



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

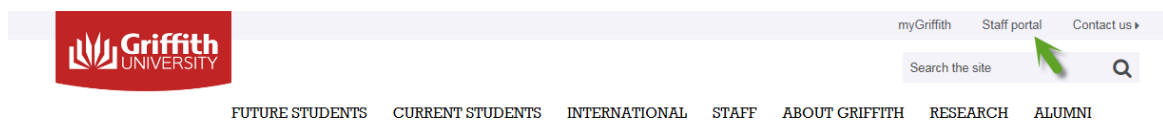
This process is developed to assist the University staff to create a new position, or modify an existing position within the recruitment section. This replaces the current business process of using a paper based form.

Steps

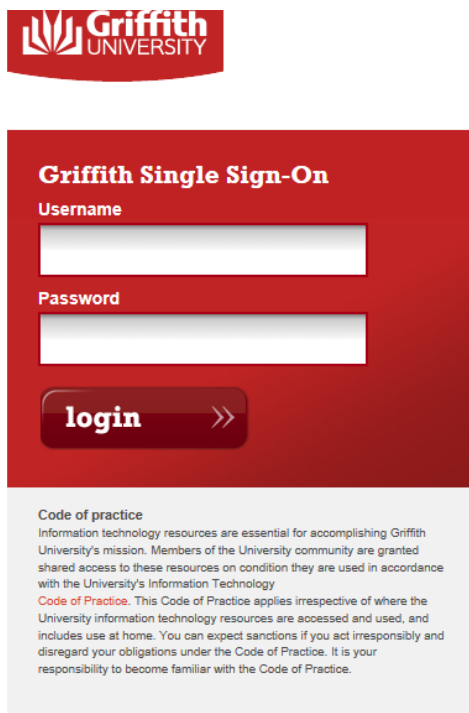
Step 1	Login in to Griffith Staff Portal
Step 2	Complete Create/Modify Position Questionnaire
Step 3	Review and Submit form

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 image shows the Griffith Single Sign-On login form. It has a red background. At the top is the Griffith University logo. Below the logo is the text 'Griffith Single Sign-On'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'login' button with a double arrow icon. At the bottom of the form is a section titled 'Code of practice' with text explaining the university's information technology resources and the Code of Practice.

