

How to Establish a New Position

All positions (staff and faculty) must be established by University Human Resources (UHR) before any hire transaction can be processed in HRMS. Jobs@UVA is the on-line electronic tool used to establish and change the following position types: University Operational and Administrative, University Managerial and Professional, University Executive Staff, Administrative and Professional Faculty, and Professional Research Staff. A Position Action Form (PAF) must be used to establish these position types: Student, Teaching and Research and Clinical Faculty.

When using Jobs@UVA, follow these steps:

- Start with “Begin New Action” under the menu for Position Descriptions
- Select the appropriate action to be taken that matches the position type that is to be established or changed
- Search and select a Title that fits the proposed position
- Continue with the chosen title if appropriate or conduct another search
- Follow the directions as noted on each tab until all data has been loaded
- Route completed request to appropriate approvers

When using the Position Action Form (PAF), follow these steps:

- Complete the [Position Action Form \(PAF\)](#) (See [Instructions for Completing Position Action Form](#)) and other supporting documentation
- Secure appropriate school or department signatures
- Submit the PAF and other supporting documentation to appropriate offices

Position Review Process (Jobs@UVA Reviews Only)

The HR Consultant conducts a job analysis of the proposed position’s job content (at least sixty (60) per-cent of the primary duties and responsibilities) and uses that information to research whether an appropriate survey market match and market range exists in our compiled survey result data. If so, the HR Consultant will key the appropriate information into Jobs@UVA to facilitate the establishment. In many cases, clarification of a request and/or additional information may be necessary to complete the review. On the basis of this analysis, HR Consulting Services will determine the appropriate job

title. Once a determination has been made, HR Consulting Services will notify management of its findings.

Required Paperwork and Where to Send - PAF

Messenger Mail Address:

Office of HR Consulting Services
918 Emmet Street, Michie North
P.O. Box 400127

U.S. Mail Address:

University of Virginia
Charlottesville, VA
22904-4127