Recruiting positions

1. Go to the Your Future website at http://yourfuture.sdbor.edu/hr and login with your SNAP username and password.

2. Make sure your user type is Hiring Manager/Hiring Manager Assistant
   a. You can change your user type by selecting "Change User Type" on the left-hand column under ADMIN.

3. Select "Begin New Action" under POSITION DESCRIPTIONS in the left-hand column then proceed with the proper position type below:

Recruit a Faculty Position

1. Select "Faculty – Recruit new position"
2. Search for the position classification (faculty) or job description (NFE)
3. "Select title and continue" under Choose Title to Assign
4. Fill in appropriate information under all tabs
5. Send to the as appropriate Dean/Department Head, Administrator orBudget for your department structure

Recruit an Existing CSA position

1. Select "CSA – 4. Recruit an existing position"
2. Search for existing job description
3. "Start Action" under title
4. Fill in appropriate information under all tabs
5. Send to Dean/Department Head or Budget as appropriate for your department structure

Establish a New position (CSA)

1. "Begin new action" under job descriptions
2. Select "CSA - 1. Establish a New Position"
3. Complete all tabs
4. Send to Dean/Department Head or Budget as appropriate for your department structure

Recruit an existing NFE position

1. "Begin new action" under job descriptions
2. Select "NFE - 4. Recruit an Existing Position"
3. Search for existing job description
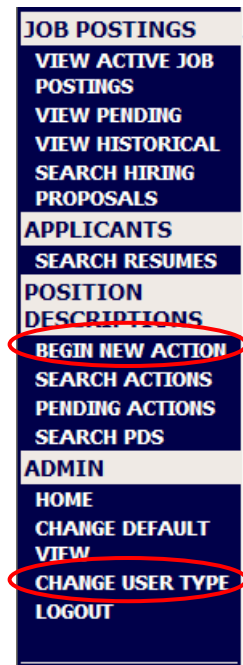
4. Start Action" under title
5. Complete all tabs
6. Send to Dean/Department Head or Budget as appropriate for your department structure

Establish a New position (NFE)
1. "Begin new action" under job descriptions
2. Select "NFE - 1. Establish a New Position"
3. Complete all tabs
4. Send to Dean/Department Head or Budget as appropriate for your department structure

Updating a PDQ for an Employee Requesting Reclassification or Review

Career Service Update Job Description/request reclassification (note, either the employee or supervisor can initiate this action)
1. "Begin new action" under job descriptions
2. "CSA - 3. Institutional Update/Review a Position" – Start action
3. Search and find position
4. Select "Start Action" under the title
5. Fill in appropriate information on all the tabs
6. Send to Institutional HR for review

NFE Update Job Description: To request your NFE employee update their PDQ
1. "Begin new action" under job descriptions
2. Search for job description
3. Select "Start Action" under the title
4. Click through to "Send to Employee" to electronically notify employee to update their job description

To update your NFE employee's job description
1. "Begin new action" under job descriptions
2. "NFE - 2. Institutional Update/Review a Position" – start action
3. Search for job description
4. Select "Start Action" under the title
5. Fill in appropriate information on all the tabs
6. Send to Dean/Department Chair or HR as appropriate for your department structure

Review hiring proposal/Salary requests
1. Search Hiring Proposals Under "Job Descriptions"
2. Follow the instructions on each screen

Begin Hiring Proposal/salary request
1. Find the position that was announced under "View Active Job Postings"
2. Select position to fill
3. Change status of candidate to "Recommend for Hire"
4. Select "Begin Hiring Proposal" under candidate
5. Follow on screen instructions and options
6. Submit to HR for review

JOB POSTINGS
VIEW ACTIVE JOB
POSTINGS
VIEW PENDING
VIEW HISTORICAL
SEARCH HIRING
PROPOSALS
APPLICANTS
SEARCH RESUMES
**POSITION
DESCRIPTIONS**
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH PDS
ADMIN
HOME
CHANGE DEFAULT
VIEW
CHANGE USER TYPE
LOGOUT