Griffith Single Sign-On

Username

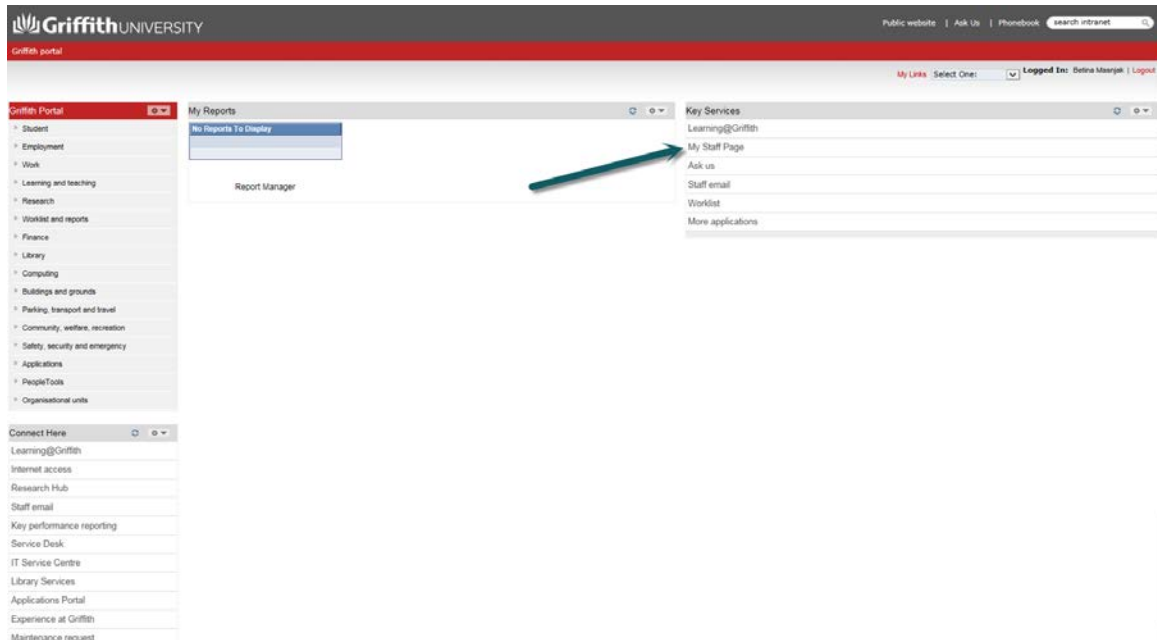
Password

login >>

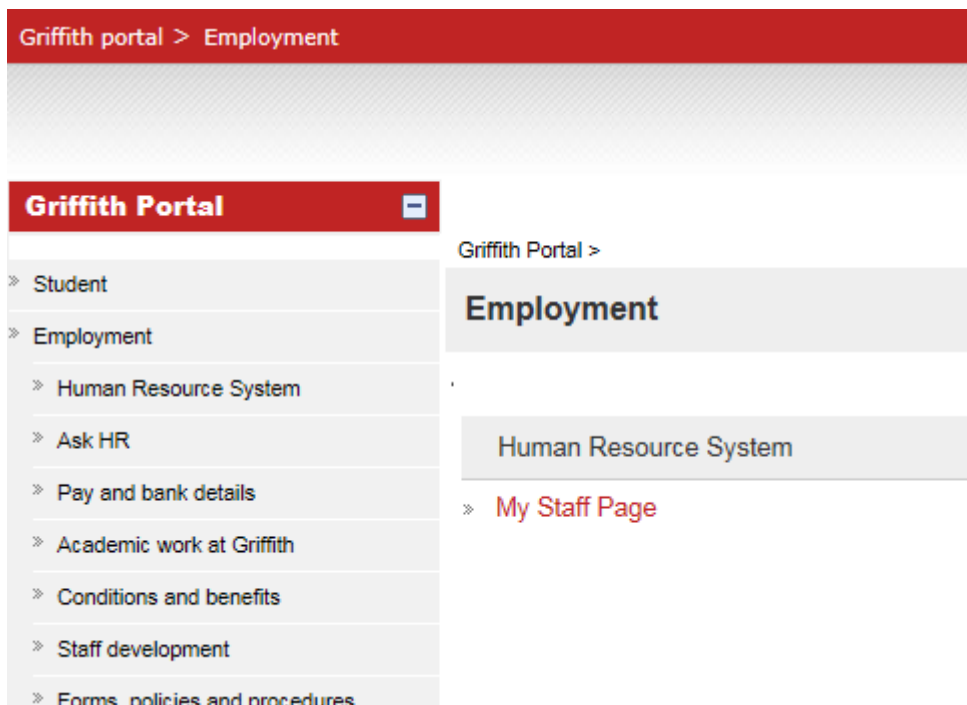
Code of practice
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

