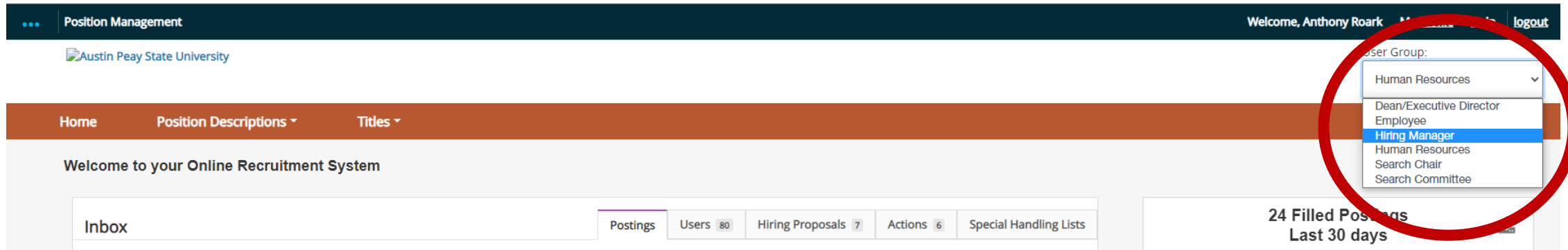


Staff Request to Fill

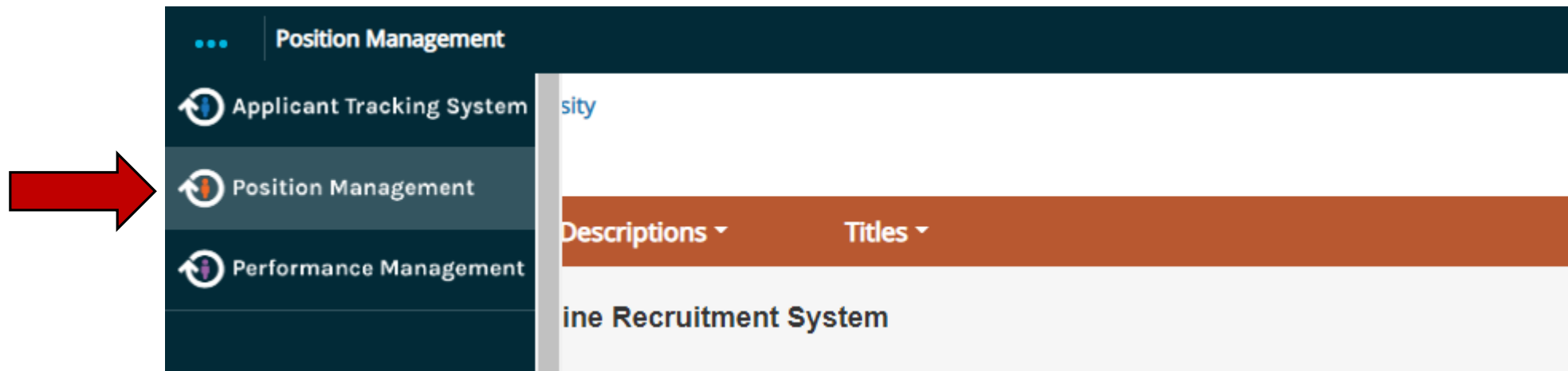
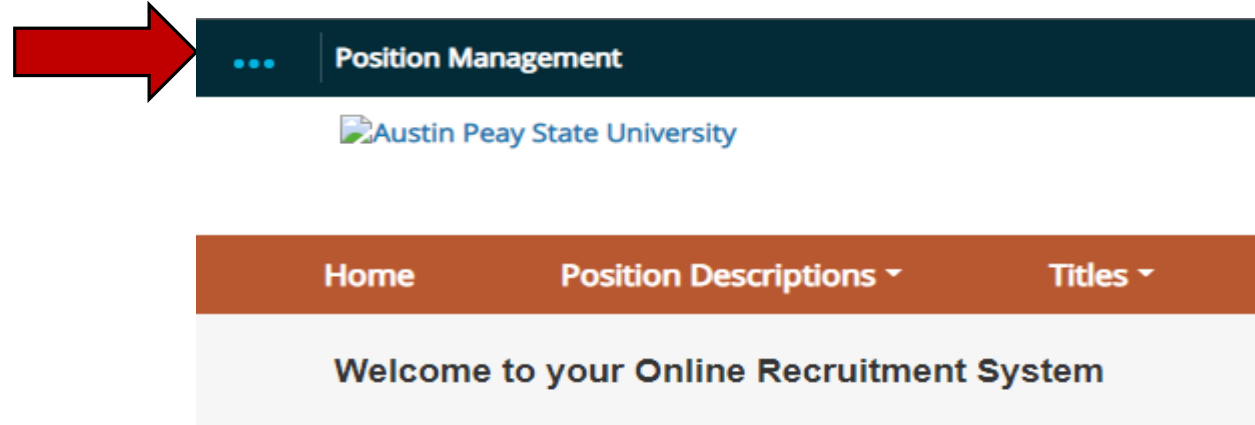
OFFICE OF HUMAN RESOURCES

