PV TALENT
Position Description & Applicant Tracking System

Our Tradition….

Your Opportunity!
MODIFYING A POSITION DESCRIPTION
1. Go to the Position Management System.

2. Select the module for the type of position you would like to modify.

NOTE – The use of the system to modify a position description is the same for both faculty and staff.
1. The listing of position descriptions for your department will appear below.

2. Or you can search for the position description you would like to modify.
1. Click on the Position Title of the position description you would like to modify.

2. Or you can go to Actions and click “View”.
1. The basic details about the position description will appear here.

2. Click “Modify Position Description” to begin the modify position description request.
After selecting “Modify Position Description” this screen will appear. Click “Start” to begin completing the position description details.
1. If you are modifying a position description, select the reason for modification.

The pages to be completed are the same as when you create a new position description.

NOTE – For more details on the completion of the required pages for a position description, please reference the tutorials Creating a Faculty Position Description, Creating a Staff Position Description or Creating a Student Position Description.
1. Your position description action will remain as a **DRAFT** until you route the action for approval.

**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.

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.
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