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

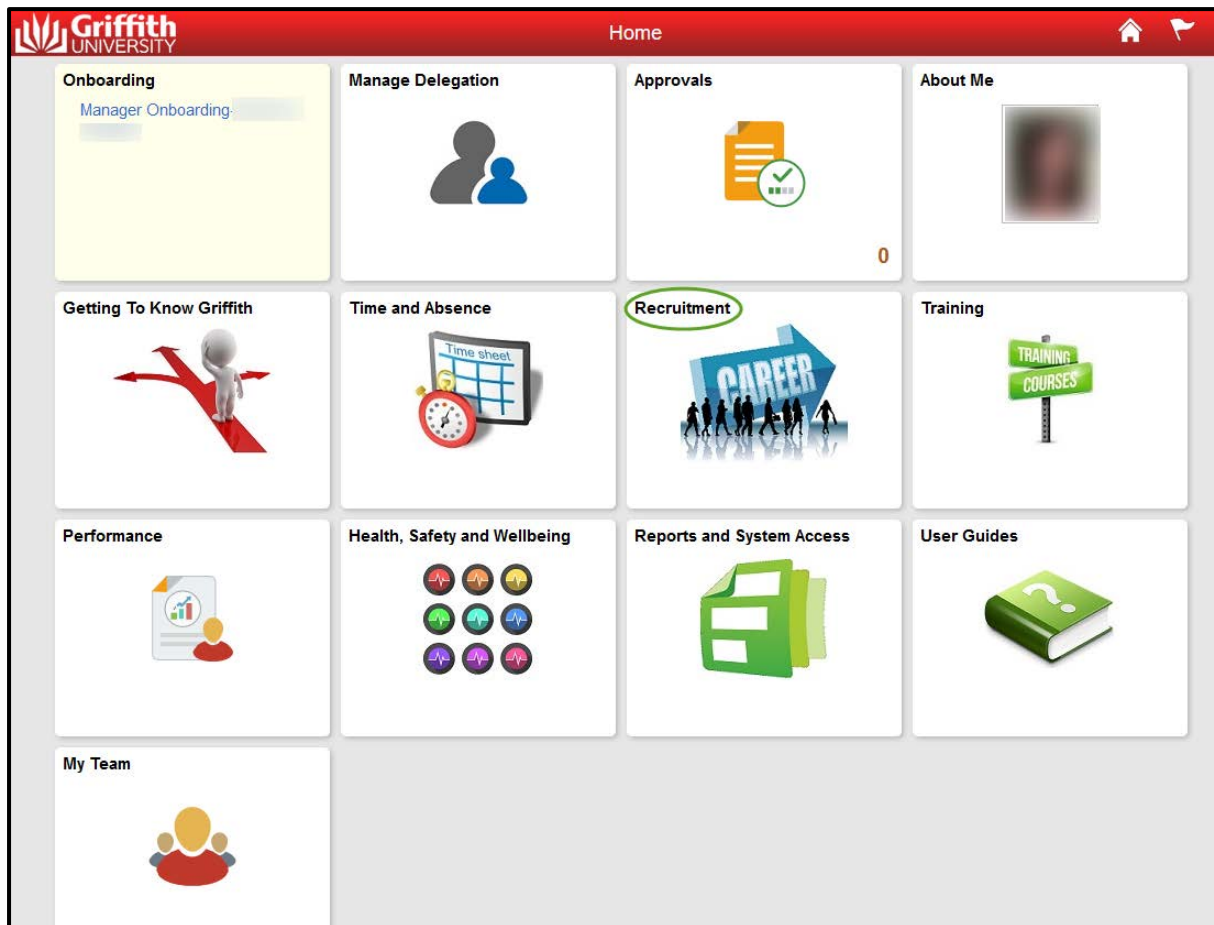
The first location is by clicking on My Staff Page under “Key Services”



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.

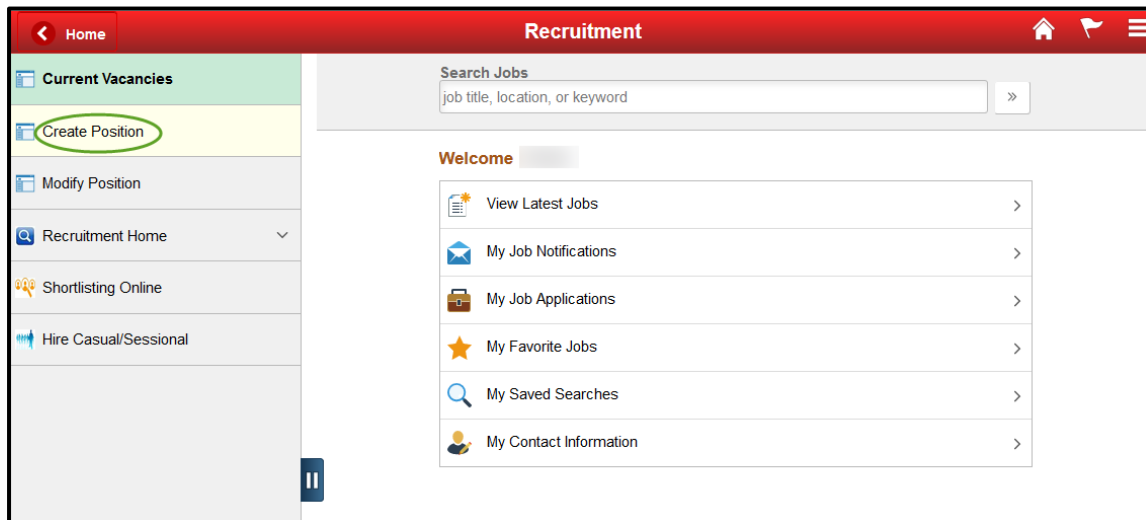
Click on Recruitment Tile.