After Signing in to PeopleAdmin, make sure your user group is Hiring Manager

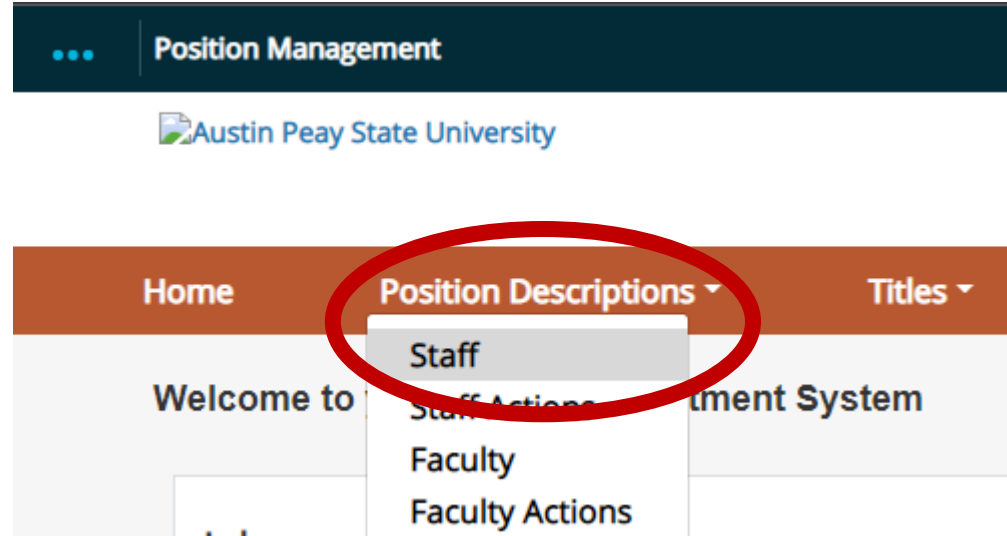


The screenshot displays the PeopleAdmin interface. At the top, a dark blue header contains the text "Position Management" on the left and "Welcome, Anthony Roark" followed by a "logout" link on the right. Below the header, the Austin Peay State University logo is visible. A navigation bar with an orange background includes "Home", "Position Descriptions", and "Titles". The main content area features a "Welcome to your Online Recruitment System" message. A dashboard with several widgets is shown, including "Inbox", "Postings", "Users 80", "Hiring Proposals 7", "Actions 6", and "Special Handling Lists". On the right side, a widget displays "24 Filled Postings Last 30 days". A red circle highlights a dropdown menu labeled "User Group:" which lists several options: "Human Resources", "Dean/Executive Director", "Employee", "Hiring Manager" (highlighted in blue), "Human Resources", "Search Chair", and "Search Committee".

