Login Page

- Go to https://jobs.udayton.edu/hr
- This will take you to the login page.
- Login with your UD Novell username and password.

Home Page

- When you log in, you will come to the Applicant Tracking home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.
Position Management

- Hover over the module selection drop-down menu (circled in red) and select Position Management.
- Hover over the user type selection drop-down menu (circled in blue) and select your appropriate group.

Once Position Management and group have been selected, your header will turn orange.
Position Descriptions

- Hover over the **Position Descriptions** tab and click the *appropriate position type* option. Once you have chosen the appropriate position type (Staff, Faculty or Student) the appropriate Position List screen appears where you can create new positions or manage existing positions.
Create New Position Description

1. Click orange *Create New Position Description*

2. Click on *New Position and Posting*
Choose the action you would like to start.

New Position and Posting
1. Enter a title and organizational unit (circled in red) then click **Start Action**

2. You can choose to **Clone an Existing Position Description** (circled in blue) by clicking on the radio button next to the position description and then click **Start Action**.
Position Details

1. Fill out the necessary information. All fields with red asterisks are required fields. When you are finished, click Next and go through all tabs.

2. As you move through the pages, the left menu bar indicates the page you are on by turning the text black and highlighting the bar.

3. You have the ability to navigate through the pages by either clicking the Next button or clicking directly on the page you would like to edit.
Summary page

1. Review the position description.

2. If a section has required fields that were not completed, an orange exclamation button appears next to that section. If all required information was provided, a blue check mark button appears. If further information is needed, click on the Edit button which takes you to that page.
3. Once the position information has been reviewed, move through the workflow via the **Take Action on Action** button.
4. Once you choose to move the action through the workflow, a dialog box appears that allows you to enter comments for the next approver and also to add the position to your watch list.
5. You will receive notification that the action was successfully moved on in the workflow with the green banner message. If there is an error, it will appear here in red with a description.
6. When reviewing items on your watch list, you can see that the assistant professor position has been moved to the Dean/VP. The *Current State* indicates where in the workflow the action is resting. The *State Owner* indicates who must take action.
Modify a Position Description

1. Once you have chosen the appropriate category (Staff, Faculty or Student) you can then choose to modify an existing position.
2. Choose the position you would like to modify by clicking on the blue *Working Title*. 
3. Once the position description is verified, click on Modify Position (Post if Applicable).

4. Then click Start. Once you click start, the position is locked until the modification is complete.

5. The modification will move through the same position description pages as creating a new position description. Navigate through the pages and then through the workflow to complete the update.
University of Dayton Workflow
07/17/2012

Staff: New Position and Posting Action, and Modify Position (Post if Applicable)

- Hiring Manager / Supervisor
- Dept. Head / Chair
- Dean / VP
- Human Resources
- Provost
- Hay Cmte.
- Approved
- Provost (Provost)
- Action Canceled
- can now proceed to Applicant Tracking module to create Posting from Position Description if applicable
- Email to Affirmative Action

User Groups:
Hiring Manager / Supervisor: Department
Dept. Head:
Dean / VP:
Hay Cmte.:
Provost:
HR: University Scope

* can initiate action
This concludes the training document for “Creating/Modifying a Position Description.” If you have questions, please contact Jennifer Duwel for Staff positions or Amy Askren for Faculty positions. Thank you!