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 questionnaire, 'Proceed to create new Position?' defaults to 'Yes'.

Select  to continue.

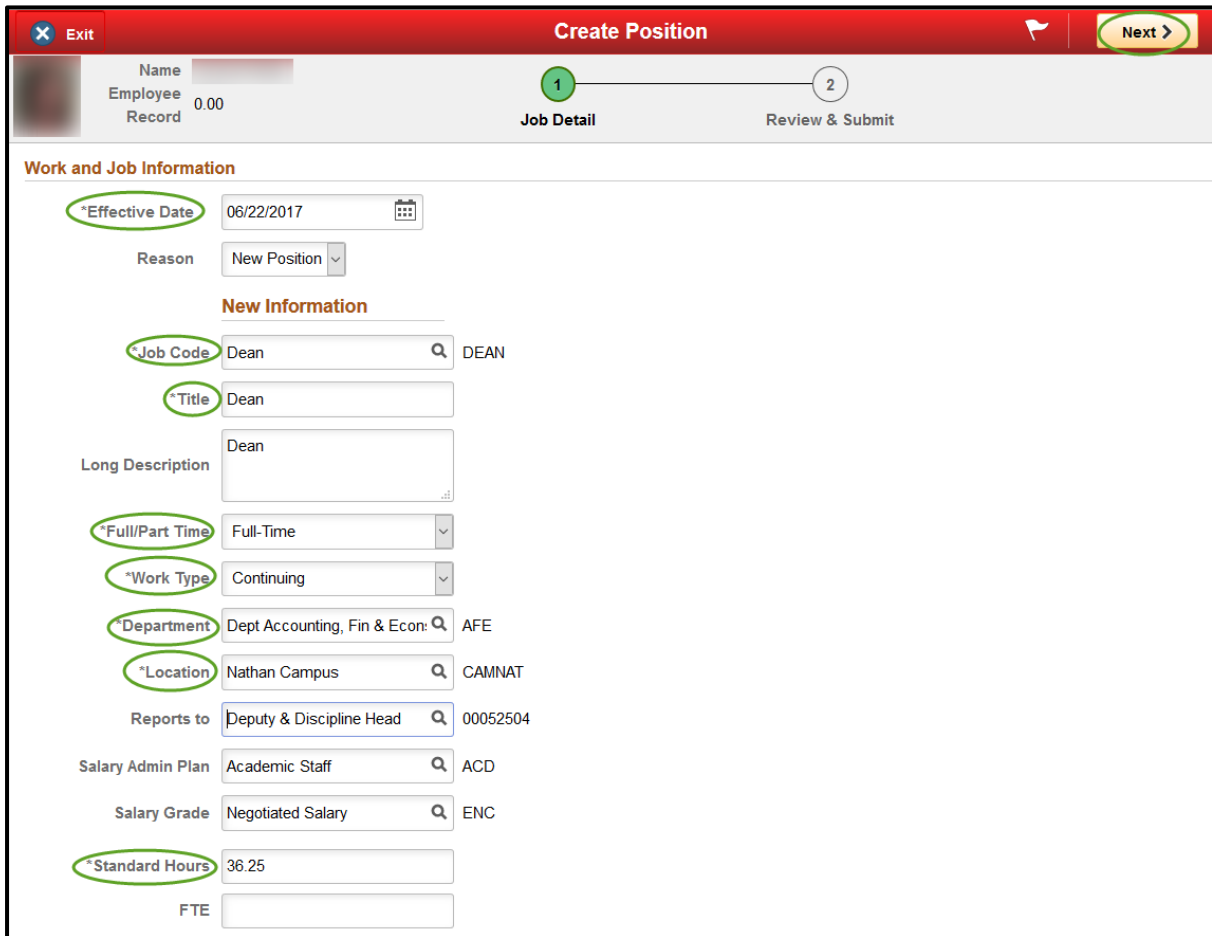


Complete all the mandatory fields on the 'Job Detail' screen. Click on the magnifying glass icon for assistance with Search Criteria:

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  to continue.





