

# NW Position Management

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## 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.

## 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:

Useful Links	<ul style="list-style-type: none"><li>• <a href="#">How to manage positions in My HR Services</a></li><li>• <a href="#">Checklist for the Manager (position creation)</a></li><li>• <a href="#">Checklist for the Manager (position modification)</a></li><li>• <a href="#">Checklist for the N+1 Manager</a></li><li>• <a href="#">Job Catalog</a></li><li>• <a href="#">Job Families &amp; Grading</a></li></ul>
Video Tutorial	<ul style="list-style-type: none"><li>• <a href="#">How to create a Position</a></li></ul>

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## Modify a Position

### Why modify positions?

Be aware that when you modify the details of a position currently assigned to an employee, the **changes will also apply to its incumbent**. For example, changing the cost center of the position will update the employee's cost center.

A position is modified

- To correct or update the position name, position grade, job function/code, or the cost center
- To set the position "To be recruited" when the current incumbent is leaving, and you want to mark the position as open for internal or external recruitment
- You must **never** change the Business Unit, Company, or Location Group in the position when it's assigned: this should be treated via a new position creation first and **Recruitment process** started.
- To perform an **internal move/transfer**

**Note:** If you require an FTE (percentage/capacity of utilization) change for an employee (e.g. part-time employee that will start being full-time) please open a **[ticket through Service ONE](#)**.

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

- [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](#)
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## Manage Position Approval Workflow

If you are a Manager from time to time you will be required to take & record a decision in My HR Services system regarding employees in your organization, e.g., at times of promotions, transfers, or salary increase requests.

Manage Position Approval Workflow follow the step-by-step guide below:

- [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](#)
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