

## Creating a Job Posting

All job openings at the University are posted on-line through Jobs@UVa. Postings for University Staff positions that are Managerial and Professional and Operational and Administrative are reviewed by HR Consulting Services prior to final posting. Wage positions are handled in the same fashion. University Executive Staff positions are reviewed by Equal Opportunity Programs prior to posting.

Hiring Managers will access the Jobs@UVa system to create a job posting and submit it through an established work flow process to obtain necessary departmental approvals. Once the approvals are obtained, your job posting will be received by an HR Consultant who will contact you to discuss the specifics of your posting.

Prior to posting a vacant position, the hiring manager should ensure that the job description is up to date. If changes to the job description need to be made, departments must use Jobs@Uva to submit a modification to the position. The department's HR Consultant will review the modification and will contact the department to confirm approval. If there is a need to create a new position for posting, the department must submit a request to establish a new position through Jobs@UVa.

For instructions on how to create the job posting or on how to establish a new/modify an existing position, please refer to the [Department User's Guide](#).