Add a Position Number after Submission

This How-to Guide is intended as a resource for HR Professionals who need to add a Position Number to a Critical Hire Application after submission.

Access Critical Hire Service Desk
2. Enter your Georgia Tech login credentials and complete duo authentication.

Navigate to Application
1. From the Critical Hire Service Desk home screen, navigate to Requests in the upper right corner.
2. Click Request and select My Requests
3. Once you find the correct application, **click the reference number or summary** to open the application.

<table>
<thead>
<tr>
<th>Position</th>
<th>Reference</th>
<th>Date</th>
<th>Title</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHSD-126</td>
<td>2020-08-03; Gravett, Erika Y; Student Employment Administrator</td>
<td>Critical Hire Service Desk</td>
<td>Smith, Athena M</td>
<td></td>
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<td>CHSD-26</td>
<td>1111111; Gravett, Erika Y; Immigration Tax Professional</td>
<td>Critical Hire Service Desk</td>
<td>Smith, Athena M</td>
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<tr>
<td>CHSD-83</td>
<td>65432; Abbey, Samantha L; Molecular Biologist</td>
<td>Critical Hire Service Desk</td>
<td>Smith, Athena M</td>
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<tr>
<td>CHSD-75</td>
<td>2020-07-15; Anthony, Gabriel; Cyber Security Manager</td>
<td>Critical Hire Service Desk</td>
<td>Smith, Athena M</td>
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<tr>
<td>CHSD-76</td>
<td>965781; Anderson, Michael B; Data Scientist</td>
<td>Critical Hire Service Desk</td>
<td>Smith, Athena M</td>
<td></td>
</tr>
</tbody>
</table>

**Add Position Number via Comment**

1. When the application page opens, you will see a screen similar to the one below.

![Application Screen](Image)

2. Scroll to bottom of the application to access the **Comment** box.

![Comment Box](Image)

3. **Type in Position Number** and click blue **Add** button
4. An **email notification** will be sent to HR Representative, Hiring Manager, Critical Hire Service Desk Coordinator, and any Reviewers who have already approved the application. Comments will also be visible to anyone who has received access to the application via the *Share* button.

![Email notification example]

**Critical Hire (ID: CHSD-104) - Comment Added**

- **ESD Software Log Test** <esd-sw-log-test@gtri.gatech.edu>
- **To:** Brown, Renee; Green, Nickole; Smith, Athena M; Anderson, Victoria

Green, Nickole has added a comment on the following Critical Hire Justification:

- **Title:** 2020-07-01; Helton, Kasey L; Campus Access Coord - Nickie
- **Initiated by:** Green, Nickole
- **Hiring Manager:** Helton, Kasey L
- **Comments:** Position Number is 30002134 - Please add to form on my behalf.

**Link:** [https://testhelpdesk.gtri.gatech.edu/jira/servicedesk/customer/portal/43/CHSD-104](https://testhelpdesk.gtri.gatech.edu/jira/servicedesk/customer/portal/43/CHSD-104)