

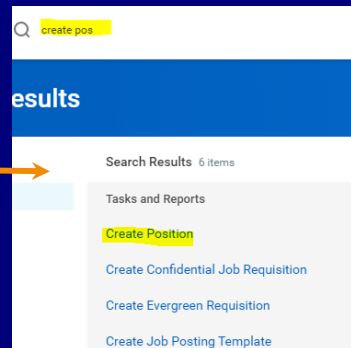
SAINTS CONNECT Create a Position

OVERVIEW

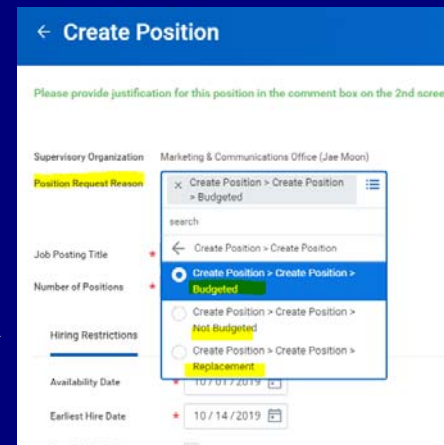
Every job requisition requires an open position before it can be approved and posted. Unless you are filling a vacant position, a new position will need to be created and approved by your supervisor or Dean.

STEPS

- Type “Create a Position” in the search box and press enter.
- Confirm your supervisory org - the default will be your supervisory org
- Is this a budgeted, replacement or non budgeted position?
- Complete the asterisk fields
- Select **No Job Restrictions**



Approvals



Related Job Aids:

Create a job requisition

Create an Evergreen Requisition

Position Management

THE ROLE OF THE HRBP

The HRBP will assign your Cost Center allocation and ensure the position is set up properly.