SUBMITTING A VACANCY REQUEST

Submitting a vacancy request is the first step in the process to post and recruit for an open position. The open position can be a result of a resignation, retirement, or transfer, or it can be a new position that has been created based on the needs of the school or department.

STEP ONE:
Log in to iCIMS

Go to the iCIMS page here and enter your username and password

STEP TWO:
Go to the Create A Vacancy page

Click on the "Create" tab at the top left of your page and choose "Vacancy" from the drop-down menu

HINT!
You may type in a word that is part of the position title to help you find the template.

STEP THREE:
Select the template that aligns with your position

Some fields will automatically populate after you choose the template.

STEP FOUR:
Complete the appropriate fields

Make sure to complete all fields that apply to you., then click the "Next" button.

-PCN
-Hire Type: New, Resignation, Retirement, or Terminated
-Replacing: the first and last name of the person being replaced, if applicable
-Replacing Employee ID: the ID number of person being replaced, if applicable
-Date for Posting: Date you'd like the position posted to SCS's job board
-Date for Closing Posting: Date you'd like the posting removed from SCS's job board
-Hiring Manager: Whomever is hiring for this position (you or a colleague)
-HR Business Partner
-ILD: only if applicable

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STEP FIVE:

Review the Job Description Details

Read through the Job Description to ensure that the Purpose and Scope, Functions, and Qualifications are up to date. Click the "Finish" button when you are finished.

HINT!
You can't edit the Job Description here, but you may contact Compensation to make an editing recommendation.

STEP SIX:

Choose the Approver List

Choose an Approver List based on your HR Business Partner. You must not skip this step. Click "Save and Begin Approval."

STEP SEVEN:

Congratulations! You've Submitted a Vacancy Request!

Your vacancy will show as "Pending" until your Business Partner has had the opportunity to review your request.

Still have questions?
Brush up with this step-by-step video.

CONNECT