User Guide

Create a New Position/Modify an Existing Position

Brief Document Description

Overview

This guide is intended for the University staff who need to create or modify a position within the recruitment section of the staff portal.
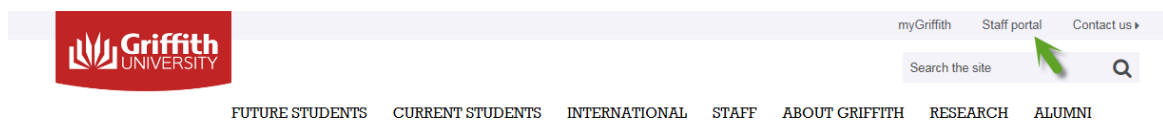
About this Business Process

This process is developed to assist the University staff to create a new position, or modify an existing position within the recruitment section. This replaces the current business process of using a paper based form.
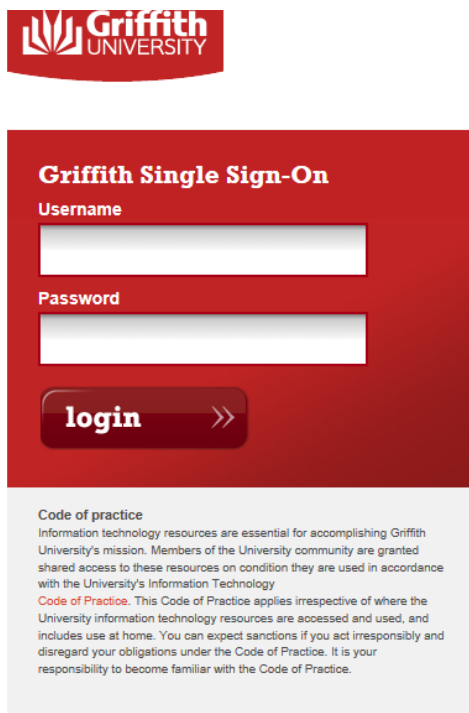
Steps

Step 1	Login in to Griffith Staff Portal
Step 2	Complete Create/Modify Position Questionnaire
Step 3	Review and Submit form

Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.

Log into the Staff Portal using your Griffith ID and Password.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

