

Create Position

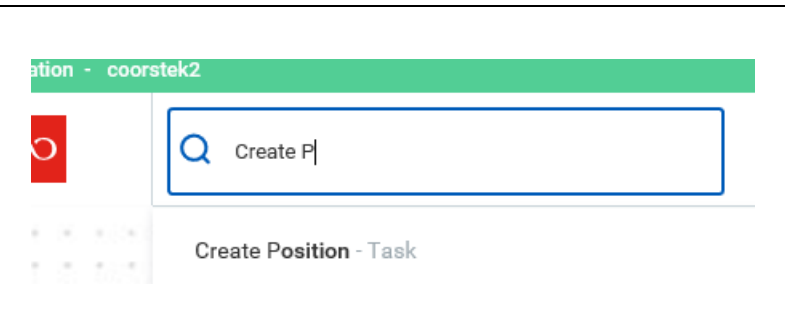
Overview

Before you can hire, transfer, promote, or demote workers into a supervisory organization, you must ensure an open position is available. If there is not an existing open position, you must create an open a position and apply hiring restrictions. The hiring restrictions control when positions can be filled, which job profiles can fill them, the location of position and other conditions of employment.

Who Does This: HRBP

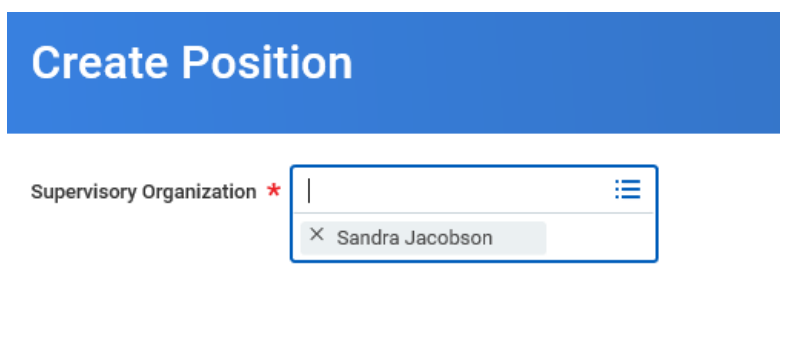
Things to Know:

- You must have at least one hiring restriction on any new position.
- HRBP's should have had a conversation with the hiring manager regarding budget prior to opening a position.



Step 1

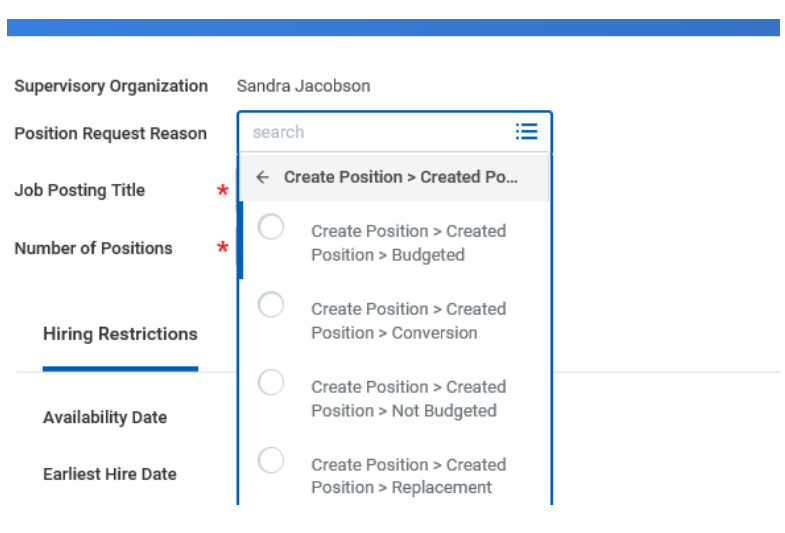
Type in Create Position into Search box and select the Task.




Step 2

Type in the name of the Supervisory Organization you are creating a position for.

Click **OK**.



Step 3

Use the list icon to choose the Position Request Reason. 

Job Posting Title 4

Number of Positions 5

Hiring Restrictions **Qualifications**

Availability Date 6

Earliest Hire Date

No Job Restrictions

Job Family

Job Profiles for Job Family (empty)

Job Profile 7

Job Description Summary
Coordinates the planning and implementation of business with business initiatives. Responsible for working with internal practical solutions through the use of existing or new business

Job Description
Format 8

Location

Time Type

Worker Type

Worker Sub-Type

Critical Job

Difficulty to Fill

enter your comment

Step 4

Type in Job Posting Title

Step 5

Enter the Number of Positions you are creating.

This should typically be 1 unless conducting a “mass hire” where multiple positions which are the exact same are being created.

Step 6

Enter Hiring Restrictions:

Enter Availability Date – The date when the position will be available for staffing transactions (i.e. Hire or Create Job Requisition).

Enter Target Hire Date – The Target Hire Date on job requisitions must be on or after this date.

Dates cannot be changed after the position is filled for the first time.

Step 7

Enter Job Profile – You may type in name of job profile or use the list icon to select.

Job Description Summary and Job Description- Automatically populates from the first **Job Profile** you select, but you can override it. If you select multiple job profiles, the job description summary won't automatically populate.

Job Description will automatically populate based on Job Profile selected

Step 8

For each of the following fields, you may type in the field or use the list icon to select.

- Location
- Time Type
- Worker Type – Employee (paid by CoorsTek) or Contingent Worker (Not paid by CoorsTek).
- Worker Sub-Type

Step 9

Click **Submit**.

FAQ's

What happens next? For US Positions – a Job Requisition will need to be opened by the Hiring Manager. Once the Job Requisition is approved by the Hiring Manager's Manager, it will be processed by Talent Acquisition. For Non-US Positions – the Position is ready to Hire into.

How do I view open positions? Type View All Positions in the search box to display a report that shows open, filled, frozen and future-dated positions. You may also search for the supervisory organization position was created in and click on the Staffing tab.

What is Critical Job? This field is not being used at this time. Please do not edit.

What is Difficulty to Fill? This field is not being used at this time. Please do not edit.