



Quick Tips

For more detailed explanations refer to the End User Manual
<http://www.depts.ttu.edu/afism/portalpages/references/hrmanual/HRcover.htm>

Creating a New Position

New Faculty Position

- Follow faculty recruiting procedures applicable to your school.
- Complete the Position Request Form located under Forms on the HR website.
- Submit through local HR office for approval.
- When position is approved, position can then be posted on the jobs.texastech.edu website.
- The position will be added to the FOAP designated.

New Student Position

- Complete the Position Request Form located under Forms on the HR website.
- Submit through local HR office for approval.
- When position is approved, position can then be posted on the jobs.texastech.edu website.
- The position will be added to the FOAP designated.
- Student positions can be Pooled or stand alone.

New Staff Position

- Complete the Position Request Form located under Forms on the HR website.
- Complete the Position Description Questionnaire (PDQ) form on the HR website.
- Submit both through local HR office for approval.
- When position is approved, position can then be posted on the jobs.texastech.edu website.
- The position will be added to the FOAP designated.

Procedures may differ on each campus slightly. Please check with your local HR office for additional information.