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

×	Jobs People Reports ∨ Sett	tings Recent items 🗸	Quick search Q PageUp (1125) 🗸 😗 🔨
New task Dashboard			۵ ۵
CRM Dashboard		~	📶 Manager Activities 🔥
Recruitment Marketing			1 Jobs with applicants for review
Content	Total All Notifications Draft Testing Approved Offer		🗹 Tasks 🔨
CRM Events Reports	Iteration 1 job template demo - Director – Office of Workforce Engagement Requisition Number: 492229 Positions: 0 O 1 new applications. View →	Vacancies: 0	My tasks v O Add
Jobs New Job My Interview Panel Jobs	test_job_289529 Requisition Number: Positions: 0	Vacancies: 0	No tasks
Manage jobs My jobs My sourced jobs	Campaign Tester General Requisition Number: 492221 Positions: 0	Vacancies: 0	
My job approvals Manage forms Manage position descriptions	● Director of Arts/Communications Requisition Number: 492227 Positions: 1 ● 1 shortlisted applicants. View →	Vacancies: 1	
Applicants			English (US) Powered by PageUp

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

Ξ PageUp. [◆] _{ΒΕΤΑ}	Jobs	People Reports V Setting	gs Recent items 🗸 Quick searc	ch Q PageUp (1125) 🗸 ? 💙
New position description				
Position Description				
PD No. Classification Title	Position Number	Role Number	Employee Name	
Employee No. Supervisor Name	Work Type	Company All	Department	~
Sub department Approval status	Status			Clear Search
All ~ All	✓ Active	~		
PD No. Classification Title	Position Number Role Number	er Employee Name Supervisor Nam	e 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
DD 4 Diserter of Communications	E00E440C	Deduce Director	C 22 2022	ene l'annu l'estimation d'annu l'annu

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*

	Jobs People	Reports ∨ Settings	Recent items \vee	Quick search Q	PageUp (1125) 🗸	? ~
	POSITION DESCRIPTION I	NFORMATION				
	sition Description scroll to the e pop-up window that appears					
Requisition Number:	492214 System will automatically cr	eate a Requisition Number				
Position Title and Number:*	50054452	Q /				
	Details	~				

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

	USERS AND APPROVALS
•	he "Position Reports To" field. For the approval process, s is always the final approver in the process.
Position Reports To:*	JAMIE NORMAN
	jamie.norman@dhrm.virginia.gov
Approval process:*	Approving Backfill Position
1. Next Level Manager:	JAMIE NORMAN 🖋 Approved Sep 27, 2023
2. Budget Representative:	JAMIE NORMAN 🖋 Approved Sep 27, 2023
3. HR Supervisor:	JAMIE NORMAN ᢞ Approved Sep 27, 2023
	Update PD
Recruiter:*	JAMIE NORMAN jamie.norman@dhrm.virginia.gov

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

	you want to restart the approval process?
ved • Owner: JAMIE NORMAN	USERS AND APPROVALS
	or's name in the "Position Reports To" field. For the approval process e HR Reviewer is always the final approver in the process.
your business needs. The	
your business needs. The	HR Reviewer is always the final approver in the process.
your business needs. The Position Reports To:*	HR Reviewer is always the final approver in the process. JAMIE NORMAN jamie.norman@dhrm.virginia.gov
your business needs. The Position Reports To:* Approval process:*	HR Reviewer is always the final approver in the process. JAMIE NORMAN Jamie.norman@dhrm.virginla.gov ~ Approving Backfill Position

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.