The first location is by clicking on My Staff Page under "Key Services"
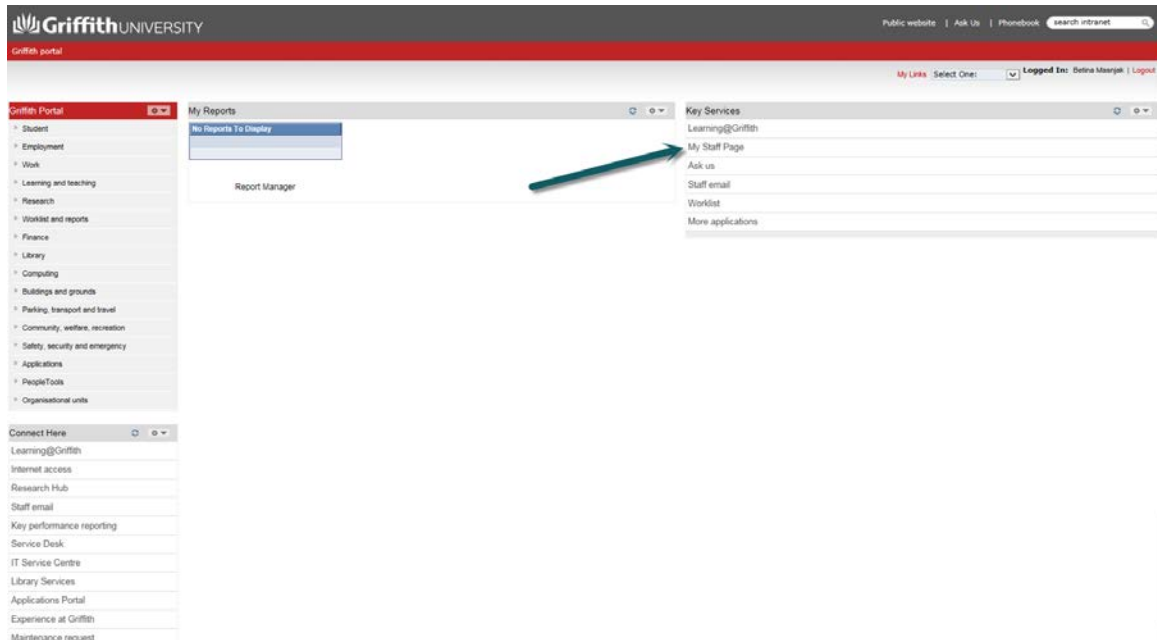
Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under "Human Resource Management".
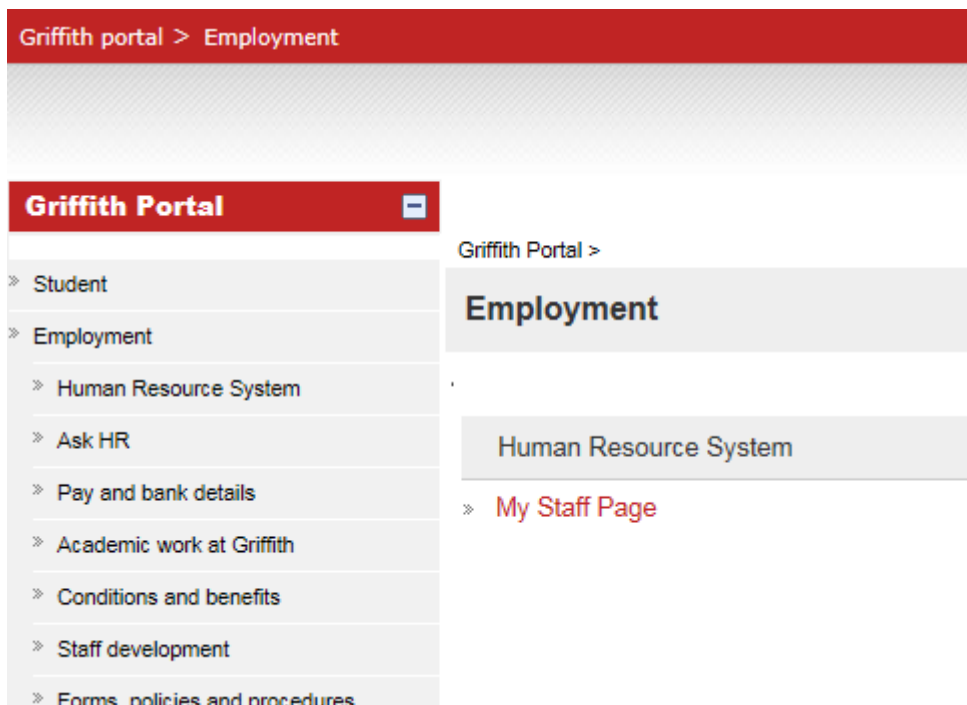
A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.
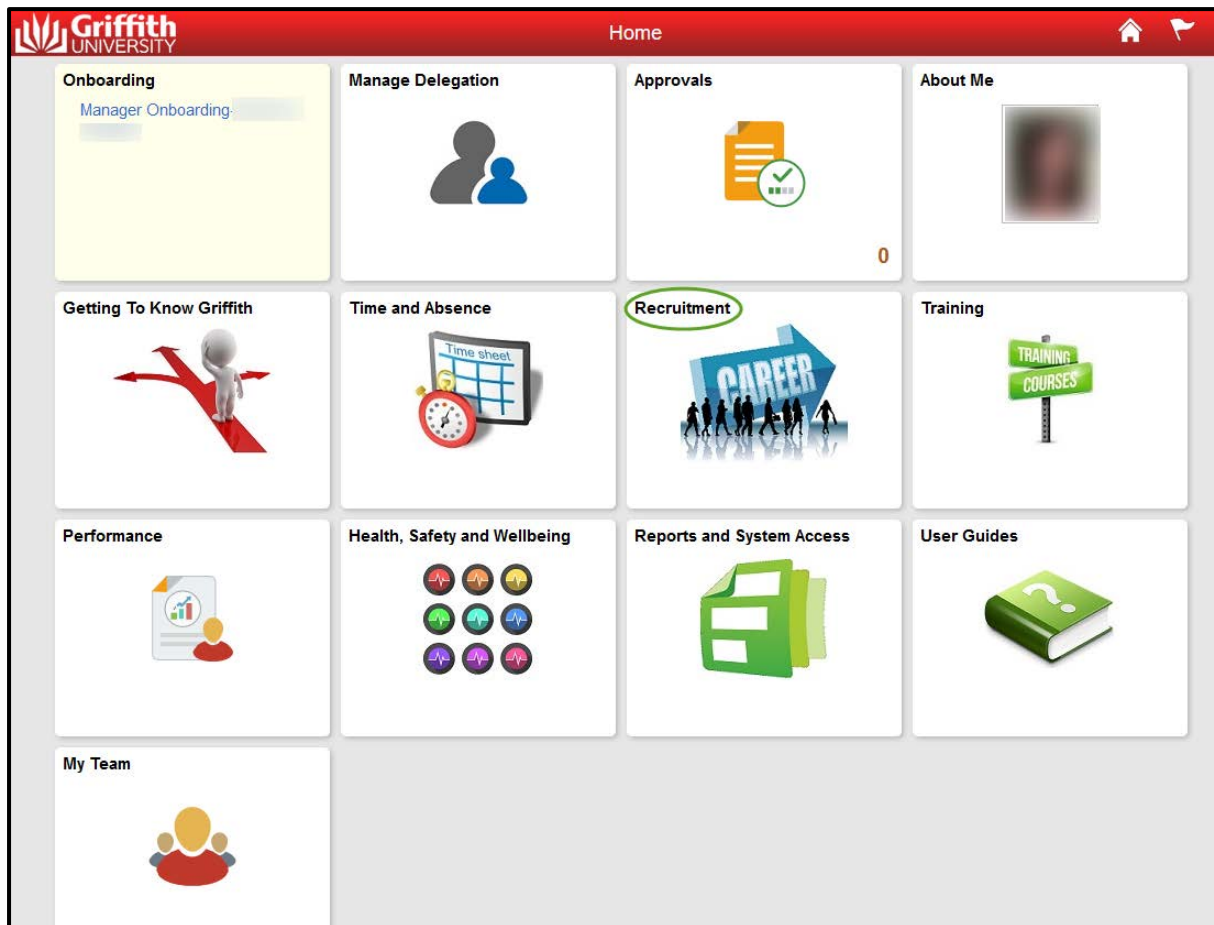
 This is a new process that can be used by all University staff members.

