Fill a Vacant Position (Positioned Job - No Change)

Purpose
Use this job aid to post for and hire for a vacant (or soon to be vacant) position funded from operating funds (including Support Staff, MaPS, SLT and academic administrative appointments), or to post for and fill a ‘To Be Classified’ position that was created as part of the budgeting process. This job aid should be used when NO changes to the position attributes (including Department, Job Code/classification, Full/Part-time, Hours, Employee Classification, Reports to Manager or Position title) are required.

If you are filling a vacant position for which changes to any of the above position attributes IS required, follow the Fill a Vacant Position (change to position information required) job aid. If you are filling a position that is temporarily vacant due to a staff member being on leave, follow the Fill a Temporary Position to Replace an Employee on Leave job aid.

The purpose of the Job Opening Request form is to collect the information required to post the job, validate budget, and obtain authorization to hire into a position.

Note: If you need help selecting the right appointment type, the Staff Groups Defined website provides detailed information about appointment types, including information on recruitment requirements, benefits, etc.

Prerequisites
Before you proceed with this transaction, ensure the following has occurred:

- Upfront conversations with senior management/budget owners to verify the position budget still exists including the maximum salary offer amount for the position.
- Any necessary updates to the job profile for this position have been made.
- If significant updates were made to the job profile, or if the profile has not been reviewed by HR in the last 12 months, it should be reviewed by HR to confirm the classification as required.

Once the prerequisite steps are complete, you are ready to initiate a Job Opening Request form following the steps below:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin, by logging into the myUofC portal:</td>
</tr>
<tr>
<td></td>
<td>• From the mega-menu, click the My work tab.</td>
</tr>
<tr>
<td></td>
<td>• Click the Job opening request link from under the People management heading.</td>
</tr>
</tbody>
</table>
## Initiate a Job Opening Request

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>2.</td>
<td>• For this example, we will be initiating a new transaction. Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td></td>
<td>• Click the <strong>Request Type</strong> dropdown list. The Request Type chosen drives which fields on the form open up for entry.</td>
</tr>
<tr>
<td></td>
<td>• In this example we are hiring for a vacant position with no changes required to the existing position attributes, so you will select <strong>Positioned Job – No Change</strong>.</td>
</tr>
</tbody>
</table>

## Enter Position Number

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>3.</td>
<td>• Enter the <strong>Position Number</strong> of the vacant role you are looking to fill</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE!</strong> You will only have access to position numbers within the Departments you have security access to and/or those within your reporting structure.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE!</strong> If you do not know the <strong>Position Number</strong>, you can use the <strong>Look Up</strong> button and search for it using the fields provided (e.g. Business Unit (UCALG), Dept ID, and Reports to Position Number etc.).</td>
</tr>
<tr>
<td></td>
<td>• By entering the <strong>Position Number</strong>, all other fields in the <strong>Position Information</strong> section auto-populate and are not editable.</td>
</tr>
</tbody>
</table>
### Enter Position Number

- **The Budget Information** section will populate with the **Budget Department** and **Approved Budget Amount** for the position and will identify if there is a salary recovery associated with the position and/or if there are any budget exceptions. You can click the icon for a description of the exception.

<table>
<thead>
<tr>
<th>Budget Data Information</th>
<th>Personalize</th>
<th>Flag</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Department</td>
<td>Approved Budget Amount</td>
<td>Salary Recovery</td>
<td>Exception</td>
</tr>
<tr>
<td>2010</td>
<td>55,000.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE!** This section is not viewable to those with the **HR Forms Initiators** role.

**NOTE!** If you have any questions about the information in this section, please contact your Finance Partner.

### Enter Job Information

**4.**

- **Employee Classification (Empl Class)** is required for Limited Term, Temporary, Sessional and Recurring Part-time employee types. Click the **Look Up** button and select the appropriate **Empl Class**.

  ![Employee Classification Look Up](Image)

  **NOTE!** For Regular (Permanent) positions leave Empl Class blank. For more detail regarding Empl Class options, see the **Empl Class Quick Reference Sheet**.

- Enter the **Length of Term** which is a required field for all term positions. If known, enter the **Expected Job End Date**.

  ![Length of Term and Expected Job End Date](Image)
Enter Job Information

- The **Maximum Offer Amount** is the maximum annualized budgeted salary amount for the position. If there are no exceptions or recoveries in the **Budget Data Information** section above, this amount will auto-populate based on the **Approved Budget Amount** and is not editable.

- If there are any budget exceptions or recoveries in the **Budget Data Information** section, this field will display as **$0.00** and a value must be entered. Contact your Finance Partner if you are unsure what to enter.

  ![Maximum Offer Amount](image)

  **NOTE!** If the **Maximum Offer Amount** auto-populates based on the budget, it is **not viewable to those with the HR Forms Initiator role**.

  **NOTE!** For academic positions, this amount is for the rank salary only and should not include any additional payments.

  **NOTE!** Job offers cannot exceed the **Maximum Offer Amount** noted on the JOR without evidence of an additional allocation of budget to the position (to be confirmed by the Finance Partner).

