# INSTRUCTIONS FOR PROCESSING
POOLED POSITIONS & HIRING PROPOSALS

These instructions are provided to assist you in implementing and completing the process of hiring employees into "pooled positions." Pooled positions are when you have multiple incumbents for the same position description. The option of pooled positions can only be used for hourly, temporary, or adjunct positions.

- Log in as you normally do and navigate to the Position Management side of PeopleAdmin (orange side)
- Click Position Descriptions > Instructional/Executive.
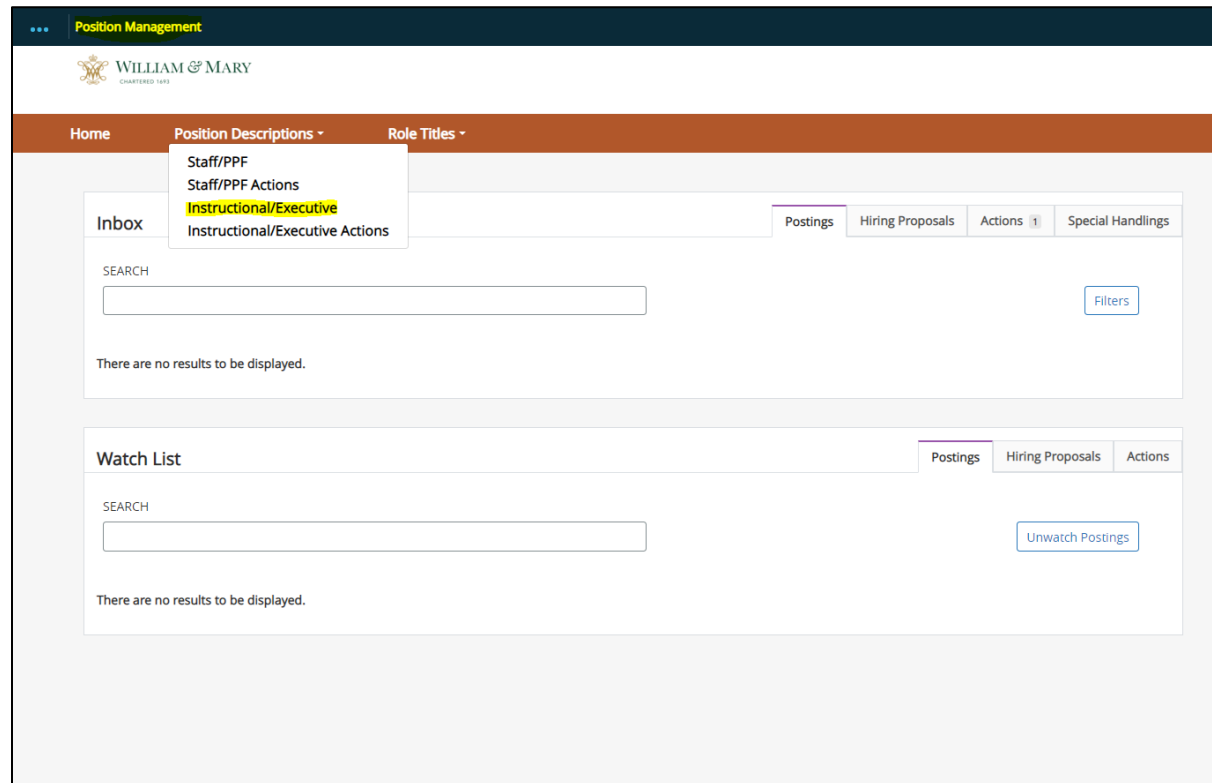
- All adjunct positions begin with a P. In the search box, type in your adjunct position number and click search to view all your positions for that position number:
  - If you are unsure what your current adjunct position number is, please contact Jinger Hickman for assistance.

Update / Reclassify vs. Creating a New Position

- Prior to updating or creating a new position, you should determine which action to perform: Update/Reclassify or Create New.
- To determine this, you will need to first view all your positions to determine which positions are seated by active employees and which positions are vacant.
- To view seated positions and the position description ID for each, click add column > employee last name.
  - Repeat the action to add a column that displays the position description ID.

- Now you can view all employees seated in your adjunct positions. If an employee seated in your adjunct position is currently employed within your department, they should retain their adjunct position they are seated in and no changes should be made to their position.
- If an employee seated in your adjunct position has experienced a break in service (not worked for the department for longer than a year) or you have processed a clearance for them, then you may update/reclassify their former position to reflect current hiring needs.

