

# Online Position Description (PD) Module

*Hiring Manager Training Guide*



*Preparing people to lead extraordinary lives*

# 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

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## Human Resources

### User Login

Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**.

User Name:

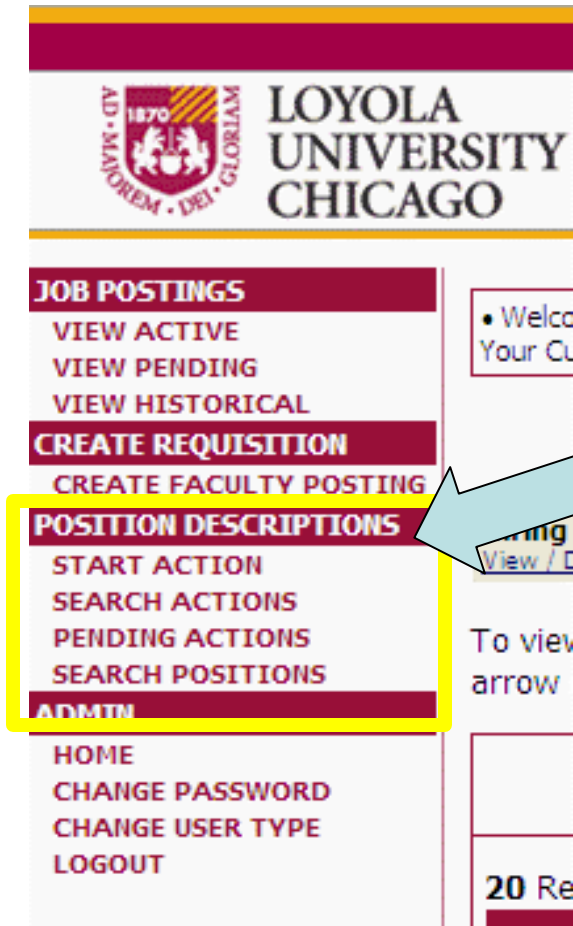
Password:

**LOGIN**

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.



# Position Description Actions



The screenshot shows the Loyola University Chicago website interface. At the top, the university's logo and name are displayed. Below this, there is a navigation menu with several categories: 'JOB POSTINGS', 'CREATE REQUISITION', 'POSITION DESCRIPTIONS', and 'ADMIN'. The 'POSITION DESCRIPTIONS' category is highlighted with a yellow border, and a blue arrow points to the 'START ACTION' button within this category. Other options in the 'POSITION DESCRIPTIONS' menu include 'SEARCH ACTIONS', 'PENDING ACTIONS', and 'SEARCH POSITIONS'. To the right of the menu, there is a 'Welcome Your Cl' button and a '20 Re' button.

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.

Start Action	
Begin New Action	
3 Records	
Action	Description
New Position Description & Recruitment: <a href="#">Start Action</a>	Use this action to request and
Modify Existing Position Description (with or without recruitment): <a href="#">Start Action</a>	Use this action to request a reclassification with or without recruiting for position. (For e changes to minimum requirements and
Existing Position Description & Recruitment: <a href="#">Start Action</a>	Use this action to request to recruit requesting any change



# 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.

## New Position Description & Recruitment:

Proposed Classification	Proposed Position Details	Supplemental Documentation	Requisition Form	Posting Specific Questions	Disqualifying / Points	Position Action History	Comments / Notes
If the classification is undecided, please select "TBD" from the job code or job title drop down menu to continue forward.							
<b>Search Classification</b>							
Job Title	Any			Job Code	Any		
<b>SEARCH</b>							

Classification	Job Code
ACA ADV SPEC PRGS COORD 1ST YR <a href="#">Select and Continue</a>	L2256 <a href="#">View Summary</a>
ACADEMIC ADVISOR <a href="#">Select and Continue</a>	L2024 <a href="#">View Summary</a>



# Position Details

- 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](http://www.google.com). There is a free spellchecker in the toolbar that you can use on every page of the system.*