- If this position is replacing a prior incumbent, enter the employee ID number (UCID) of the **Employee Being Replaced**.

- Indicate the **Replacement Reason** from the list of options provided.

  ![Replacement Reason](image)

- If there is a **Strong Internal Candidate**, check this box and fill in the **Empl ID** of the candidate.

  ![Strong Internal Candidate](image)

  **NOTE!** Support Staff jobs with strong internal candidates will be posted for 7 days on the internal Careers site only.

- Enter in the schedule for this job in the **Schedule** section. Enter the **Hours/Day** and the associated **Start Time** under the appropriate days. As you enter hours, the **Total Hours/Week** field auto-calculates.

  ![Schedule](image)

  **NOTE!** The **Hours/day** and **Total Hours/week** should not exceed the standard hours for that job family.

  **NOTE!** For Recurring Part-time positions and academic appointments, the **Schedule** section is not required.
### Step 5. Action
- Under the **Salary/Benefits ChartField Information** section, the existing accounting string from which the position is paid will display and is not editable.

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<td>5.</td>
<td>Under the <strong>Salary/Benefits ChartField Information</strong> section, the existing accounting string from which the position is paid will display and is not editable.</td>
</tr>
</tbody>
</table>

**NOTE!** If changes to the accounting are required, you must update the **Request Type** at the top of the form to **Positioned Job – With Changes**, which will open up this section for editing.

### Step 6. Action
- Click the **Immediate Posting** option when you want the job posted as soon as possible when received by HR. Alternatively, you can define start and end dates for posting. If not specified, HR will post the job immediately for the standard two weeks (unless a **Strong Internal Candidate** was identified, in which case it would be posted for one week).

- Enter the title you would like displayed on the job posting into the **Job Posting Title** field.

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- The **Job Profile Identifier** field is used to enter the Job Profile number for the associated job profile. Enter the Job Profile number for the associated job profile. Enter the Job Profile number provided to you into the **Job Profile Identifier** field. If no Job Profile number exists, please copy and paste the job profile into the **Summary of Key Responsibilities / Posting Details** section below.

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**NOTE!** For academic appointments, the **Job Profile Identifier** field is not required.

- The **Recruiting Location** field defaults based on the faculty/unit entered prior and indicates the physical location of the job. This can be changed, if required, by clicking the **Look Up** button.

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- The **Recruiting Location** field defaults based on the faculty/unit entered prior and indicates the physical location of the job. This can be changed, if required, by clicking the **Look Up** button.
### Enter Posting Information

**Step 1** Enter Posting Information:

- **Action**
  - If you would like specific information included in the job posting (e.g., a description of your department), or you would like to highlight key information from the job profile that should be included, note it within the **Summary of Key Responsibilities/Posting Details** field.

  - **NOTE!** For academic appointments, please paste the job posting here.

### Enter Contacts, Notes / Comments

7. **Under Contacts**, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.

- The **Reports to Manager** should be entered as the **Primary Hiring Manager**. If you know the **Empl ID** of the **Reports to Manager**, simply enter this here. Otherwise, click the **Look Up** button and search by name.

- The email will auto-populate, but the phone number does not, so enter it in the **Phone Number** field.

- If required, **Secondary Hiring Manager(s)** can be specified as well. Additional rows can be added by using the + sign for multiple Secondary Hiring Managers.

  - **NOTE!** Only those with the correct security role will display for selection or entry into this field.
Step | Action
--- | ---
**Enter Contacts, Notes / Comments** | • In the Notes/Comments field, provide clarification on the intent of the request and any additional relevant information - either for the approvers or those processing the request. For example, you should explain the reason for the vacancy, any budget implications, enter any special requests, or ask for external advertising (which should include the account string the expense will be charged to).  

**Click Save** | 8. • At any point, you can click the Save button to save the request and return later to complete and submit the form.

**Click Begin Approvals** | 9. • Once you have completed all required fields and saving the form, click Begin Approvals to start the automated approval process.  

• The Job Opening Approval workflow displays the status of the request as Pending. This page allows initiators to monitor the progress of their requests. The status remains Pending until all approvers have approved the request, at which point, the status changes to Approved.  

• Required approvals are shown in blue in the approval workflow, and display as Pending or Not Yet Routed when the form is first submitted. Reviewers are shown in grey, and receive notification of the request, but are not required to approve the transaction.

**NOTE!** If a correction to the information on the form is required after it has been submitted for approval, the Initiator can click Retract to stop the approval workflow and open up the form for editing.

Once the necessary changes are made, the Initiator should repeat steps 8 and 9 to start the approval process from the beginning.

**End of Procedure.**
Job Opening Request

Results
Completion of this transaction results in the following:

- Job Opening Request is saved and submitted for approval
- Generation of a Job Opening Request ID (which can be used for tracking purposes)

Next Steps
Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website, and the recruitment process begins
- The initiator and Reports to Manager will be notified by HR once the job posting is created
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time, but they will be prompted to review the applicants once the posting closes. For information on how to view applicants in PeopleSoft, please refer to the Managing Applicants in PeopleSoft quick reference guide.