

## **Section 4:**

### ***Searching Positions***

*This section includes instructions on how to search for position description within the department*

- JOB POSTINGS**
  - VIEW ACTIVE
  - VIEW HISTORICAL
  - SEARCH HIRING PROPOSALS
- JOB DESCRIPTIONS**
  - BEGIN NEW ACTION
  - SEARCH ACTIONS
  - PENDING ACTIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - CHANGE PASSWORD
  - LOGOUT

• Welcome **Sample Creator**. You are logged in.

### Search Positions

**Search Positions**

Employee UIN	<input type="text"/>	Employee First Name	<input type="text"/>
Classification Title	Any <input type="button" value="v"/>	Employee Last Name	<input type="text"/>
PIN #	<input type="text"/>		

Search from any field below or leave blank and click search.

To search position descriptions, you may filter a selection by a specific search criteria, or you may leave the search criteria blank to retrieve all of the position descriptions you have access to in the system.

Remember to “LOG OUT” when  
you are finished.