HOW TO CREATE AND MODIFY POSITION DESCRIPTIONS IN PEOPLEADMIN 7

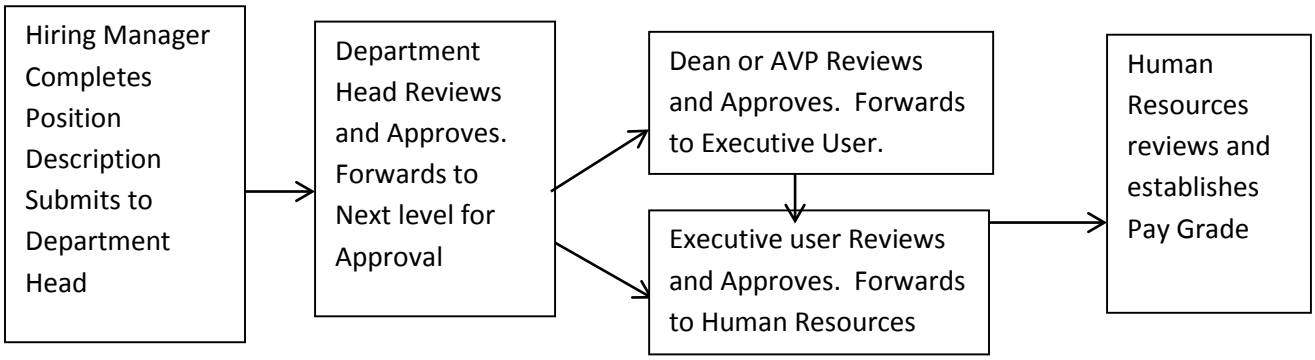
Document describes the step by step process of creating and modifying positions for Administrative/Classified Positions.

Table of Contents

Position Management (Administrative and Classified Positions Only)

Approval Process for Positions Descriptions

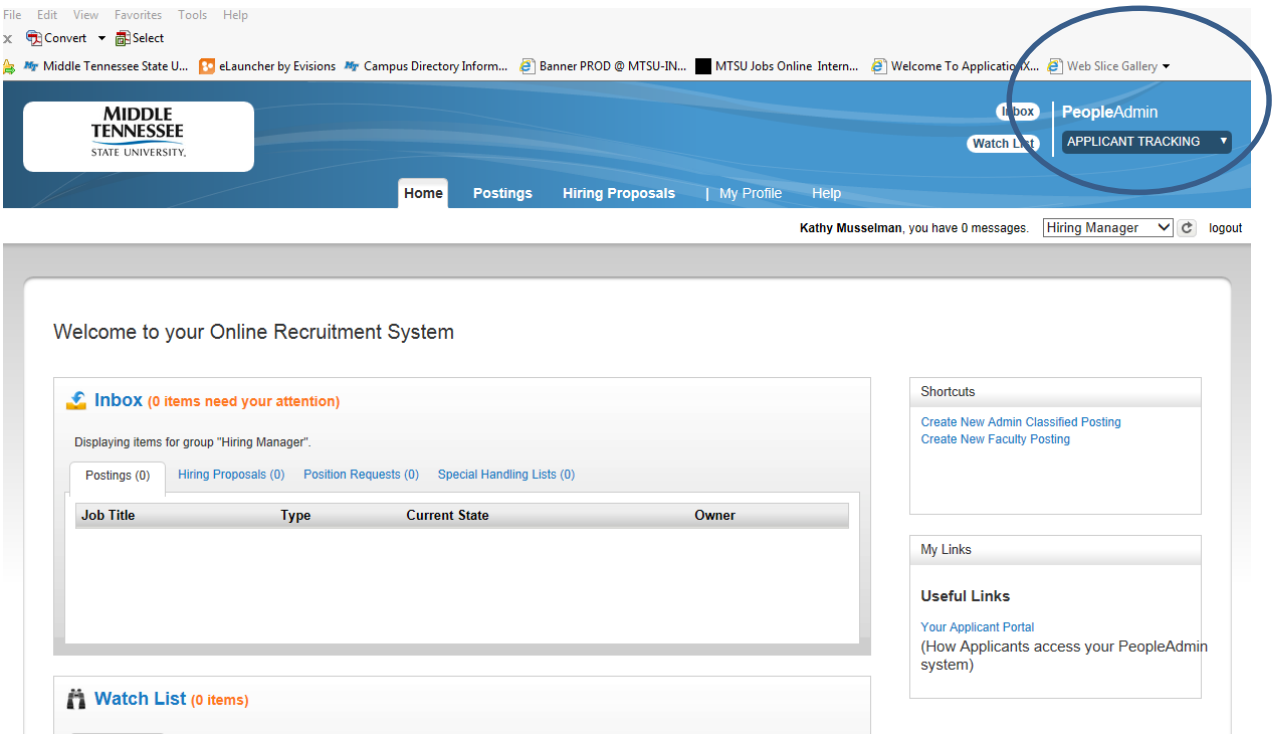
Hiring Manager will create the position description and submit for Approval to the Department Head. The Department Head reviews and forwards to one of the following based on chain of command within the organization: Dean, Associate/Assistant Vice President, Executive User (Vice Presidents). Once approved by the Executive User it is sent to Human Resources for review and classification.



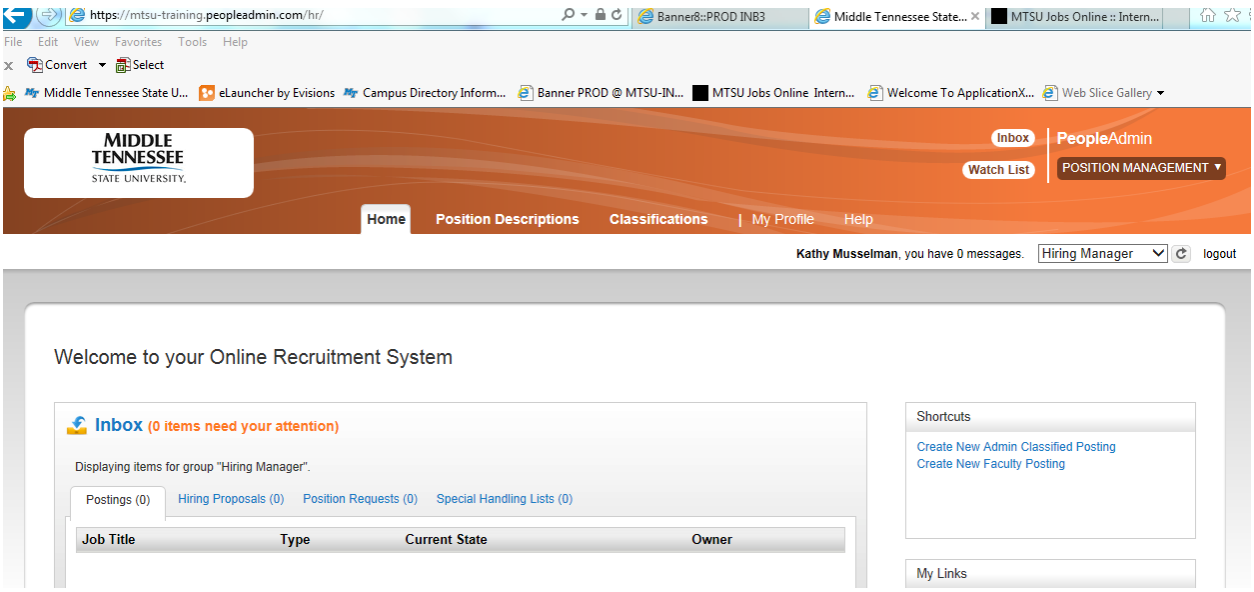
Login Information

Login to PeopleAdmin at https://mtsujobs.mtsu.edu/hr . Select the Position Management module by hovering over the Applicant Tracking heading located at the top right hand section of the screen.

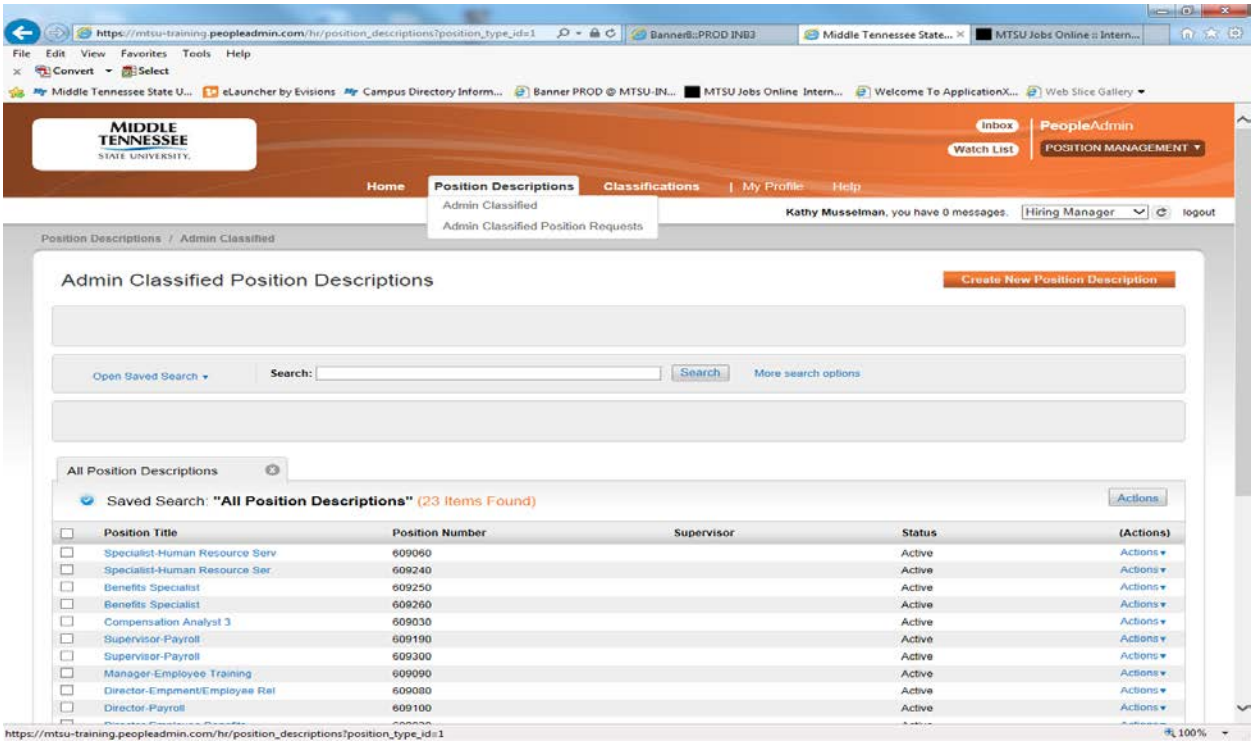
Note: The navigation bar will change from the color **blue** to **orange**.



