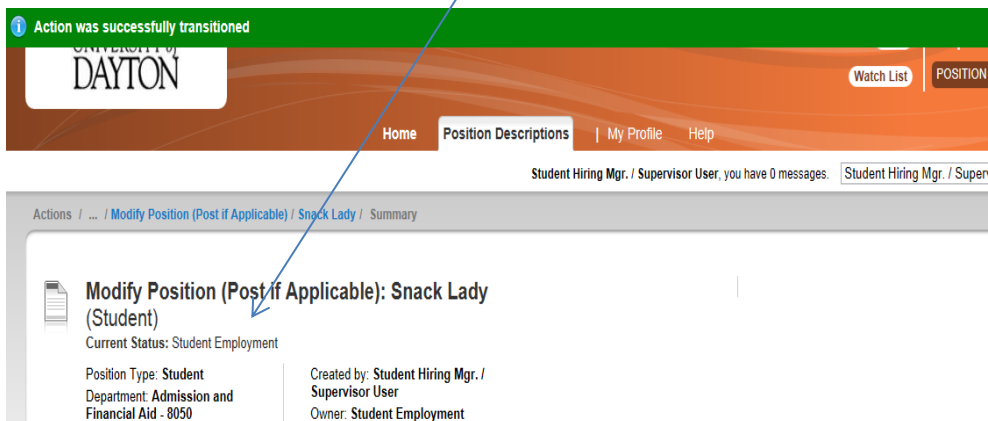
- If a **red** information bar appears at the top of your screen, it will tell you what actions need to be taken in order to submit the position description to Student Employment
    - Make the updates and then repeat the **Take Action On Action** step

Once the Current Status reflects 'Student Employment', your position has been sent to Student Employment and is pending approval*