Note: This replaces the existing process of contacting Recruitment team, by completing a paper based form. This process is not applicable to Casual, Sessional, Unpaid, and UniTemp staff members.
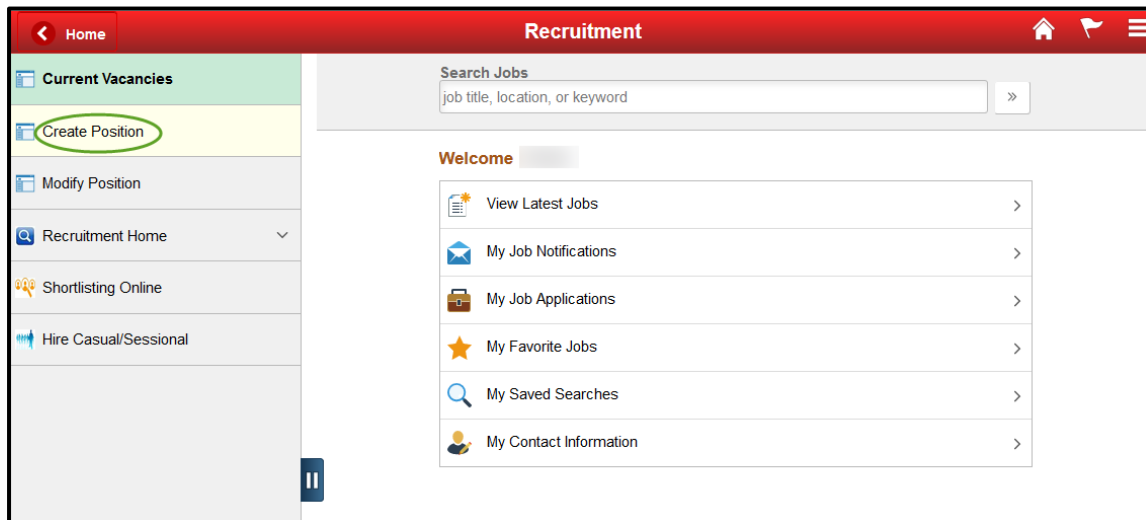
Click on Recruitment Tile.

Step 2 – Complete Create/Modify Position Questionnaire

Create Position

On the Recruitment home page, click on Create Position menu on left hand side of the page, to commence the process.

