

## New position in organization structure

In order to launch the recruitment process, you need to have an existing vacant position in your organizational structure in MyFOX. Before creating a new position, check whether you can use a position that was already created before (so that you don't duplicate your work):

1. If you happen to have in your organizational structure a position marked with an icon of a figure with plus sign (to be hired), you can use this position for hiring (please check whether all the data is correct).
2. If you have a vacant position without the icon discussed above, you can still use this position for hiring – ask HR administration to open this position for recruitment.
3. If you have deactivated vacant positions in your org.structure, reach out to HR administration to launch approval process for activation of those positions.
4. If you cannot use any of the options above, proceed to creation of a brand-new position.

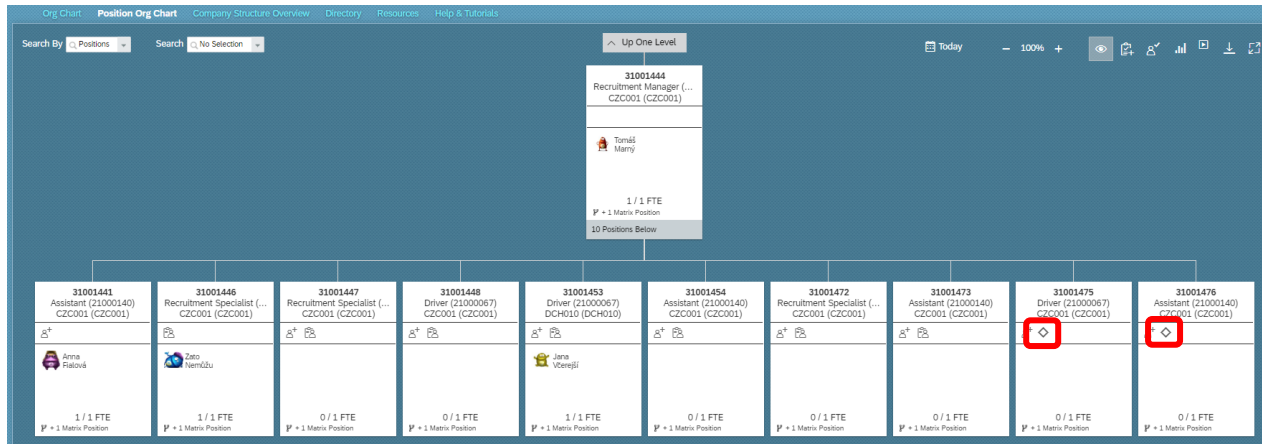
### Ad 3 – Activation of deactivated positions

This can be seen in Company Info – Position Org Chart.

In the upper right part, click on the Eye icon and pick **Show inactive positions**. Such positions are marked with a diamond sign. If you wish to activate these positions, ask HR administration to do so. Afterwards, you can use these positions for hiring.

