Online Position Description (PD) Module

Hiring Manager Training Guide
Module Overview

Available functions:

• Create new staff position descriptions
• Modify or reclassify existing staff position descriptions
• Online storage of staff position descriptions
• Search, view & update staff position descriptions in your area of responsibility
• Electronic routing approval from position creation to posting
• Integration with current Applicant Tracking Site (ATS or PeopleAdmin site) so you can track progress from position creation through hire within a single web based application.
Getting Started

- Enter the following URL: https://www.careers.luc.edu/hr
- The “login screen” for the system will appear
- Log in using your UVID name and password
In the section “Position Descriptions” you can start a position description action, search actions, view pending actions waiting for your approval and search completed position descriptions in the system.

Click the “START ACTION” button.
Position Description Actions

Position Description actions are broken down into the following requests in the position description module:

- **New position description** - Use this action to request a new position.
- **Modify existing position description** - Use this action to request a reclassification/modification to an existing position.
- **Existing position description & recruitment** - Use this action to request to recruit for an existing position w/o requesting changes to position.
Create a New Position Description

• Select **Start Action** under the position description action you wish to use. In the following example, “New Position Description” was selected.
Proposed Classification

• After you select **Start Action**, you will be in the “Proposed Classification” tab. This screen allows you to associate a specific classification/job title with the position description being created. *Select “TBD” from drop down menu if classification/job title is undecided.*

• Use the search criteria to find the classification you wish to use and select **Select and Continue** under the appropriate title.
• The proposed position details tab will include all details about the position description that is specific to that position.

• Any field with a red asterisk is a required field. You will need to enter information in each required field.

• Once you are finished adding the Position Details, select “Continue to Next Page”.

*If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in the toolbar that you can use on every page of the system.
Supplemental Documentation

- On the supplemental documentation page you may attach additional documentation to send to hr-compensation with your new position description request.
Requisition Form

• If you are requesting to fill/recruit for a position, you will need to fill out the requisition form. If you are not filling your position, you may continue to the next page.

• The **Optional** and **Required Applicant Documents** fields will allow you to specify which documents you would like an applicant to attach when they apply to your job.
  – The “Other” document type can be anything you may need for your position. You will need to enter the details for what type of document an applicant should attach in the **“Special Instructions to Applicants” field.**
Posting Specific Questions

• Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify applicants, or rank applicants based upon a score. You may create those questions in this section.

• To add a Screening Question to this Posting, click on the Add a Question button.

• If you are not adding any Screening Questions or requesting to recruit/fill this position, select the “Continue to Next Page button.”
Disqualifying/Points

• On this screen you will see all the closed-ended questions you created on the Posting Specific Questions page.

• When all disqualifiers are set to your satisfaction, select the “Continue to Next Page button.”

• If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, enter nothing and select the “Continue to Next Page button.”

New Position Description & Recruitment:

On this page, you may assign points to answers that can be used to rank applicants and designate an answer as a disqualifying answer. Applicants who select a disqualifying answer will be automatically moved to a status of not hired with a reason of did not meet minimum qualifications.

When finished adding points, selecting disqualifying answers, or to skip this section, click the Continue to Next Page button.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: 0

No scorable questions exist.

RECALCULATE | RESET

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL | PREVIEW ACTION

Preparing people to lead extraordinary lives
Position Action History

• This page lists the history notes of the action. You can see at what date and time the action was taken, as well as by whom and what the action looked like during each step of the workflow. Select the “View Summary” button to see what an action looked liked at any particular step/user in the action workflow.

New Position Description & Recruitment:

<table>
<thead>
<tr>
<th>Proposed Classification</th>
<th>Proposed Position Details</th>
<th>Supplemental Documentation</th>
<th>Requisition Form</th>
<th>Posting Specific Questions</th>
<th>Disqualifying Points</th>
<th>Position Action History</th>
<th>Comments / Notes</th>
</tr>
</thead>
</table>

This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

<table>
<thead>
<tr>
<th>History</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-24-2010 4:02 PM</td>
<td>Danielle Hanson</td>
</tr>
</tbody>
</table>

Create Action Status: New Position

View Summary
Comments/Notes

This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

Once you enter a note and save it, by clicking the Add Notes button and confirming, that note will be permanently added to this posting, even if you cancel out of the posting without saving.

