Creating 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 ***New position description.***

3. Begin to populate the position description 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 searchable in PageUp, users must wait until next business day to complete the position description when the position number is imported into PageUp.

b. <u>Team:</u> Will auto populate based on user entering the position. If user has a drop-down field, select the appropriate Department in the list selection.

New position description

Position info	**POSITION DESCRIPTION**
Position description	
Work 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.
Physical demands	
Emotional demands	
Mental/sensory demands	
Users and approvals	
Notes	
Documents	

Requisition Number: System will automatically create a Requisition Number.

Position Title and Number:*   [_____] 🔍 ✎

No position selected.

Agency - Parent:*   Select ▾

Agency:*   No Agency found ▾

Agency Number:*   [_____]

Please enter the 3-digit Agency Number above

Department: No Department found ▾

4. Continue to complete all required fields notated by an asterisk.

POSITION DESCRIPTION

To edit an approved Position Description scroll to the bottom of the form and pre
Click "OK" in the pop-up window that appears to reset the approval pro

Requisition Number:	System will automatically create a Requisition Number.
Position Title and Number:*	[🔍 ✏️]
	No position selected.
Agency - Parent:*	Select ▾
Agency:*	No Agency found ▾
Agency Number:*	[ ]
	Please enter the 3-digit Agency Number above
Department:	No Department found ▾
Team:*	Dept for Aging & Rehab Svcs
Work Location:*	[🔍 ✏️]
	No Site name selected.
Occupational Family:*	Select ▾
Working Title:*	[ ]
Job Title & Code:*	[🔍 ✏️]
	No job title & code selected.
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 safety sensitive position?:*	○ Yes ○ No
Position Designation:*	Select ▾
EEO:*	Select ▾
Is this position eligible for telework?:*	○ Yes ○ No

   a. Note on Working Title: This job title is candidate facing and can be different than the Position Number title.

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

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

6. 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.