How do I update a staff job description?

All staff job descriptions are located in the Position Management Module. Log into Recruit, go to the three blue buttons in the upper left hand corner, and choose Position Management. When you have changed to this module, the color of the top bar will be orange.

Job descriptions may be updated by a Hiring Manager 1 or 2, Department Head or Senior Officer.

In preparation for recruiting to fill this job, remember that this Job Description Update is only the first step: you will also need to create a Posting Request in the Applicant Tracking Module, once the modifications to this job description have been approved.

- If you are a Hiring Manager 2, Department Head or Senior Officer there is no approval workflow: your modifications will go directly to Human Resources for review and approval.
- If you are a Hiring Manager 1, your Hiring Manager 2 will review and approve this request.
- To update only, without a posting request to follow, the workflow will include a Department Head who must review and approve this request before it will be sent to Human Resources.

- In the Position Management module, click the Staff Job Descriptions on the bottom of the color bar, and choose Staff from the drop-down menu that appears. At the bottom of the page there will be a list of all job descriptions in your purview. To select one, click Actions to the far right of the appropriate record, and choose View. This will take you to the job description summary. You may Print a copy or begin to modify position description by clicking on the appropriate link in the top right section of the page.

- Each section of the job description is broken out into tabs, which can be found on the left side of the page. You will note that the first section is the Justification, where you will indicate (generally) what your purpose is in modifying this job description.

- Once you have modified the data in the Job Details and Physical and Mental Job Demands tabs as needed, review the Supervisory Position and Employee tabs. These sections connect the job description to the positions that report to it, and to the individual in it. If this is not a job with direct reports, or if the records in these section are correct, move on to the Position Request Summary tab.

- Click on the Position Request Summary tab, and go to the menu in the top right section of the page to submit it into the approval workflow. You may
  1. save the request and finish it later by clicking Keep Working On This Position Request, or
  2. Cancel it if it was done in error and/or is no longer needed
3. If you are a Hiring Manager 1, you will have the option to Submit to Hiring Manager 2 for Approval.

4. If you are a Hiring Manager 2, will have the option to Submit for Department Head Approval.

5. If you DO with to recruit to fill this job, choose Submit to Human Resources for Approval.

- If you saved this position request and need to come back to it later, you can access the draft by clicking the Staff Job Descriptions tab, and choosing Staff Position Requests from the drop-down menu. Any Position Request to which you have access will be listed in the records table below, sorted by date of last system action. If you want to narrow this search, you can do so by using the Search field above the records table.

- You also have the option to add this position request to your Watch List, where you can access the position request under the Position Requests tab.
**Position Management**

*Staff Job Description Actions and Workflow*

- Staff positions require Job descriptions. Casual positions and faculty positions have job templates (generic descriptions that no longer apply to specific people: they are used only as references to create postings). Templates are not accessible to any users but Human Resources and Academic Employment, except when copied into a posting request.

- All actions involving the creation or modification of job descriptions happen on the Position Management Module; all actions pertaining to the creation of a job posting happen in the Applicant Tracking Module. To post a new FTE position, or modify an existing job description prior to posting a job, the hiring manager or department head must first submit a Position Request via the Position Management Module.

**Create a New Staff Job Description / Create New Staff Job Description to Post**

Go to: Position Management Module  
Change user group: Hiring Manager 1, Hiring Manager 2, or Department Head  
Choose: Staff Job Descriptions  
Choose: Create New Staff Job Description  
Choose: New Position Description  
Fill: all blank fields, or copy and edit any existing job description to which you have access.  
Submit: into Approval Workflow

**Modify Staff Job Description / Modify Staff Job Description to Post**

Go to: Position Management Module  
Change user group: Hiring Manager 1, Hiring Manager 2, or Department Head  
Choose: Staff Job Descriptions  
Choose: Staff  
Choose: Actions (far right) and View  
Choose: Modify Position Description  
Fill in: all blank fields, or copy and edit any existing job description to which you have access.  
Submit: into Approval Workflow