**New Position Description**

<a href="#">Proposed Classification</a>	<b>Proposed Position Details</b>	<a href="#">Supplemental Documentation</a>	<a href="#">Requisition Form</a>	<a href="#">Po Sp Que</a>
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<< RETURN TO PREVIOUS    CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

Job Title:	ACCOUNTANT
Working Title:	<input type="text"/>
Job Code:	
FLSA Status:	Exempt





# Supplemental Documentation

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

<a href="#">Current Job Description</a>	<a href="#">Position Details</a>	<b>Supplemental Documentation</b>	<a href="#">Requisition Form</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying / Points</a>	<a href="#">Position Action History</a>	<a href="#">Comments / Notes</a>
---	----------------------------------	-----------------------------------	----------------------------------	--	--	---	----------------------------------

3 Records

Attach / Remove	Document Type	Attached Document	View Document
<a href="#">Attach</a>	Justification	Not Attached	
<a href="#">Attach</a>	Organizational Chart	Not Attached	
<a href="#">Attach</a>	Other	Not Attached	

<< RETURN TO PREVIOUS                      CONTINUE TO NEXT PAGE >>

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CANCEL    VIEW ACTION SUMMARY >>



# 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.”**

## New Position Description & Recruitment:

<a href="#">Proposed Classification</a>	<a href="#">Proposed Position Details</a>	<a href="#">Supplemental Documentation</a>	<a href="#">Requisition Form</a>	<b>Posting Specific Questions</b>	<a href="#">Disqualifying / Points</a>	<a href="#">Position Action History</a>	<a href="#">Comments / Notes</a>
<p>Hiring managers have the ability to create pre-screening questions that each applicant must respond to during the application process. Questions may be closed or open ended and questions should relate directly to the minimum qualifications of the position. To add questions that will be asked of every applicant who applies to this position, click the Add a Questions button. Click the Continue to Next Section button to skip this section or when finished.</p> <p>No Posting Specific Questions exist.</p> <p><a href="#">ADD A QUESTION</a></p> <p><a href="#">&lt;&lt; RETURN TO PREVIOUS</a> <a href="#">CONTINUE TO NEXT PAGE &gt;&gt;</a></p> <p><a href="#">SAVE AND STAY ON THIS PAGE</a></p>							

[CANCEL](#) [PREVIEW ACTION](#)



# 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:

Proposed Classification	Proposed Position Details	Supplemental Documentation	Requisition Form	Posting Specific Questions	Disqualifying / Points	Position Action History	Comments / Notes
<p>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 <i>did not meet minimum qualifications</i>.</p> <p>When finished adding points, selecting disqualifying answers, or to skip this section, click the <b>Continue to Next Page</b> button.</p> <p>Open-ended questions will not be visible on this tab, but will be visible on the summary page.</p> <p>Maximum Points Possible: 0</p> <p>No scorable questions exist.</p> <p><a href="#">RECALCULATE</a> <a href="#">RESET</a></p> <p><a href="#">&lt;&lt; RETURN TO PREVIOUS</a> <a href="#">CONTINUE TO NEXT PAGE &gt;&gt;</a></p> <p><a href="#">SAVE AND STAY ON THIS PAGE</a></p>							

[CANCEL](#) [PREVIEW ACTION](#)



# 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 like at any particular step/user in the action workflow.

## New Position Description & Recruitment:

<a href="#">Proposed Classification</a>	<a href="#">Proposed Position Details</a>	<a href="#">Supplemental Documentation</a>	<a href="#">Requisition Form</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying Points</a>	<b>Position Action History</b>	<a href="#">Comments / Notes</a>
<p>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.</p>							
<b>History</b>				<b>Modified By</b>			
02-24-2010 4:02 PM				Danielle Hanson			
<i>Create Action Status: New Position</i>							
<a href="#">View Summary</a>							



# 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.

History	Modified By
<b>09-18-2009 11:53 AM</b>	<b>Danielle Hanson</b>
<i>Action Submitted to VP/Provost for Review</i>	
<b>09-18-2009 11:59 AM</b>	<b>Danielle Hanson</b>
<i>Action Submitted to HR Comp for Analysis</i>	

Add Notes	
Notes:	<input type="text"/>
<b>ADD NOTES</b>	

<< 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.