On the following questinnaire, 'Proceed to create new Position?' defaults to 'Yes'.
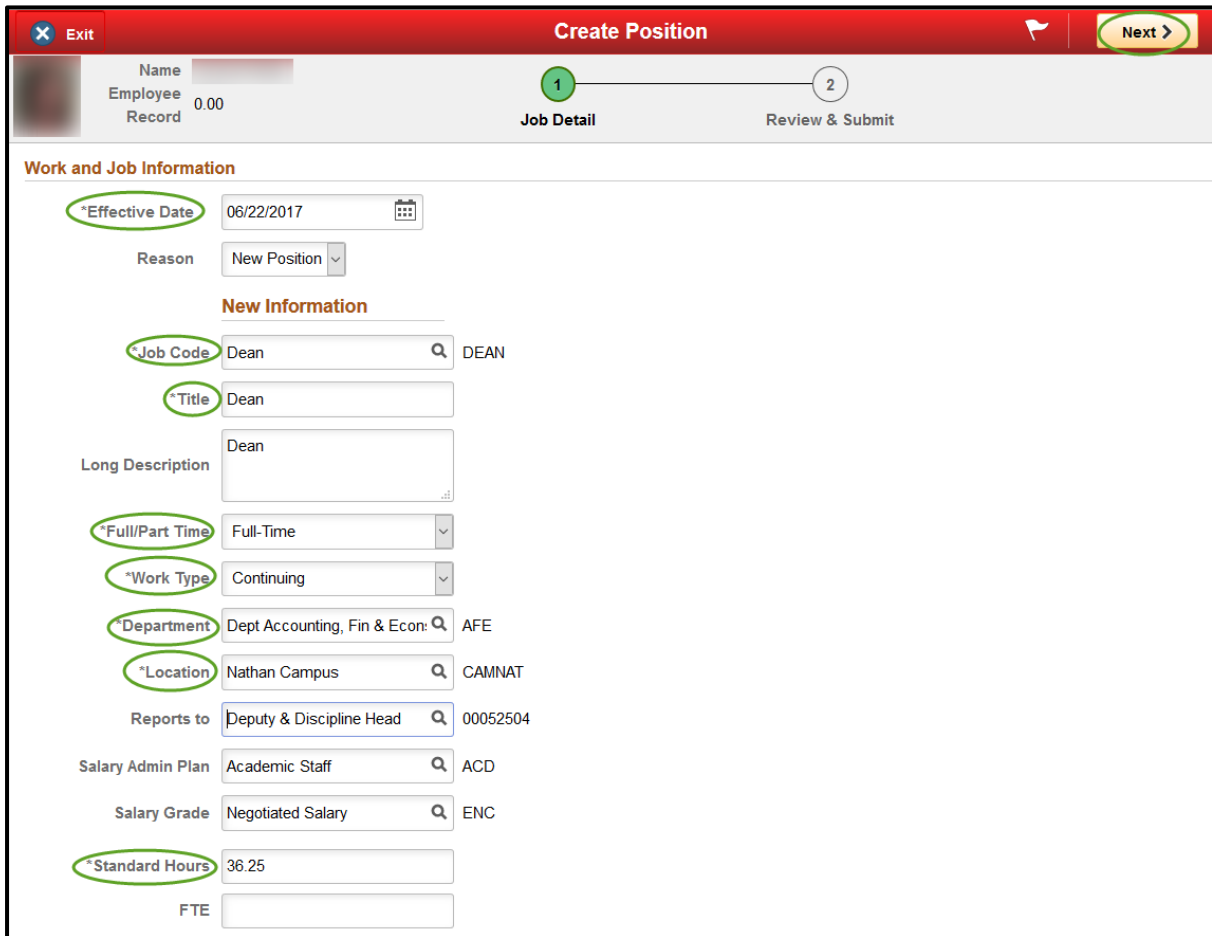
Select [Next ▸] to continue.

Complete all the mandatory fields on the 'Job Detail' screen. Click on the magnifying glass icon for assistance with Search Criteria:
Enter the following details:

- Effective Date
- Job Code
- Title
- Full/Part Time
- Work Type (continuing or fixed term)
- Department
- Location
- Reports to (if known, not mandatory)
- Standard Hours

Click on **Next >** to continue.

Modify position

On the Recruitment home page, click on Modify Position menu on left hand side of the page, to commence the process.

On the Modify Position Questionnaire, select 'Yes' for the information that needs to be modified.
(For example select 'Yes' for 'Change Full time/Part Time?' option)

Select **Next ▶** to continue.

Enter Position Number (if known), or click on magnifying class to find the position number that needs information to be modified.

