

The **Create Position** business process is used to create new positions. *Positions must be created prior to entering a job requisition.*

Please use the separate **Create Position for Faculty** job aid for academic positions. [https://share.percipio.com/cd/buK5qs9\\_D](https://share.percipio.com/cd/buK5qs9_D)

## CREATE POSITION

From your **Home Page**:

1. Enter **Create Position** in **Search**
2. Select the **Supervisory Organization**
3. Click **OK**
4. Select the **Position Request Reason**
5. Enter the **Job Posting Title** following your department guidelines
  - Use **Title Case** only (not upper case)
  - **Do Not** use abbreviations in titles
6. **Number of Positions**: defaults to 1
7. Complete the fields in the Hiring Restrictions tab as described below.  
*Note: The Qualifications tab is not used.*

### HIRING RESTRICTIONS TAB

1. **Availability Date**: Enter current date or date in the future
2. **Earliest Hire Date**: Enter **Availability Date** or date in the future
3. **Job Family**: Not required; Select the job profile parent category to reduce the options listed in Job Profile field
4. **Job Profile**: Select the job profile title for the position
5. **Job Description Summary**: not currently used

6. **Job Description**: copy and paste from job description or position description document
7. **Location**: Select the location where the position is associated
8. **Time Type**: Select **Full time** or **Part time**
9. **Worker Type**: Select **Employee** or **Contingent Worker**
10. **Worker Sub-Type**: Select the category of worker based on the worker type:

### Worker Type/ Worker Sub-Type

For Worker Type:	Employee	Contingent Worker
Select from these Faculty Worker Sub-Types:	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Fixed Term</li> <li>• Freelancer</li> <li>• Intern (Fixed Term) (Trainee)</li> <li>• Regular</li> <li>• Student</li> <li>• Temporary Wage</li> </ul>	<ul style="list-style-type: none"> <li>• Consultant/Contractor</li> <li>• External Trainee</li> <li>• Faculty Volunteer</li> <li>• HU Hospital Employee</li> <li>• Non-Employee Security Access</li> <li>• Retiree</li> <li>• Visiting Student (Summer)</li> <li>• Volunteer</li> </ul>

11. **Critical Job**: leave unchecked; field not currently being used
12. **Difficulty to Fill**: leave blank; field not currently being used
13. **Comment**: Add any comments related to the business process or approvals
14. **Attachments**: drag and drop or select files to upload a copy of the job description or position description; Click **Add** to upload multiple documents
15. **Category**: Select **Position** or other appropriate category for the uploaded document
16. Click **Submit**
17. Complete **Cost Allocation** for the position (as applicable)

