Position Descriptions
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Creating a New Position Description

To begin login to the site at https://jobs.uiw.edu/hr. On the Home Page hover over to select the Position Management Module next to the Watch List button located at the top right hand section of the screen. The heading of page will change to orange.

From the top Navigation Bar select Position Descriptions → the appropriate Position Type → Admin/Staff, High School Faculty, University Faculty, Student or Contract Administrator.

Select Create New Position Description
Create New Position Description
(continued)

Select Create New Position Description

New Position Description Settings Page

From the New Position Description Settings Page you will be able to do the following:

Create a New Position from scratch

Enter the Position Title and Department then select the Start Position Request button in the top right section of the page.

If you have access to multiple departments these will be available at the drop-down. If you have access to only one department it will default to the field.
Cloning an Existing Position Description

To Copy or Clone New Positions from an existing Approved Position Description you will be able to filter and/or select from a list of approved positions.

To copy an existing position, select the position and click on the button at the top of the page.

NOTE: The new position will pre-populate with all the information from the existing position.

Check your spelling before moving on, this will be available on all tabs of the posting form for your convenience.

Position Justification Tab

Type the Justification of Need of the position description in the field box and select
Classification Selection Tab

To find the appropriate Classification Title you can search by filtering or scrolling through the list. To search by filtering click on “Filter these results” and then use the feature box to search.

Select the appropriate Classification Title and click
Position Details Tab

Complete all required information that did not default from Classification Details and use buttons to continue.

Initiator: Select your name and other names to access the job posting.
Select the **Add Job Duties Entry** button to enter the Job Duty information this is a required field. You can continue adding additional Job Duties as needed. Note: To remove an entry you will need to check the Remove box and Select Save or Next.

When you are completed with the Job Duties use **Save** to continue.
Supervisory Position Tab

Select the supervisor’s position title that will be supervising this position and click to continue.

Supplemental Questions Tab

Click . Supplemental Questions are optional.
Supplemental Questions Tab
(continued)

You can select a question that is already in the system by clicking the box on the left or you can add a new question by clicking on

All new questions will need to be approved prior to being added to the posting. You can select an open ended question or predefined questions.
Optional Position Documents

Position Request Summary Tab

The Summary Tab provides the opportunity to review the position request and make any changes before submitting it for further approval.

To move the Position Action along in the process hover on the button and the appropriate actions will appear available for you to choose.
Once the appropriate Action is selected, the comment box will appear. Please keep in mind these comments will appear in the email sent to the next approver and will become part of the position record and cannot be removed. Select **Submit**.

Note: You have the ability to add this posting to your watch list by checking the box located in the Comment section.

Information regarding the action will appear at the top such as:
Modify an Existing Position

To Modify an Approved Position go to the Position Management Section of the system. Hover over the Position Description Action tab at the top of the menu bar and select the Position Type.

Use your search filters or key word search to locate the approved position you want to Modify.

Click on the position you want to modify.

Click on Modify Position Description to start the modification action.

The next screen to appear will notify you that the once you start this type of action, the position description is locked from other updates.

Choose Start.
Choose the reason for the Modification and make the appropriate changes.

You can skip to the different sections by clicking the name of the tab on the left panel or clicking the next button.

When done making your modifications, go to the Position Request Summary section. Hover over the and the appropriate actions will appear available for you to choose.