

Job Change, position number change only

This job aid provides step by step instruction on how to move an employee from one position number to a different position number when all other staffing elements remain unchanged.

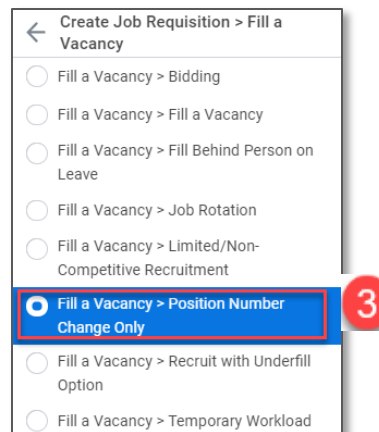
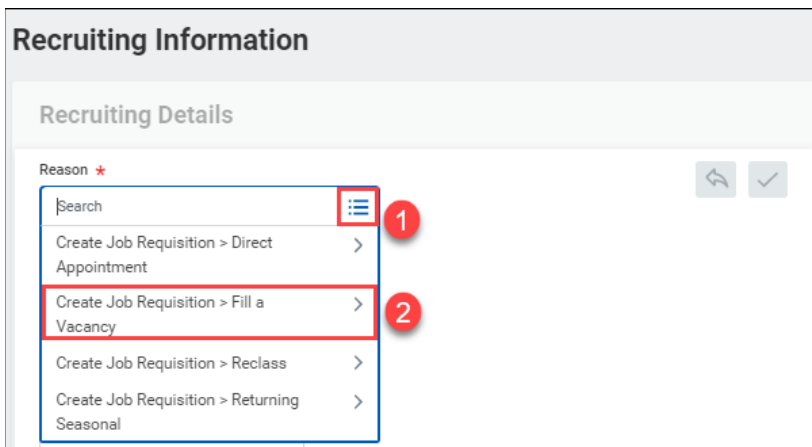
Step 1: Type **Create Job Requisition** in the search bar and select it from the *Search Results*.



Step 2: Use the menu prompt to select the **Supervisory Organization** (1). Select **For Existing Position** and use the menu prompt to select the position the worker is moving to (2). *Worker Type* will be **Employee** (3). Click **OK**.



Step 3: Click on the pencil icon to enter *Recruiting Information*. Click the menu prompt to select a *Reason* for the job requisition (1), select **Create Job Requisition > Fill a Vacancy** (2), and then click on **Fill a Vacancy>Position Number Change Only** (3).



Step 4: Check the **Internal Movement Only** box (1). This is an important box that **must be checked** because it is how the system knows to not post your job requisition to the job page. Under the *Recruiting Instruction* drop down, select **Posting Not Required** (2). Enter an **Application Deadline** date and a **Target Hire Date** (3). Click **Next**.

Recruiting Details

Reason *
 x Fill a Vacancy > Position Number Change Only

Internal Movement Only
 1

Replacement For

Recruiting Instruction
 Posting Not Required 2

Recruiting Start Date *
 06 / 08 / 2020

Application Deadline *
 06 / 09 / 2020 3

Target Hire Date
 06 / 10 / 2020



Be sure the Internal Movement Only box has been checked as this is the only way your job posting **will not** post live on the jobs page.

Step 5: Verify the information that is pre-populated on the *Job Details* screen is correct, fields notated with red asterisks (*) are required. Click **Next**.

Step 6: Click on the **Summary** tab. Scroll to the *Organization* section and verify it is completed. Click **Submit**.

