

Step By Step

Please fill out all information completely. Missing information will delay the approval and announcement process.

1. Log in to <http://yourfuture.sdbor.edu/hr> with your SNAP username and password.
2. Make sure your Current Group is not “NFE Employee or CSA Employee”
 - a. If you need to change your Current Group select “Change User Type” on the left-hand column under ADMIN.

Change User Type

To change your current user type, choose from the user types below that you are a member of, then click **Change Group**.

3. Begin new action – “CSA – 4. Recruit an Existing Position”, select “Start Action”.
 - a. If the position is a new position the PDQ must be entered and processed first under “CSA – 1. Establish a New Position”

Begin New Action	
14 Records	
Action	Action Description
CSA - 1. Establish a New Position Start Action	This action is primarily for hiring managers to establish a new CSA position that currently does not exist.
CSA - 2. Employee Update/Review a Position Start Action	This action is primarily for CSA employees to review current CSA positions and update the position as applicable to ensure the position of record reflects the current duties performed.
CSA - 3. Institutional Update/Review a Position Start Action	This action is primarily for hiring managers to review current CSA positions and update the position as applicable to the departmental or institutional needs.
CSA - 4. Recruit an Existing Position Start Action	This action allows the hiring manager to recruit a CSA position that exists without having to go through the workflow of creating or updating a position.

4. **Search** for Position Description of the position you are currently recruiting.

CSA - 4. Recruit an Existing Position

Search CSA PDs to Begin Action On

Position Number:	<input type="text"/>	Employee ID Number:	<input type="text"/>
Employee First Name:	<input type="text"/>	Position Classification Title:	Any <input type="button" value="v"/>
Employee Last Name:	<input type="text"/>	Working Title:	<input type="text"/>

5. **Start Action** on the proper Position Number.

Select CSA PD to Begin Action On

Classification Title	Position Number	Class Code	Organization	Employee Id	Employee Last Name	Last Action
Tech Integration Spec (OT Ex) Start Action View Summary	RE9948	12310	1COMP1-Computing Services			CSA: Reclassification/Review Completed View History

6. **Requisition Form** - fill in **all** fields completely to avoid delays.

Working Title: Instructions	<input type="text" value="Technology Integration Spec"/>
* Home Location: Instructions	<input type="button" value="v"/> Board of Regents
Physical Location of Position (City): Instructions	<input type="button" value="v"/> Pierre
Organization: Instructions	<input type="button" value="v"/> 1COMP1-Computing Services
Configure	
Text for the Ad: Instructions	<input type="text"/>
Department Description and Cultural Expectations: Instructions	<input type="text"/>
Scope of Search:	<input type="button" value="v"/> No Response
Advertising Scope:	<input type="button" value="v"/> No Response
If internal, define scope of search:	<input type="text"/>
Advertised Salary:	<input type="text"/>
Appointment Percent: Instructions	<input type="text" value="100"/>
* Action Type: Instructions	<input type="button" value="v"/> No Response
* Appointment Type: Instructions	<input type="button" value="v"/> Regular
Duration of the Term:	<input type="button" value="v"/> 12 months
Hours Worked Per Week:	<input type="text"/>
Justification for Position Instructions	<input type="text"/>
Previous Incumbent First Name:	<input type="text"/>
Previous Incumbent Last Name:	<input type="text"/>

- a. **Working Title**: Normally the classification title for CSA

- b. Home Location: University/Campus Location
- c. Organization: Select proper organization from list
- d. Text for Ad: Draft of advertisement to be posted. Include the knowledge, skills and abilities use for screening (This can be found in the Position Description)
- e. Department Description and Cultural Expectations: **Optional** information about the department to be included in the online ad posting.
- f. Scope of Search:
 - i. External – open to all applicants
 - ii. Internal – open only to current employees (temporary employees not qualified)
- g. If Internal, Define Scope of Search: used to determine what department or organization a person must work in to qualify. Consult your HR partner for more information and restrictions.
- h. Advertised Salary: The salary range that can be offered to candidates, normally based on the pay grade salary range for CSA. Consult your HR partner for more information.
- i. Appointment Percent: Percentage of time for position.
- j. Action Type:
 - i. Current Vacancy: A current employee is leaving
 - ii. New Position: A new position is being created
 - iii. Replacement: A replacement for an employee on sabbatical or leave of absence, etc,
 - iv. No Response
- k. Appointment Type: Consult your HR partner for more information.
 - i. Regular: Regular employee
 - ii. Temporary: Temporary position
- l. Duration of Term: Months the position works.
- m. Justification for Position: This field is optional, some campuses may require it for Presidential approval. If required, the following information should be included:
 - i. Position Information: Is the position new or are you replacing a previous incumbent?
 - ii. Why you need to fill the position.
 - iii. Why it is critical to fill at this time.

- iv. Explain if anyone else within the department or division and cover the duties of the position and if not, why.
 - n. Previous Incumbent First Name: If applicable, person who last held the position.
 - o. Previous Incumbent Last Name: If applicable, person who last held the position.
- 7. **Available Funding Source**
 - a. Add New Entry – enter ALL information to avoid delays.
 - i. Fund: Enter the FOAPAL string for the fund source.
 - ii. Organization: Select the organization
 - iii. Account: Enter the FOAPAL string for the account.
 - iv. Program: Enter the FOAPAL string for the program.
 - v. Activity: Enter the FOAPAL string for the activity.
 - vi. Available Dollars: the funds available from this fund source
 - vii. Percent: the percentage of the position funded by this source
 - viii. Hiring Manager Comments: Comments which will be seen by the Budget Office.
 - b. Select “Add Entry” to enter.
 - c. Repeat steps A & B until the position is fund sources total 100%.
- 8. **Personal and Organizational Data**: Review and Enter all fields as described.
- 9. **Duties**: Review and make changes as necessary. If you make significant changes discuss them with your HR partner to ensure classification is correct.
- 10. **General Information**: Review and make changes as necessary. If you make significant changes discuss them with your HR partner to ensure classification is correct.
- 11. **Position Information**: Review and make changes as necessary. If you make significant changes discuss them with your HR partner to ensure classification is correct.
- 12. **Action History**: If you add a note be sure to click “Add Notes.” These notes show in the Action History.

13. **Route:** to Budget or Dean/Department Head depending on the organization chart for your department.

Dean/Department Head Review; Budget Review; or Administration Review

1. Review information
2. Routing options:
 - a. Return to submitter – Return to original department for changes and corrections
 - b. Route to Budget to approve action
 - c. Cancel to delete action completely

Human Resources Review/ President's Approval

1. The HR partner will review the Pending Actions for CSA Recruiting requests for their area.
2. The Recruit Action may be sent on to the President, Administration or Budget for approval, each campus has their own practice.
1. Once approved, the HR Partner will post the position using "Create Posting From Position."