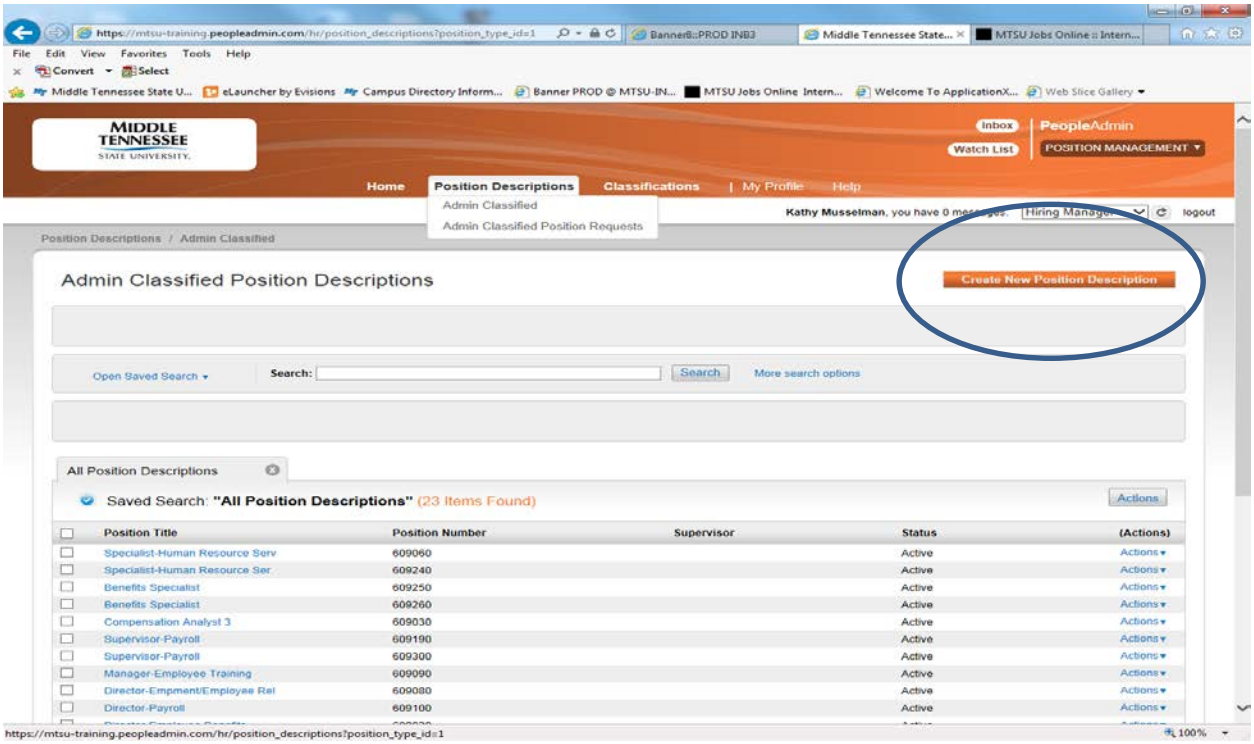
Select "Position Management" from the top right corner drop down menu. Note: The navigation bar will change from the color **blue** to **orange**.

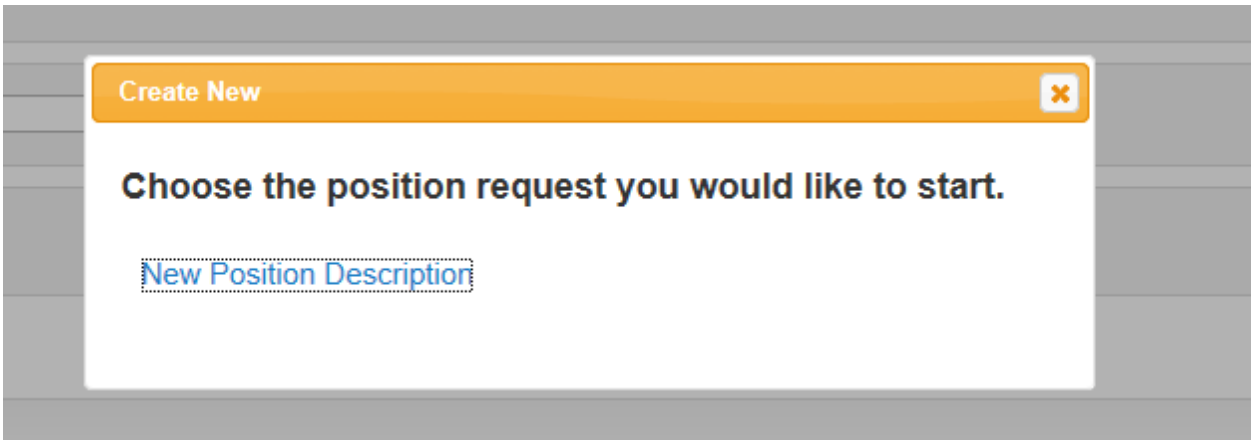


Click on Position Description from the top menu bar and select the **Admin Classified** option. This screen will show you all positions that you have access to in the system. The **Admin Classified Position Requests** will list all items that are pending.



Click on the **orange Create New Position Description** button located on the top right corner of the page. Then click on the link **New Position Description**.

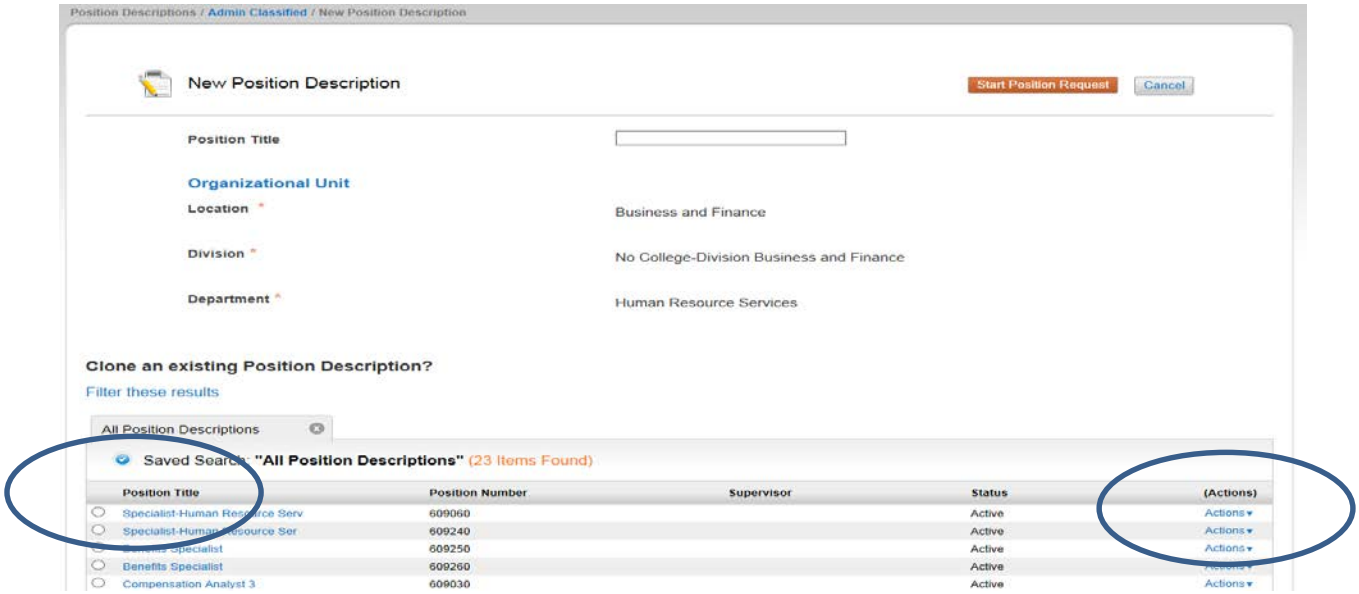




New positions can either be **cloned (copied)** from an existing position description or created from **scratch.** If you are creating a new position from scratch, skip next step and proceed to Create a Position from Scratch.

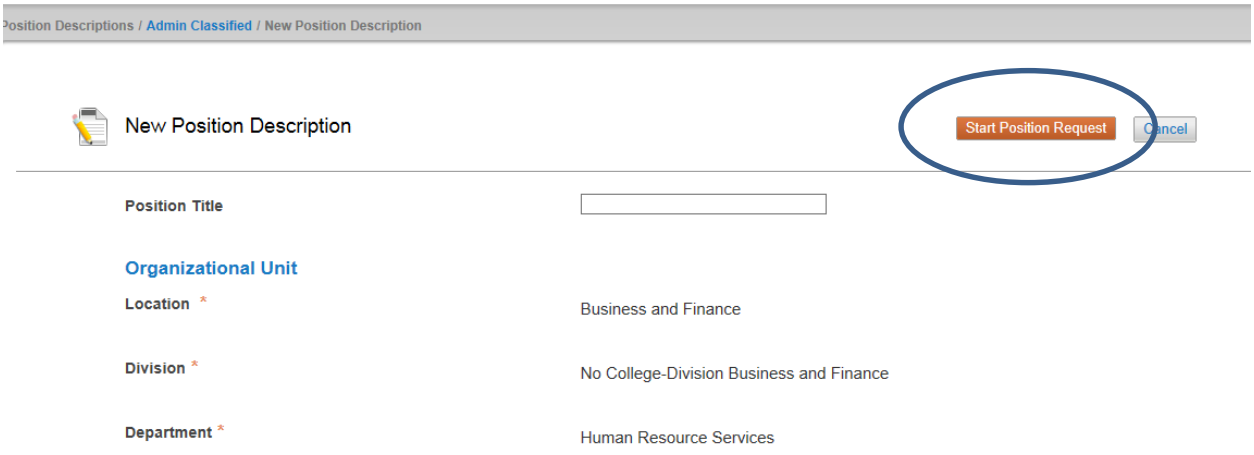
Create a New Position by Cloning (Copying) an Existing Position

Identify the position to be cloned (copied) from the list of Approved Position Descriptions at the bottom of the screen. Review the position description to ensure it is accurate by hovering over the **Actions** button and choose view. Use the back button on your browser to return to the previous screen.
To clone the position, click the radio button next to the selected position description and click on the orange **Start Position Request** button located in the top right corner of the page.
NOTE: The fields on the new position will pre-populate with all the information from the existing position (including the position number) and can be edited as needed. Continue to Employee Details, Page 5.



Create a New Position from Scratch

Enter the Title of the Position you wish to create in the Position Title field. If you have access to multiple departments you can select the Department for this position. If you do not have access to more than one department will not be editable. Click on **Start Position Request .**



Employee Details

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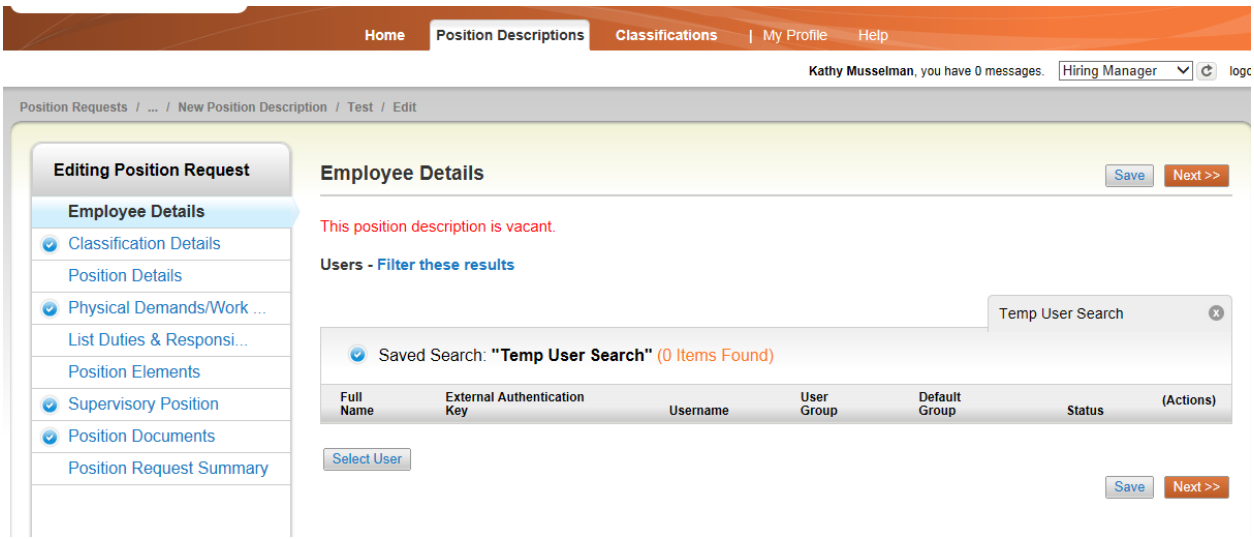

Classification Details

You may skip this step if you do not know the classification, or, you may propose and select a title by scrolling through the list of Classification Job Titles or creating a filter search. To create a filtered search click on **"Filter these results"** and a feature box will pop-up to enter criteria. To view details about the Classification Job Title, hover over Actions and choose **View Classification**. The Classification Job Title will default for cloned positions. Click the radio button next to the selected Classification Job Title and select **Next** in the top right corner of the screen.

