

JOB AID: CREATE POSITION

CREATED: 2/7/25 V1

DEPARTMENT: UHR - Talent Acquisitions

WILLIAM
& MARY

CREATE POSITION

Overview

Before you can hire, transfer, or promote employees in a Position Management supervisory organization, you must open positions and apply hiring restrictions to positions. Hiring restrictions control:

- The location of a position
- Which job profiles can be used
- The employee type, time type, and the scheduled weekly hours for the position

Considerations

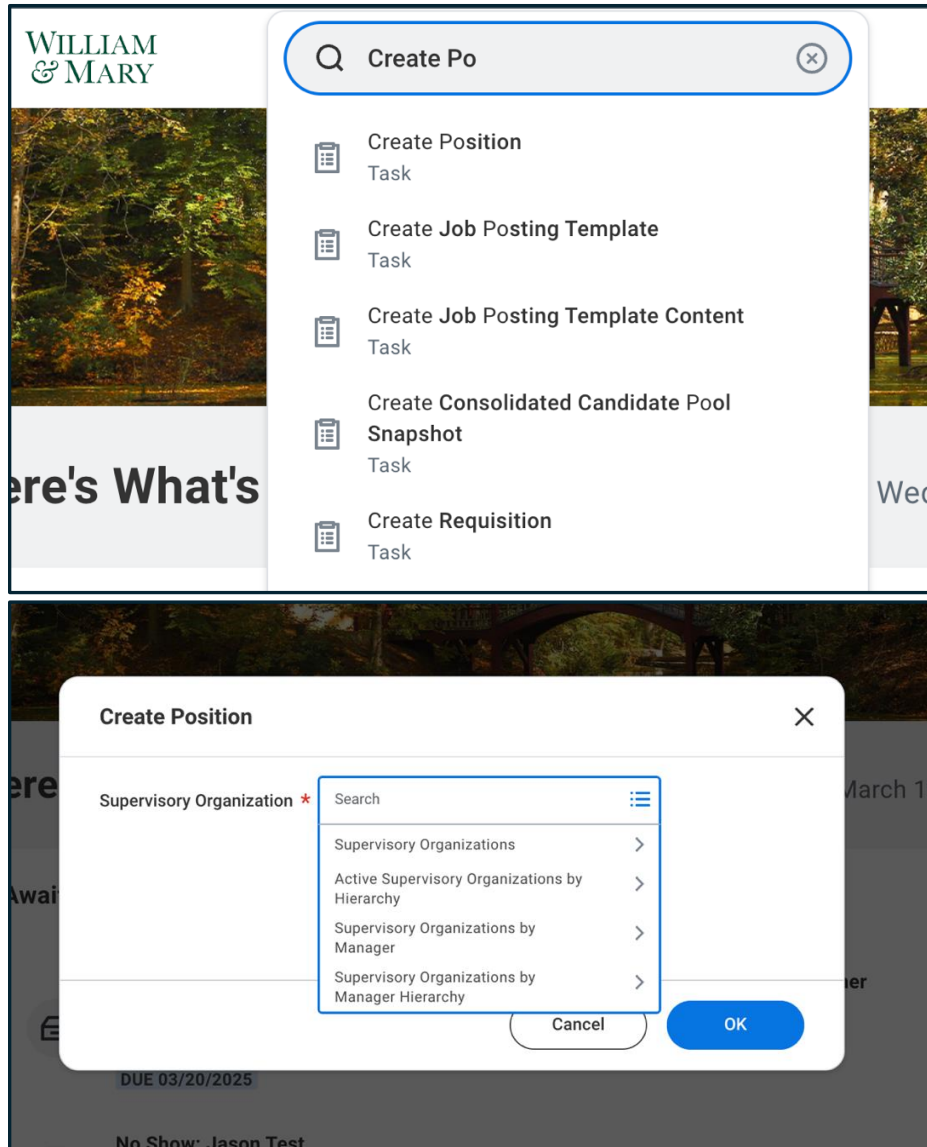
- Positions should be created only if they are budgeted. Do not create unbudgeted positions as this will skew filled and unfilled reporting with potential negative downstream impacts to headcount.
- Unlike PeopleAdmin position management, notice that the salary or hourly rate is not associated with the position. The salary or hourly rate for the position is assigned during the job requisition process. Use the job profile title for the recommended salary or hourly rate grade range.
- At the time of creating a position, you will create the number of positions to fit the business need. This is typically one position.
- To find an open position, refer to the supervisory organization the position was created in and select the Staffing Tab. You can also run the **View Open Positions report**.
- Positions are unique to Position Management supervisory organizations, where positions remain available if vacated, unless action is taken to close them.

