

Staff Position Management

Quick Guide to Creating New Classified Positions

Hiring Managers can create new classified position descriptions.

1. Login to PAPERS7 – <https://jobs.odu.edu/hr>
2. Verify that you are in the “**Position**” module. Click the blue ellipsis at the top left if not and click “**Position**”.
3. Ensure that you are logged in as the “**Hiring Manager**” (User Group). If not, click on the arrow in the box to the left and select “**Hiring Manager**”.
4. Click on the “**Position Descriptions**” tab, then “**Staff**” or from the Shortcuts box click on “**Create New Position Description**”.
5. When prompted to choose the position action you would like to start, click on the “**Establish New Classified Position**” from the list.
6. You may either “**Clone an Existing Position Description**” using the search function at the bottom of the page or enter the following information at the top of the page and then click on the “**Start Position Action**” button:
 - a. Working Title
 - b. VP Area
 - c. College/Division
 - d. Department
7. Select the role you’ve determined to be the most appropriate from those available at the bottom of the page by clicking the radio button next to the role title. Click “**next**” to move on.
8. Complete the information as needed, navigating through the tabs on the left hand side of the page. Remember:

- a. Required fields have a **RED *** by the field name – you must complete those fields in order to move to the next section.
 - b. Clicking on the “**Save**” button will save your work and clicking on the “**Next**” button will move you through the position description creation steps.
 - c. You can exit the system and return at a later time to complete the establishment by clicking on the “**Position Action Summary**” tab and then selecting “**Keep working on this Position Action**” from the “**Take Action on Position Action**” button.
 - d. The establishment will require justification and you will need to attach a current organizational chart.
9. To submit the classified establishment request: From the “**Take Action on Position Action**” button, select “**Submit (move to Budget Unit Director)**”. Then enter any comments you may want to enter to communicate and select the “**Submit**” button to move the position action in the workflow. The position is now at the Budget Unit Director for review.