

Create a New Position in My HR Services

Create a New Position in My HR Services

INTRODUCTION

Why is this important?

Position management is key:

- To start a recruiting process, internal or external
- To assign new joiners or internal movers their 'seat' in our Organization structure
- To reflect our Business Organization's evolution

The correct and timely creation / maintenance of positions ensures a proper functioning of all HR processes and an org chart that provides a correct view of the organization.

POSITION MANAGEMENT - GUIDELINES & PRINCIPLES FOR MANAGERS

Create a Position

Before beginning

- **Not a Manager Yet?**
If this is your first time hiring a team member and you are not currently in a management role, your manager will need to create the position on your behalf.
- **Review the Manager Checklist:**
Before proceeding with position creation, ensure that you have thoroughly reviewed and completed the [Manager Checklist](#)

To create a position follow the step-by-step guide below:

Date of last update: 18 Oct 2024

- [How to manage positions in My HR Services](#)
- [Checklist for the Manager \(position creation\)](#)
- [Checklist for the Manager \(position modification\)](#)
- [Checklist for the N+1 Manager](#)
- [Job Catalog](#)
- [Job Families & Grading](#)

Video Tutorial

- [How to create a Position](#)