INITIATION – CREATE POSITION

Security Roles: Recruiter (Supervisory), Department Admin, Faculty Partner, Student Employment Partner



1. The first way to access the **Create Position** task is to enter **Create Position** in the Search Bar. The **Supervisory Organization** that the position will exist in will need to be entered. In the **Supervisory Organization** field, select the **Supervisory Organization** by entering a search or clicking on the **Menu** button to choose an organization from the list provided.



2. The second way to create a position is by going to the **Supervisory Organization** where the position will exist in. Then, click on the **Related Actions** button. Next, hover your mouse over **Staffing**. Select **Create Position**.

The screenshot shows a software interface with a top navigation bar containing the logo 'WILLIAM & MARY' and a search bar. The search bar contains the text 'supervisory or' and has a magnifying glass icon on the left and a close icon on the right. Below the search bar, a dropdown menu is open, displaying four options, each with a calendar icon and a 'Report' label: 'View Supervisory Organization', 'Audit - Supervisory Organization & Related Academic Unit', 'Extract Supervisory Organizations', and 'Headcount by Supervisory Organization Hierarchy and Month'. The background of the application shows a blurred image of trees and a building, with text fragments like 'ood Afternoon' and 'Wednesday, March' visible.

View Supervisory Organization [Close Icon]

Supervisory Organization * [Menu Icon]

[Home Icon]

[Cancel] [OK]



Supervisory Organization

Information Technology

Type: Supervisory

Manager: Manager will appear here

Estimated Current Headcount: 4

Superior: Finance and Administration

Subordinates: Subordinates will appear here.

Primary Location: Jones Hall

Staffing: Create Position, Manage Organization Hiring Freeze, Manage Position Hiring Freeze

3. After the supervisory organization is selected, the fields below need to be completed.
 - a. **Position Request Reason**
 - i. **Note:** Click the **X** to remove a reason if it auto-populates. Select a reason by entering a search or clicking the **Menu** button to choose a reason from the list.
 - b. **Job Posting Title** – Should match the job profile name
 - c. **Number of Positions** - For the number of positions, you will only create however many are needed to fill the specific need within the department.
 - d. The **Job Posting Title** should match the **Job Profile Title** unless other guidance is provided. This field is used as the default for the **Position Title**.



Create Position

Supervisory Organization	Information Technology
Position Request Reason *	× Create Position > Create Position > Budgeted ⋮
Job Posting Title *	JP0043 - Information Technology Specialis
Number of Positions *	1

4. Hiring restrictions are used to set controls on how a position can be filled during the hire process. These restrictions control the dates for when hiring into a position can occur, what type of worker can fill an opening, the location, and other conditions of employment. In this section, the following areas with a red asterisk (*) are required for the position's creation. For fields with a date, enter the numbers or click on the **calendar** icon to select a date. For general fields, select a value by entering a search or clicking on the **Menu** button and choosing a value from the list.
- a. **Availability Date** – The date the position becomes visible on your organization chart
 - b. **Earliest Hire Date** – The earliest date you anticipate hiring or transferring a person into the position
 - c. **Job Family**
 - d. **Job Profiles for Job Family** – auto populates
 - e. **Job Profile** – Describes the characteristics of the job or position
 - f. **Job Description Summary** – Add quick summary overviewing job description.
 - g. **Job Description** – This will auto-populate once the job profile is chosen. No changes should be made to this unless you have consulted with an HR Partner or Compensation Partner.
 - h. **Location** – The main location of the position (e.g. William & Mary)
 - i. **Time Type** – Full or Part Time
 - j. **Worker Type** – Type of worker that will be hired into the position (e.g., Employee or Contingent Worker)
 - k. **Worker Sub-Type** – Employee Sub Types: Regular, Adjunct, Student, etc.

