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.
- Create the position in Position Management by cloning the existing position; create one position per hire needed.
  - To clone the position, log in to the orange position management side
  - Click Create New Position Description (orange button)
  - Complete the required fields at the top
  - Look for the position you want to clone, and select the button next to it. You can search by number or just look the list of positions for which you have access.
  - After selecting the button next to the position, click “start action”. All information will carry through, except for the position number. When you send the position to Level 1, indicate what position you cloned from, so that HR can utilize the same number.

- After the position is approved you will then be able to create a separate hiring proposal for each pooled hire needed.

Once positions are approved on the Position Management side and moved to Applicant Tracking,
- Log in as your normally do and navigate to applicant tracking and pull up the posting you want to hire into.
- See step-by-step directions below under each screenshot.
1. 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.
2. The screen refreshes and provides ad-hoc results for all pooled PDs.
   a. If Position Description ID does not appear, then click on Add Column > Position Description ID.
3. 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
4. Complete hiring proposal and send to compensation review.