Create Position

Exit Next >









Name
Employee Record 0.00

1 Job Detail 2 Review & Submit

Work and Job Information

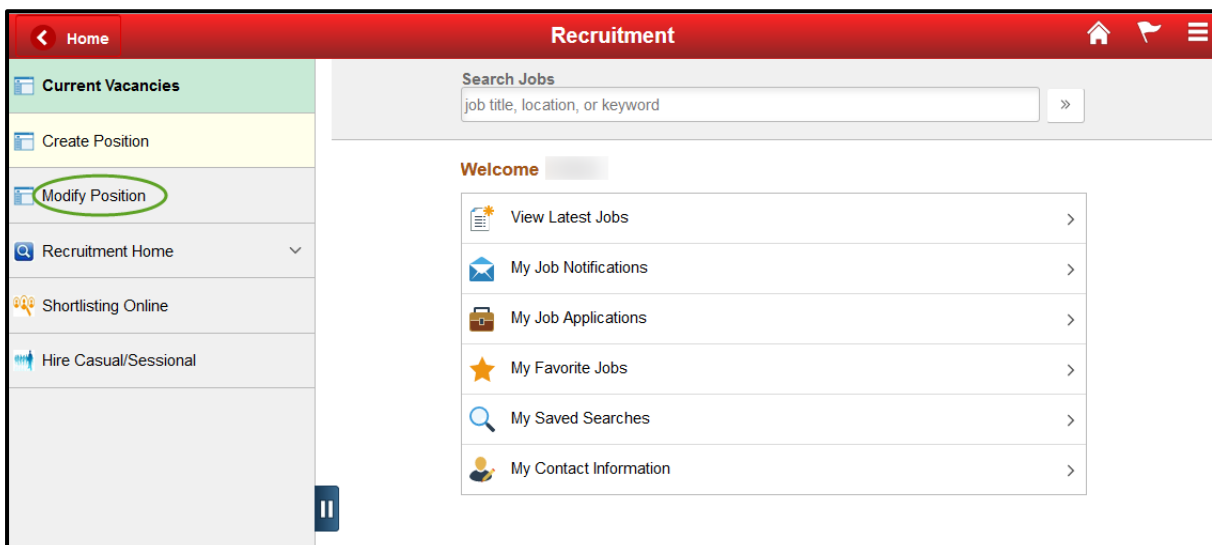
*Effective Date 06/22/2017 
Reason New Position 

New Information

*Job Code Dean  DEAN
*Title Dean
Long Description Dean
*Full/Part Time Full-Time 
*Work Type Continuing 
*Department Dept Accounting, Fin & Econ  AFE
*Location Nathan Campus  CAMNAT
Reports to Deputy & Discipline Head  00052504
Salary Admin Plan Academic Staff  ACD
Salary Grade Negotiated Salary  ENC
*Standard Hours 36.25
FTE

Modify position

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



Recruitment

Home Home, Search, Menu

Current Vacancies

Create Position
Modify Position
Recruitment Home
Shortlisting Online
Hire Casual/Sessional

Search Jobs
job title, location, or keyword »

Welcome

- View Latest Jobs >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Contact Information >

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.

Modify Position

Questionnaire

Change Position Title? ☐ No

Change Full time/Part Time? ☒ Yes

Change Work Type? ☐ No

Change Location? ☐ No

Change Report to Position? ☐ No

Change Salary Admin Plan or Grade? ☐ No

Change of Standard Hours? ☐ No

Update Position Description? ☐ No

Next

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

Modify Position

Work and Job Information

Please choose a position to modify.