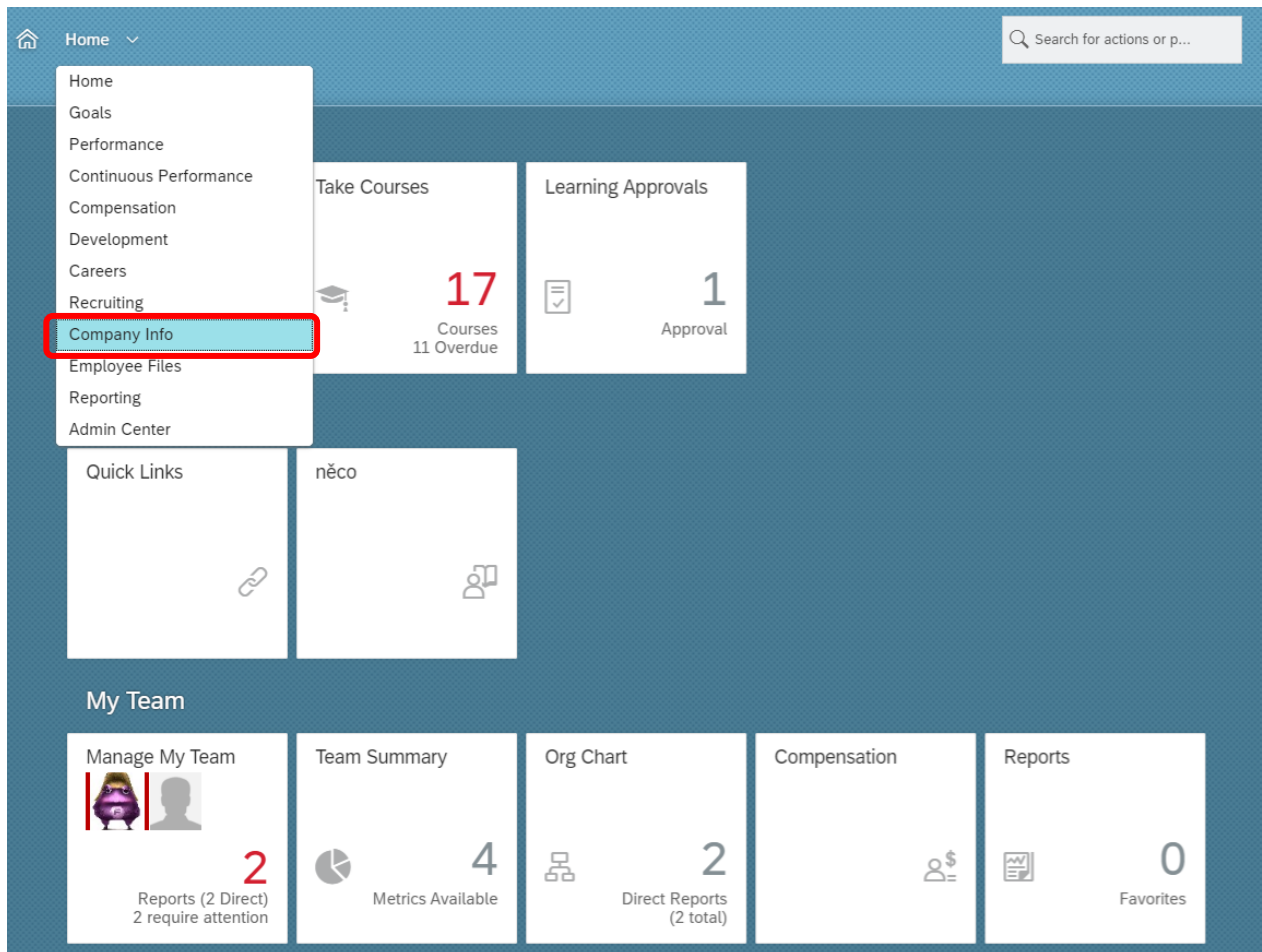
The screenshot displays the 'Position Org Chart' in MyFOX. At the top, there's a search bar and navigation tabs. The main area shows a hierarchical tree of positions. The root node is '31001444 Recruitment Manager (... CZC001 (CZC001))' with a plus sign icon and 'Tomáš Marý' as the person. Below it are eight child positions, each with a diamond icon indicating they are inactive. A 'Display Options' dialog box is open in the top right, with the 'Show inactive positions' checkbox checked and highlighted by a red rectangle.

