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)*