

Creating Position Descriptions

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

The screenshot shows the PageUp Recruiter Dashboard. On the left is a dark sidebar menu with categories: Dashboard (New task, Dashboard, CRM Dashboard), Recruitment Marketing (Content, CRM, Events, Reports), Jobs (New Job, My Interview Panel Jobs, Manage Jobs, My jobs, My sourced jobs, My job approvals, Manage forms, **Manage position descriptions ...**), and Applicants. The main content area has a top navigation bar with 'Jobs', 'People', 'Reports', 'Settings', 'Recent Items', a search bar, and 'PageUp (1125)'. Below the navigation bar is a summary section with six circular icons: Total (4), All Notifications (2), Draft (1), Testing (1), Approved (1), and Offer (1). The main content area displays a list of job templates with details like Requisition Number, Positions, and Vacancies. On the right, there are sections for 'Manager Activities' (1 job with applicants for review) and 'Tasks' (My tasks, Add button).

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.

The screenshot shows the PageUp Position Description (PD) page. At the top, there's a navigation bar with 'PageUp BETA', 'Jobs', 'People', 'Reports', 'Settings', 'Recent Items', a search bar, and 'PageUp (1125)'. Below the navigation bar is a 'New position description' button. The main content area is titled 'Position Description' and contains a form with fields for PD No., Classification Title, Position Number, Role Number, Employee Name, Employee No., Supervisor Name, Work Type, Company, Department, Sub department, Approval status, and Status. Below the form is a table of existing PDs.

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status				
PD-1	Research Assistant (Arts/Communications)	50054452			Harry Hire	Nov 2, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-2	Research Assistant - HRIS	44333				Aug 10, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-3	Human Resources Assistant	50054794		Ronald Recruiter		Sep 23, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-4	Director of Communications	50054436		Darlene Director		Sep 22, 2022	Approved	Edit	View	Recruit for position	Archive
PD-5	Iteration 1 demo - Director - Office of Workforce Engagement	50054436		Darlene Director		Aug 31, 2022	Approved	Edit	View	Recruit for position	Archive
PD-6	Special Agent (Investigator/Eastern Region/Multiple Positions)					Oct 4, 2022	Draft	Edit	View	Recruit for position	Archive
PD-7	Professor of Childcare	CCW13094				Dec 6, 2022	Approved	Edit	View	Recruit for position	Archive
PD-8	Administrative Assistant	321				Oct 6, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-9	User Support and Systems Security Specialist					Oct 25, 2022	Approved	Edit	View	Recruit for position	Archive
PD-10	Info Technology Specialist I					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive
PD-11	Sr. Talent Management Consultant					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive
PD-12	PAYROLL & BENEFITS ACCOUNTANT					Oct 28, 2022	Approved	Edit	View	Recruit for position	Archive
PD-13	Instructional Design Specialist					Oct 28, 2022	Approved	Edit	View	Recruit for position	Archive
PD-14	Part Time Museum Generalist Danville Science Center					Nov 4, 2022	Approved	Edit	View	Recruit for position	Archive

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. **Position Title and Number:** 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. Team: 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.

JobsPeopleReportsRecent Items

New position description

Position info

Position description
Work description
Physical demands
Emotional demands
Mental/sensory demands
Users and approvals
Notes
Documents

POSITION DESCRIPTION

To edit an approved Position Description scroll to the bottom of the form and press "Update PD." Click "OK" in the pop-up window that appears to reset the approval process.

Team:

Position Title and Number:*

Test

No position selected.

Agency - Parent:*

Agency:*

Agency Number:*

Department:

Select

No Agency found

No Department found

Please enter the 3-digit Agency Number above

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

Agency - Parent:*

Select

Agency:*

No Agency found

Agency Number:*

Department:

No Department found

Work Location:*

No Site name selected.

Occupational Family:*

Select

Working Title:*

Job Title & Code:*

No job title & code selected.

SOC Code:

Employee Level:*

Select

Does employee supervise 2 or more employees (FTEs)?:*

☐ Yes ☐ No

FLSA Status:*

Select

Statement of Economic Interest (SOEI):*

☐ Yes ☐ No

Is this a sensitive position?:*

☐ Yes ☐ No

Position Designation:*

Select

EEO:*

Select

Is this position eligible for telework?:*

☐ Yes ☐ No

WORK DESCRIPTION

PD Effective Date:*

Purpose of Position:*

Organizational Objectives:*

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

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal	
20	Manage all RMS Inquiries within 48 hours.	Essential	Edit Remove
<div>New</div>			

- a. 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

% of time	Duties / Responsibilities	Essential / Marginal	
20	Manage all RMS Inquiries within 48 hours.	Essential	Edit Remove
<div>80</div>	<div>Attend virtual meetings</div>	<div>Essential</div>	<div>Add</div>

- 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.

PHYSICAL DEMANDS

Light Lifting <20 lbs.:*	<div>Select</div>
Time Engaged - Light Lifting <20 lbs.:*	<div>Select</div>
Moderate Lifting 20-50 lbs.:*	<div>Select</div>
Time Engaged - Moderate Lifting 20-50 lbs.:*	<div>Select</div>
Heavy Lifting >50 lbs.:*	<div>Select</div>
Time Engaged - Heavy Lifting >50 lbs.:*	<div>Select</div>

MENTAL/SENSORY DEMANDS


Depth Perception:*	<div>Select</div>
Time Engaged - Depth Perception:*	<div>Select</div>
Vision Shades:*	<div>Select</div>
Time Engaged - Vision Shades:*	<div>Select</div>
Vision Color:*	<div>Select</div>
Time Engaged - Vision Color:*	<div>Select</div>

8. At the **Users and Approvals** section, complete the following areas:
- Position Reports To: Enter the supervisor's first and last name.
 - Approval Process: Select the approval process that best suits your agency. Each Approval step requires an HR Reviewer to be the final approver.
 - Recruiter: 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.

Position Reports To:*

No user selected

Approval process:*

None 

None

Approval - 1 Step

Approval - 2 Step

Approval - 3 Step

Approval - 4 Step

Recruiter:*

No user selected.

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft

Save

Save and Exit

Cancel



9. Save the position description using one of the below options:


- Save as Draft: Save and return to a later time.
- Save: Saves the position description.
- Save and Exit: Will show if any required fields are missing and the approval process will begin.
- 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.

Position Reports To:*

Test Recruiter  

jamie.norman+recruiter@dhrm.virginia.gov 

Example:



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.