Position Management Quick Steps

Quick Easy Steps to View, Create and Modify Position Descriptions

Viewing a Position Description

Step 1. Toggle over Module Indicator (3 blue dots on the upper left side of the screen) select POSITIONS from the drop-down.

Step 2. Toggle over Position Descriptions tab and select Staff from the drop-down box.

Step 3. Search for the appropriate position description (by position number, name, etc).

Step 4. Toggle over Actions drop-down (right side of the screen) select View.

Creating a New Position Description

Step 1. Toggle over Module Indicator (3 blue dots on the upper left side of the screen) select POSITIONS from the drop-down.

Step 2. Toggle over Position Descriptions tab and select staff from the drop-down box.

Step 3. Select **Create New Position Description** (right side of the screen).

Step 4. System prompts to Choose the action you would like to start. Select Create New Position Description.

Step 5. Complete Position Title and Department (if applicable). Select **Start Action**.

Step 6. Complete the various required fields on each tab of the request.

Step 7. When all the tabs have been completed and are on the Action Summary page, the tabs that have exclamation points next to them indicate that there is required information missing that must be completed before changing the status of the description action.

Step 8. Further complete these required fields by selecting the Edit button next to the tab title.

Step 9. From Action Summary page, toggle over Take Action on Action, select the appropriate Action.

Step 10. Add any comments in the Comment Box keeping in mind these comments appear in the email message sent to the next approver in the workflow and also become a permanent part of the recruitment record and cannot be removed.

Update/Reclassify an Existing Position Description

Step 1. Toggle over Module Indicator (3 blue dots on the upper left side of the screen) select POSITIONS from the drop-down.

Step 2. Toggle over Position Descriptions tab and select Staff from the drop-down box.

Step 3. Search for the appropriate position description to modify (by position number, name, etc).

Step 4. Toggle over Actions drop-down (right side of the screen) **select View**.

Step 5. Review Summary and select Modify Position Description (right side of screen).

Step 6. System prompts Modify Position Description Request. The position description will be locked until the action has been completed. Select Start.

Step 7. Complete the various required fields on each tab of the request.

Step 8. When all the tabs have been completed and are on the Action Summary page, the tabs that have exclamation points next to them indicate that there is required information missing that must be completed before changing the status of the description action.

Step 9. Further complete these required fields by selecting the Edit button next to the tab title.

Step 10. From Action Summary page, toggle over Take Action on Action, select the appropriate Action.

To keep track of your specific Position actions

Used to keep track of the Actions on Position Descriptions created and modified

Step 1. Toggle over Module Indicator (3 blue dots on the upper left side of the screen) select POSITIONS from the drop-down.

Step 2. Toggle over Position Descriptions tab and select Staff Position Description Requests from the drop-down box.

Step 3. The system prompts page that reflects listing of the actions that are currently in an Action Status (Draft, HR Review, Department Approval, etc).