

# HIRING FOR A NEW POSITION

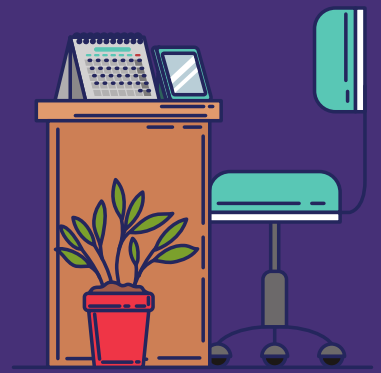


If your unit is building capacity and needs to create a new position to post, use this guide to help you get your position created and posted in a timely manner.



## 1 CONSULT WITH AN EMPLOYMENT SPECIALIST

This step should be completed by your unit's MPP, who will consult with an Employment Specialist in HR to identify the classification, draft the position description, and consult the Classification and Compensation Coordinator.



## 2 CREATE AN ETRAC



Anyone with access to PeopleSoft can complete this step, but most likely an Operations Lead or Administrative Coordinator will create a New Position Request ETRAC (Employee Transaction Relay and Capture). See the job aids in this module for help with ETRACs.



## 3 REACH OUT TO THE BUDGET OFFICE

If there is any question about the type of position you are posting--such as whether it should be a pool position or not--reach out to the Budget Office. If necessary, ask for guidance on how to enter the position into PBCS. This step should be completed by whichever staff member has access to PBCS.



## 4 ENTER THE POSITION INTO PBCS



Once the Budget Office has approved your ETRAC, it is time to enter the position into PBCS. For this step, you will need to know how much the position is being paid. Depending on whether the position is pool or permanent, you will enter the monthly or the annual salary.



## 5 GET A POSITION NUMBER

Once the Budget Office has approved your ETRAC and processed your work in PBCS, make sure they give you a position number. They should reach out with a position number, but if you are unclear on part of the process, a proactive approach works well here.



## 6 GET APPROVED POSITION DESCRIPTIONS FROM MPP

Once HR and the Budget Office have fully approved the position descriptions your unit's MPP wrote, the MPP should give copies of these documents to the Operations Lead or Administrative Coordinator in preparation for posting.

## 7 WORK ON POSTING

Once the Operations Lead or Administrative Coordinator has position numbers and approved position description paperwork, it is time to post the positions! Work with an Employment Specialist from HR on this step--preferably the one who handled Step 1.

