

Review the Status of a Position Request

Please see the instructions below on how hiring managers, department administrators, or other workflow approvers can review the status of a **Position Request**.

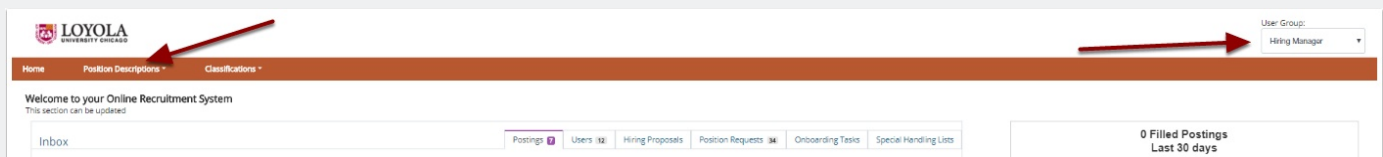
Position Management View

In order to review a position, you will need to select "Positions" located in the upper left pane. Once selected, the orange banner will appear, as shown below.



Position Description View

To begin the process, make sure your "Current Group" = Hiring Manager, as shown below. Select **Position Descriptions** (the orange banner should appear, as shown below).



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The example below outlines the steps you can take in order to successfully review the status of all of your Position Request's appearing within PeopleAdmin 7.6!

Select "***Staff Position Requests***"

Here you see the current state of the requests and can sort and export the information

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Review the Status of a Position Request via Watch List

By selecting Position Descriptions appearing in the main menu, you will have an opportunity to view the Watch List, as shown below. Located to the right, you will find the Position Requests section that outlines the list of available positions appearing in your Watch List.

The screenshot displays the Recruitment System interface. At the top, there is a navigation bar with 'Home', 'Position Descriptions', and 'Classifications'. Below this, a welcome message reads 'Welcome to you 1: Recruitment System'. A search bar is present with a 'Filters' button. The main content area features a table with three columns: 'TITLE', 'CURRENT STATE', and 'DAYS IN CURRENT STATE'. The table lists several positions, including 'Director of Major Gifts', 'Instruction & Outreach Intern' (three entries), 'Assoc. Director of Alumni Relations, School of Law', 'Circulation Assistant Intern', and 'INFORMATION ASSISTANT'. A 'Watch List' section is visible at the bottom, with a search bar and a message stating 'There are no results to be displayed.' A 'Position Requests' section is also visible on the right side of the interface.

TITLE	CURRENT STATE	DAYS IN CURRENT STATE
Director of Major Gifts MAJOR GIFTS (036344)	Approve for Internal	334
Instruction & Outreach Intern LIBRARY REFERENCE (02900E)	Division	314
Instruction & Outreach Intern 3 LIBRARY REFERENCE (02900E)	Division	314
Instruction & Outreach Intern 2 LIBRARY REFERENCE (02900E)	Division	314
Assoc. Director of Alumni Relations, School of Law DEVELOPMENT - LAW SCHOOL (036334)	Approve for Internal	289
Circulation Assistant Intern LIBRARY - CUDAHY (02910A)	Division	306
INFORMATION ASSISTANT CAMPUS SAFETY WTC (04730B)	Approve for Internal	302

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Questions?

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.