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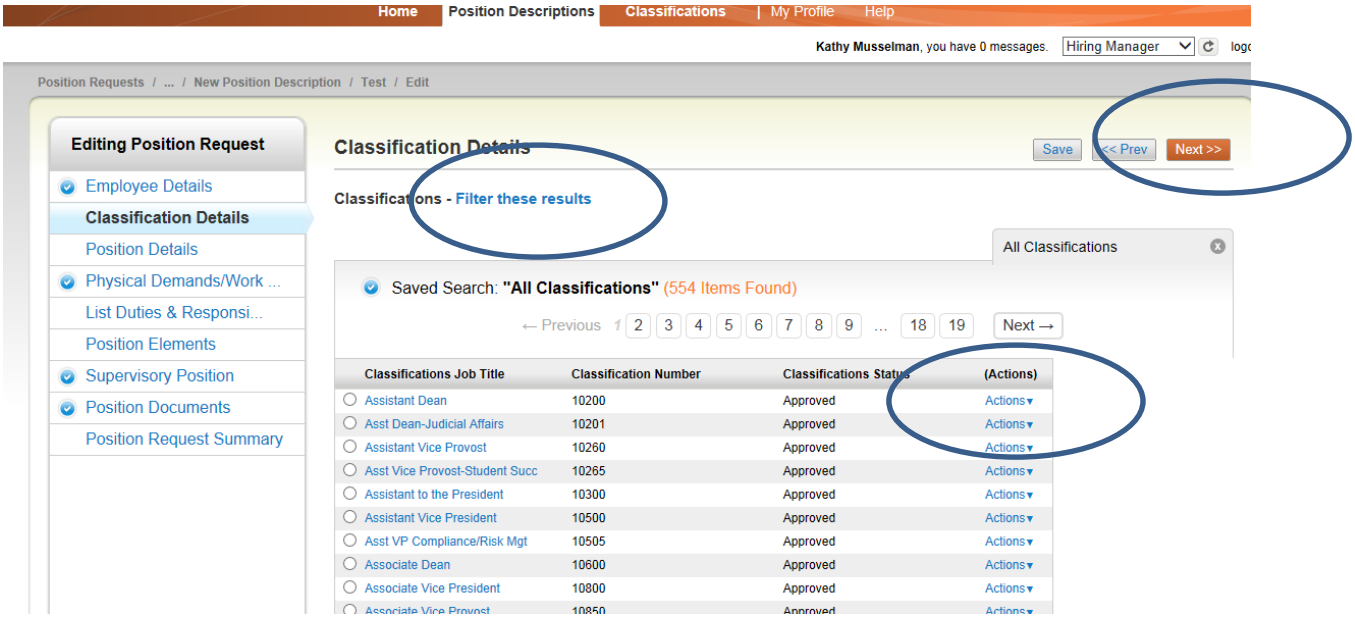
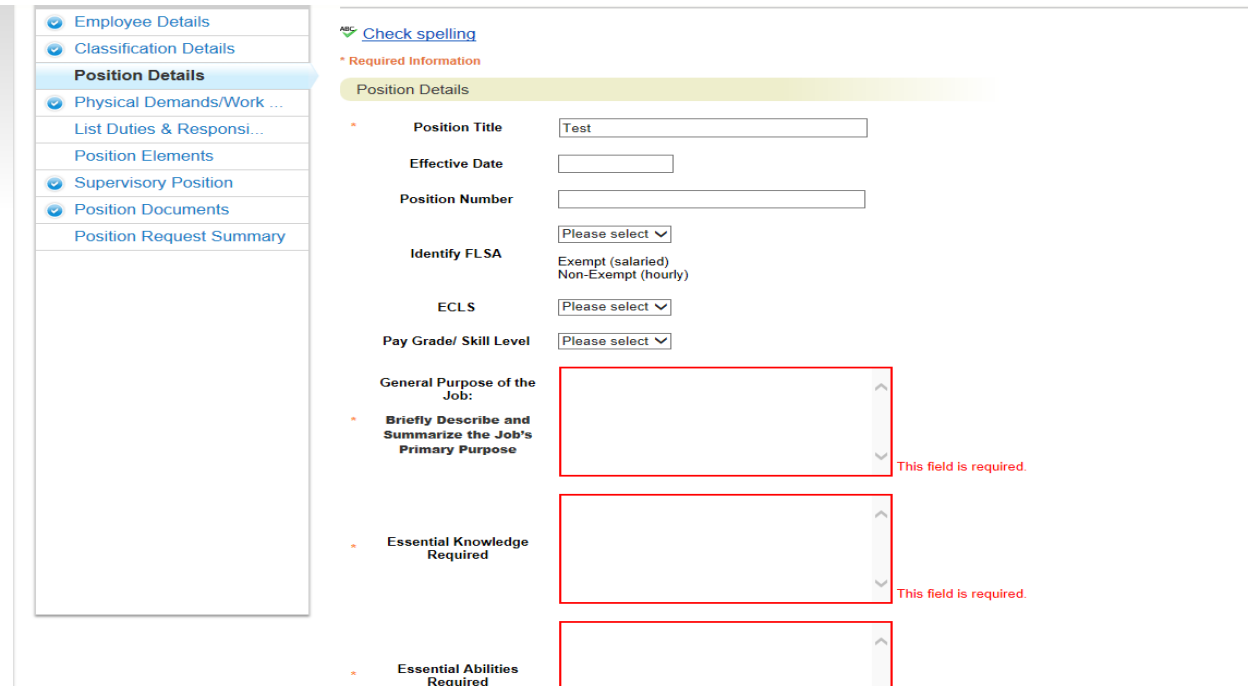


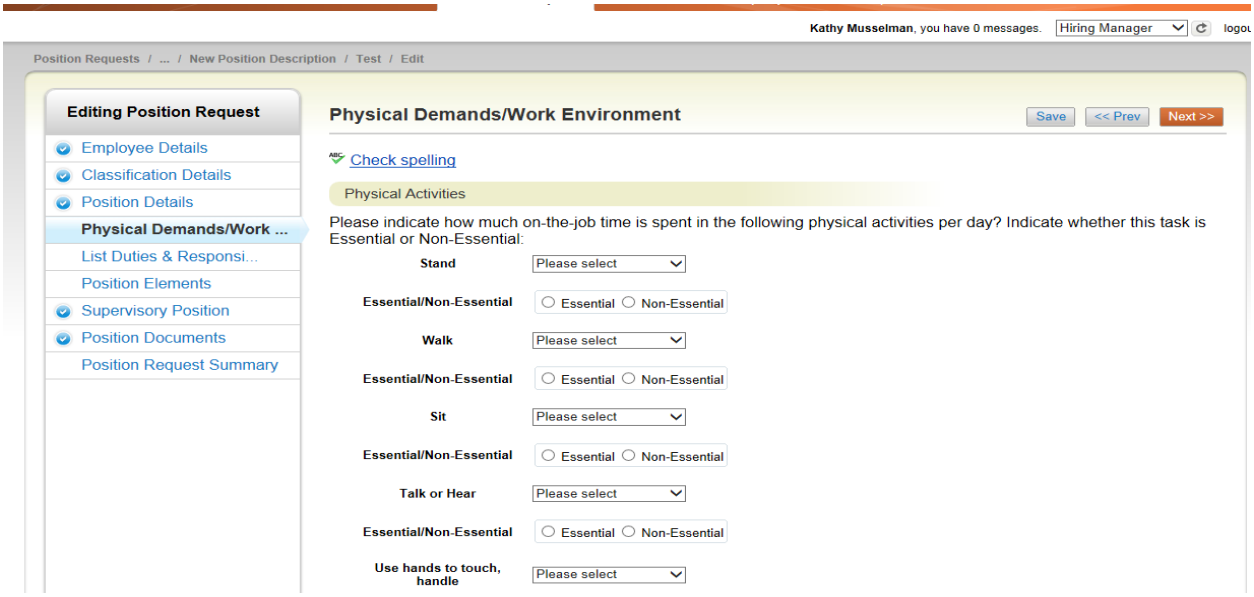
Position Details

The third tab requires the department to describe the General Purpose of the Job as well as required knowledge, abilities and educational qualifications and experience. Enter the Position Number assigned by the Budget Office. Complete fields and click **Next**.



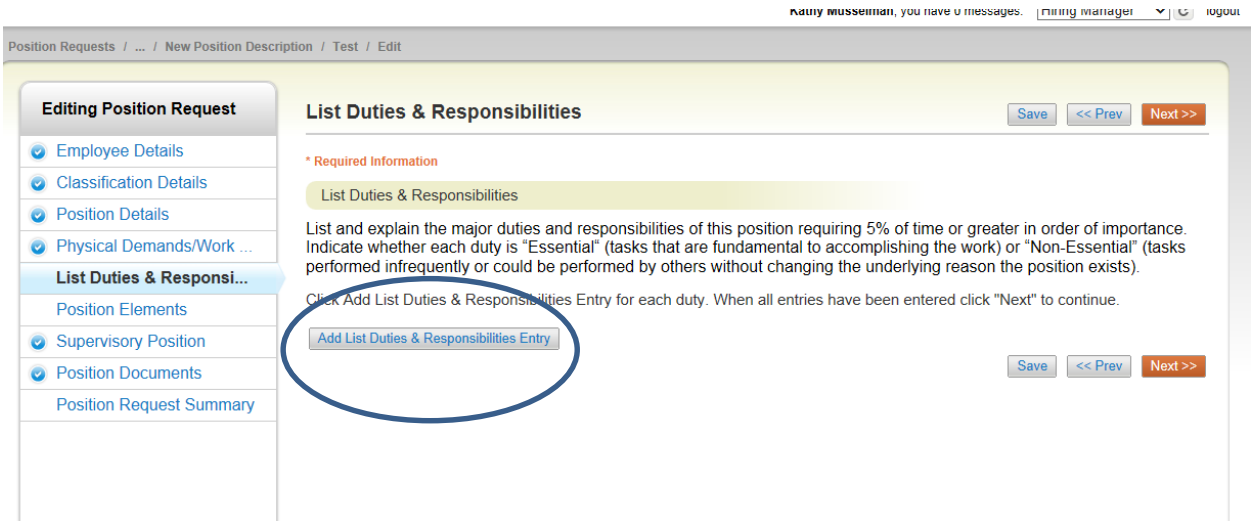
Physical Demands/Work Environment

The fourth tab is used to select the physical demands and the work environment of the position. Please indicate for each physical activity or work environment whether it is an essential or non-essential task for the position. Essential are defined as tasks that are fundamental to accomplishing the work and Non-Essential are tasks performed infrequently or could be performed by others without changing the underlying reason the position exists. Click **Next** to Continue.



List Duties and Responsibilities

The fifth tab is considered a builder menu in the system. For each duty requiring 5% of time or greater, click on the **Add List Duties and Responsibilities Entry** and enter the information requested for each duty. Indicate whether each duty is "Essential" (tasks that are fundamental to accomplishing the work) or "Non-Essential" (tasks performed infrequently or could be performed by others without changing the underlying reason the position exists).



