

Jobs@ Quick Reference

POSITION DESCRIPTION PROCESS

Position Descriptions will now be processed by using the **Jobs@** System.

VIEW POSITION DESCRIPTIONS

Existing position descriptions (from hardcopy/word doc.) have been loaded into the Position Description module with key information pre-populated. Many of these records will have a link to a scanned image of the existing position description. These images may be used as a reference to further complete the position descriptions which have been loaded.

1. Select '**POSITION DESCRIPTIONS Search Position Descriptions**'.
2. The system prompts a search feature where you can select key fields to conduct the search.
 - To view the position descriptions that have been loaded – you may select the status of '**Position Description in System (Needs Modify Action)**'.
 - To view completed position descriptions – you may select **other statuses and/or by choosing key fields** accordingly.

GETTING STARTED

1. Select '**POSITION DESCRIPTIONS Begin New Action**'.
2. Choose Action to Begin and select '**Start Action**'.
 - '**Position Action – Establish a New Position Description**'.
(for a new position that does not exist currently)
 - OR**
 - '**Position Action – Modify an Existing Position Description**'.
(for a position that is currently in the system)
3. The system will prompt for a search to:
 - Find a working title that will initiate the classification template to **establish a new position description**.
 - OR**
 - Find the existing position description that **needs to be modified**.
4. Once a selection has been made from the search results, you will complete the various components (tabs) of the position description.
5. Upon completing, you will be prompted to **Submit Request** – select accordingly.
 - For HR Review – No Posting
 - For HR Review – Posting
 - For Position Description Creator
(if wanting further completion by another individual)