
As a pre-requisite to hiring a candidate into an existing position at BU, the position must be vacant and open for hire. This instruction guide explains how to search for existing vacant positions in your Org. Unit (Department) using the BUworks portal.

1. Log on to **BUworks Central** [https://ppo.buw.bu.edu](https://ppo.buw.bu.edu)

2. Based on your privileges, you will see either the **Manager Self Service** OR the **Payroll Coordinator** tab. Click on the tab

3. Click on **Organization**

4. Click on **Organizational Profile**. The **Organizational Unit Search** screen appears

5. Click on an **Org. Unit** and scroll to the bottom of the screen. The **Position Holders** section displays a list of positions with Position Ids and holder (**Vacant/Occupied**) within that Org. Unit

**NOTE:** The Position Status Report in the HCM section of Reporting also displays the same information