1.0 Manager accountabilities

Managers must include position numbers when completing a job requisition in the UWaterloo Talent Acquisition System (iCIMS) for:

- The role being hired for (replacement role)
- Their own position number

This guide outlines how to access position numbers from PeopleSoft.

2.0 To access and employee’s position number

Step 1: Log into MyHRinfo using your WatIAM login credentials
Step 2: From the main menu, click on Manager Self Service.

Step 3: In the Manager Self Service menu, click on View Employee Personnel Info.

Step 4: In Employee Personal Information, find the position numbers under the Position column.
3.0 To access your own Position Number in Employee Self-service

Step 1: From the main menu, click on Self Service.

Step 2: In the Self Service menu, click on UW Job Information.

Step 3: In UW Job Information, click on UW Job Information.

Step 4: The Job Details screen shows your Position Number.
5.0 Delegation by Managers for direct reports to act as a Hiring Manager in iCIMS

Step 1: Click the **Self Service** link.

Step 2: Click the **Manage Delegation** link.

Step 3: Click the **Create Delegation Request** link.

Step 4: Click the **Choose a date (Alt+5)** button.

Step 5: Click the **Next** button.

Step 6: Click the **Create Job Requisition – iCIMS** option.
Step 7: Click the **Next** button.

Step 8: Click the **Supervisor Name** option.

Step 9: Click the **Next** button.

Step 10: Click the **Submit** button.

Step 11: Click the **OK** button.