Use Search Criteria to find Position Number and select from the Search Results
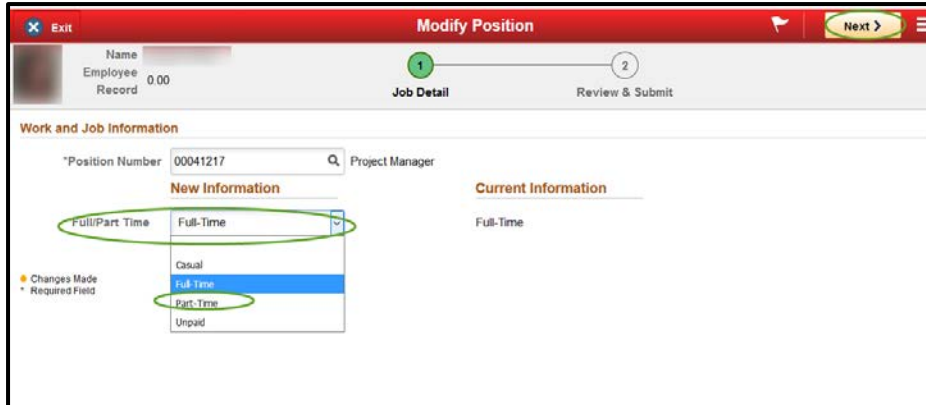
Only information chosen to be modified (for this example, 'Full/Part Time') will appear on the next screen.

Select from 'Full-Time' to 'Part-Time' (Casual or Unpaid).
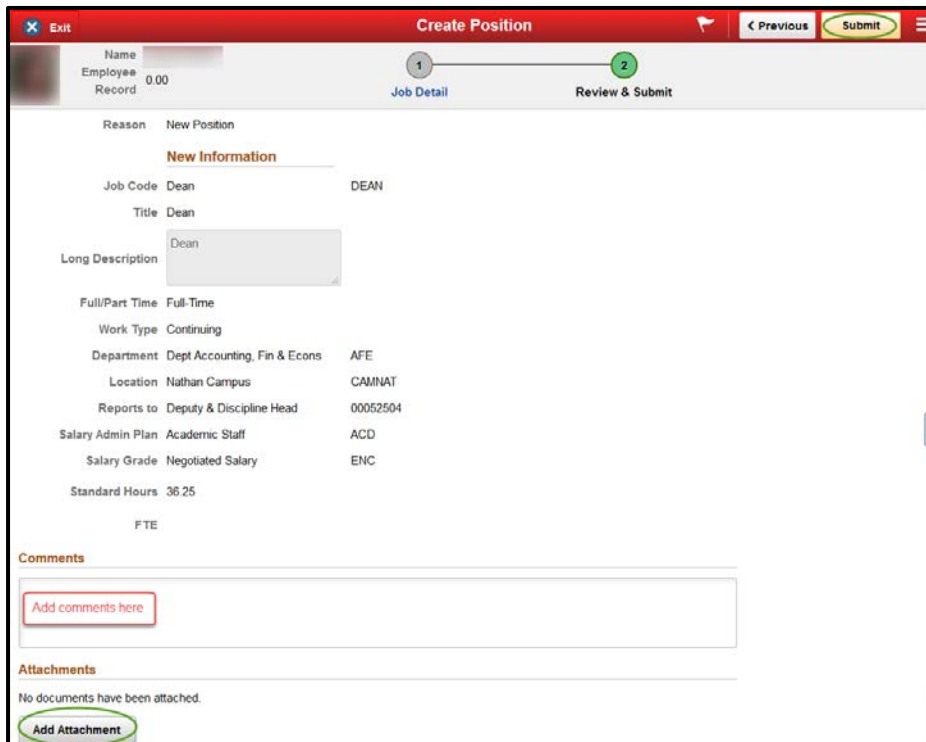
Select **Next >** to continue.

Step 3 – Review and Submit form

Review and Submit for 'Create Position'

On confirming all the details are correct, the next step is to 'Review and Submit' form. There is a section to add comments.
To add attachments, click on Add Attachment at the bottom of the screen.

Click on **Submit** to proceed.

Submitted form will be sent to HR for approval.

Once the workflow is fully approved by HR, a notification via email will be sent to the initiator.

Review and Submit for 'Modify Position'

On confirming all the details are correct, the next step is to 'Review and Submit' form.

There is a section to add comments.

To add attachments, click on Add Attachment at the bottom of the screen.

Click on **Submit** to proceed.

Submitted form will be sent to HR Services for approval.

Once the workflow is approved by HR, a notification via email will be sent to the initiator.

Further information

Email: hrservices@griffith.edu.au
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