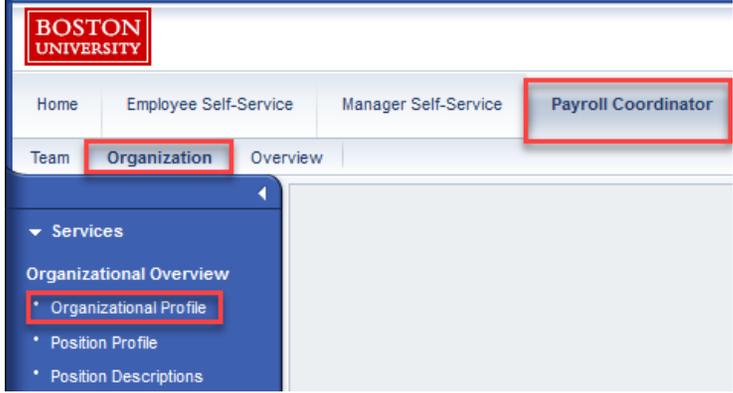
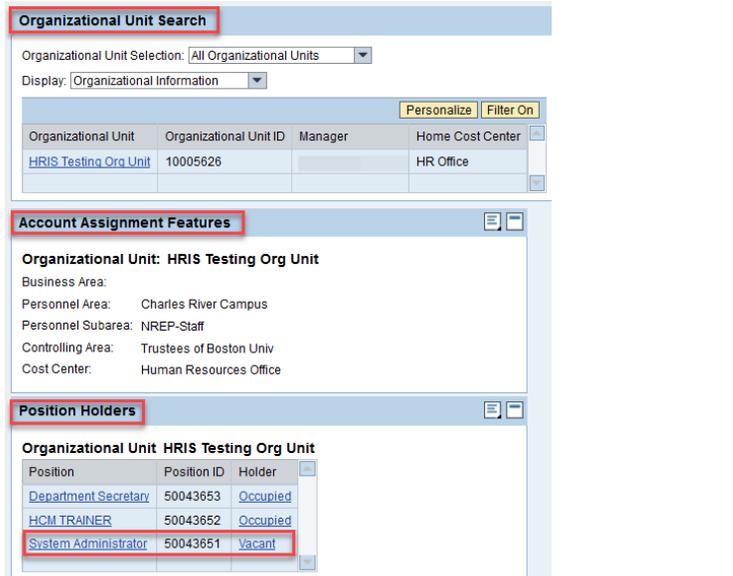


Finding Vacant Positions in Your Org. Unit-Quick Reference Guide

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.

 <p>The screenshot shows the BUworks Central navigation menu. The 'Payroll Coordinator' tab is highlighted in red. Under the 'Organization' tab, the 'Organizational Profile' option is also highlighted in red.</p>	<ol style="list-style-type: none"> 1. Log on to BUworks Central https://ppo.buw.bu.edu 2. Based on your privileges, you will see <i>either</i> 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
 <p>The screenshot shows the 'Organizational Unit Search' screen. The 'Organizational Unit Selection' dropdown is set to 'All Organizational Units'. The 'Display' dropdown is set to 'Organizational Information'. Below this is a table with columns: Organizational Unit, Organizational Unit ID, Manager, and Home Cost Center. The first row is 'HRIS Testing Org Unit' with ID '10005626' and 'HR Office' as the Home Cost Center. Below the table are sections for 'Account Assignment Features' and 'Position Holders'. The 'Position Holders' section shows a table with columns: Position, Position ID, and Holder. The 'System Administrator' position (ID 50043651) is highlighted in red and has a status of 'Vacant'.</p>	<ol style="list-style-type: none"> 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 <p>NOTE: The Position Status Report in the HCM section of Reporting also displays the same information</p>