Below is HR only:

- l. **Scheduled Weekly Hours** – The number of hours the worker will work during a normal work week
- m. **FTE** – This will auto-populate based on the number of hours entered for the position
- n. **Available for Overlap** – Select this **box** if the position is available for overlap
- o. **ORP Retirement**
- p. **Restriction**

q. **Economic Interest Statement Required**
r. **Difficulty to Fill**

Hiring Restrictions

Qualifications

Availability Date

*

03/31/2025

Earliest Hire Date

*

MM/DD/YYYY

Job Family

×

Information Technology

⋮

Job Profiles for Job Family

JP0012 - Information Technology Specialist I - Nonexempt - S09

JP0021 - Information Technology Specialist III - Exempt - S12

JP0043 - Information Technology Specialist II - Exempt - S12

JP0047 - Information Technology Specialist III - Exempt - S14

JP0050 - Information Technology Specialist I - Nonexempt - H07

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More (58)

Job Profile

*

JP0043 - Information Technology Specialist II - Exempt - S12

⋮

Job Profile

*

JP0043 - Information Technology Specialist II - Exempt - S12

⋮

Job Description Summary

*

Insert applicable information

Job Description

*

Normal

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☰

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✕

Insert applicable information

Location

⋮

Time Type

*

×

Full time

⋮

Worker Type

*

×

Employee

⋮

Worker Sub-Type

*

×

Regular

🔗

⋮

Restriction

⋮

Economic Interest Statement Required

⋮

Difficulty to Fill

⋮

enter your comment

Attachments

Submit

Save for Later

Cancel

5. Next, review the **Qualifications** tab.
 - a. **Skills** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.
 - b. **Education** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.



- c. **Languages** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.
- d. **Certifications** - Do not add or remove values without consulting with an HR Partner or Compensation Partner.
- e. **Work Experience** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.
- f. **Competencies** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.
- g. **Responsibilities** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.
- h. **Training** – Do not add or remove values without consulting with an HR Partner or Compensation Partner.

Hiring Restrictions
Qualifications

Skills 0 items ⌵ ⌶ 🔍

+	Required	*Skill
No Data		

Education 0 items ⌵ ⌶ 🔍

+	Required	*Degree	Field of Study
No Data			

Languages 0 items ⌵ ⌶ 🔍

+	Required	*Language	*Ability	Proficiency
No Data				



Certifications 0 items

Required

Country

Certification (Predefined)

Certification (Not Predefined)

Issuer (Not Predefined)

No Data

Work Experience 0 items

Required

*Work Experience

Experience Level

No Data

Competencies 0 items

Required

*Competency

Target Rating

No Data

Responsibilities 0 items

Required

*Responsibility

No Data

Training 0 items

Required

*Training

*Training Type

Description

No Data

enter your comment

Submit

Save for Later

Cancel

6. Select **Submit**.

Your role as initiator is complete.

By clicking **Details and Process**, you can view the steps completed so far. By clicking the **Details** or **Process** tab, you can view the steps remaining to complete the business process.



You have submitted

Create Position: JP0043 - Information Technology Specialist II - Exempt - S12



Process Successfully Completed

Do Another

Create Position

Details and Process

For	Information Technology Specialist II - Exempt - S12
Overall Process	Create Position: JP0043 - Information Technology Specialist II - Exempt - S12
Overall Status	Successfully Completed
Due Date	03/20/2025

- Details
- Process

Organization	Information Technology
Positions Created	JP0043 - Information Technology Specialist II - Exempt - S12 (Unfilled)
Position Request Reason	Create Position > Create Position > Budgeted
Job Posting Title	JP0043 - Information Technology Specialist II - Exempt - S12
Number of Positions	1

Hiring Restrictions

Availability Date	03/31/2025
Earliest Hire Date	05/31/2025

Done

Information Technology

Job Profiles for Job Family JP0012 - Information Technology Specialist I - Nonexempt - S09