### Manage Workforce Structure: Manage Position Validate a Position

This is an overview of the steps to validate a Position in CV360.

Select the **My Client Groups** tab from the CV360 home Page

2 Select the Workforce Structures tile from the Apps Area

> Scroll down to the Positions section and select the Manage Positions link



Select the **Advanced** button to begin a search for existing positions

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#### Validate a Position

This is an overview of the steps to validate a Position in CV360.





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### Select the **View History** button



View History provides a historical perspective of all the changes and updates that have occurred to the position since its creation to its current state



Select the **Done** button to close the position history pop-up box



Validate that the Position information is correct and that the Hiring Status is set to **Approved**. This allows this position to be selected for use



Select the **Done** Button

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### Manage Workforce Structure: Manage Position Create a Position

This is an overview of the steps to create a Position in CV360.

Select the **My Client Groups** tab from the CV360 home page



Select the **Workforce Structures** tile from the Apps Area



Scroll down to the Positions section and select the **Manage Positions** link



Select the **Advanced** button to begin a search for existing positions

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**Create a Position** 

This is an overview of the steps to create a Position in CV360.

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#### **Create a Position**

This is an overview of the steps to create a Position in CV360.





#### **Create a Position**

This is an overview of the steps to create a Position in CV360.



![](_page_7_Picture_1.jpeg)

#### **Create a Position**

This is an overview of the steps to create a Position in CV360.

![](_page_7_Figure_4.jpeg)

![](_page_8_Picture_1.jpeg)

#### **Create a Position**

This is an overview of the steps to create a Position in CV360.

![](_page_8_Picture_4.jpeg)

Highlight the **Position Code**, and then press **Ctrl + C** to copy the code

![](_page_8_Picture_6.jpeg)

#### Select the **Back** button

![](_page_8_Picture_8.jpeg)

Press **Ctrl + V** to paste the code into the beginning of **Name** field

Before the user can copy and paste the Position code back to the Position Name, the required fields, **Department** and **Job**, need to be entered

![](_page_8_Picture_11.jpeg)

Select the **Next** button

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![](_page_9_Picture_1.jpeg)

#### **Create a Position**

This is an overview of the steps to create a Position in CV360.

![](_page_9_Picture_4.jpeg)

![](_page_9_Picture_5.jpeg)

Validate that the Full Time or Part Time field and the Regular or Temporary fields reflect the same values that are in the Assignment Category . If they do not, select the correct Value from the drop-down list in the appropriate field

![](_page_9_Picture_7.jpeg)

Select the appropriate Merit Status, and the appropriate Salary Admin Plan from their respective drop-down lists

![](_page_9_Picture_9.jpeg)

After the Position Name has been corrected with the Code, complete the remaining necessary fields on the Position Details page

Select **Approved** from the **Hiring Status** drop-down list

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![](_page_10_Picture_1.jpeg)

#### **Create a Position**

This is an overview of the steps to create a Position in CV360.

![](_page_10_Picture_4.jpeg)

Select **Position Template** from the **Requisition Template** drop-down list

![](_page_10_Picture_6.jpeg)

Key in the appropriate Working Hours needed for the position in the Standard Working Hours field (e.g., 40, 42.5, or 53)

![](_page_10_Picture_8.jpeg)

Select Weekly from the Frequency drop-down list

![](_page_10_Picture_10.jpeg)

Validate the information on the Review page is accurate

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![](_page_11_Picture_1.jpeg)

#### **Create a Position**

This is an overview of the steps to create a Position in CV360.

![](_page_11_Picture_4.jpeg)

#### Select the **Submit** button

![](_page_11_Picture_6.jpeg)

You will receive a warning message followed by a confirmation of successful submission

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