Refill Existing Position

To refill, as initiator, select the position d the position management (orange) side of

- 2. Determine if the request is for a ranked f Information about how to make this dete
- a. If hiring for a faculty member w/ rank (on-going basis) select faculty
- b. If hiring for a temporary individual (end date) select temporary faculty
- 3. Find the position by incumbent/prior incumbent name or position control number in the table.
- 4. Click on the recruitment title for the position desired.
- 5. In the top right of the web screen, select refill existing position.
- 6. Proceed in filling out the request. View workflows to understand the approval process.

Update existing Faculty PD

Select faculty. This function is not applicable to Temporary Faculty.

3. Find the position by incumbent/prior incumbent name or position control number in table.

- 4. Click on the recruitment title for the position desired.
- 5. In the top right of the web screen, select Update existing faculty PD.
- 6. Proceed in filling out the request. View workflows to understand the approval process.

 $\begin{array}{l} \textbf{Create a New Position Description} \\ \textbf{I}(he)(\textbf{B}.cill t) \textbf{1}. (i) = 2 (.88 \text{ tt}22. ()) \textbf{1}(e .4 (p(nw) 12 \text{T} \Omega(t)) \textbf{B}.u \textbf{8} w 2 \textbf{6} \textbf{n}. \textbf{7}(g) - b \textbf{5} (i) = 2 a) - 0.1212 \text{ ts}.6(l) 3.c121 \text{ ts}.$

1. To create, as initil