You would like to update a job description for a position that reports to you.

**To start position description request:**

Select *"Position Management"* from the dropdown in the upper right corner (orange banner)

Make sure *"Current Group"* = Hiring Manager

Hover over Position Descriptions tab click *"Staff"*

Select from the positions listed on the page (the positions in your department) by clicking on the title. *You can also click View”*

Click ★ Modify Position Description on the far right-hand side

A "Start Modify Position Description Position Request on <<Position Title>>??" warning will display. Click Start

{Position Justification} Fill in the justification of your position request to aid in the approval process workflow.

Click “Next”

{Classification Selection} If no change to classification is needed, skip this step.
To change a position’s classification, click the “Filter these results” link.

- Type “TBD,” click “search”, then
- Select “TBD by Compensation”
- Click “Next”

{Position Details} This is where you can make modifications to the job (position) description. Scroll down and fill in missing items (Notice some fields are not required but give accuracy to the description.) **Hold control when selecting multiple choices in a dropdown list

Click “Next”

{Position Budget Information} Fill in accounting unit(s) and code(s) *Totals must equal 100.0

Click “Next”

{Supervisory Positions} This section displays the current supervisor.

Click “Next”

You can add supporting PDF documents (such as an org chart) by hovering over “Actions” and selecting one of the three options

Click “Next”
Scroll down the page looking for a ✔️ to the left of each section if you see

⚠️ click the Edit hyperlink to fill in the missing information

Scroll back up the page and hover over

Select next stage in the workflow

You can add comments that would show in the notification email to the
next workflow approver

You may add this position to your watch list for ease of reference as it
moves through the approval process

Click “Submit”

⚠️ Position Request was successfully transitioned, and it was added to your watch list.

Notes: