

Quick Guide for Creating a Position Description

- 1) Go to **jobs.ua.edu/hr** and sign on. If you do not have a Username and Password, click on **Create User Account**.
- 2) From the site, click **Begin New Action** under the **Position Descriptions** menu.
- 3) Select **"Start Action"** under **New Position Description**.
- 4) On the Proposed Classification Title:
 - a. Select the appropriate classification title. For new positions we recommend you select the classification title **Undecided**. Human Resources will assign an appropriate classification upon evaluation. Click on **Search**.
 - b. Click on **Select Title and Continue**.
- 5) On the Classification Details screen select **Continue To Next Page**.
- 6) If copying an existing position, complete the preferred search criteria and click **Search**. Otherwise, click on **Do Not Choose Position, Continue To Next Page**.
- 7) Review and edit the information on the **Position Details** tab. The information on this tab will be the foundation for future requisition postings. Required information is denoted by an asterisk and must be completed before you can continue on.
- 8) Complete appropriate entries on the remaining tabs using the **Continue to Next Page** button to navigate through the New Position Description forms.
 - a. Proposed Job Duties
 - b. Testing, Licensing and Background Verification
 - c. Fiscal Responsibilities
 - d. Supervisory Scope
 - e. Physical Demands
 - f. Supplemental Documentation
 - g. Comments
- 9) On the **Preview Action** screen, review the position description summary information provided. If information needs editing, click on **Edit** and select the tab where edits are needed. If the information does not need editing, you may:
 - a. Save Action without Submitting (no action will be taken on the position description unless you submit to the next level).
 - b. Submit Action to the next approval level which may be Hiring Manager, Director/Department Head, Dean/AVP or VP. If you are unsure as to who is the next level approver, contact your HR Partner.
 - c. If you are the final approver user you may, if all approvals are gathered, **Submit Action to Human Resources**.
- 10) Once you have selected the Action Status, click on the **Continue** Button and then the **Confirm** Button. If you do not confirm, your request will not be forwarded to the next approval step. Once all approvals have been completed, you have created your new staff position description.