

Amend an Existing Position Description

Introduction

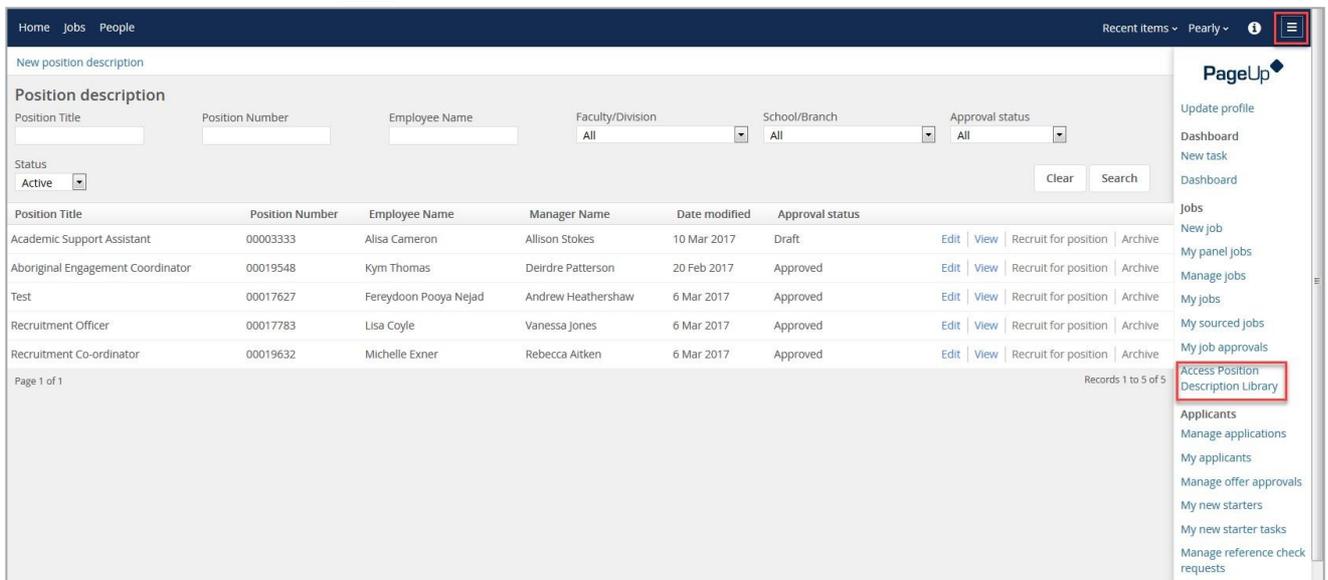
A mandatory part of any recruitment work is to ensure a position has a position number and a position description and that the position details are accurate. If you need to amend a position description, it should be for the content only. If you need to change the Position Title or Classification click [here](#) for the Amend Position Number Quick Reference Guide. This is an online form accessed through PageUp. You will use this form to submit a position description for approval.

Procedure

Login and access the Position Description Library

1. In an Internet Browser, open [PageUp](#)
2. Sign in using your usual University employee ID and password.
3. Select **Main Menu > Access Position Description Library**

For the Main Menu click

Home Jobs People Recent Items Pearly

New position description

Position description

Position Title Position Number Employee Name Faculty/Division School/Branch Approval status

Status: Active

Position Title	Position Number	Employee Name	Manager Name	Date modified	Approval status				
Academic Support Assistant	00003333	Alisa Cameron	Allison Stokes	10 Mar 2017	Draft	Edit	View	Recruit for position	Archive
Aboriginal Engagement Coordinator	00019548	Kym Thomas	Deirdre Patterson	20 Feb 2017	Approved	Edit	View	Recruit for position	Archive
Test	00017627	Fereydoon Pooya Nejad	Andrew Heathershaw	6 Mar 2017	Approved	Edit	View	Recruit for position	Archive
Recruitment Officer	00017783	Lisa Coyle	Vanessa Jones	6 Mar 2017	Approved	Edit	View	Recruit for position	Archive
Recruitment Co-ordinator	00019632	Michelle Exner	Rebecca Aitken	6 Mar 2017	Approved	Edit	View	Recruit for position	Archive

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PageUp

- Update profile
- Dashboard
- New task
- Dashboard
- Jobs
 - New job
 - My panel jobs
 - Manage jobs
 - My jobs
 - My sourced jobs
 - My job approvals
 - Access Position Description Library
 - Applicants
 - Manage applications
 - My applicants
 - Manage offer approvals
 - My new starters
 - My new starter tasks
 - Manage reference check requests

Search for the Position Description to Amend

1. Enter the **Position Number** (including all zeros at the beginning of the number) and click **Search**
 - The position details will be displayed on your dashboard.
 - If you do not know the position number: Leave the Position Number field blank and click **Search**. This will display all positions pertaining to your area. Select **Edit** against the position you want to amend.

