Underfill Process

Job Postings

Because we cannot move applications around the best practice would be to list the classifications that could be hired on one requisition. Here is an example of things that should be in the posting and how to structure it:

Summary:

This position is established at the staff engineer level and may be underfilled at the associate level or intern level. After successfully completing a training plan and meeting the minimum qualifications for the staff engineer, the employee will be reclassified and compensated as a staff engineer.

Minimum Qualifications (required for this position):

Staff level:

List all MQ's related to the staff level, to include months or years of required experience.

Associate level:

List all MQ's related to the associate level, to include months or years of required experience.

Intern level:

List all MQ's related to the intern level, to include months or years of required experience.

Position changes before hire

The position should be reclassed to the current job classification for the employee (the underfill job classification), if necessary by submitting a position update request. Add a comment in the Provide Other Information Helpful In Understanding This Position section that the position is an underfill for _____ job classification so we can track what the end result will be.

Requisition changes before hire

Once the position has completed processing after the reclass, then you will need to double check the requisition has updated the position information, this can be done at any point prior to the define offer. If the information did not update, you will need to refresh the "Position Information" page to reflect the changes. From the Recruiter role > Requisitions > Double-Click the requisition > Position/Job Details tab > Click the right arrow by position information > Re-enter the position number under "Position Code" > This should update the title etc. then hit save.

Hiring

When the employee or candidate is hired, their assignment type should be underfill. They will be hired into the position that has the correct job classification. Once they meet the requirements of the underfill, the position will need to be reclassed to the new job classification using the position update

[request](#) and a [work assignment update](#) will need submitted for the employee to remove (make the field blank) the underfill assignment type. If the trial period needs removed/updated, this would also be done on the work assignment update action. The job classification will update on the work assignment when the reclass of the position is processed so you **<u>do not</u>** need to update the job classification on the work assignment update!

Other items that may need to be submitted depending on the situation are a [change pay rate action](#).