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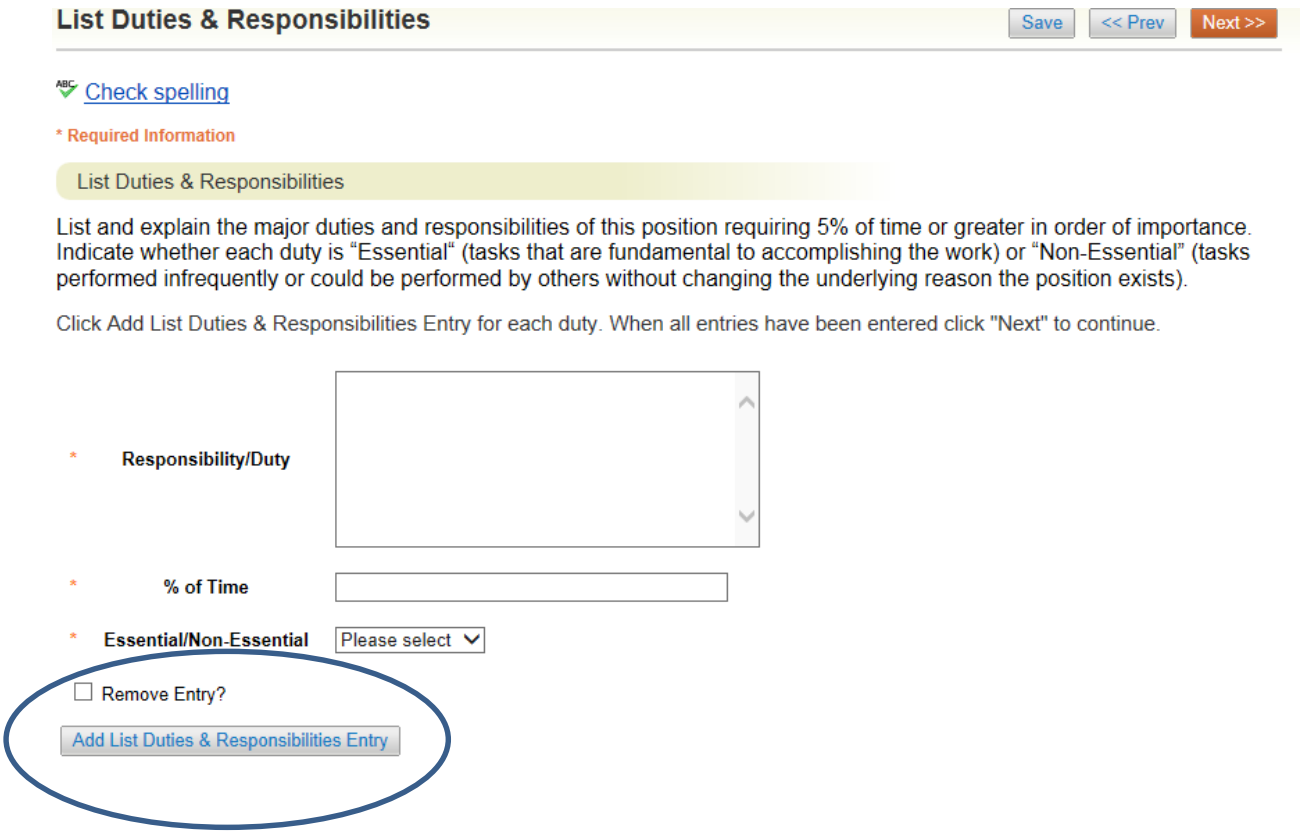
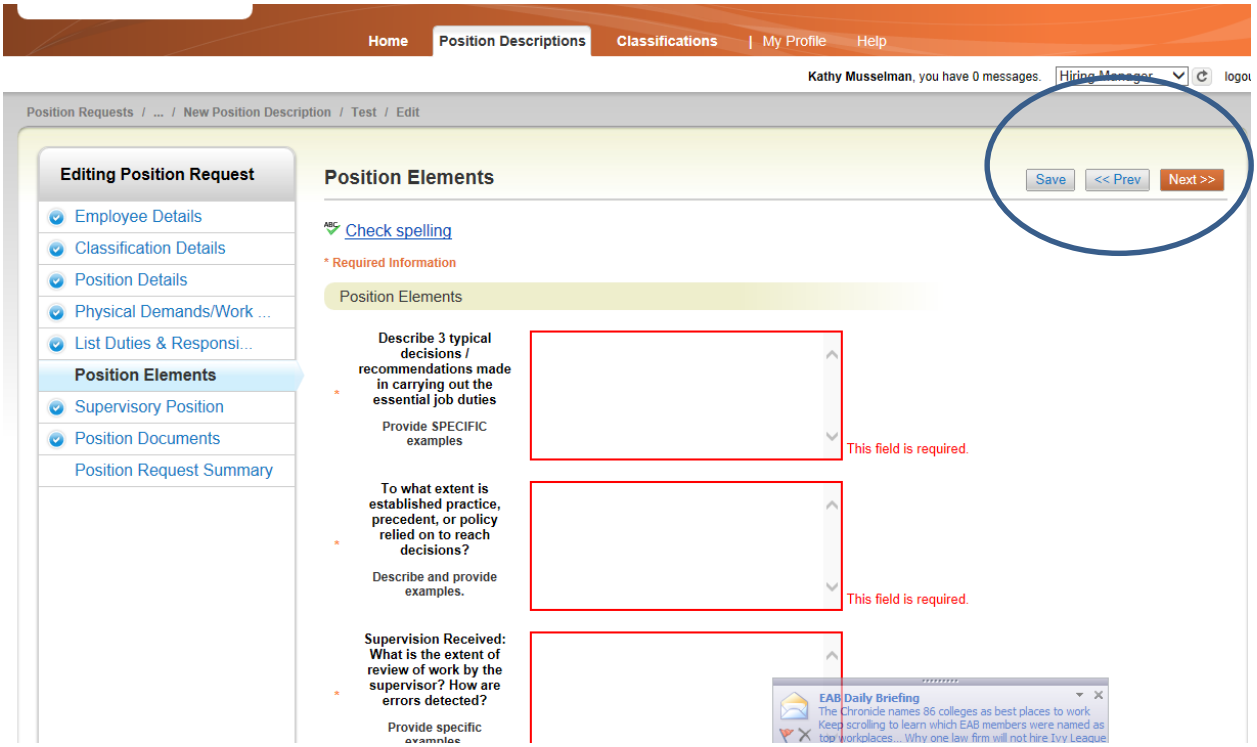


Position Elements

The sixth tab requires the department to enter information related to the types of decisions the position will be required to carry out, amount of supervision, and the contact with others. Complete all required fields and click on Next to continue.



Supervisory Position

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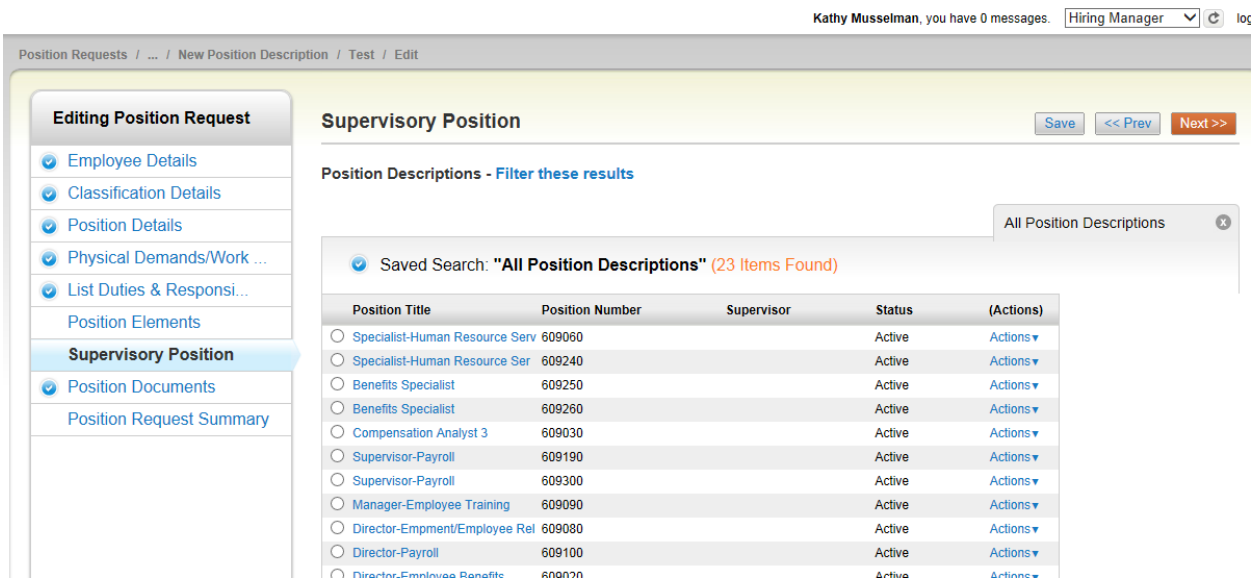
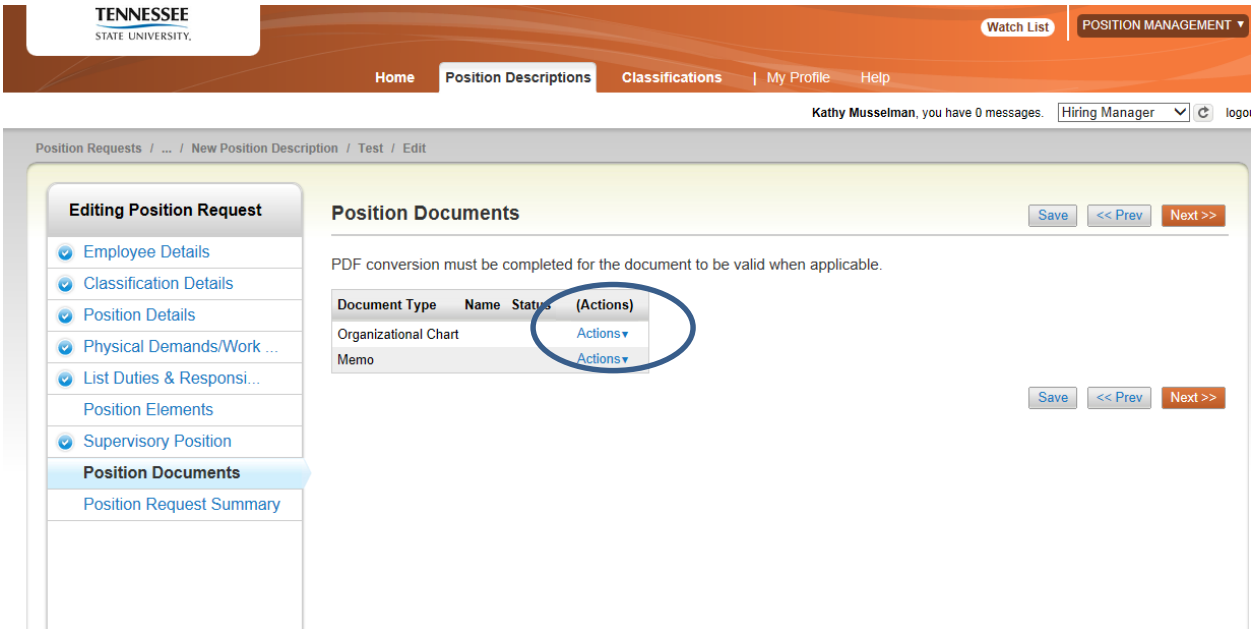