*Position Number

● Changes Made
* Required Field

Use Search Criteria to find Position Number and select from the Search Results

Lookup

Search for: Position Number

Search Criteria

Search Results

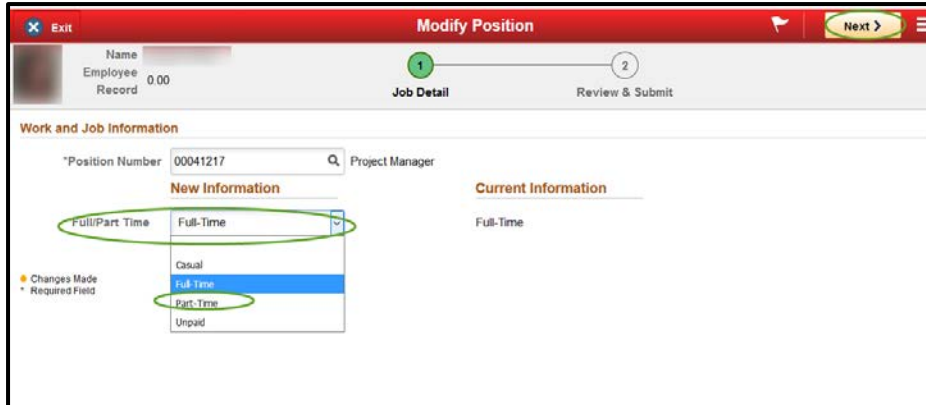
108 rows

Position Number	Description	Department	Job Code	Reports To Position Number
00040884	Purchasing Officer	FBU	GEN004	00050451
00041217	Project Manager	ODC	GEN007	00050896
00041223	Mechanical Engineer	OCC	GEN010	00042806

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  to continue.



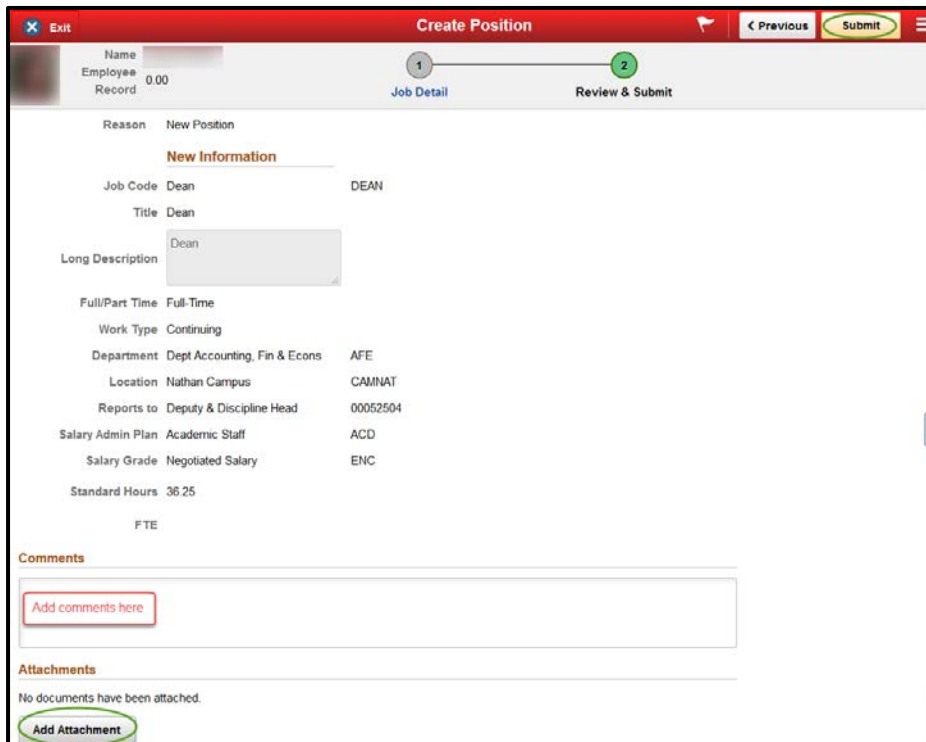
Step 3 - Review and Submit form

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  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  to proceed.

Submitted form will be sent to HR Services for approval.

The screenshot displays the 'Submit Confirmation' page in the HRM system. At the top, a red header bar contains a back arrow, the text 'Guided Self Service', the title 'Submit Confirmation', and a home icon. Below the header, a green banner with a checkmark icon states: 'Your transaction request for [redacted] has been successfully submitted for approval.' The main content area has a light gray background. On the left, there is a blurred profile picture and a blurred name field. The central section is titled 'Position Approval'. It features a blue box with a dropdown arrow and the text ': Pending'. Below this, a white box labeled 'Position Approval' contains a 'Pending' status bar. Underneath the status bar, there is a clock icon followed by the text 'Multiple Approvers' and 'Human Resource Management'.

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

Further information

Email: hrservices@griffith.edu.au

Phone: 373 54011