

Editing Position Descriptions

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

The screenshot shows the PageUp Recruiter Dashboard. On the left sidebar, under the 'Jobs' section, 'Manage position descriptions' is highlighted with a red circle. The main content area displays a list of job templates and requisitions. The right sidebar shows 'Manager Activities' with 1 job with applicants for review and 'Tasks' with no tasks.

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

The screenshot shows the PageUp Position Description page. The top section contains search filters 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 filters is a table of position descriptions. The 'Edit' button for the first row is highlighted in a red circle.

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	50054452		Ronald Recruiter		Sep 23, 2022	Pending approval	Edit View Recruit for position Archive

- 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**

The screenshot shows the PageUp Position Description form. A yellow box at the top contains the guidance text: "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". Below the box are input fields for Requisition Number (492214) and Position Title and Number (50054452).

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

USERS AND APPROVALS

NOTE: Enter the supervisor's name in the "Position Reports To" field. For the approval process, s your business needs. The HR Reviewer 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	✓ 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.

dhrm.dc4.pageuppeople.com says
Are you sure you want to restart the approval process?

OK Cancel

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Update PD

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.