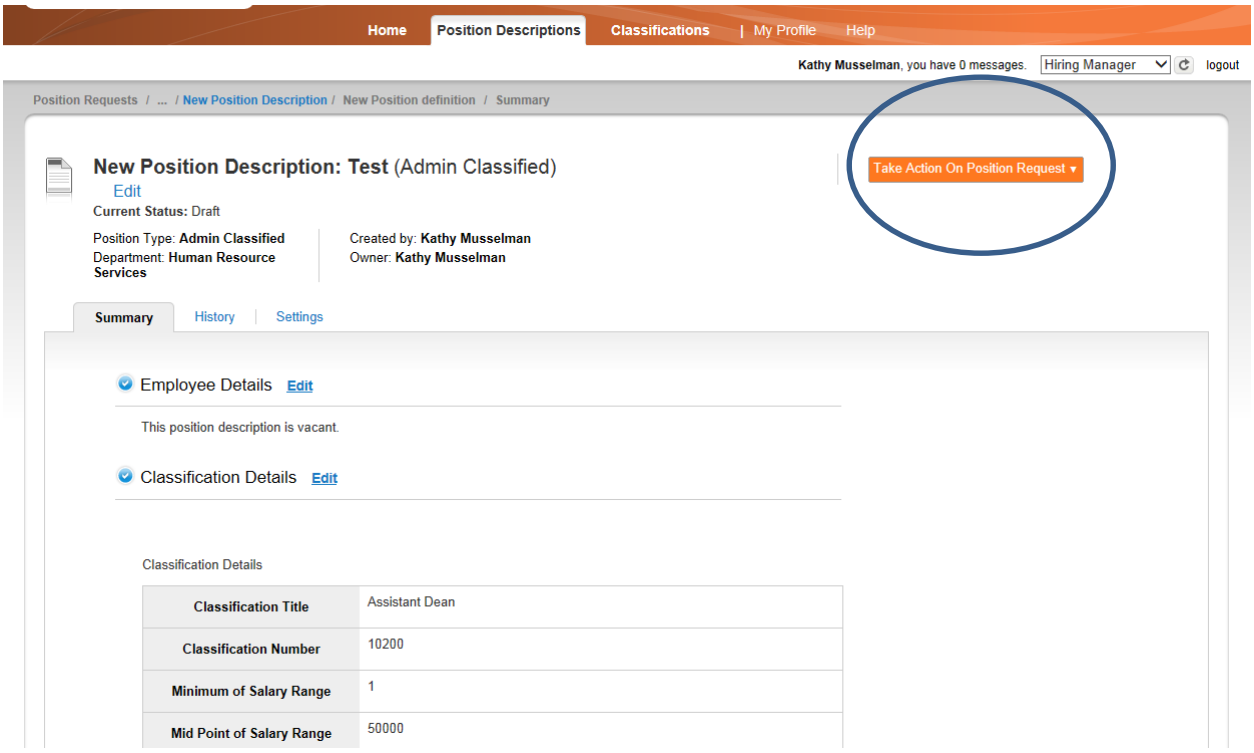
Position Documents

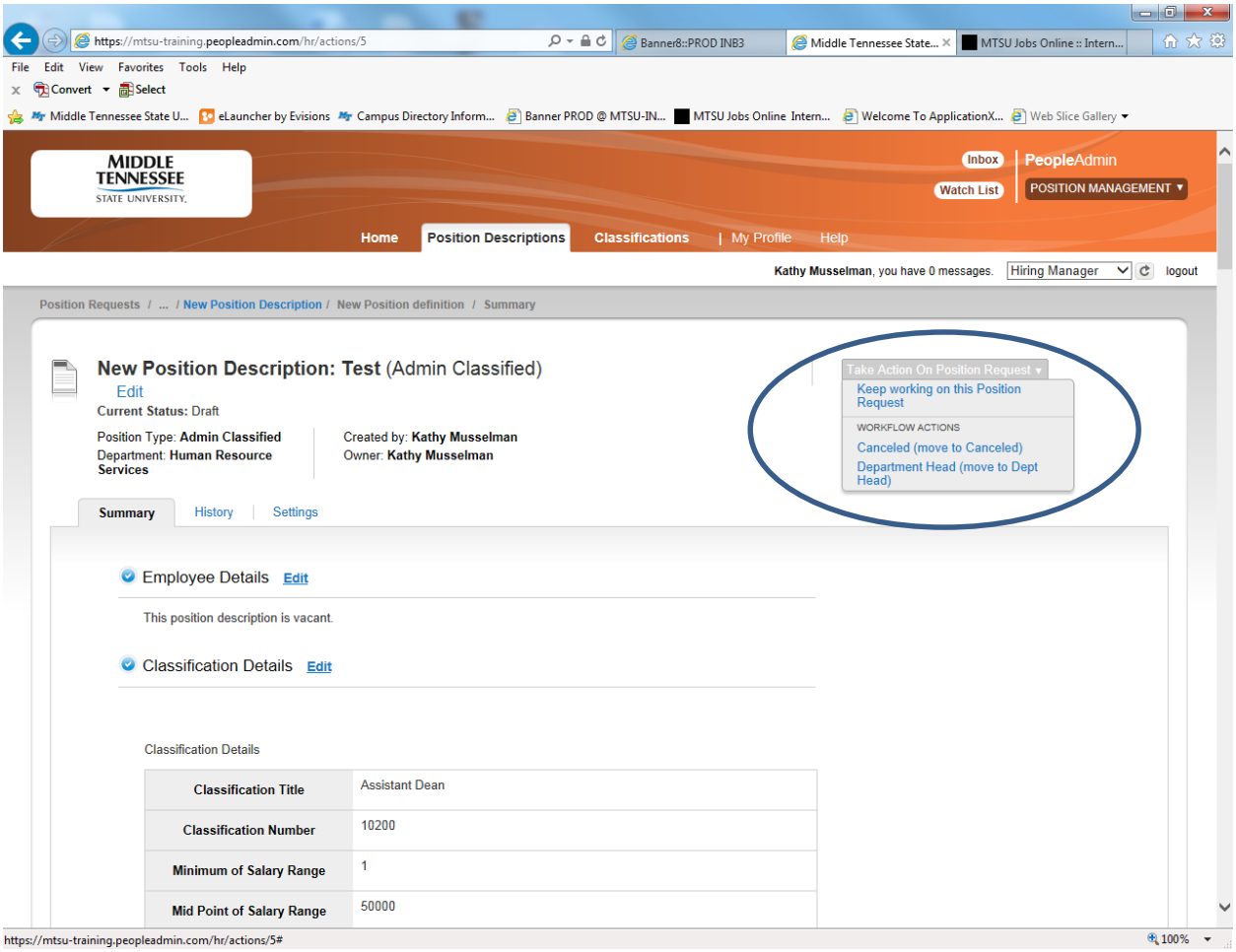
The eighth tab is used to upload the organizational chart for the department in which the position will report. The memo document type is used in describing changes made when editing a position description. Hover over Actions to add document. Click **Next** to continue.



Position Request Summary

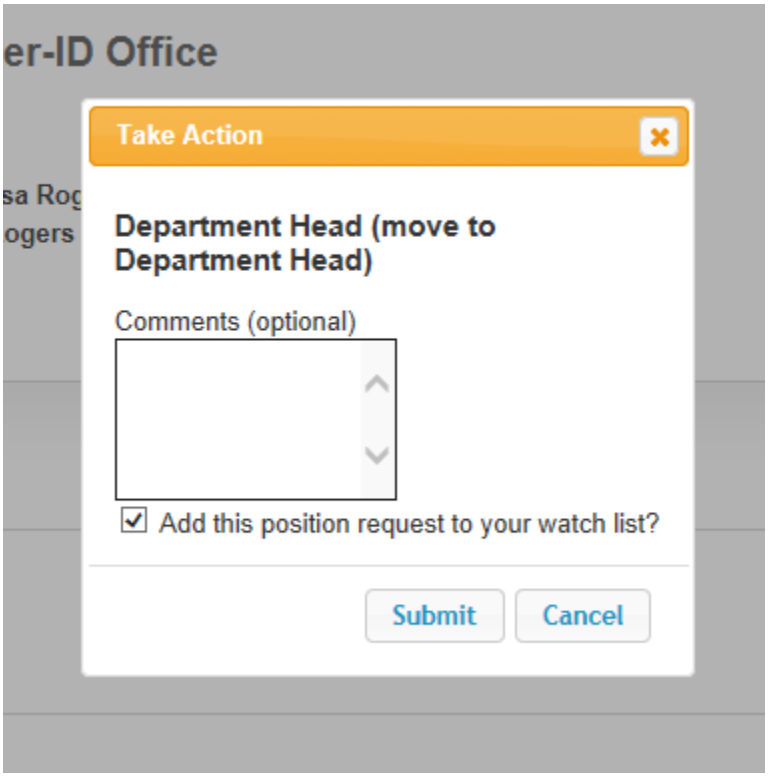
The final tab provides the opportunity to review the position request and make any changes before submitting it for further approval. To initiate the approval queue, hover over the "Take Action on Position Request" button and choose from the list of available actions. (See [Approval Process for Positions Descriptions](#) for routing information)





Once the action is selected, a comment box will appear and a comment may be added that will be incorporated into the email notification sent to the approver. **Please keep in mind these comments will become part of the position record and cannot be removed.**

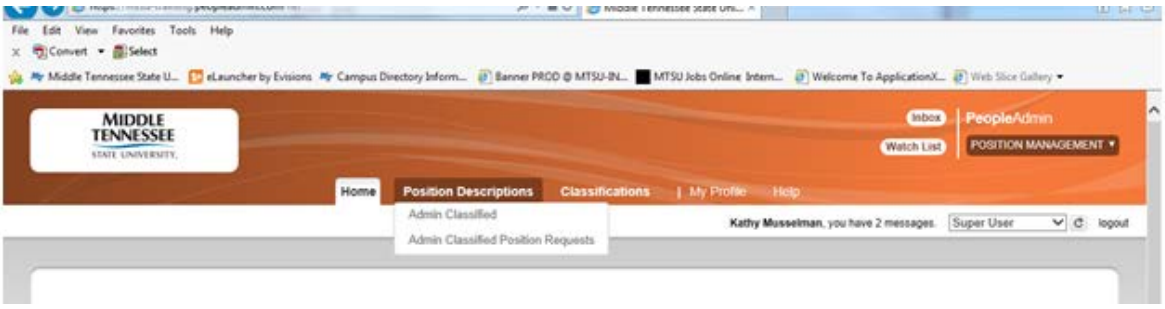
If you want to monitor the progress and easily access the position description later, add the action to your Watch List. You will be able to view it quickly from your home screen. Select **Submit** to move the action to the next stage of processing.



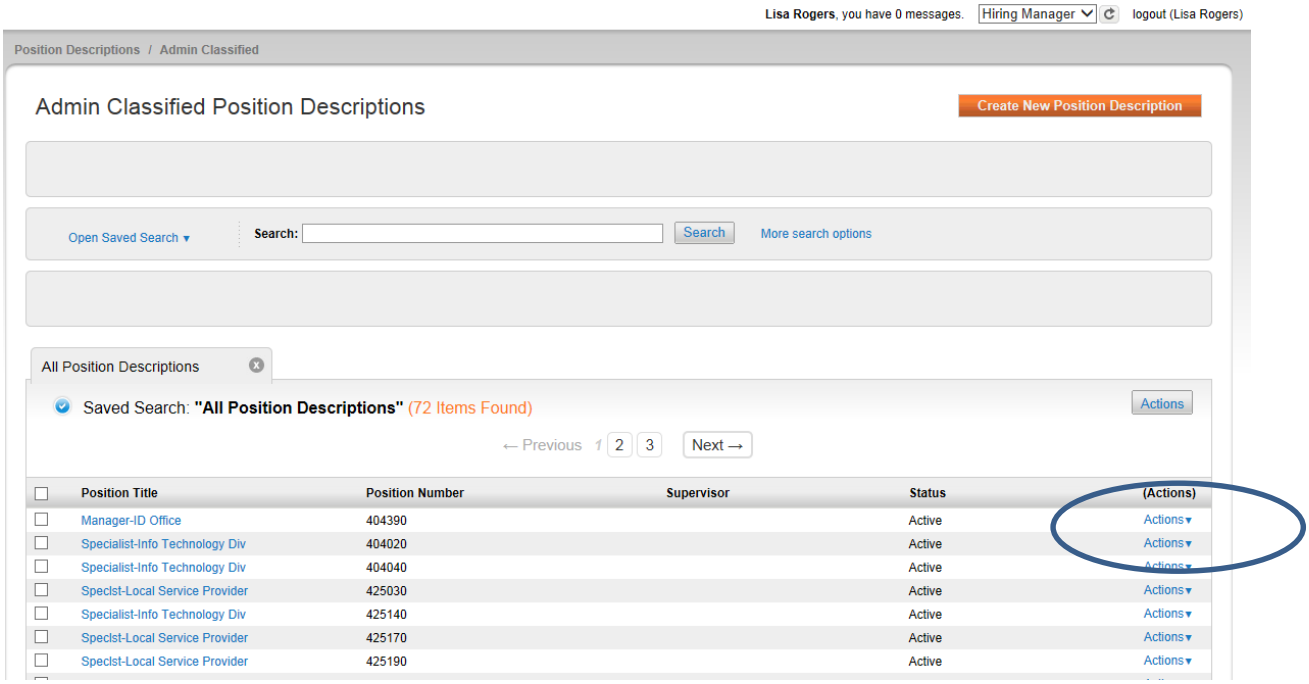
Information messages will appear at the top of the screen to let you know your action has been routed to your selected approver or to alert you to an error. Successful transitioned messages appear in Green and Error messages will appear in Red. Red error messages must be corrected before the action can transition to the next step.

