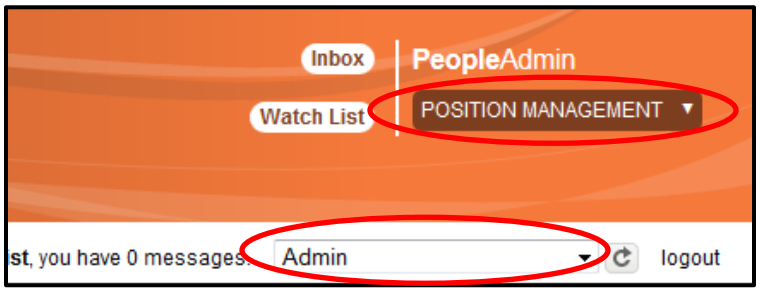
MODIFY and FILL a Unclassified/Faculty Position Description

Wichita State University Human Resources

Instructions:

1) **Login: jobs.wichita.edu/hr**

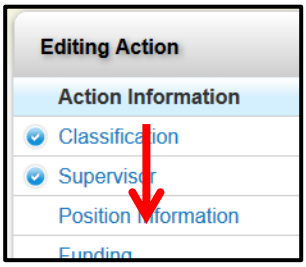
2) **Ensure you are signed-in as "Admin" or "Admin G"** – Admin for Non-Grant, Admin G for Grant position. Make sure you click the ↻ button. (The Org code of the position will determine whether it is non-grant or grant. Call HR if needed.)
3) **Ensure you are in "Position Management" module**



4) **Click "Position Descriptions" tab**
5) **Select "Unclassified/Faculty"**

6) **Select Position Number or Position Title needed for revision or enter position title in search box**
7) **Choose the "Revise" link on the right**
8) **Under the Revise Action on "Vanity/Directory Title" click the start button**
9) **Action Details Section**
   - **Are you recruiting for this position? Select "Yes" to fill the position**
   - **Click** Next>>

   Note: You may save your information on each page going forward and navigate to the sections of the position description in any order using the navigation bar on the left of screen.



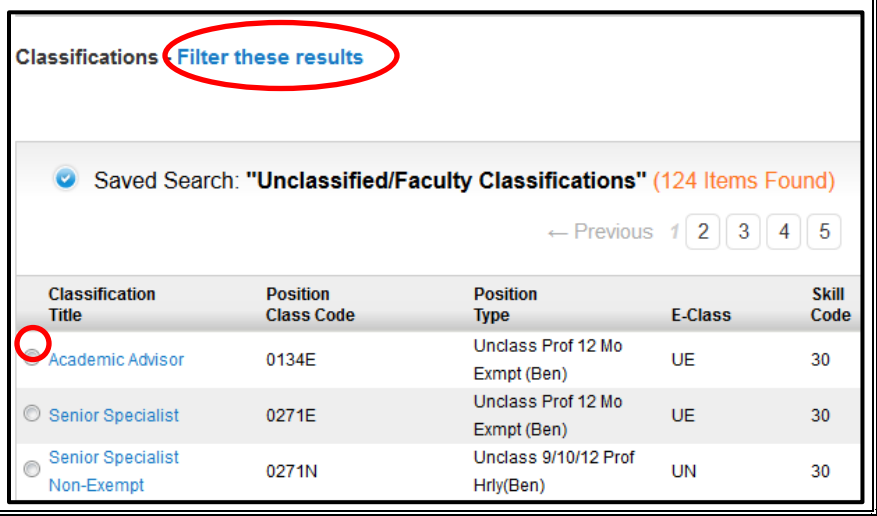
10) **Classification Section**

This section allows you to select the classification of the position. Questions on classification go to Libby Gilbert in HR. To select, you have one of two options:

- Find the Classification Title in the list and click the radio button to select it

  OR

  Click "**Filter these results**" at top of list to narrow your search
- Click Next



11) **Supervisor Section**

Sometimes Admins do not know who the Supervisor of the position is. This is not a required section.

To select the Supervisor for the position, you have one of two options:

- Find the Supervisor in the list and click the radio button to select it

  OR

  Click "**Filter these results**" at top of list to narrow your search
- Click Next

12) **Position Information Section**

Fill in the below fields. Helpful hints are below some fields in gray text. All fields with red asterisks (*) are required. Remember you can click the Save button at the bottom to Save and finish at a later time if needed. Type an asterisk (*) in front of every line you type in open-ended fields.

- **Position Title** – this is the Vanity Title for the position
- **Position Number** – If the position existed, enter the position # here. If this is a new position, leave blank
- **Full-time/Part-time**
- **Applicant Button** – Choose which category this position fits best in
- **Appointment Status**
- **Length of Appointment**
- **Summary of Responsibilities** – Brief overview of position, usually 2-3 sentences
- **Minimum Education** – What applicant MUST have to qualify (example: * High School Diploma)
- **Minimum Experience** – What applicant MUST have to qualify (example: * 2 years experience in…)
- **Knowledge Skills and Abilities** – What is required to qualify (example: * Excellent presentation skills)
- **Location** – On which campus the position is located
- **Campus Address** – Building and room number only
- **Campus Phone Number**
- **Campus Box Number**
- **FTE** – Full Time Equivalency (example: 1.0)
- **Proposed Salary and Hourly Rate** – The applicant will see this. You may type "commensurate with experience" if you want.
- **Salary Table**
- **Budget Year** – This is the fiscal year the employee will be hired into
- **Benefits Eligible?** – The answer is "Yes"
- **Position Numbers of all persons who are supervised directly –** Only needed if position supervises others
- **Preferred education** – What would give the applicant 'bonus points' if they qualify (example: * Bachelor degree in Accounting or related field)
- **Preferred experience** – What would give the applicant 'bonus points' if they qualify (example: * 5+ years experience in an office setting)
- **Regular hours of work** – (example: 8am-5pm Monday-Friday, two nights a week until 7pm)
- **Environmental Factors** – (example: temperature fluctuation
- **Required Licenses, Certificates, & Registrations** – (example: * Valid driver's license)
- **Additional Information** – Any other information about the position the applicant should know
- **Proposed Job Duties** – job duties can be described and percentages assigned to them. Add multiple duties by pressing the "Entry" button more than once. Total must equal 100%.
- **IPEDS Primary Function** – If position is Unclassified, choose "None."
- **Click** Next