[Edit](#)

 [Printer-Friendly Version](#)

**Action Status**

Send Action to Department Head

Save Action Without Submitting

**CANCEL** **CONTINUE**



# 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			
Classification	<input type="text" value="Any"/>	Position Title	<input type="text"/>
Position Number	<input type="text"/>	Position Type	<input type="text" value="Any"/>
Employee First Name	<input type="text"/>	Employee Last Name	<input type="text"/>





# 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

1 Record

<input checked="" type="checkbox"/> Job Title	<input checked="" type="checkbox"/> Working Title	<input checked="" type="checkbox"/> Job Code	<input checked="" type="checkbox"/> Position Number	<input checked="" type="checkbox"/> Employee Id	<input type="checkbox"/> Employee Last Name	<input checked="" type="checkbox"/> Last Action
<b>DIR COMPENSATION &amp; BENEFITS</b> <a href="#">Start Action</a>    <a href="#">View Summary</a>	Director of Compensation & Benefits	L1114	8100089			Modified Position Description Approved for Posting <a href="#">View History</a>



Search Positions to Begin Action On

Job Title	<input type="text" value="DIR COMPENSATION &amp; BENEFITS"/>	Job Code	<input type="text" value="Any"/>
Position Number	<input type="text"/>	Position Type	<input type="text" value="Any"/>
Employee First Name	<input type="text"/>	Employee Last Name	<input type="text"/>



# 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):

<a href="#">Current Job Description</a>	<a href="#">Proposed Classification</a>	<a href="#">Proposed Position Details</a>	<a href="#">Primary Duties and Responsibilities</a>	<a href="#">Supplemental Documentation</a>	<a href="#">Requisition Form</a>	<a href="#">Posting Specific Questions</a>	<a href="#">Disqualifying / Points</a>	<a href="#">Position Action History</a>	<a href="#">Comments / Notes</a>
<b>Employee Details</b>									
Employee First Name:		LARRY							



# 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**”.

• Welcome **Danielle Hanson**. You are logged in. Thursday, February 25, 2010  
Your Current Group: Hiring Managers.

### Existing Position Description & Recruitment:

Choose Position Description to Begin Action On

46 Records

<input type="checkbox"/> Job Title	<input type="checkbox"/> Working Title	<input type="checkbox"/> Job Code	<input type="checkbox"/> Position Number	<input type="checkbox"/> Employee Id	<input type="checkbox"/> Employee Last Name	<input type="checkbox"/> Last Action
WEB CONTENT DEVELOPER <a href="#">Start Action</a>   <a href="#">View Summary</a>	1t	L2228	████	████	████	Modified Position Description Approved <a href="#">View History</a>
GRADUATE						Modified



# 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

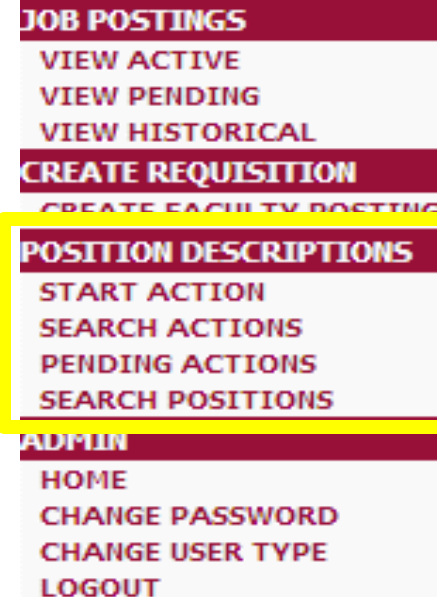
Use this option to view & approve any pending actions needing your approval in the system.

## •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.