Instructional/Executive Position Descriptions

Saved Searches ⌄ | P1066W | Search | 🔍 Hide Search Options ⌄

Add Column: Add Column
Hiring Official: Start typing the name of a user...
Outstanding Actions: Select outstanding actions

Position Description Search Results Snippet

Ad hoc Search ✖ | Position Title

Ad hoc Search 5 | Save this search? | Selected records 0 | ✖ Clear selection? | Actions ⌄

(Actions)

	Position Number	Position Title	Department	Position Description Effective Date	Employment Category	FLSA	Status	Last Status Update	Employee Last Name	Position Description ID	
☐	P1066W	Adjunct Lecturer Speech Practitioner	3KC310 Theatre, Speech & Dance Dept	01/29/2022	Adjunct	Exempt	Active		Employee 1	45889	Actions ⌄
☐	P1066W	Adjunct Lecturer Speech Practitioner	3KC310 Theatre, Speech & Dance Dept	01/29/2022	Adjunct	Exempt	Active		Employee 2	46603	Actions ⌄
☐	P1066W	Adjunct Lecturer Speech Practitioner	3KC310 Theatre, Speech & Dance Dept	08/10/2022	Adjunct	Exempt	Active		Employee 3	50018	Actions ⌄
☐	P1066W	Adjunct Lecturer Speech Practitioner	3KC310 Theatre, Speech & Dance Dept	08/10/2023	Adjunct	Exempt	Active			52500	Actions ⌄
☐	P1066W	Adjunct Lecturer Speech Practitioner	3KC310 Theatre, Speech & Dance Dept	08/10/2023	Adjunct	Exempt	Active			52521	Actions ⌄

- Empty or cleared positions may also be updated.
- If all positions are currently in use, then you should create a new position by cloning your most recent hire – being sure to update any recent changes to budget or recruitment needs.
- To clone your position, click Create New Position Description (orange button)

Instructional/Executive Position Descriptions

- Complete the required fields at the top of your screen. If departments have subprograms, pooled position titles can be customized based on specialization needs. This also helps ascertain which position to use when generating your hiring proposal later on. If departments do not have subprograms, titles should be standard to hiring unit:
    - i.e. Adjunct Lecturer of Modern Languages & Literatures (German Studies), Adjunct Lecturer of Global Studies (APIA), etc.
    - i.e. Adjunct Lecturer of Computer Science, Adjunct Lecturer of Mathematics, etc.

- Next, look for the position you want to clone and select the button next to it. You can search for your position by number, title, or view the list of positions you have access to.

- After selecting the button next to the position, click blue "start action" in the upper right-hand corner. All information will carry through, except for the position number.
- Update your position using the generic position description available on A&S Faculty Recruitment & Appointment webpage. You can add specific recruitment needs if you wish.
- **When you send the position to Level 1, indicate what position you cloned from, so that HR can utilize the same "P" pooled position number.**

- o **IMPORTANT NOTE:** Failure to indicate the position number before moving forward will result in a rejected action.
- Once your position description is approved, you may then begin to prepare your draft posting, being sure to follow the steps outlined on Creating a Posting for A&S Faculty Positions, available on the Faculty Recruitment & Appointment webpage.
- **You will need to either update/reclassify or create a new position for each new pooled hire needed.**
- **Departments should always keep one additional position description available to ensure their pool can remain open for one year.**

Selecting Active PD's for pool Hiring Proposals:
Once you have an activated posting, and are ready to move forward with a hiring proposal for your active position:
- Log in as you normally do and navigate to applicant tracking and pull up the posting you want to hire from.

- The page refreshes and asks for you to select a position description. The top indicates that this hiring proposal (HP) is connected to the position description (PD). Scroll down to the position descriptions and search for the position number and position ID.

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- Testing Pool 1

[Select Position Description]

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

| Saved Searches ✔ | T9000W | | Search | Q Hide Search Options ✔ |

Add Column:	Add Column ✔
Status:	×Draft ×Active ×Locked
Department:	Department
Division:	✔
Employment Category:	✔
Position Number:	
Last Updated Date:	◉ between [ ] and [ ], or ○ within [ ] hours ✔ before the report run date

- The screen refreshes and provides ad-hoc results for the pooled PDs.
    a. If Position Description ID does not appear, then click on Add Column > Position Description ID.
    b. You can also select Add Column > "Employee Last Name" to view seated positions

Position Descriptions

Saved Searches ⌄   T9000W   [Search]   Q Hide Search Options ⌄

Add Column: Add Column ⌄

Status: ×Draft ×Active ×Locked

Department: Department

Division: ⌄

Employment Category: ⌄

Position Number:

Last Updated Date: ● between [   ] and [   ], or
○ within [   ] hours ⌄ before the report run date

Ad hoc Search ✖   Current Position Descriptions

Ad hoc Search

	Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	(Actions)
○	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Debra Jarvis, Elizabeth Robbins	Hourly	14-HR-Hourly		Active	38746	Actions ⌄
○	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38748	Actions ⌄
●	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Elizabeth Robbins, Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38773	Actions ⌄

- From here, click on the position description with **position description ID** number you want to fill. If you try to use an already filled position, or an already in process hiring proposal you will receive a message:
  a. An error that the job application already has an in process HP
  b. An error that there's an open action

	Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	(Actions)
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Select Position Description

- Complete hiring proposal and move forward for approval.
  o Refer to Creating a Hiring Proposal resource for further assistance with Hiring Proposal specific questions.