13) **Funding Section**

- Click "Add Funding Information" button. – More than one can be added to equal 100% of funding source.
- Enter Org, Fund, Funding Source, Split funding percent, Account
- If you typed "Commensurate with experience" for salary earlier, make sure you specify the salary range in the comment box now
- Click Next

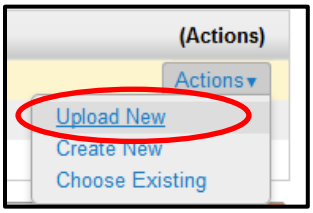
14) **Physical Requirements Section**

- There are two types of "Activities"
  - Physical – Two entries required. Examples: standing, walking, sitting
  - Weight – Optional

- Hit "Add" button again to get boxes for next entry
- Other Physical Requirements Box, Explain Physical Job Requirements Box – Optional
- Click Next

15) **Position Documents Section**

Optional – You may upload a previous position description to be used as a reference. Emergency Hires and Search Waiver Approval paperwork can be uploaded here if applicable. Click Next to continue.



16) **Requisition Form**

- **Will there be a search conducted?**
- **Posting Type**
- **Candidate Name and ID –** If emergency hire or search waiver
- **Department that Applicant Sees** – Do not abbreviate this
- **Search Chair** – Start typing a name to get a narrowed list / Can add more than one person
- **Search Committee Members** – Start typing names to get narrowed lists
- **Guest Users** – Students or athletes not listed above can be added here. Include email addresses.
- **Beginning Initial Application Review Date** – for Search Committee timeline
- **Beginning Phone Screenings Date** – for Search Committee timeline, if applicable
- **Beginning Live Interviews Date** – for Search Committee timeline
- **Interview Details** – Campus tour, presentation, panel, lunch with Director, etc.
- **Sources and methods required to insure a diverse applicant pool** – such as advertising sources
- **Questions** – You may come back to this field if the Supplemental Questions section ahead is not working properly to enter screening questions. The Supplemental Questions section has had issues, so this field is here temporarily while the other section is fixed.
- **Posting Date** – Click in the box to use the calendar feature. You may enter today's date to signal to HR that you want the position posted as soon as possible, if you want.
- **Closing Date** – Do not put a closing date if you want it to be open until filled
  - Classified must be at least 10 calendar days (all calendar days count)
  - Unclassified must be at least 7 days for regional or 14 days for national
- **Open Until Filled?** – If "Yes" do not enter a closing date / If you have a closing date, select "No"
- **Proposed Start Date** – Click the box to use the calendar feature.
- **Special Instructions to Applicants** – Such as "Please include resume and cover letter"
- **Internal Comments** – Optional field if you need to give information to approvers
- **External Advertising Sources** – Select all that apply
- **Please list any other advertising sources** – If you did not see it in the list above
- **Advertising Copy** – Copy/ paste part of the gray text into field, which is required in all advertising copy when advertising outside of the WSU website

17) **Supplemental Questions Section**

Note: If this feature is not working properly for you, use the "Questions…" field in the Requisition Form Section to add supplemental questions and skip this section.

- Click Add Question
- Select from Category drop-down to filter questions or scroll through pages to find questions by clicking "Next" at the bottom
- Select the "Add a new one" link at the bottom to add a question not in the list
- Define answer possibilities and disqualifying properties by clicking the questions
- Reorder questions by clicking and dragging up or down, or place new number in the Position field
- Click Next

18) **Applicant Documents Section**

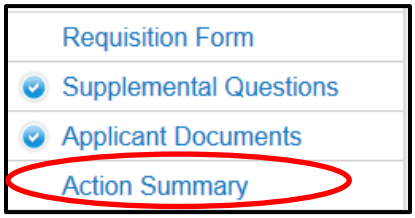
- Choose which are Required Documents and Optional Documents by selecting the radio buttons
- Recommend listing the DD214 as optional for veteran applicants

- Click and drag to change order – always put required on top of list
- Click Next

19) Action Summary Section

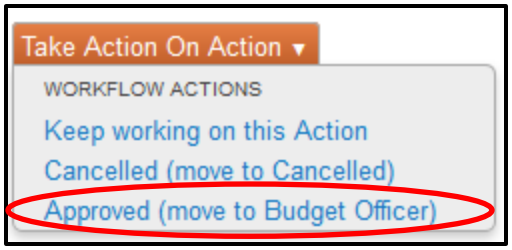
- Review each section for accuracy and completion
- Make sure each section has a blue check mark in front of the section title
- means the section was not fully completed – Click the **Edit** link to return to sections for correction(s)

Once you correct fields that were not properly completed, you can return to the Action Summary by using the left navigation bar.



20) Approving and Filling the Position

- Click Take Action On Action at top of page
- Depending on your level of access, you can:
  - Keep working on this Action – to leave uncompleted and save for later use
  - Cancelled – will delete everything
  - Revise – Send it back for corrections (for approvers)
  - Approved – Send it forward to the next level of approver when you are done editing



21) Take Action box

- Comments – enter optional message for all approvers to see
- "Add to watch list?" – keep box checked to be able to see who is next to approve it at any time
- Press the Submit button to submit to the next approver