- Start
- Recruiting Information
- Job
- Qualifications**
- Organizations
- Attachments
- Assign Roles
- Summary**

Organizations Guide Me

Company

Company *
 Department of Administrative Services

Cost Center

Cost Center *
 194512500000

Other

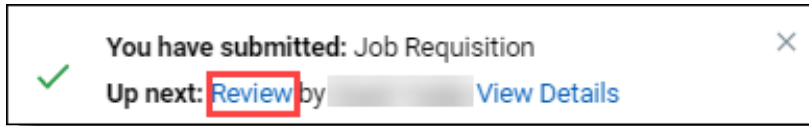
Position Representation

Management Service - Non-Supervisory

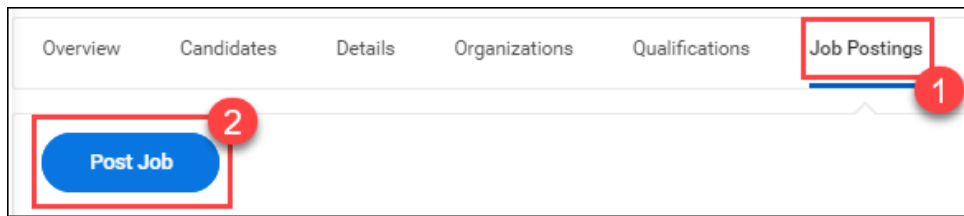
PERS Position Classification

General Service Qualifying Position

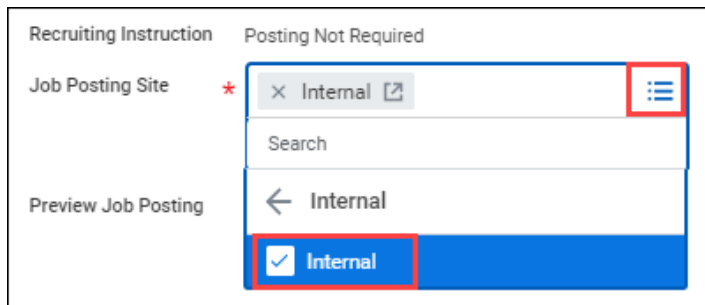
Step 7: Up next is the Review Create Job Requisition task. Click **Review**. Scroll through and review the requisition one more time. Click **Approve**. Click on **View Details** to make note of the requisition number.



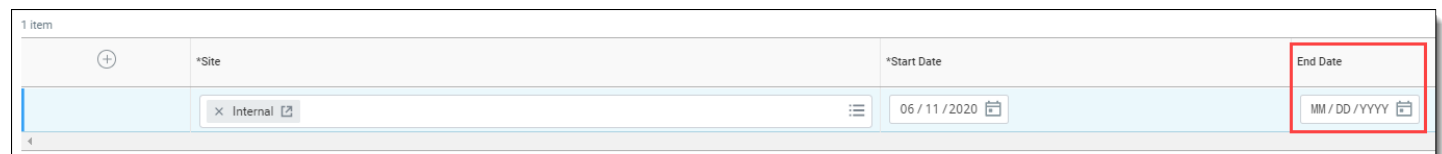
Step 8: You will now post the job requisition internally. In the search bar type in the requisition number and hit enter. Under *Categories*, click **Recruiting**. Click on the *Job Requisition* link. This will bring up the job requisition. In the top navigation bar click on **Job Postings** (1). Click on **Post Job** (2).



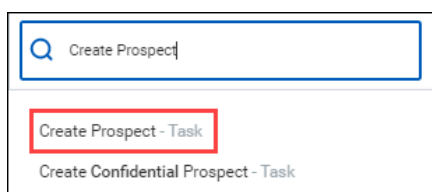
Step 9: Click on the menu prompt in the *Job Posting Site* field select **Internal**, then check the box next to **Internal**. Click **OK**.



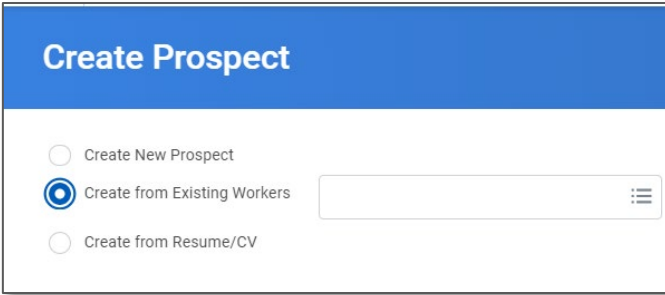
Step 10: Add an **End Date** or leave it blank. If the *End Date* is blank, the job posting will automatically be removed when the position is filled. Click **Submit**.