Update/Reclassify an Existing Position

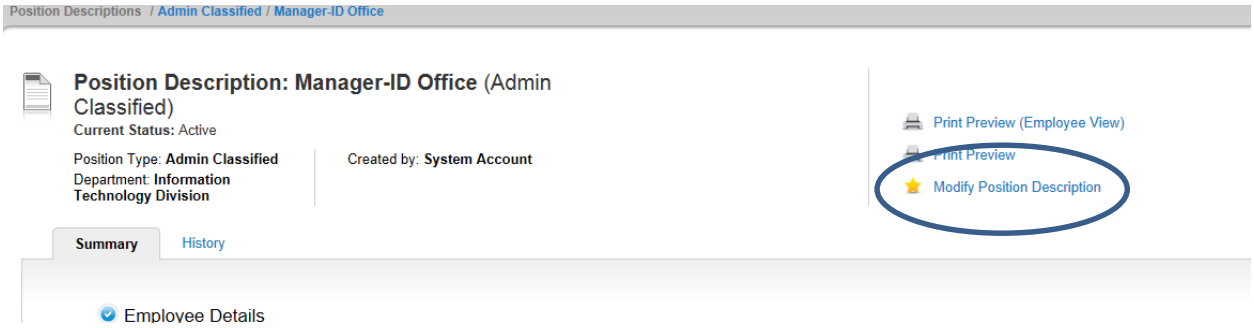
Hover over Position Descriptions tab at the top of the page and click Admin Classified. This will allow you to view the position descriptions approved.



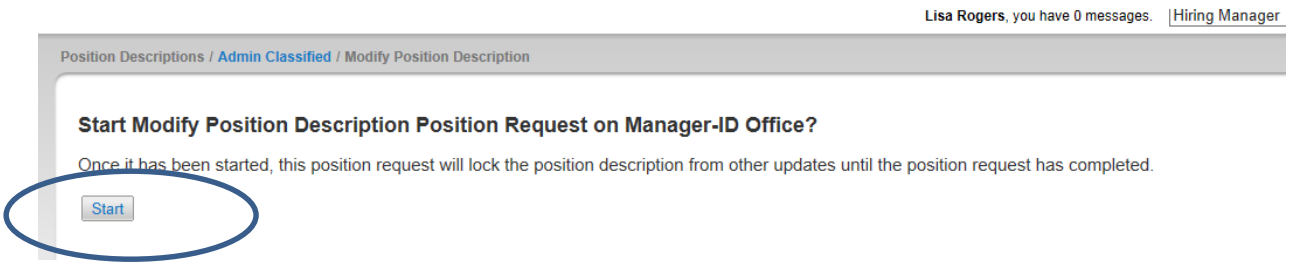
To start the process, hover over the Action Link on the right of the position you want to modify then click on **View**.



Click on **Modify Position Description**.



A confirmation screen will pop-up to notify you once you start this type of action, the position description will be locked from other updates. Click **Start** to continue the process.



Proceed through each tab of the job description and make changes as needed.

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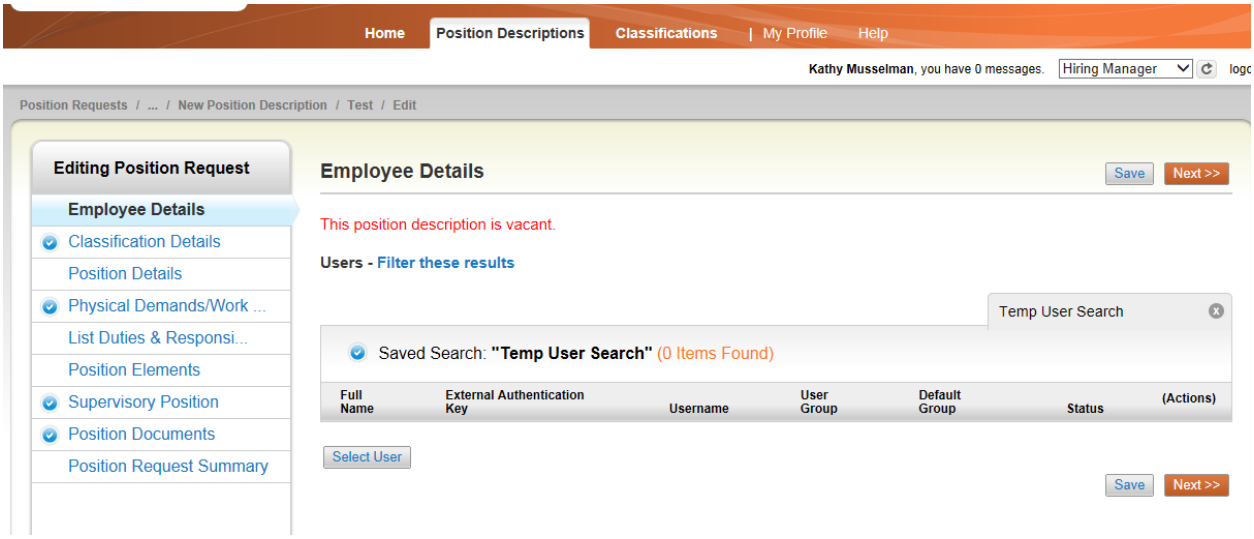

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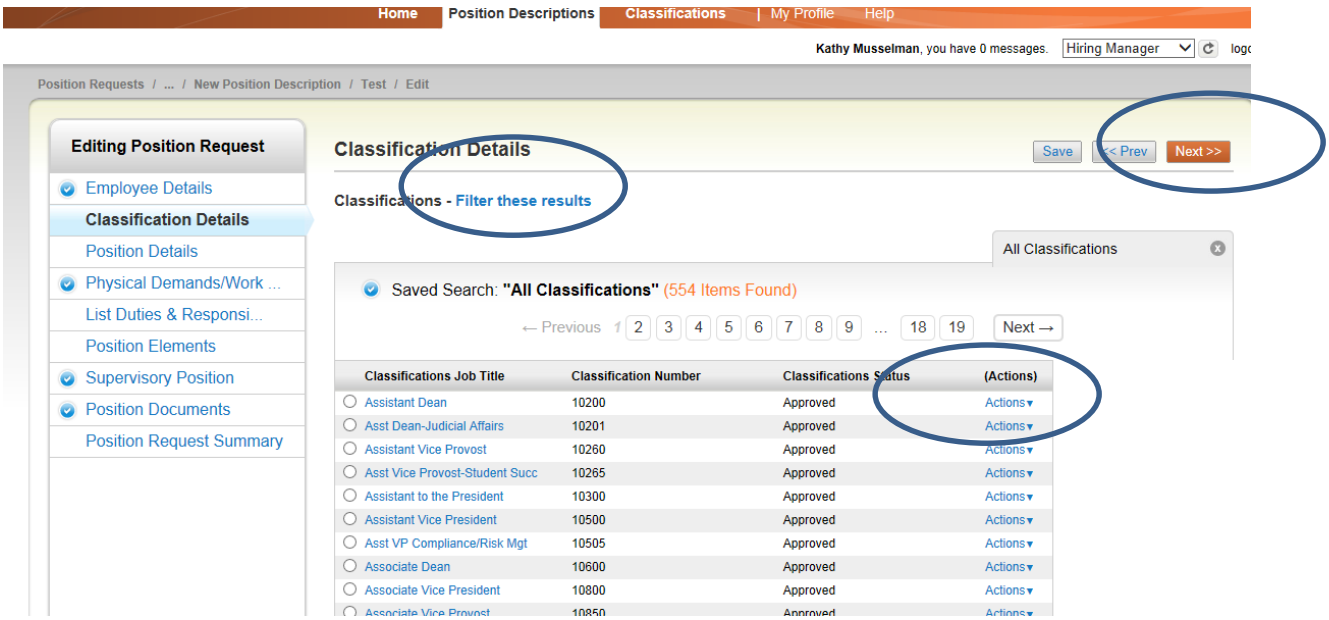

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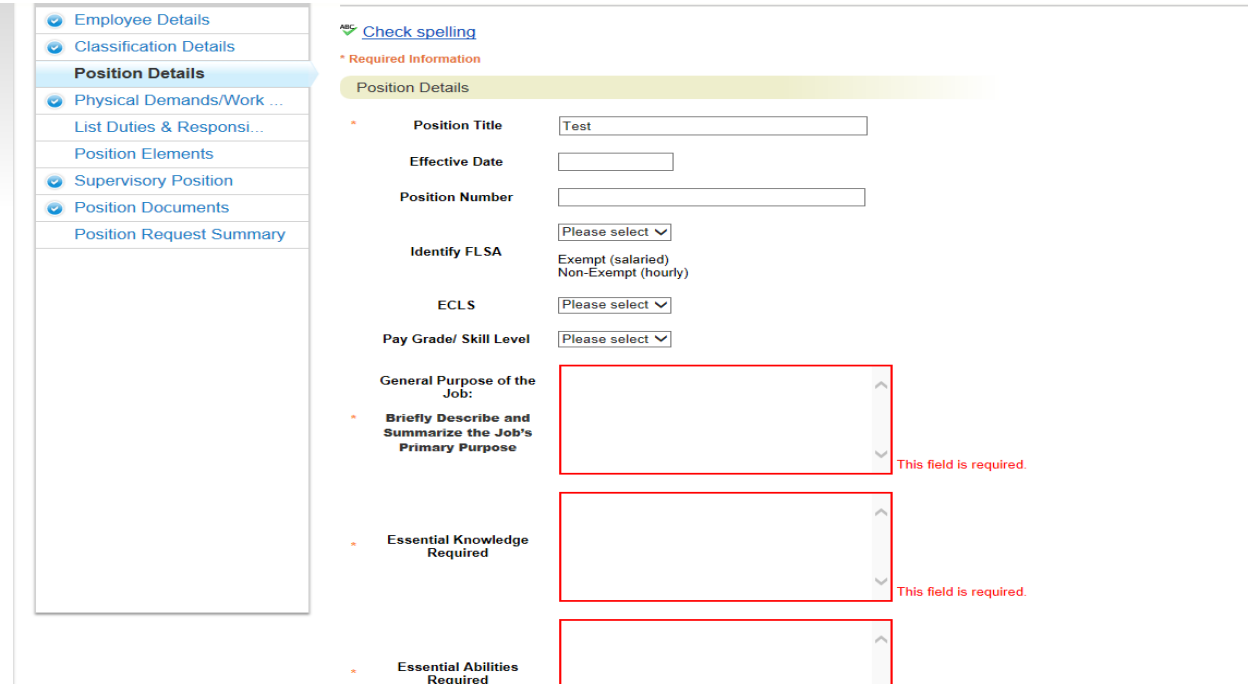

