

Section 4

Searching Positions

This section includes instructions on how to search for an approved faculty 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	<input type="text" value="Any"/>	Employee Last Name	<input type="text"/>
PIN #	<input type="text"/>		

SEARCH **CLEAR RESULTS**

Search by any field criteria above 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.**

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