Select the three blue dots in the upper left corner and then select Position Management



In the orange bar select Position Descriptions, then Staff



You should now see the positions in your area. Select the position description for the position you wish to fill by clicking the position title.

Staff Position Descriptions

Staff Position Descriptions interface showing search options and a table of positions.

Search bar: Saved Searches ▾ [input field] Search More Search Options ▾

Table:



Position Title	Position Number	First Name	Last Name	Department	Status	Actions
<input type="checkbox"/> Director of PeopleAdmin Training	123456			Test Department	Active	Actions ▾

Additional UI elements: "Main Positions" filter, "Main Positions" 1 Selected records 0 Clear selection?, and a red arrow pointing to the "Director of PeopleAdmin Training" position title.

Select Request to Fill Existing Position

Home Position Descriptions ▾ Titles ▾ Shortcuts ▾

Position Descriptions / Staff / Director of PeopleAdmin Training







 **Position Description: Director of PeopleAdmin Training (Staff)** 

Current Status: Active

Position Type: Staff

Department: Test Department

Take Action On Position Description ▾

-  Print Preview
-  Print Preview (Employee View)
-  View Supervisor
-  **Request to Fill Existing Position**
-  Reclassification
-  Personnel Action Form

Summary Settings History Associated Title



Select Start

Home

Position Descriptions ▾

Titles ▾

Position Descriptions / [Staff](#) / Request to Fill Existing Position ☆

Start Request to Fill Existing Position Action on Director of PeopleAdmin Training?

Once it has been started, this action will lock the position description from other updates until the action has completed.



Start

Review the position description

- Ensure the position description accurately reflects the job
- Ensure the required minimum qualifications align with the job responsibilities
- Ensure the supervisor listed on the position is correct.
- List any advertising sources you would like to have the position advertised
- List the recommended search committee

Once you are done editing the position, move it to the next approval by selecting Take Action on Action and then Send to Approving Authority

Home Position Descriptions ▾ Titles ▾ Shortcuts

Actions / ... / Request to Fill Existing Position / Director of PeopleAdmin Training / Summary

Request to Fill Existing Position: Director of PeopleAdmin Training (Staff)

Current Status: Draft

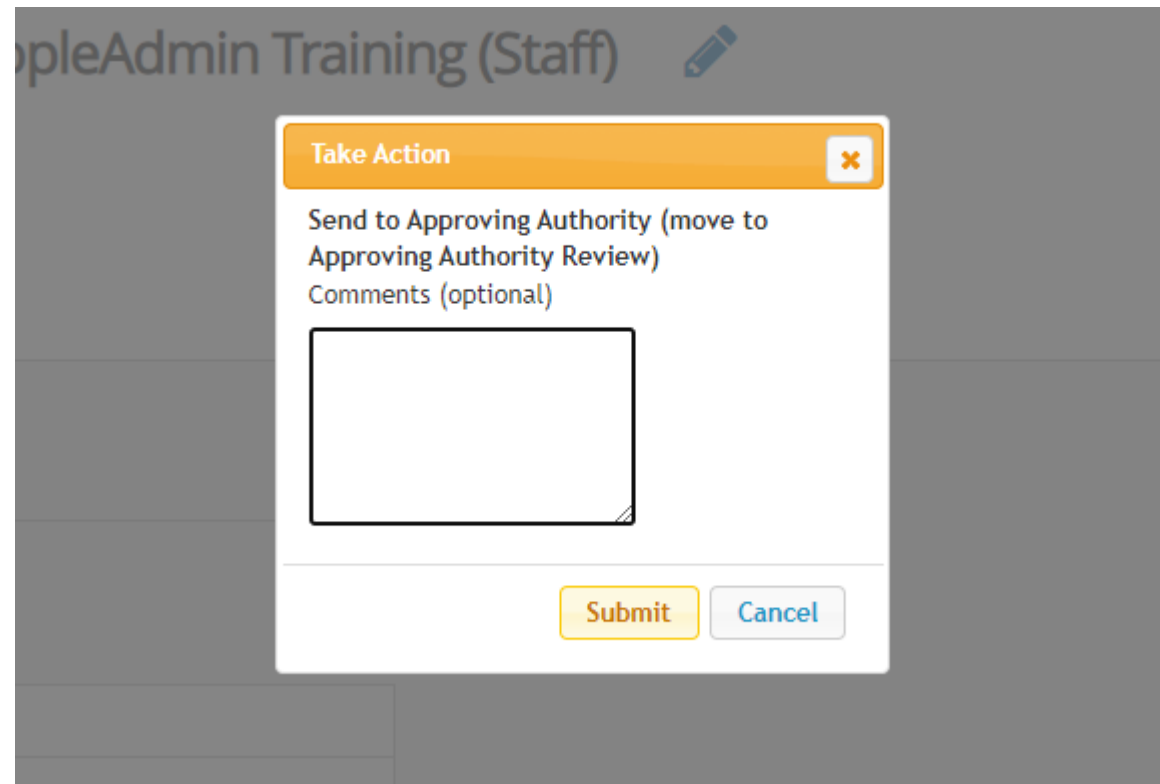
Position Type: Staff Created by: Anthony Roark
Department: Test Department Owner: Anthony Roark