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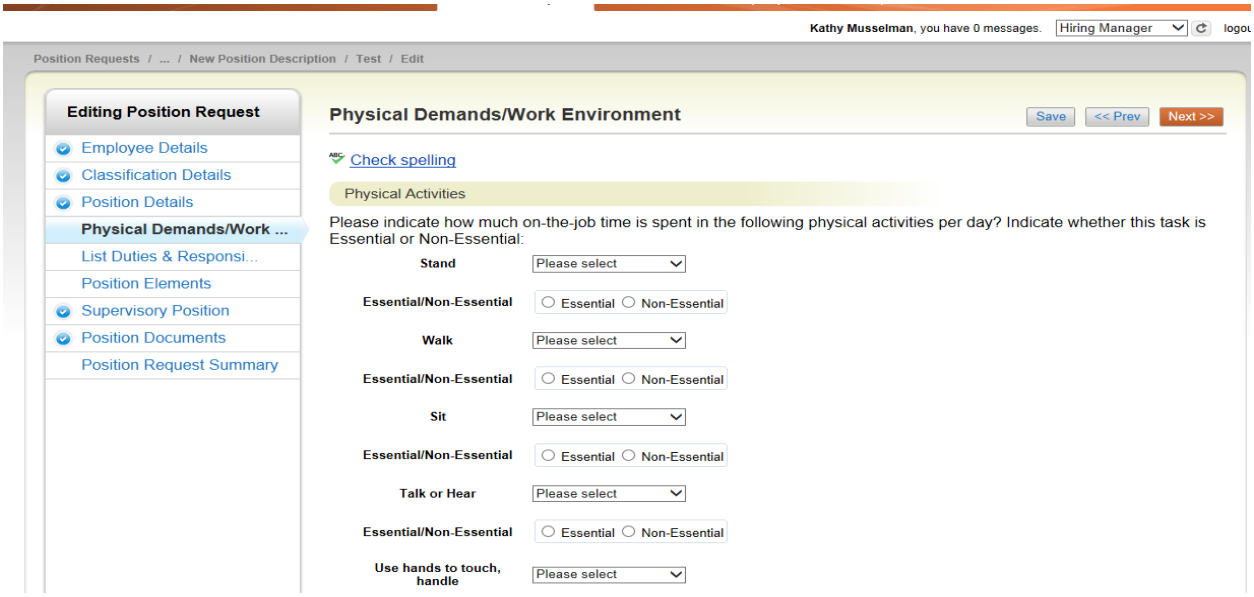

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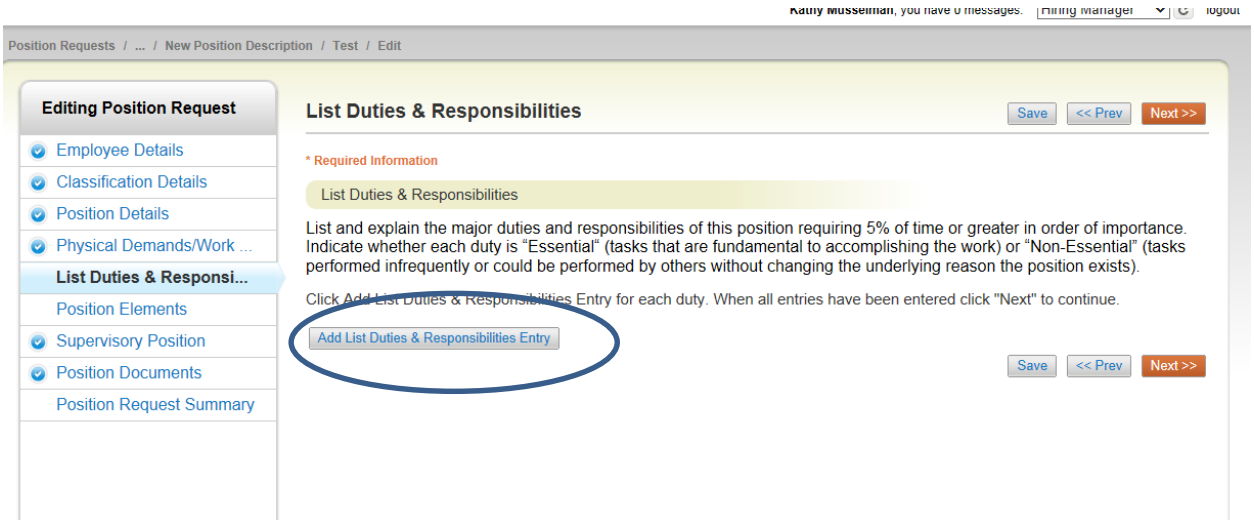

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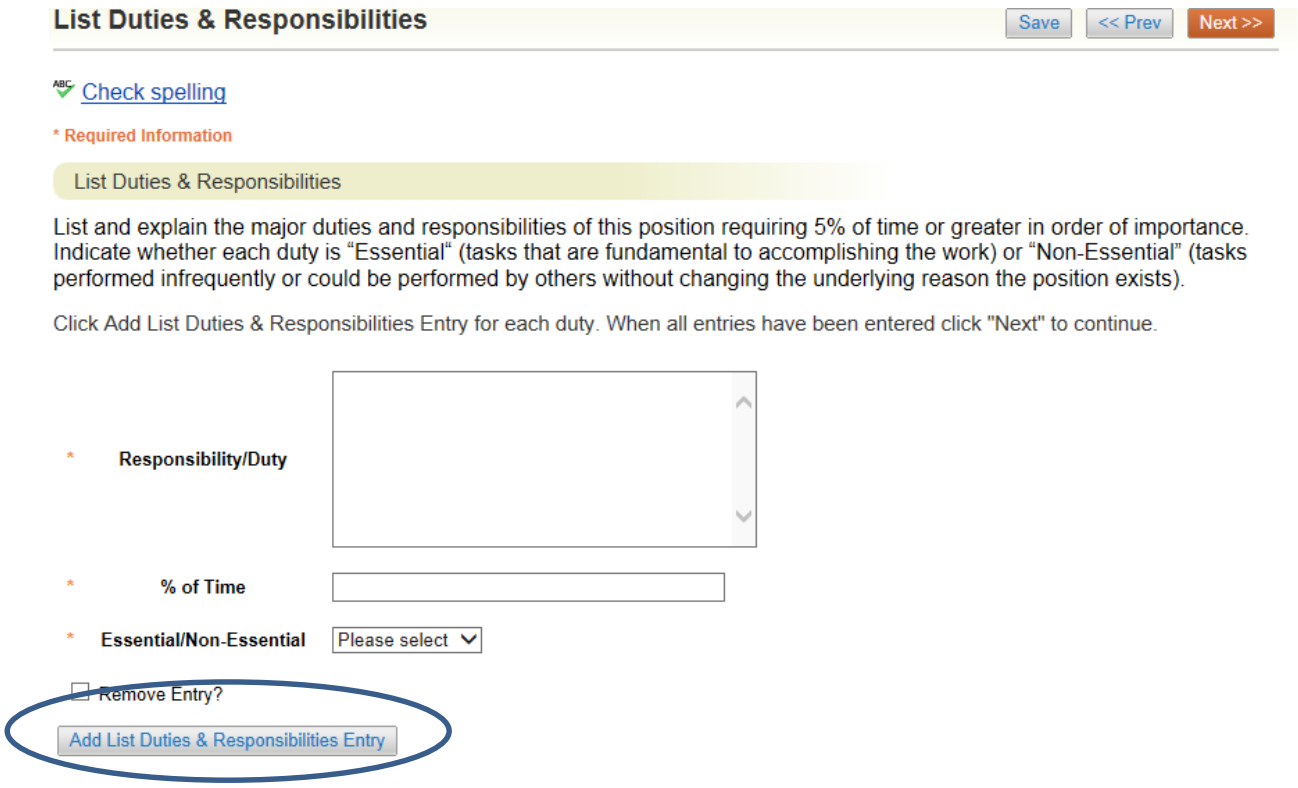

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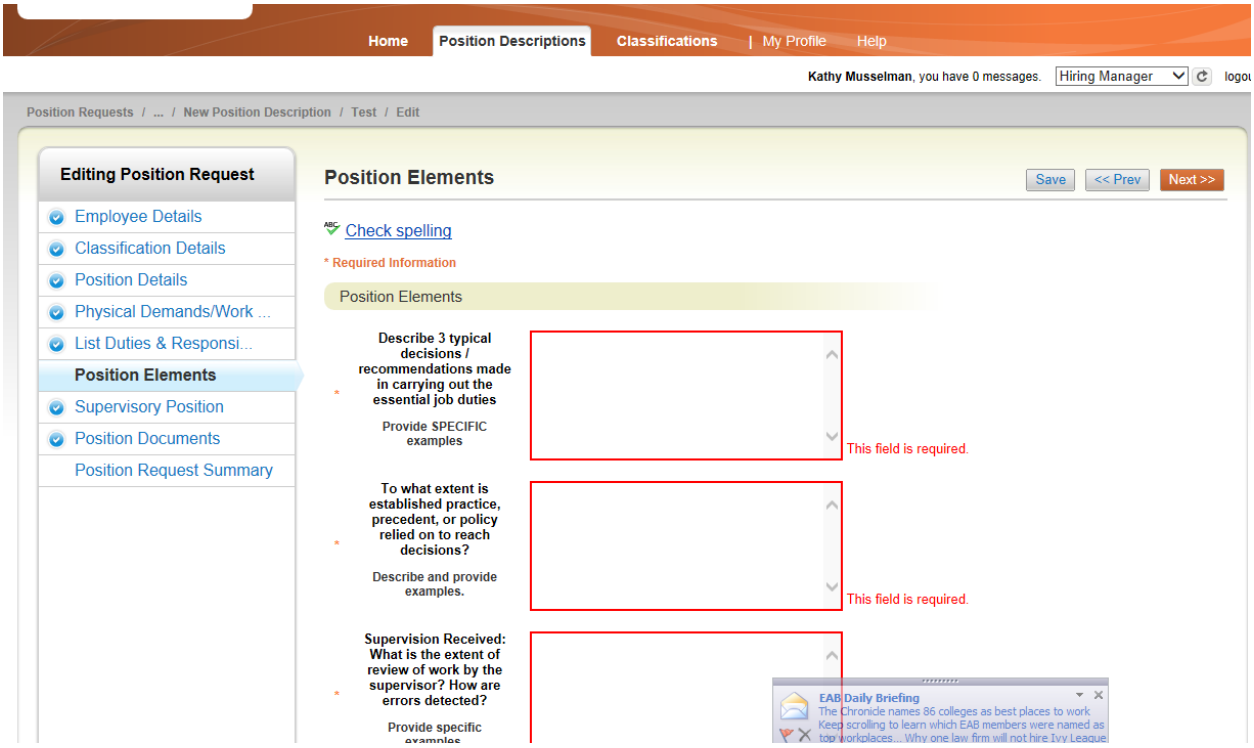

