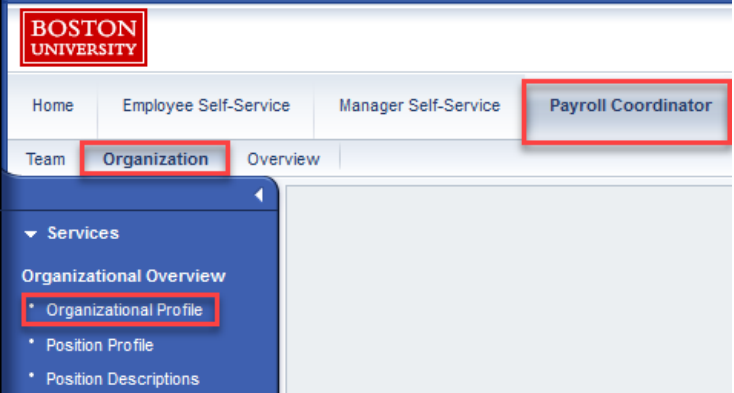
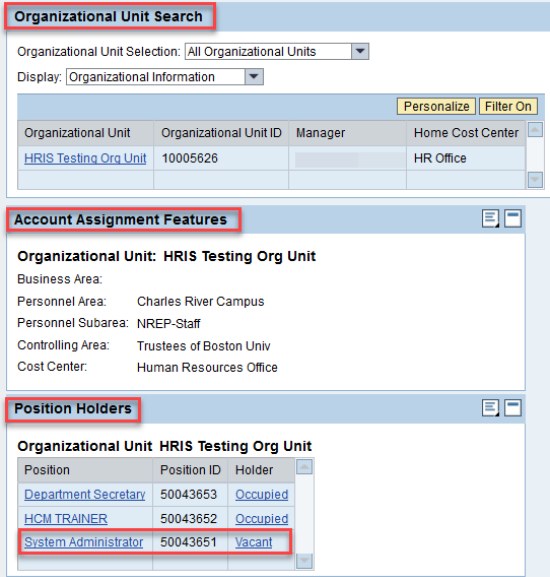


Finding Vacant Positions in Your Org. Unit-Quick Reference Guide

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.

	<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
	<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>