A Posi t on Descrip t on (PD), also known as a job descrip t on, summarizes the important func t ons of a speci f c job. It represents actual du t es, responsibili t es, and job speci f ca t ons, in addi t on to brie f y describing the essen t al and marginal func t ons of a posi t on.
PageUp's Posi t on Descrip t on (PD) func t onality enables users to create requisi t ons or job pos t ngs from a stored PD.

Bene f ts

On the Job description page are options to:

- click New position description to create a PD. See below for details.
- enter search criteria and click Search to look for a PD.
- click Edit to make changes to a PD. See below for details.
- click View to display details.

Creating a position description

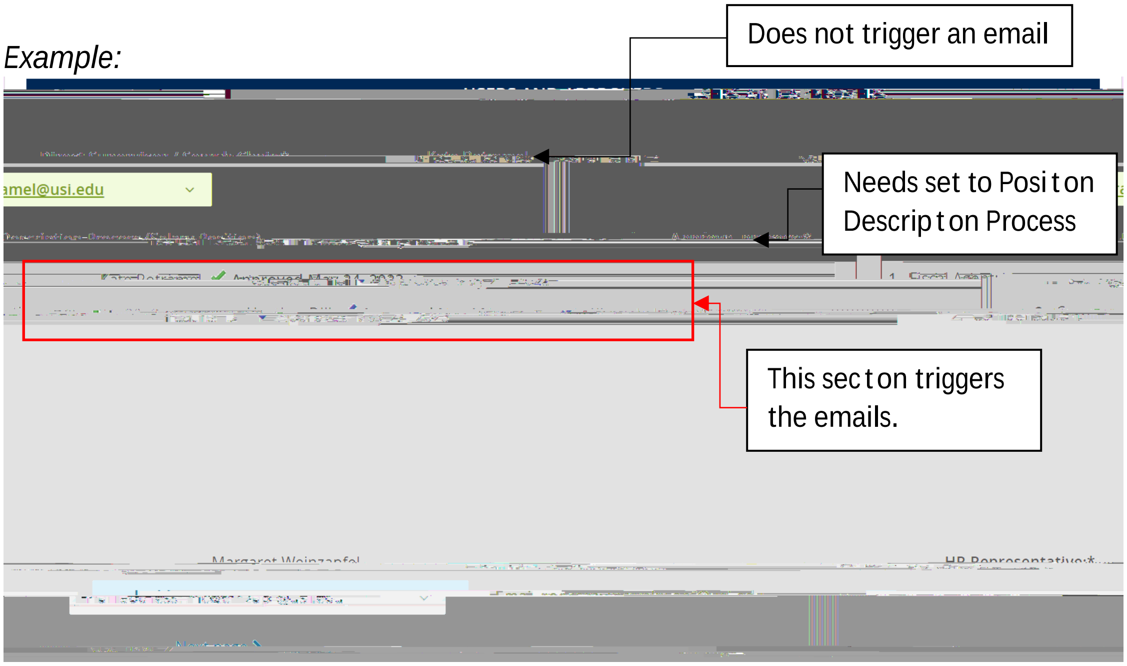
It is not possible to prefill values when creating new PDs.

1.

Working Relationships	Working Relationships	Bullet points are okay but not required; keep space between each
Functional Requirements	Essential Functions	Bullet points are okay but not required; keep space between each
Regular Work Hours/Travel Requirements	Regular Work Hours/Travel Requirements	No bullet points; keep space between each

4. HR USE ONLY
    a. EEO Job Group
    b. SOC Code
5. Users and Approvers
    a. The Direct Supervisor/Search Chair field may default to the user creating the position description. If needed, use the eraser to clear the field (next to the magnifying glass) and update it to the correct name. You can search for the Direct Supervisor/Search Chair's name by using the magnifying glass. The user list is complete; do not create an additional user.
        1. The Direct Supervisor/Search Chair should be listed as the person who will be in charge of shortlisting applicants (updating applicant statuses).
    b. Select the approval process named Position Description Process for Hourly or Salary.
        1. Enter the assigned Fiscal Agent in 1. Fiscal Agent.
            Typically, the Fiscal Agent will be the Department Director or Dean
        2. Heather Dill will auto populate in 2. Compensation.
    c. HR Representative
        1. Hourly and Administrators: Kaylee Simmons
        2. Faculty: Maggie Weinzapfel

Example:



6. Once done, click Save to send the PD through an approval process. Alternatively, click the Save a draft button which will save the PD in a draft status, omitting mandatory fields.

Editing a position description

1. From the side menu, click Manage position descriptions.
2. On the Position description page, next to the relevant PD, click Edit.
3. Make the necessary changes.
4. In the Approval section, click Update PD. This will restart the approval workflow and allow edits on the PD card. This is also required when a PD is declined for any reason.
5. Send through the approval process.

Copying a position description

1. From the side menu, click Manage position descriptions.
2. On the Position description page, next to the relevant PD, click View.
3. Click the More actions button (looks like three dots at top right side of the page) then Copy position description.
4. Make the necessary changes.
5. Send through the approval process.

(only use for positions without a Position Description/Job Description)

Managing job templates

From the left side menu , click Manage job templates.

There are options to:

- click New job template to create a new one. See details below.
- use the search criteria and click Search to look for a job template. See details below.
- click Edit to view details of a job template and make changes. See details below.

Creating a job template

If you are unable to locate a suitable job template, you can create a new one.

1. From the side menu, click Manage job templates.
   A screen listing all the currently available job templates displays.
2. Click the New job template link at the top left corner.

o. In Pos t ng Details, for Adver t sement text