Posting a Regular Staff Vacancy?

Working through your department’s HR contact, submit:

- Classification Request
- Position Description
- Organizational Chart

to hrcompensation@utk.edu

Receive Classification Letter from HR

Submit ZPPosition000 in IRIS:
- Check “Yes” for ‘Create Requistion’
- Use “Create” to submit NEW Positions/ “Change” for existing positions
- Attach Position Announcement
- Add Workflow Notes to summarize reason for action

If this is a Post Doc Position -

Is the Position Description (PD) classified and in IRIS?

- If Yes:
  - Does the PD need to be changed?
    - If Yes:
      - How major are the changes?
        - Significant
        - Minor
    - If No:
      - Submit ZPPosition000 in IRIS:
        - Email hrcompensation@utk.edu about minor changes
        - HR responds
          - changes are not minor
          - HR agrees
            - changes are minor
      - Receive Classification Letter from HR

- If No:
  - Addtional Resources:
    - Contact us for Questions or Assistance: Email: hrcompensation@utk.edu            Phone: 865-974-6642

IRIS ZPPosition000

Addtional Resources:
- HR Compensation Website
- Position Description Checklist
- Workflow Notes Blog (See “Compensation: Did you Know?”)

Submit NEW positions

IRIS ZPPosition000 Part 2

Scenario: Assign then Store

Document Type

- Position Announcement (Word)
  - Classification Documentation - PDF
  - Official Position Description - PDF