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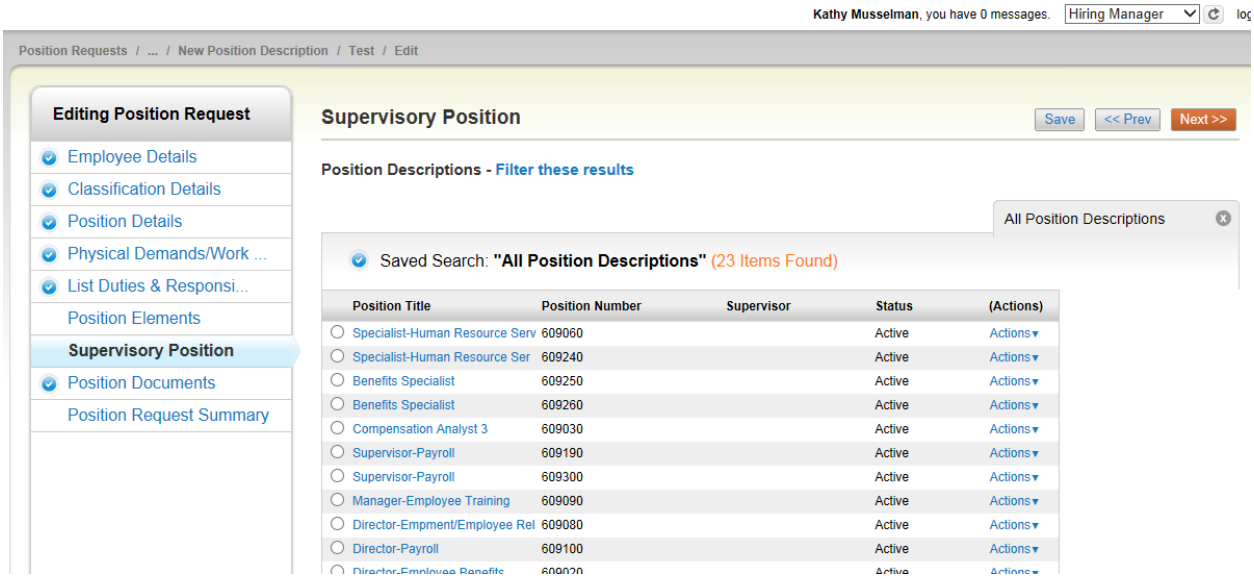
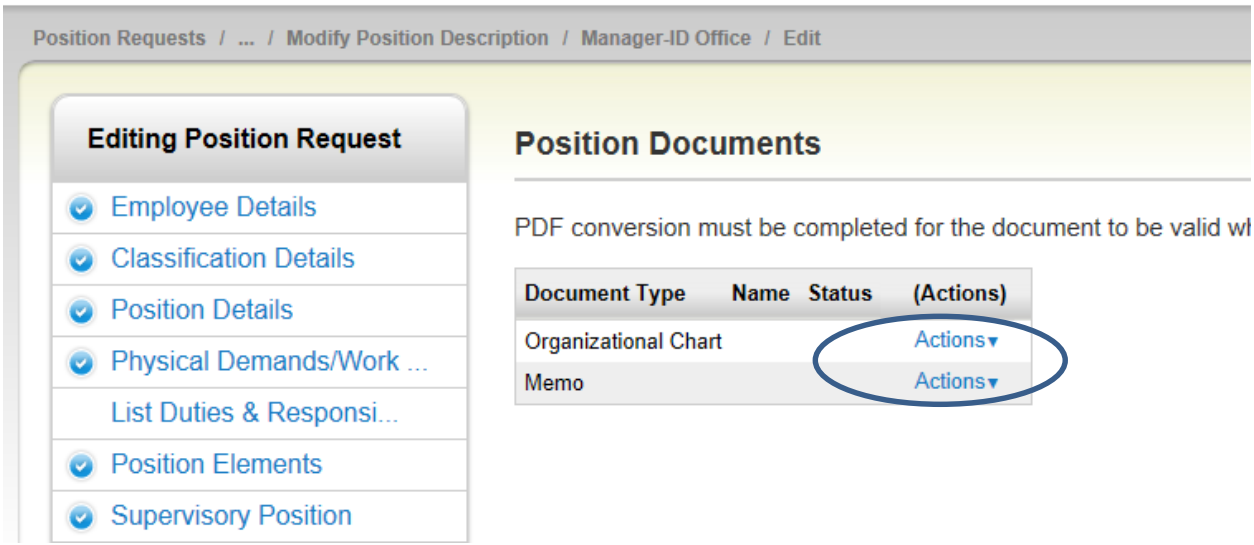


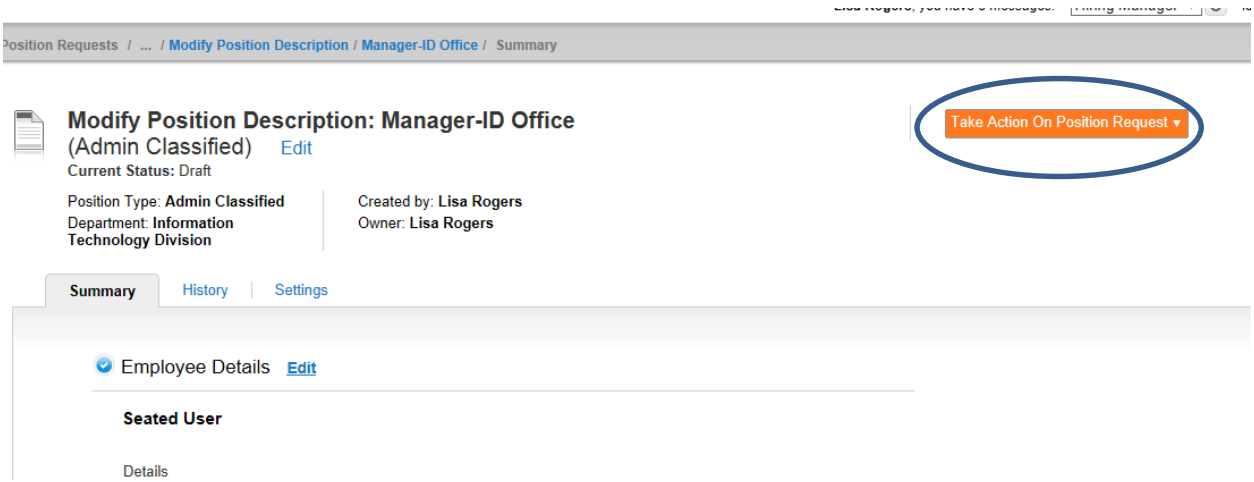
Position Documents

When modifying a position description, an updated organizational chart and a memorandum explaining the reason for the changes should be attached to the description. Hover over **Actions** to add documents.



Position Request Summary

The Summary Tab provides the opportunity to review the position request and make any changes before submitting it for approval. The overall Summary shows the Summary, History, and Settings (Posting Settings) in a tab view format.



Once changes are made to the position tabs, the Position Request Summary will show the user the proposed changes and what is currently approved. If changes are needed, click on **edit** to make additional changes.

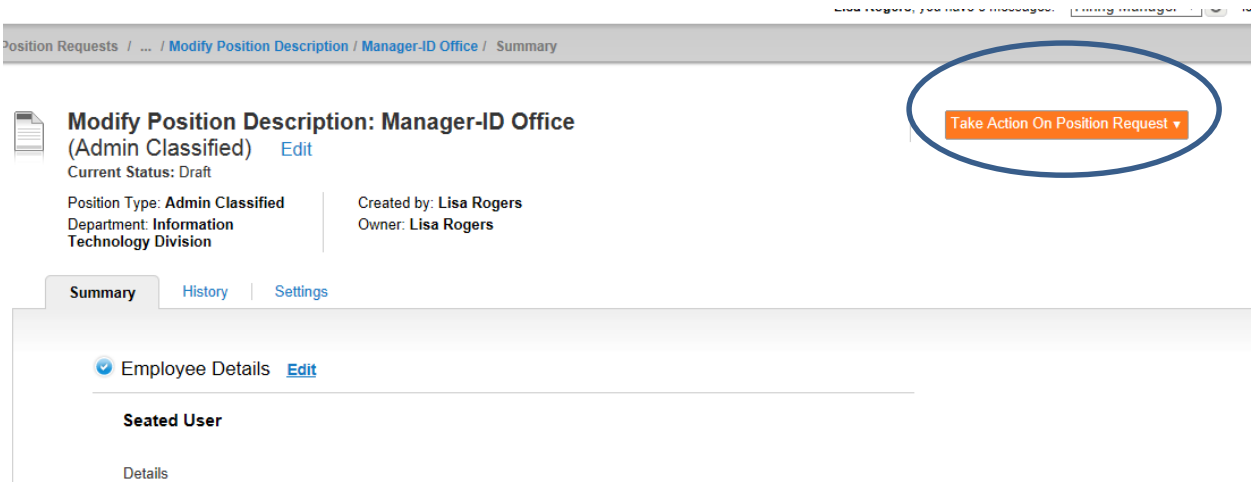
Position Elements Edit

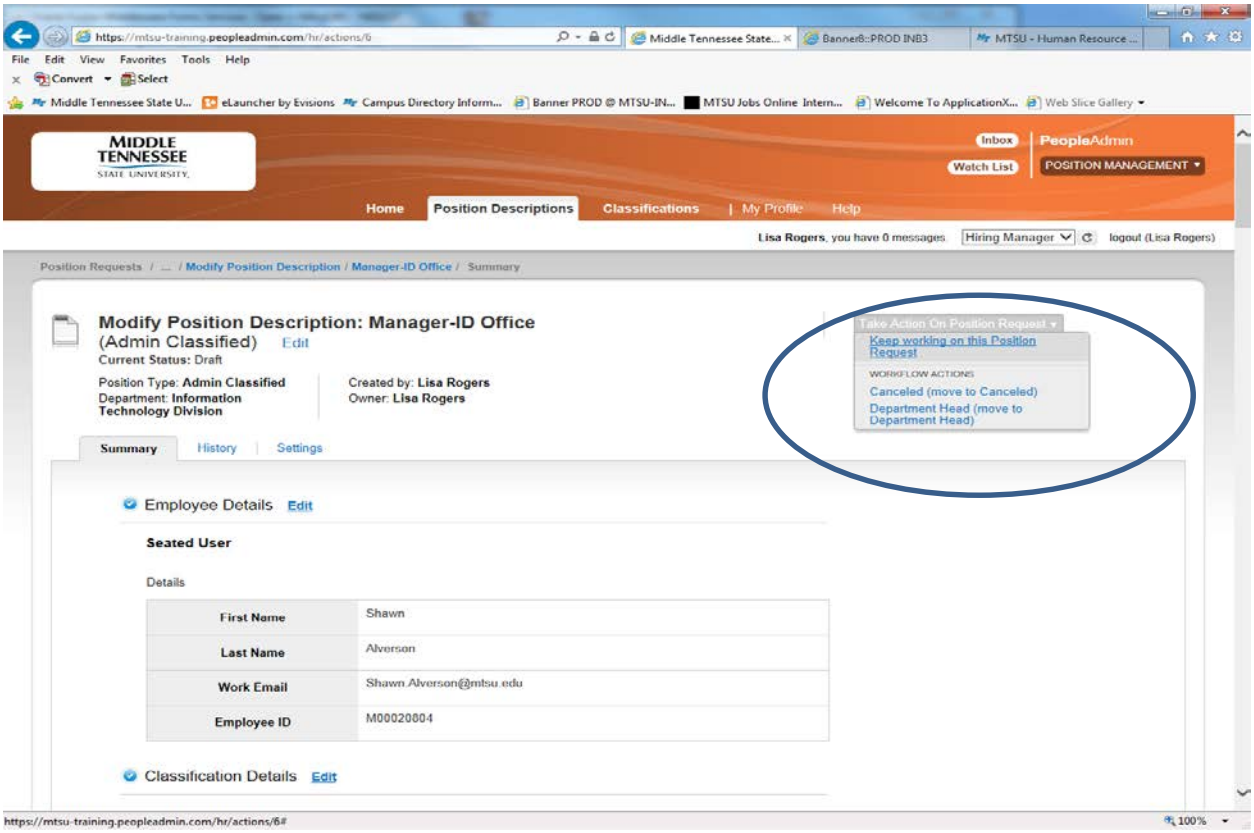
Position Elements

Describe 3 typical decisions / recommendations made in carrying out the essential job duties **Provide SPECIFIC examples**	This is a test of how the system shows you differences. 1. Determine equipment and/or failures. Analyze and determine the source of problem and make needed repairs. 2. Determine and recommend needed equipment and functionality to meet departmental needs. 3. Priority decisions of equipment repairs must be made when massive equipment failures occur due to network outages. Currently: 1. Determine equipment and/or failures. Analyze and determine the source of problem and make needed repairs. 2. Determine and recommend needed equipment and functionality to meet departmental needs. 3. Priority decisions of equipment repairs must be made when massive equipment failures occur due to network outages.

Submitting for Approval

Hover over **Take Action on Position Request** to submit for approval





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