MANAGER/SUPERVISOR RESOURCE: Submitting Requests in My HUB

Once a need for recruitment is identified, a request must be submitted via My HUB in order to initiate the approval process. There are several transactions available to you on the **Manager Home Page** under **Position Management and Recruitment** for you to select, which include:

<u>Create a New Position</u> — Allows you to request a new position number that does not currently exist in your reporting structure. If the new position also should be posted, you will have the ability to create and post the position. You also can select this link to request assistance from UPMC WorkSource.

<u>Change an Existing Position</u> — Allows you to make changes to existing positions in your reporting structure (for example, change the status from full time to part time, or change the title or department), post a position (with or without changes), or inactivate a position. The transactions available to you will be determined by whether the position you select is filled or vacant. For example, only vacant positions can be inactivated.

<u>Create a Job Requisition (Job Posting)</u> — Allows you to request a job requisition for an existing position in your reporting structure that doesn't require any changes.

<u>Edit a Job Requisition (Job Posting)</u> — Allows you to make changes to a job requisition that already has been posted. This could include changes to the work location or shifts.

These transactions will follow an approval process ending with a final review and sign-off from your Human Resources department before reaching the Talent Acquisition team. As a manager, you can see the details of transactions you have submitted and find out from whom they are awaiting approval at any time by clicking on the "Transactions Submitted" link.

There are "Help" links included on the pages for each new transaction. These help links will open in a new window and will explain the transaction and the fields included. Additionally, below is a link to tutorials for all of the on line transactions available to managers. You can select the tutorial you want to review by clicking on the "+" sign to the left of the headings in the Outline section. Once you highlight the heading you want to view, you will need to select the mode you want to use to review the transaction.

- *See it! Mode* **-** enables you to learn by watching an animated demonstration of the steps for the task.
- *Try it! Mode* **-** enables you to learn interactively in a simulated environment
- *Know it! Mode* **-** enables you to reinforce the concept by completing the task on your own in a simulated environment without the assistance of the step-by-step instructions.