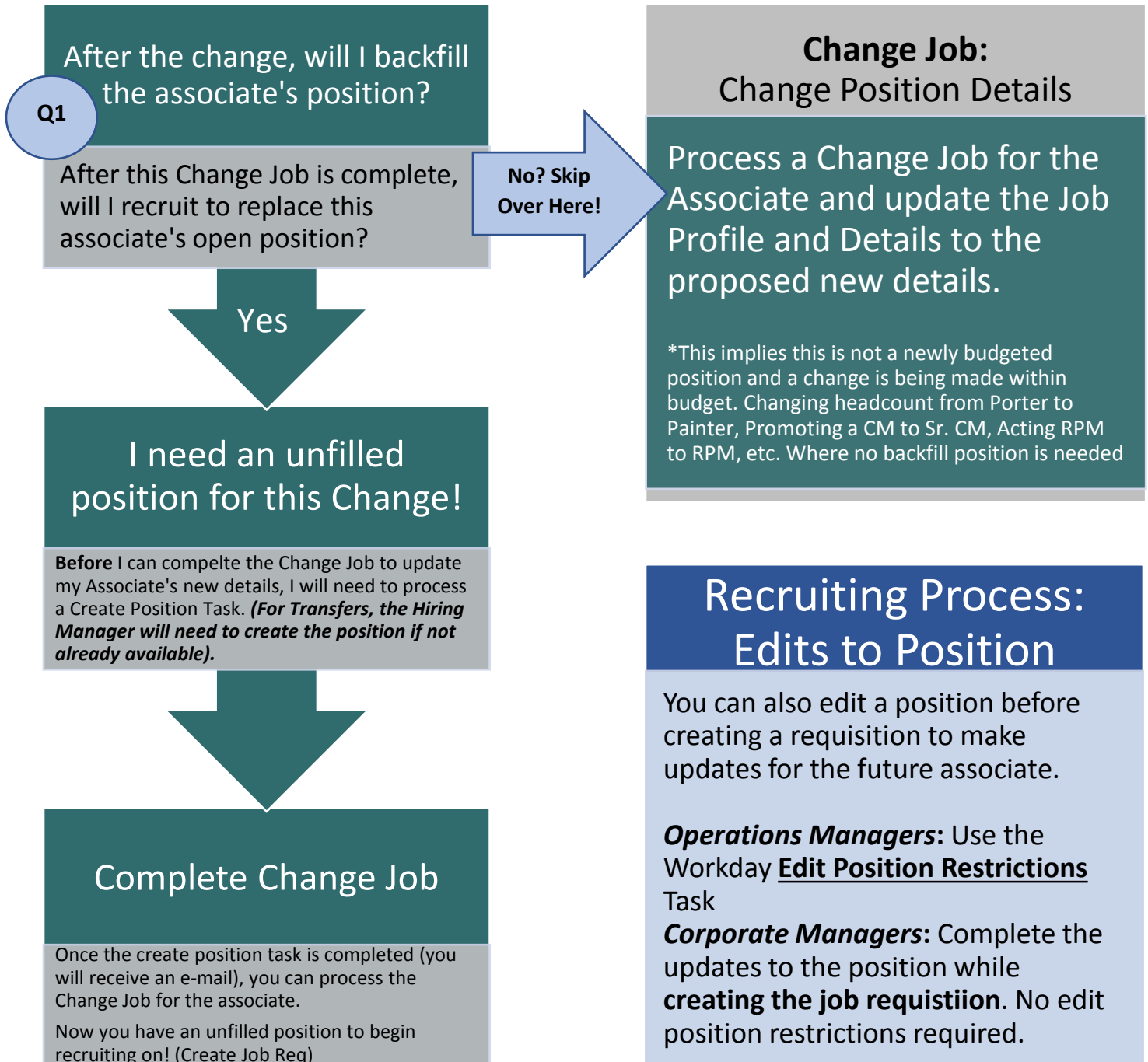


## I need to complete a Change Job, when do I create a new position?

- When processing **associate changes**, you may find yourself asking: "When do I create a new position, and when do I edit an existing position?" It can be confusing, and we're hoping this decision tree helps you navigate the tricky world of Position Management! For any additional questions, please feel free to reach out to [HRSystemSupport@essex.com](mailto:HRSystemSupport@essex.com).
- **Using Change Job as our Example: Let's start by asking our first question:**



## Various Change Job Examples:

Scenario	New Position & Change Job	Change Job
<p>The current Community Manager at Tomorrowland Apartments is being promoted to Sr. Community Manager. They will not recruit for an additional CM. The headcount is being modified.</p>		<p>Process a Change Job for the Associate, and change the Job Profile to Sr. CM.</p>
<p>A Maintenance Technician is transferring from Tomorrowland Apartments to Frontier Land Lofts. The CM plans to backfill the Maintenance Technician's Position at Tomorrowland by opening a requisition.</p>	<p>The Tomorrowland Manager will initiate the Change Job (Transfer) to Frontier Land Lofts. The <b>hiring manager</b> at Frontier Land will need to have an available position or create a new head count by completing a create position task before continuing.</p>	
<p>The current Community Manager at Epcot Villas is being promoted to Acting Area Manager. This position will be a new headcount, and they will assume responsibility over multiple sites. The CM position will need to be backfilled.</p>	<p>The <b>hiring manager</b> will create a new position / added headcount. The <b>hiring manager</b> will then complete the Change Job task identifying the newly approved position to promote the associate to Acting Area Manager.</p>	

\*A lot of these scenarios can be extended to recruiting unfilled positions as well. If changes are needed on positions, you can use the "Edit Position Restrictions" task for the unfilled position and make updates. **Corporate managers: you are able to use Create Job Req or Change Job Req to make these modifications as well.**