Summary History Settings

Position Details

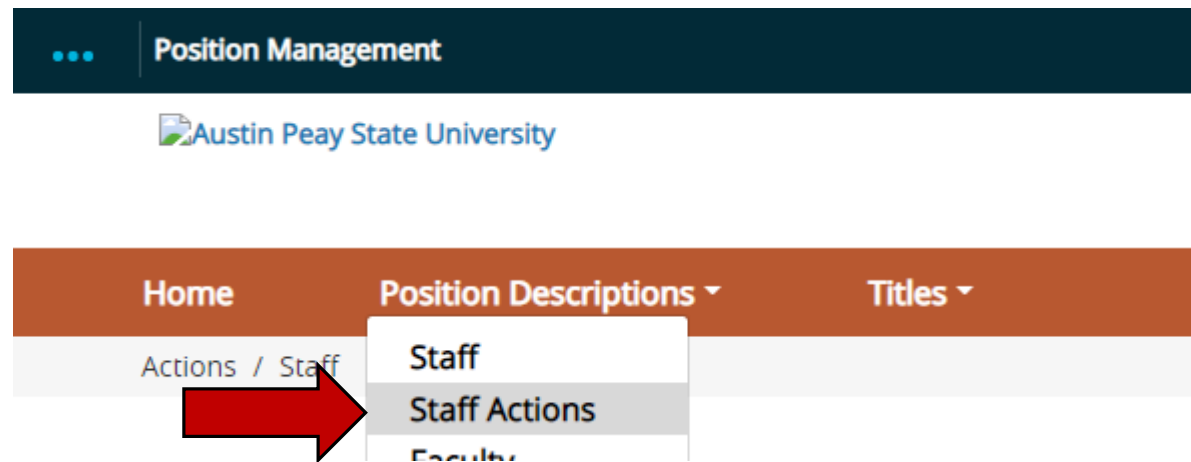
- Take Action On Action ▾
 - Keep working on this Action
 - WORKFLOW ACTIONS
 - Cancel (move to Canceled)
 - Send to Approving Authority (move to Approving Authority Review)

Submit the action. The action will now route for all required approvals.



Monitoring your request

To review where your request is in the workflow, select Position Descriptions and Staff Actions



The Action Workflow State will indicate where it is located in the workflow

Position Management

Austin Peay State University

Home Position Descriptions Titles

Actions / Staff ☆

Staff Actions

Saved Searches Search More Search Options

Staff Actions

"Staff Actions" 2

Position Title	Action Name	Department	Position Number	Action Workflow State
Director of PeopleAdmin Training	Request to Fill Existing Position: Director of PeopleAdmin Training	Test Department	123456	Approving Authority Review

