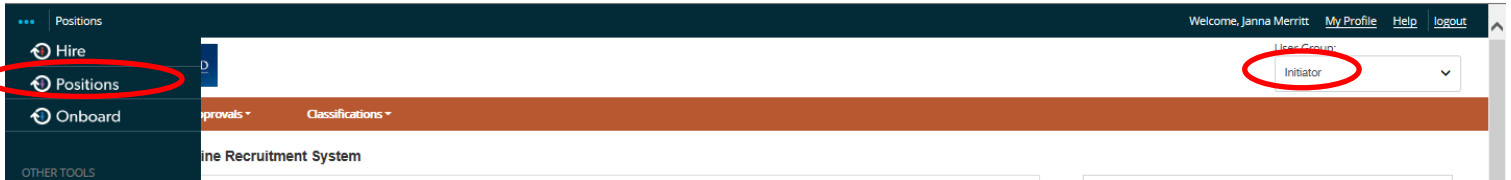


# Position Approval Process

*Adding a position description to the library*

## Check your settings

- Initiator (User Role)
- Positions (Module)\*
- Position Approvals (Tab): "Faculty & Professional Staff"



1. Choose *Position Approvals* from the orange bar and click on *Faculty & Professional Staff*
2. Choose **Create New Position Approval** to the right of the screen.

### Clone Position

- If the new position is *similar* to an existing position, you may choose to **clone** an existing position description (you will have the opportunity to edit the details). Select the appropriate Position Approval from the list (check radial button), and click **Start Position Request**

OR

### Create Position from scratch

- Enter new position title and select department (if necessary), click **Start Position Request**

Need to format a list or text? Use Textile Markup Language! For help visit <http://redcloth.org>

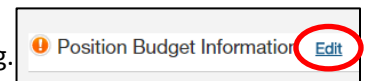


### 3. Complete or edit details in the **Editing Position Request** tabs.

- If you have **cloned** an existing position, *most* job details will pre-populate, but you must make necessary additions and edits.
- If you are creating a **position from scratch**, fields will *not* pre-populate and you must enter all information about the position.
- Be thorough – all information should be complete. *Exception* – position number

### 4. After completing the **Editing Position Request** tabs, the **Position Request Summary** displays all position information.

- A **green check mark** next the heading indicates the section is complete.
- An **orange exclamation mark** next to the heading indicates a required field is missing.
  - Click on [Edit](#) to enter missing information and **Save** new information.



5. Once the position request is finalized, on the Summary page, go the dropdown box and select **Submit**. In the **Take Action** box, you may add a comment for the next approver. If there is more than one Department Head, you must select the appropriate person in the drop-down box. Click **Submit**. This will move the posting into the **Approval** process.

\* To change Modules simply click on the 3 blue dots in the upper left corner of the screen:

