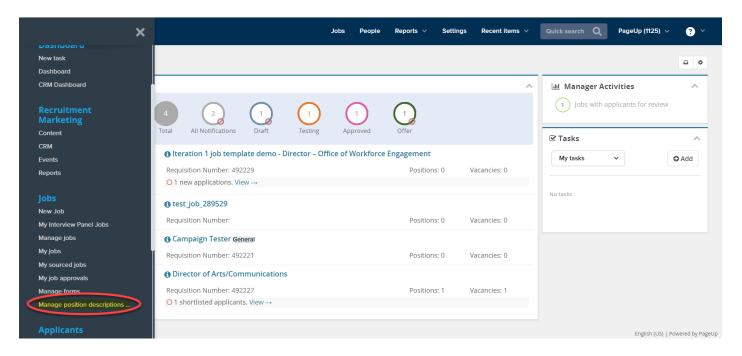
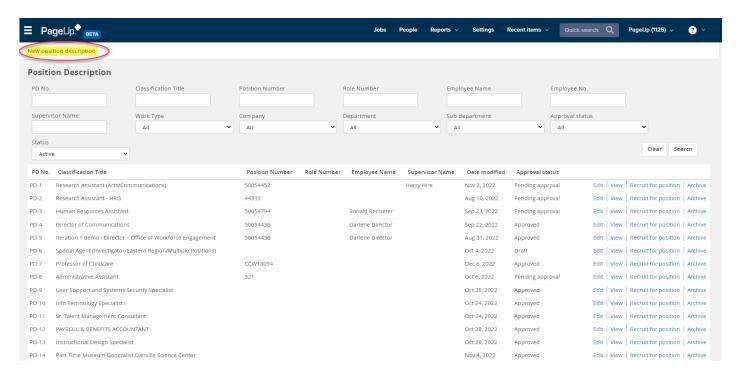
Creating Position Descriptions

1. From the Recruiter Dashboard, click Hamburger under the Jobs section, click Manage position descriptions.

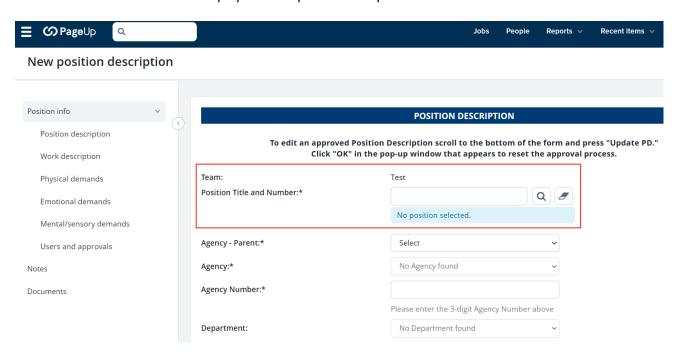


- 2. On the **Position Description** (PD) page, search and locate the relevant position descriptions, as needed.
- 3. Click New position description to create a new PD.

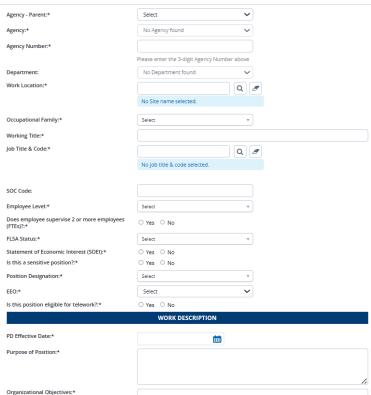


- 4. Begin to populate the PD with as much detail as possible. Required fields will be notated with an "*" for reference. Note the below fields:
 - a. <u>Position Title and Number:</u> Enter the position number from Cardinal.

- i. If the needed position number is not in the system, confirm it's in Cardinal. If it was recently keyed into Cardinal, wait until next business day to complete the PD when the position data is imported into PageUp.
- b. <u>Team:</u> Will auto populate based on user entering the position. If user has a Team drop-down field, confirm that the Team displayed corresponds to the position details.



