PV TALENT

Position Description & Applicant Tracking System

Our Tradition….

Your Opportunity!
CREATING A FACULTY OR ADJUNCT POSITION DESCRIPTION
## TYPES OF POSITION DESCRIPTION ACTIONS

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Adjunct</td>
<td></td>
</tr>
<tr>
<td><strong>New Position</strong></td>
<td>used for the creation of new positions when a position does not already exist in the department</td>
</tr>
<tr>
<td><strong>Reclassify Position</strong></td>
<td>used to request changes in rank or tenure status for an existing position (adjuncts cannot be reclassified)</td>
</tr>
<tr>
<td><strong>Modify Position</strong></td>
<td>used to make updates to a position such as changes in supervisor, revisions in job responsibilities, budgetary information, etc.</td>
</tr>
</tbody>
</table>
1. The Position Management System is broken into 4 Modules: Staff, Faculty, Student and Adjunct.

2. To work on a Faculty position description click on “Faculty”.

3. If it is an Adjunct Faculty position click on “Adjunct”.

4. To work on a Faculty position description click on “Faculty”.

5. If it is an Adjunct Faculty position click on “Adjunct”.

[Image of a computer screen showing the PeopleAdmin interface with highlights on the navigation menu and position management options.]
1. Click here to begin a new Faculty Position Description that does not already exist in the department.

2. The list of all Faculty position descriptions in your department will appear below. You cannot create a new position description from the listing below.

NOTE – Details on how to Modify or Reclassify a position are discussed in another section.
After clicking on “Create New Position Description”, you will move to this screen. Click on “New Position Description” to begin the position description details.
1. Enter the desired position description title here.

2. Organizational structure details will populate here.

3. You can clone an existing approved position description if the position description to be created is similar to one already approved (details on next slide).

4. Once the details below are entered, click “Start Position Request”.
1. You can clone an existing position by selecting a position description below. The position selected must be from a current and approved position description that already exists.

- Cloning a position description will pre-populate details in to your new position description while still allowing you to revise critical details.

- The cloned Classification Title must have the same Classification Title as the new position description being created.

2. You can view a position description before cloning by going to action and clicking “View”.

NOTE – If you do not want to clone an existing position description then do not select a position description from this section. Start the Position Request without selecting a clone.
2. Required fields are represented with an asterisk (*).

3. Fill in the required information.

NOTE – If you are clone an existing position description, the data will populate from the cloned position description selected. However, you will be able to revise as needed.
1. If you opted not to clone an existing position description, then you will choose a Classification Title from the list of approved University Faculty Classification Titles below.

2. Click “Next” to continue to the next page.
The Classification Information details will populate onto the Position Details page based on the Classification Title selected on the previous screen.

<table>
<thead>
<tr>
<th>Classification Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classification Title</strong></td>
<td>ASSISTANT PROFESSOR</td>
</tr>
<tr>
<td><strong>Title Code</strong></td>
<td>7000</td>
</tr>
<tr>
<td><strong>Job Category</strong></td>
<td>Executive/Admin/Mgr</td>
</tr>
<tr>
<td><strong>FLSA</strong></td>
<td>Exempt</td>
</tr>
<tr>
<td><strong>Salary Grade</strong></td>
<td>Commensurate with experience</td>
</tr>
<tr>
<td><strong>Min Salary or Wage</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Mid Salary or Wage</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Max Salary or Wage</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Required Education</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Experience</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Knowledge, Skills &amp; Abilities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Required Certification(s)/Licensure(s)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Employee Information**

| Employee First Name |  |
| Employee Last Name  |  |
| UIIN                |  |
These details will be blank since this is a new position.

Fill in the department information.
Tenure status can be identified for the position by clicking here.
1. This is the Job Duties Section.

2. Review the instructional text for key information on job duty entries.

3. Click on “Essential Functions Checklist” for assistance in determining if job duties are essential or non-essential.

4. Click “Add Job Duties” Entry to begin adding job duties.
1. Enter Job Duties details here. Click on “Add Job Duties” to add additional entries.

2. Click “Remove Entry” to delete a job duty entry.

NOTE – There is no mechanism that will calculate when job duty entries are at 100%. You will need to verify the job duty entries listed equal 100%. Please do not lump all job duties into one entry as 100%.

3. When finished, click next to continue to the next page.

Job Duties continued....
Fill in the Budget Information details.

Term should be consistent with the Annual Term Months for a the position (9, 12, 4.5 or 3.)
1. Click “Add Budget Funding Sources” to add fund source details.

2. Fill in the funding source details.

3. Funding splits should be listed as separate entries and must equal up to 100%.

4. Click “Next” to continue.
1. The Export Controls page is required to be completed for all grant-funded and research positions.

2. Fill in the Principal Investigator for the grant.

NOTE – Export Control regulations are governed by policy and federal law. If a position is grant-funded or engaged in research, completion of this page is required for an Export Control determination to be made by the Office of Research Compliance.
For questions related to this page, please contact the Office of Research Compliance.

Answer the Export Control related questions.
1. Once all questions have been answered, click “Yes” from the dropdown to certify your responses.

2. Research Compliance will review and provide details regarding the impact of Export Controls regulation here. If the position is regulated by Export Controls these details will carry in to a job posting.

3. When finished, click “Next” to continue to the next page.
THESE PAGES ARE NOT NEEDED, CLICK “NEXT” TO CONTINUE TO MOVE ON TO THE POSITION DOCUMENTS PAGE.
1. Attach any documents related to the approval of the position that has been signed by the Dean and/or the Provost. You can attach a document using one of the Action choices below.

NOTE – Organizational charts are typically not required for faculty positions.

2. Once you have attached all documents, click “Next” to continue to the next page.
The Position Summary page is an overview all details entered for the position description.

1. The basic details about the position description created will be here.

2. If you need to edit a page, you can click on the “Edit” button next to the page or section you would like to edit.

The Position Summary page is an overview all details entered for the position description.
1. Your position description action will remain as a **DRAFT** until you route the action for approval.

2. To route the position description action, click on the “Take Action on Position Request” dropdown menu. Reference the appropriate workflow diagram on the PV TALENT webpage to determine where the position description should be sent next.

**NOTE** – To save the action as DRAFT and come back to it later, select “Keep working on this Position Request” from the “Take Action on Position Request” dropdown menu.
1. Once you have selected the routing option, this screen will appear.

2. Comments can be added here.

3. To add a position to your Watch List, check the box. If you select the option “Keeping Work on this Position Request”, it is encouraged that you add it to your Watch List for easy retrieval later.

4. Click “Submit” to send the action for approval.
The green confirmation notification above will appear when you have successfully routed the position.
1. Every action has a History page that will track system-generated email notifications sent, workflow states and notes created by Initiators and others.

2. Comments will appear with each Approvers’ and Initiator’s date stamp and workflow state action performed.

**NOTE** - The system will track how many days an action has been at a particular workflow state including if the workflow state placed at “Keep Working on this Request” by the Initiator.
END OF THIS SECTION