Editing Position Descriptions

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

2. On the **Position Description** page, search and locate the relevant position description. Click ***Edit.***

3. Note the below guidance text in screenshot: ***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***

4. Scroll to the bottom of the Position Description, click **Update PD**.

5. When the pop-up window appears, click **Ok** to restart the approval process.

6. The position description is now ready to be updated. Follow the instructions on how to create a Position Description and trigger a new approval.