

## 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.

Home Postings ▾ Applicants ▾ Hiring Proposals ▾ Sho

Postings / ... / Testing Pool 1 (Posted) / Applicant Review / test test Finalist

### Job application: test test (Staff/PPF)

Current Status: Finalist  
Application form: Staff/Hourly

Full name: test test	Created by: test test
Address: test	Owner: Level 0 - Hiring Official

Take Action On Job Application ▾

- ★ View Posting Applied To
- ★ Preview Application
- ✎ Edit Application
- ➕ Start Staff/PPF Hiring Proposal
- 🔄 Reactivate

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.

## 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

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

2. The screen refreshes and provides ad-hoc results for the all pooled PDs.
  - a. If Position Description ID does not appear, then click on Add Column > Position Description ID.

## Position Descriptions

Add Column:

Status:

Department:

Division:

Employment Category:

Position Number:

Last Updated Date:
  between  and  or
  within  hours before the report run date

Ad hoc Search

	Position Number	Position Title	Division	Department	Hiring Official	Employment Category	ECLS	Last Status Update	Status	Position Description ID	(Actions)
<input type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Debra Jarvis, Elizabeth Robbins	Hourly	14-HR-Hourly		Active	38746	Actions
<input type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38748	Actions
<input checked="" type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Elizabeth Robbins, Zhuo Wermer	Temporary Hourly	14-HR-Hourly		Active	38773	Actions

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

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)
<input type="radio"/>	T9000W	Testing Pool 1	Administration	931000 Human Resources Office	Debra Jarvis, Elizabeth Robbins	Hourly	14-HR-Hourly		Active	38746	Actions ▼
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Select Position Description

4. Complete hiring proposal and send to compensation review.