Amend an Existing Position Description

2. Select Edit

Position description

Position Title Position Number Employee Name Faculty/Division School/Branch Approval status

Status

Position Title	Position Number	Employee Name	Manager Name	Date modified	Approval status	
Aboriginal Engagement Coordinator	00019548			20 Feb 2017	Approved	<input type="button" value="Edit"/> <input type="button" value="View"/> <input type="button" value="Recruit for position"/> <input type="button" value="Archive"/>

Page 1 of 1 Records 1 to 1 of 1

Amend Position Description Details

1. From the **drop down menu** select 'I am amending an existing PD'.

Is this a new PD or are you amending an existing PD?:

➤ The details of the position will be displayed below.

Position Description

Is this a new PD or are you amending an existing PD?:

Peoplesoft Position Title and Number:*

Position Title:*

Classification:*

Faculty/Division:*

School/Branch:*

Does this position require a Working with Children check (prescribed position): Yes No

Does this position require a police check: Yes No

2. Select the Documents tab

Position Description

➤ The previously approved position description will be displayed.

3. Select View

Aboriginal Engagement Coordinator

Document	Size	Category	
.pdf	1794Kb	Position Description	<input type="button" value="View"/> <input type="button" value="Delete"/>

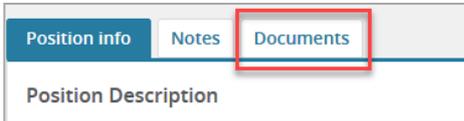
Done

Amend an Existing Position Description

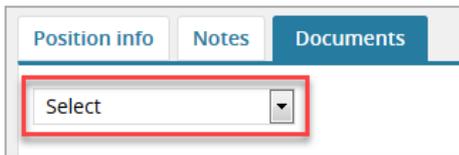
- The Position Description will open in a word document allowing the content to be amended and saved to your local drive.
- Once the amendments have been made, the position description will need to be uploaded to the Position Description Card for approval.

Add the Position Description

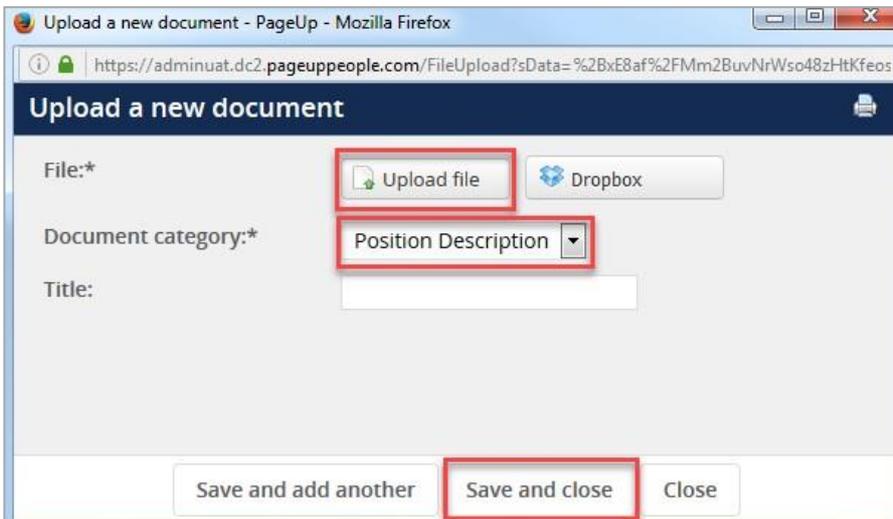
1. Select the Documents tab



2. From the **drop down menu** select 'Document from a File'.

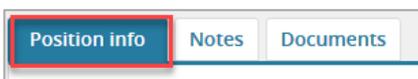


3. **File:** click **upload file** and find the Position Description in your local files.
 - Position Descriptions need to be upload in Word format
4. **Document Category:** select the appropriate 'document category' from the **drop down menu**.
5. Click **Save and close**



Submit for Approval

1. Select the **Position info** tab



2. **Workflow process:** select **PD Approval** from the drop down menu.
3. Enter the School/Branch Head and click the binoculars 

4. Click **Save**

Workflow process:* PD Approval *

1. PD Evaluation: HR Advisor
pdevaluation@adelaide.edu.au

2. School/Branch Head:
No user selected

Next page

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft **Save** Save & exit Cancel Spell check

Submit for Approval

1. Select the **Position info** tab

Position info Notes Documents

2. **Workflow process**: select **PD Approval** from the drop down menu.
3. Enter the School/Branch Head and click the binoculars
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2. School/Branch Head:
No user selected

Next page

Please fill in all mandatory fields marked with an asterisk (*).

Save a draft **Save** Save & exit Cancel Spell check

What's next?

Human Resources will send a notification to the respective Hiring Coordinator once the position description is approved.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au