<table>
<thead>
<tr>
<th>History</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-18-2009 11:53 AM</td>
<td>Danielle Hanson</td>
</tr>
<tr>
<td>Action Submitted to VP/Provost for Review</td>
<td></td>
</tr>
<tr>
<td>09-18-2009 11:59 AM</td>
<td>Danielle Hanson</td>
</tr>
<tr>
<td>Action Submitted to HR Comp for Analysis</td>
<td></td>
</tr>
</tbody>
</table>

Add Notes

Notes:

![Add Notes Button](ADD_NOTES_BUTTON)

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE
Saving/Approving the Action

• You should see a screen similar to the following. Scroll down through this screen to review/edit the information you entered.

• The last step is to select one of the action statuses and select the **Continue** button either at the top or the bottom of this page. After making your selection, click **Confirm**.

---

**View New Position Description & Recruitment: Summary**

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.
Modify Existing Position Description

• Use this action to request a reclassification or modification to an existing position with or without recruiting for the position.
• Select on “Start Action” under the request to Modify Existing Position Description.
• Once you have started your request, use the search criteria to find the existing position description you wish to modify. You should see a screen similar to the following:

Modify Existing Position Description (with or without recruitment):

Search Positions to Begin Action On

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Any</td>
</tr>
<tr>
<td>Position Number</td>
<td>Position Type</td>
</tr>
<tr>
<td></td>
<td>Any</td>
</tr>
<tr>
<td>Employee First Name</td>
<td>Employee Last Name</td>
</tr>
</tbody>
</table>

SEARCH  CLEAR RESULTS

CANCEL ACTION
Modify Existing Position Description

- Find the existing position description you wish to modify. You should see a screen similar to the following:
- Once you have found the position you would like to update, select the ‘Start Action’ link below the position title.

### Modify Existing Position Description (with or without recruitment):

#### Choose Position Description to Begin Action On

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Working Title</th>
<th>Job Code</th>
<th>Position Number</th>
<th>Employee Id</th>
<th>Employee Last Name</th>
<th>Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIR COMPENSATION &amp; BENEFITS</td>
<td>Director of Compensation &amp; Benefits</td>
<td>L1114</td>
<td>0100089</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Search Positions to Begin Action On

- Job Title: [DIR COMPENSATION & BENEFITS]
- Job Code: [Any]
- Position Number: 
- Position Type: [Any]
- Employee First Name: 
- Employee Last Name: 

**[SEARCH]**  **[CLEAR RESULTS]**
Modify Existing Position Description

• Either you can click on the tab you wish to update/edit or you can go through each page and update anything that has changed on the position. *Note: Information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.*

• You can navigate through the rest of the tabs the same way as explained in the previous example of “Request a New Position Description and Recruitment”.

### Modify Existing Position Description (with or without recruitment):

<table>
<thead>
<tr>
<th>Current Job Description</th>
<th>Proposed Classification</th>
<th>Proposed Position Details</th>
<th>Primary Duties and Responsibilities</th>
<th>Supplemental Documentation</th>
<th>Requisition Form</th>
<th>Posting Specific Questions</th>
<th>Disqualifying / Points</th>
<th>Position Action History</th>
<th>Comments / Notes</th>
</tr>
</thead>
</table>

### Employee Details

<table>
<thead>
<tr>
<th>Employee First Name:</th>
<th>LARRY</th>
</tr>
</thead>
</table>

Preparing people to lead extraordinary lives
**Existing Position Description & Recruitment**

- Use this action to request to recruit for an existing position without requesting any changes to the position. **Note:** You cannot make any changes to the position details or duties with this action. If you wish to make changes to an existing position description use must use the Modify Existing Position Description action.

- Select **Start Action** under the Existing Position Description & Recruitment action.

- Use the search criteria to find the position you would like to take an action on, select the ‘**Start Action**’ link below the job title. You should see a screen similar to the following:

- You can navigate through the rest of the tabs the same way as explained in the previous example of “**Request a New Position Description and Recruitment**”.
Other Features of the Position Descriptions Section

• **Search Actions**
  You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

• **Pending Actions**
  Use this option to view & approve any pending actions needing your approval in the system.

• **Searching Positions**
  At any time, you can search for and view the position descriptions that you have access to. To do so, select *Search Positions* on the navigation bar and use the search criteria to find the position description.

• **Start Action**
  Use this option to start a position description action in the system.
This concludes the position description module training.