**PeopleAdmin TIPS**

The following guidelines and tips are intended to assist system users to select the most appropriate action.

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### Create New Position to be Classified
#### Create New Position to be Classified & Create Listing

Use the new position option when creating a new position in PeopleAdmin to be classified/classified & listed. If the position already exists in PeopleAdmin, please select a different position action.

**TIPS** -
- To determine if a position exists in PeopleAdmin, you may search by selecting “Search Positions” and entering the eight digit position number and appropriate campus.
- If no results are found, the position does not exist in PeopleAdmin, so the correct position action is to “Create New...”. If the position number is found, please select one of the position actions noted below.

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### Reclassify Current Position
#### Reclassify Current Position & Create Listing

Use the reclassify position option when a position in PeopleAdmin needs to be reclassified/reclassified & listed. Reclassification is the process of assigning a position to a different job. If you reclassify a position that has an assigned incumbent, this results in a promotion, a lateral, or a demotion.

**TIPS** -
- A reclassification action requires that the position already exist in PeopleAdmin
- Positions that exist in PeopleAdmin but are vacant are sometimes reclassified to provide a better job fit for modified position functions and accountabilities.

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### Update an Existing Position
#### Update an Existing Position & Create Listing

Use the update position option when a position in PeopleAdmin needs to be updated/updated & listed. Updating a position is not a request to reclassify the position. However, position updates are reviewed by HR to ensure that the revised position description continues to be appropriately classified.

**TIPS** -
- A position update requires that the position already exist in PeopleAdmin
- If a position exists in PeopleAdmin but does not have position description information, this information must be added when using the “Update & List” action.

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### ***USER SHORTCUT TO CREATE A LISTING FOR A VACANT POSITION***

IF A CURRENT POSITION NUMBER ALREADY HAS AN UP-TO-DATE DESCRIPTION THAT HAS BEEN THROUGH THE CLASSIFICATION REVIEW/APPROVAL PROCESS IN PEOPLEADMIN, THE DESCRIPTION REQUIRE NO UPDATES, AND YOU WANT TO LIST THE POSITION FOR RECRUITMENT, USE THE “CREATE LISTING” ITEM ON THE LEFT-HAND MENU AND SELECT THE “FROM POSITION” ACTION.

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### Multi-position listing guidelines -

- When using one listing to fill multiple positions classified to the same job, please note only one position number in the position field; the additional position numbers that will be used should be noted in the comments section of the position description.

- When listing two different positions, e.g. Nurse Practitioner and Physician Assistant, with the intent to only fill one, please use the same position number for both positions. The position not filled will be canceled at the end of the hiring process.

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