Step 11: You will now create the application for the internal candidate. In the search bar type **Create Prospect**, and select it from the *Search Results*.



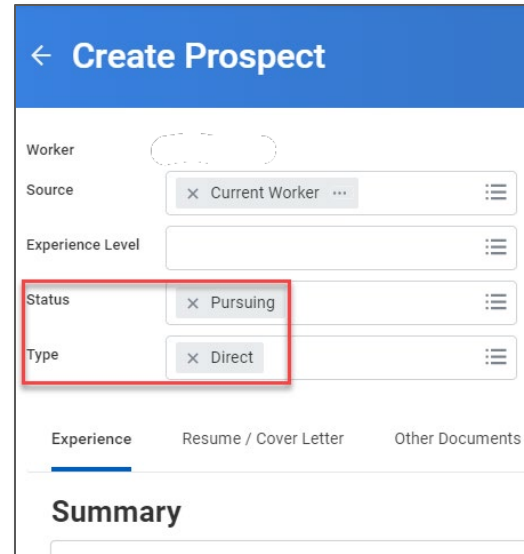
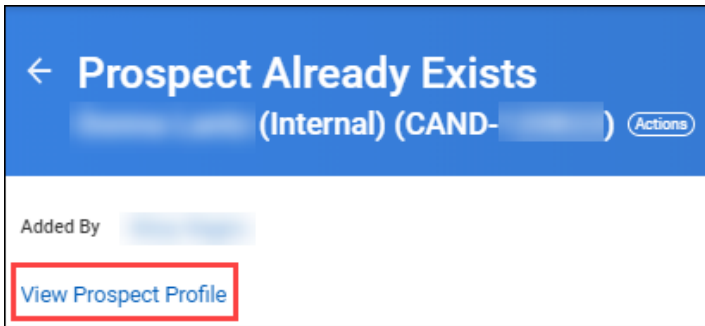
Step 12: On the Create Prospects screen, click **Create from Existing Workers**. Enter the employee ID (OR Number) of the internal candidate and hit enter. Verify the correct employee populated and click **OK**.



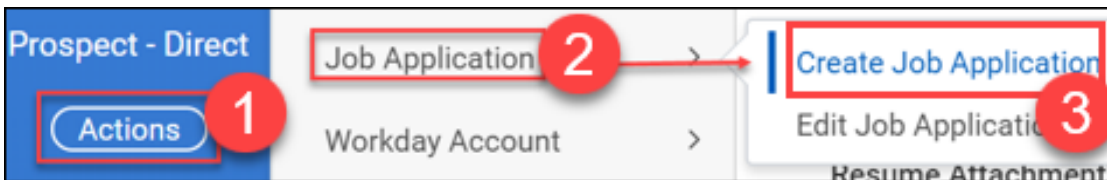
Step 13: If the *Prospect Already Exists*, click **View Prospect Profile** and proceed to Step 14. Most of the prospect information will populate because the candidate is a current state employee. In the *Prospect Information* section, remove the **Status** and **Type**. Click **OK**.



