PV TALENT
Position Description and Applicant Tracking System

Our Tradition...
Your Opportunity
Creating a Student Position Description
Position Management (PMS)

<table>
<thead>
<tr>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Position</strong> – used for the creation of new positions</td>
</tr>
<tr>
<td><strong>Modify Position</strong> – used to make updated to a position such changes in supervisor, revision in job responsibilities, budgetary information, etc.</td>
</tr>
</tbody>
</table>

Let’s Take a ⚡ at...
The above orange background informs the end-user that he is in the **Position Management** portal for PVTALENT.

Observe the Three Bold White Tabs:

1. Home
2. Position Descriptions
3. Classification

Click on **Position Description**, navigate to **Students** and click. Next, click on **Create New Position Description**.

Click on **New Position Description**.
1. Complete the corresponding fields under **Organizational Unit**.
2. Once you select your **Location**, the **Division** field will generate a drop-down.
3. Select the **Division**, and the **Department** field will generate a drop-down.

Click on **Start Position Request**, which will navigate you to the **Position Justification** screen.
You are now on the **Position Justification** screen.

Input your justifications in the indicated fields and click **Next**.

You are now navigating to the **Classification Selection** screen.
You are now on the **Classification Selection** screen.

*As you navigate, the cursor will highlight the job title.*

Click on the radio button to select the job **Classification Job Title** that best fits your position title need.

You are now navigating to the **Position Details** screen.

Click **Next**.
You are now on the **Position Details** screen.

### Position Details

#### Classification Information
- **Classification Title**: Student Research Assistant III (BDE)
- **Title Code**: 3000
- **Job Category**: Student
- **FLSA**: Non-Exempt
- **Salary Grade**: N/A
- **Min Salary or Wage**: $12.00
- **Mid Salary or Wage**: $13.00
- **Max Salary or Wage**: $14.00
- **Required Education**: 60 earned hours
- **Required Experience**: Some research experience through classwork or work experience
- **Required Knowledge, Skills, & Abilities**: Intermediate
- **Certification(s)/Licensure(s)**: N/A
- **Wage per Hour**

#### Department Information
- **Department Location**
- **Department Phone Number**  
  This field is required.
- **Department Fax Number**  
  This field is required.
- **Primary Supervisor’s Name**
- **Primary Supervisor’s Title**
- **Primary Supervisor’s Email**  
  This field is required.
- **Initiator’s Name**  
  This field is required.
- **Initiator’s Phone Number**  
  This field is required.
- **Initiator’s Email**  
  This field is required.
- **Department Address**  
  This field is required.
- **Work address, if different from department address**  
  This field is required.

**Classification Information**
This section lists the classification details of your job title.

**Department Information**
Input your department’s detailed information here; fields are required.
Position Information

Enter the details of your job description here. Notice the **Position Title** auto-populates. You may change it here, if necessary.

**Things to Remember**

- **Semester:** This is a multi-select field. Please select all semesters that you are seeking using Ctrl+.
- **Academic Classification:** Select all classifications you are seeking.

*All fields are required.*
Position Details, cont’d.

Position Information, cont’d.

Continue entering the details of your job description here.

*All fields are required.*

Click Next.
Welcome to the Job Duties section.

Click Add Job Duties to complete the duty fields. Duties must equal to 100%.

You must manually calculate to 100%. Discrepancies will be communicated to the hiring department.

Click Next.
Welcome to the Budget screen.

Enter the budget details of your job description here. All fields are required.

Click Next.
Welcome to the Export Controls screen.

Enter Export Controls details for research and grant-funded positions only.

For questions or assistance, please contact the Office of Research Compliance at 936.261.1553 or research@pvamu.edu.
You are now on the **Position Documents** screen.

Click on the appropriate action to upload, create, choose existing document or add by URL.

**Position Documents**

PDF conversion must be completed for the document to be valid when applicable.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Organizational Chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed Organization Chart</td>
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</tbody>
</table>

**Actions**

- Upload New
- Create New
- Choose Existing
- Add by URL

You would attach SVP Memo if there are exceptions, etc. If you have a large number of student hires, use the organizational chart, for reporting purposes.

Click **Next**.
You are now on the **New Position Description: XXX** screen, where XXX is your position title.

Click on **Edit** to make corrections and then click **Next** until you return to the **New Position Description** screen. **You must clear any 🔄 before you continue.**

Click on **Take Action On Position Request** and move the request to the appropriate approval.

You must hit **save** for all changes and modifications to take place.
The **Take Action** screen will appear. You will also see where you have decided to route your position in bold print as noted below.

Notice the options available to you:

- **Comments:** You can add comments that can be seen by other users.

- **Watch List:** Your position will appear on your home screen to watch as it is routed through the process.

*To view your position, check your Watch List.*

**At this point, you have completed the position description and have moved it successfully for routing. A green bar will appear at the top of your screen.**

Click on the **Home** tab and you’re complete!
Prairie View A&M University Workflow

Student Worker / Intern: New and Modify Action

Workflow Legend
- System State
- () State Owner - user group who can move from that state to another state
- * Note
- -- Email

PD ACTION NOTES:
* action can be canceled at any point along the process:
  *
End of this Section