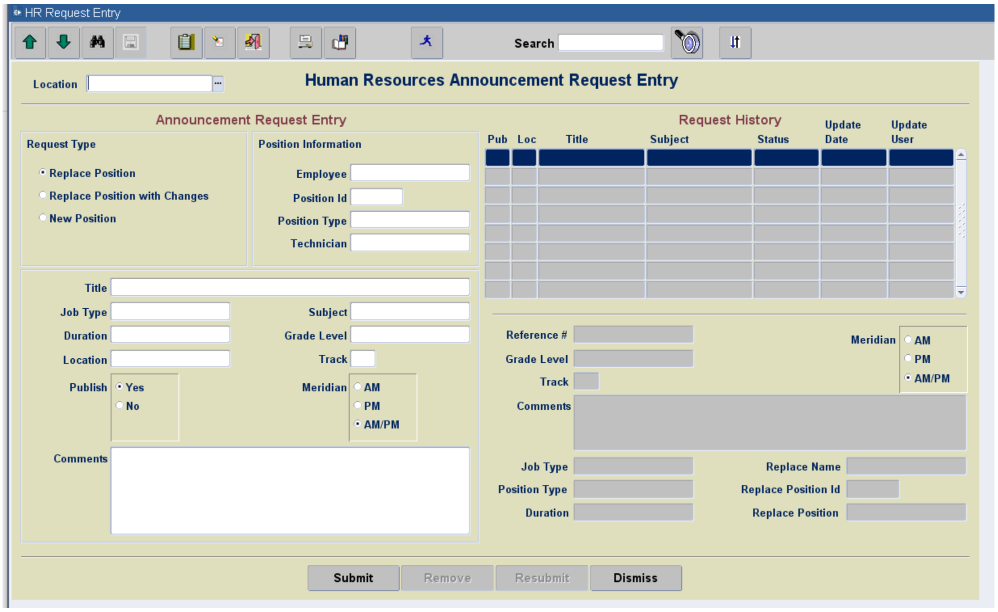
There is an up-dated way to request a part time custodian announcement be advertised. Now, rather than calling Human Resources to have it posted, please request it be posted using the form shown below.

Please note: This is only if you need the position advertised. If you know who you are hiring and the position is under 4 hours per day you do not need to advertise it, follow the same procedures that you normally would using the CUSTODIAN and your three digit location to collect applications.

1. First, send your Coordinator an email asking for approval to post the position. The Coordinator will email Joni High in Human Resources with approval to advertise the position.

2. Go to: Human Resources/Human Resources/Personnel/HR Recruitment Announcement Request Approval to get to this screen:


HR Request Entry
Search
Location
Human Resources Announcement Request Entry
Announcement Request Entry
Request History
Request Type
Position Information
Employee
Position Id
Position Type
Technician
Pub
Loc
Title
Subject
Status
Update Date
Update User
Title
Job Type
Subject
Duration
Grade Level
Location
Track
Comments
Reference #
Grade Level
Track
Comments
Job Type
Position Type
Duration
Replace Name
Replace Position Id
Replace Position
Submit
Remove
Resubmit
Dismiss

Request Type: ● Replace Position ○ Replace Position with Changes ○ New Position

Publish: ● Yes ○ No

Meridian: ○ AM ○ PM ● AM/PM

Meridian: ○ AM ○ PM ● AM/PM

3. Your location will automatically populate. You will mostly use the Replace Position button, but if there are hour changes on the position you will click Replace Position with Changes, then be sure to indicate the changes in the Comments section.

4. Enter the name of the employee you are replacing, enter the position number, the position type and enter Joni High as the Technician. If the position is vacant, enter the position number without an employee name. The Title should automatically populate, the Job Type is Part Time, the Duration is Regular and Publish should be yes.

5. In the comments section, please confirm the hours worked per day. If you want to include the hours of the position, that is sometimes helpful. Click Submit. The request will go to Human Resources and once the approval is received from your Coordinator it will be advertised. If you would like to indicate in the comments that you have emailed your Coordinator for approval, that would be helpful.

The right side of the form will show you which announcements you have posted in the past. You do not need to do anything with the right side of the form.