- 5. Continue to complete all required fields notated by an asterisk.
 - a. <u>Note on Working Title:</u> This job title is candidate facing and can be different than the Position Number title.



6. In the **JOB DUTIES** section, add the position's duties & responsibilities by clicking New.

JOB DUTIES

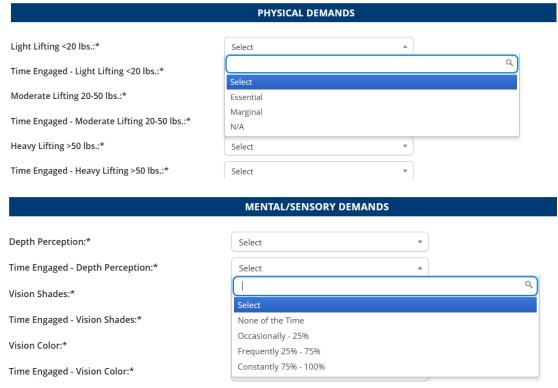


 Each row will include fields designating the percentage of time, the specific duties, and an indication of Essential or Marginal. Once the row is complete, click Add.

JOB DUTIES



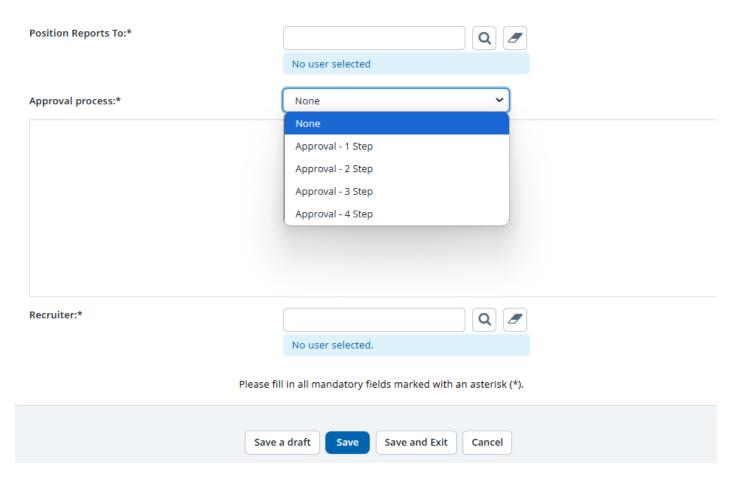
- b. Click Edit or Remove if a row needs to be updated or deleted.
- 7. The **Physical, Emotional, and Mental/Sensory Demands** sections contain all required fields. Each field is a dropdown to indicate either, the importance, or percentage of time the demand requires on the job.



- 8. At the **Users and Approvals** section, complete the following areas:
 - a. Position Reports To: Enter the supervisor's first and last name.
 - b. <u>Approval Process</u>: Select the approval process that best suits your agency. Each Approval step requires an HR Reviewer to be the final approver.
 - c. <u>Recruiter:</u> The Agency Recruiter who will oversee the recruitment process.

USERS AND APPROVALS

Note: Enter the approver assigned to the designated functional area. Ideally, these should not be the same person. If entering the same approver name in multiple approver fields, the agency must have a valid business reason with supporting documentation that authorizes this action.



- 9. Save the position description using one of the below options:
 - a. Save as Draft: Save and return to a later time.
 - b. Save: Saves the position description.
 - c. Save and Exit: Will show if any required fields are missing and the approval process will begin.
 - d. Cancel: This will exit the position description without saving any updates.

Search field TIPs:

Search fields are ones with a magnifying glass and eraser icon. They also have a blue banner underneath that is a detail view of the selected data. The blue details box can be expanded for more information.



Always click the Eraser icon to clear data out of the fields. Manual deletion by overwriting or backspace is not recommended.

When using the search icon, a pop-up will appear with a list of options from the database. Enable pop-ups if nothing appears when you click the magnifying glass icon.