Position ID	Position Name	Person	FTE	Status
31001444	Recruitment Manager (... CZC001 (CZC001))	Tomáš Marý	1 / 1 FTE	Active
31001441	Assistant (21000140) CZC001 (CZC001)	Arma Pátová	1 / 1 FTE	Inactive
31001446	Recruitment Specialist (... CZC001 (CZC001))	Zeno Nemžů	1 / 1 FTE	Inactive
31001447	Recruitment Specialist (... CZC001 (CZC001))		0 / 1 FTE	Inactive
31001448	Driver (21000067) CZC001 (CZC001)		0 / 1 FTE	Inactive
31001453	Driver (21000067) DCH010 (DCH010)	Jana Včerejší	1 / 1 FTE	Active
31001454	Assistant (21000140) CZC001 (CZC001)		0 / 1 FTE	Inactive
31001472	Recruitment Specialist (... CZC001 (CZC001))		0 / 1 FTE	Inactive
31001473	Assistant (21000140) CZC001 (CZC001)		0 / 1 FTE	Inactive



## Ad 4 – Creation of a new position

To create such position, choose „Company Info“ and then „Position Org Chart“ in the drop-down menu:



New position must be created by copying of an existing one. This ensures a correct transfer of all the important information, such as **Business Unit, Cost Center** etc.

Click on the symbol of three lines and select whether the new position will be at the same organizational level, or at a lower level. In this case we choose „Add peer position“.

The screenshot displays the 'Position Org Chart' interface. At the top, there are navigation tabs: 'Org Chart', 'Position Org Chart', 'Company Structure Overview', and 'Directory'. Below the tabs, there are search filters: 'Search By' with a dropdown set to 'Positions' and a search box containing 'No Selection'. The main area shows an organizational chart with several position nodes. A central node for 'Assistant (31001441)' is selected, and a context menu is open over it. The menu options are: 'Up One Level', 'Show Incumbent History', 'Add Lower-Level Position', 'Add Peer Position' (highlighted with a red rectangle), and 'Create Job Requisition'. The 'Assistant (31001441)' node details include: 'as of Today', 'Position Details' (Code: 31001441, Job Code: Assistant (21000140), Cost Center: CZC001 (CZC001)), 'Position is fully staffed (1 of 1 FTE).', 'Position does not allow multiple incumbents.', 'Position has status To Be Hired', 'Dec 1, 2019' (with a calendar icon), and '2 months 27 days' (with a clock icon). Below these details are links for 'Position History' and 'Incumbent Details'. Other nodes in the chart include 'Recruitment Manager (31001444)', 'Driver (31001448)', and 'Driver (31001453)'. Each node shows the incumbent's name and profile picture.

In the dialogue window you can modify „Job Code“ and „Cost Center“.

**Position: Assistant**

\* Code

\* Position Title Assistant

\* Status Active

\* Start Date 02/28/2020

End Date 12/31/9999

Criticality

Subject to Position Control Yes

\* Mass Position No

Comment

\* Change Reason New Position (New)

Description

\* Job Title Assistant

\* Job Code Assistant (21000140)

Job Level 7. level (7)

Regular/Temporary

\* FTE 1

\* To Be Hired Yes

Standard Weekly Hours 40

Company FOXCONN CZ s.r.o. (10002875)

Business Unit FOX Central (10003012)

Division Central (10003432)

Department Central Admin (10004339)

Personnel and Subarea Central/Administration With holidays (CZ00)

\* Cost Center CZC001 (CZC001)

Cancel Save

You can add some comments (e.g. reasons for opening the position etc.) and click on „Confirm“ button.

Position: Assistant

\* Mass Position No

Comment

\* Change Reason New Position (New)

Description

\* Job Title Assistant

\* Job Code Assistant (21000140)

Job Level 7. level (7)

Please confirm your request

Create Position (Assistant)

New business

▶ View Workflow Participants

Cancel Confirm

Location Pardubice and Kutná Hora (ParAKH)

\* Employee Class IL (2)

end\_date

Position Matrix Relationship

Type	Related Position
HR Business Partner (hr manager)	HR Business Partnering Manager (31001445)

Higher-Level Position Recruitment Manager (31001444)

Cancel Save

You can check via **View workflow participants** who is involved in the approval process (HRBP and your superior).

The position is visible in the organizational structure only after the full approval process is completed.



Please note that the **recruitment process cannot be started until you send the position** to the recruitment team via following steps:

The new position is assigned with this icon (**To be hired = yes**):

