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**
- Budget Director
- Supervisor of Hiring Manager
- HR Business Partner
- Supervisor
- Business Partner

**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.