



## Position Control

Position Control combines a complete job description module with the ability to post and track open job requisitions. This insures that open positions and their requirements are defined according to ADA standards. This module then integrates with Applicant Tracking to ensure that all candidates are screened against the detailed requirements of the position applied for.

### Feature

Fully integrated with Personnel module

Fully integrated with Applicant Tracking module

Tracks past and present incumbents

Provides a free-from job description

ADA compliant tracking

Open requisitions when positions are available

### Benefit

Allows you to use the position records as a "super" job table. Rather than selecting jobs from the job table, you can select positions. Positions return not only the job information, but shift, location, pay step, and organizational details as well.

Applicants apply against open requisitions created within the Position Control module. You can create requisitions for any position that requires filling, even if there is a current incumbent. This allows you to "promote upon replacement".

Allows you to determine all persons who have held this position or who possess the skill to hold this position. Enables you to find replacement personnel in emergency situations.

Import existing text-based job descriptions from Microsoft Word for instant viewing and reporting; or create a fully formatted job description within the People-Trak editor with many word processing features.

Define essential tasks, physical requirements, environmental conditions, and hazards that determine the physical requirements for the position; helps you to determine the validity and cost of accommodation requests.

Provides full detail for the current requisition, including status, recruiter information, and details when the position is filled.

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### Feature

Single click to archive prior requisitions

Tracks prior requisitions

Enter activities and costs in batches

### Benefit

In preparation for a new requisition, you can archive the existing requisition with a single click. All pertinent details are moved to a readily available history screen.

Allows you to track the ongoing costs of keeping the position filled. You can also identify problem positions and/or problem managers by reporting on the frequency of the open requisitions. With open and close dates, it also provides critical information regarding recruiting efforts.

Saves time when recording recruiting activities and ensures that all calculations are correctly updated to the cost summaries; produces an audit trail showing changes recorded.

The screenshot shows the 'People-Trak - Position Control / Zee Technology, Inc.' application window. The main form displays details for position 9065, an HR Manager. A 'LookUp' dialog box is open, showing a list of matching records sorted by position number.

Position Number	Position Description	Job Code
9053	Senior Technical Writer	Z505
9057	Chief Executive Officer	Z506
9058	Technical Writer	Z505
9063	Technical Support Manager	Z512
9065	Hr Manager	Z504
9068	Senior Programmer	Z508
9081	Custodian	Z514
9082	Executive Assistant	Z513
9083	Electronics Sales Manager	Z502
9084	Software Technician	Z511
9089	Chief Financial Officer	Z507
ADM05	Switch Board Operater - Day	3478