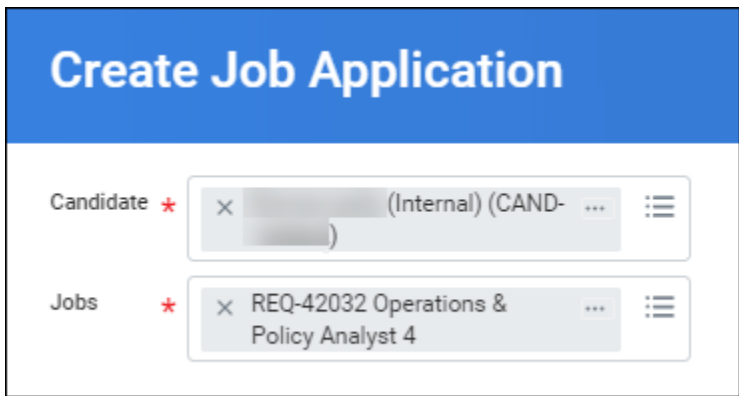
Do not include any application materials on this screen. If application materials are attached at this point they will be viewable when doing prospects searches.



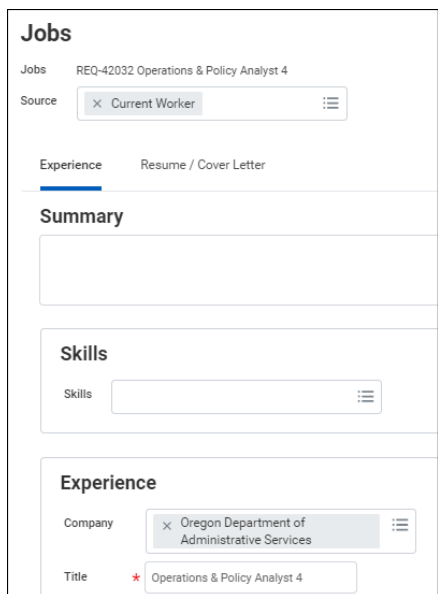
Step 14: You will be redirected to the candidate profile. Click on **Actions** (1), hover over **Job Application** (2), and select **Create Job Application** (3).



Step 15: The *Candidate* name will default. Type the requisition number in the **Jobs** field and hit enter. Click **OK**.



Step 16: On the **Create Job Application** screen, click **OK**. The created application for the candidate will show on the Candidate Grid.



Step 17: Go back to the requisition and click on the **Candidates** tab. The employee/candidate is at the Recruiter *Review* step. Click the check box next the candidate's name (1) and click **Move Forward** (2).

<input type="checkbox"/>	Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Employee ID (Previous or Current Worker)	Employee Type (Internal Candidates Only)	Requested Veteran Points
<input checked="" type="checkbox"/>	(Internal) (CAND- ...)	Review		1	OR0005641	Permanent	No

Move Forward
Decline
Send Message
...

Step 18: Select **Ready for Hire** (1) and click **OK** (2).

Move Candidates Forward

Review

Move Selected Candidates to Next Stage

Search

Ready for Hire

Move Selected Candidates to Next Step

1 item

Job Application	Current Step	Next Step
(Internal) - REQ-42032 Operations & Policy Analyst 4 (CAND-)	Review	Ready for Hire

OK Cancel

The Position Number Change Only process is successfully completed.

Review	Screen	Assessment	Interview	Reference Check	Offer	Pre Employment Check	Ready for Hire
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No Filters Applied

1 item

Job Application	Step / Disposition	Awaiting Me	Awaiting Action	Employee ID (Previous or Current Worker)	Employee Type (Internal Candidates Only)	Requested Veteran Points	Veterans Points Awarded	Possible Duplicate	Date Applied	Current Title	Current Company	Source
(Internal) (CAND-?)	Completion		3	OR0	Permanent	No	0		06/12/2020	Operations & Policy Analyst 4	Oregon Department of Administrative Services	Internal -> Current Worker

The Job Change business process now begins for the HR Partner.

Actions (6) Archive

Viewing: All Sort By: Newest

Ready for Hire for Job Application: (Internal) - REQ-42032 Operations & Policy Analyst 4 (CAND-120822) 12 minute(s) ago - Due 06/14/2020

Staffing Action

(Internal) - REQ-42032 Operations & Policy Analyst 4 (CAND-)

12 minute(s) ago - Due 06/14/2020

Action * select one

- select one
- Add Additional Job
- Change Job**