

Approve a Position Description – Branch Head

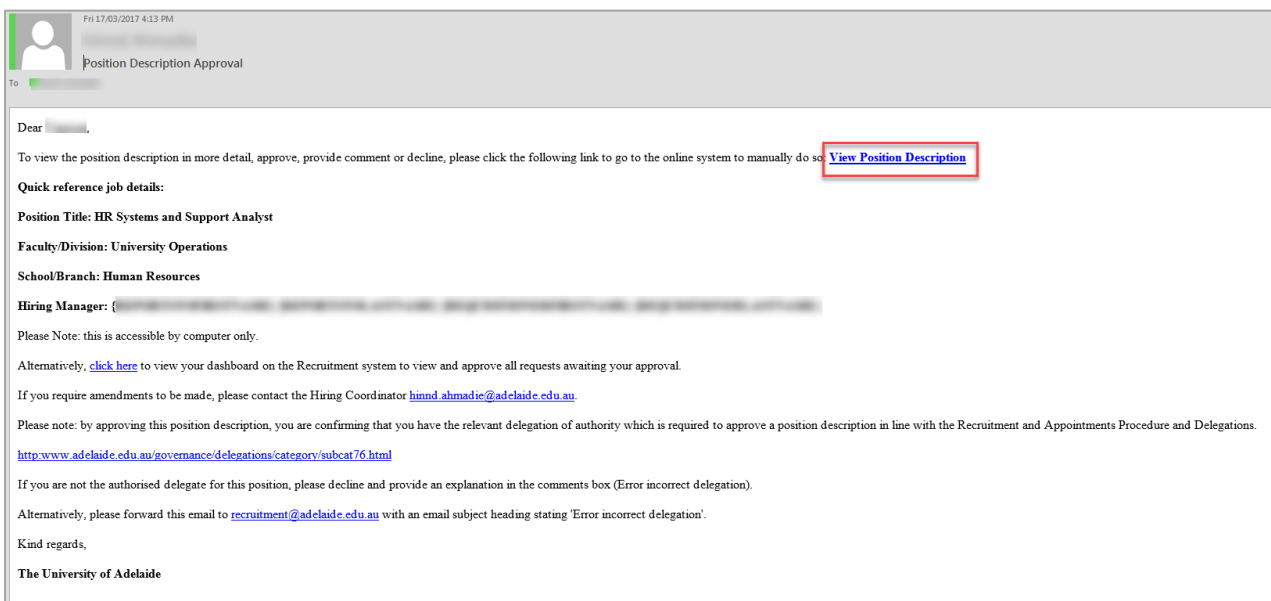
Introduction

A mandatory part of any recruitment work is to ensure a position has a position description and a position number and that the position details are accurate. All professional positions must have an approved and classified position description prior to any recruitment requests being submitted. Once created by a hiring co-ordinator and reviewed and approved by Human Resources, approval is required from the delegated approver of the area.

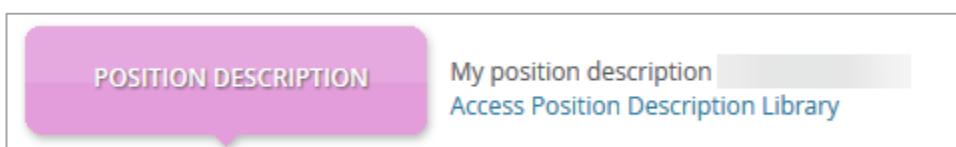
Procedure

Accessing the Position Description to review

1. You will receive an email notification when a position description requires your approval.
 - To view the Position Description, you can use the link in the email or login to the Recruitment Centre.
 - **Access via the link in the email:** Click the **View Position Description** link.
 - This will take you directly to the Position Description card to review.



- **To log in to the Recruitment Centre:** In an Internet Browser, open PageUp <http://www.adelaide.edu.au/hr/systems/recruitment/>
- Sign in using your usual University employee ID and password.
- Click the **Position Description** button.



- This will take you to the position descriptions awaiting your approval.

Review the Position Description

1. Click **View** to review the position details and position description that relates to the email received.

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	
Faculty Transition Support Officer	00019626	Stephen Guest	Martin McCarron	9 Mar 2017	Draft	Edit View Recruit for position Archive
Administration Officer	00004387	Pamela Thomson		6 Mar 2017	Approved	Edit View Recruit for position Archive

Page 1 of 1 Records 1 to 2 of 2
English | Powered by PageUp

➤ The position details will be displayed.

Position info | Notes | Documents

Position Description

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

Peoplesoft Position Title and Number:*

Position Number: 00015566
Position Title: HR Reporting Officer
Faculty/Division: Vice-President (Services and Resources)
School/Branch: Human Resources
Discipline/Unit: Human Resources

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

Hiring Coordinator:

Assistant Hiring Coordinator:

Status:*

[Close job](#)

Workflow process:*

2. Select the **Documents** tab and click **view** to review the Position Description.

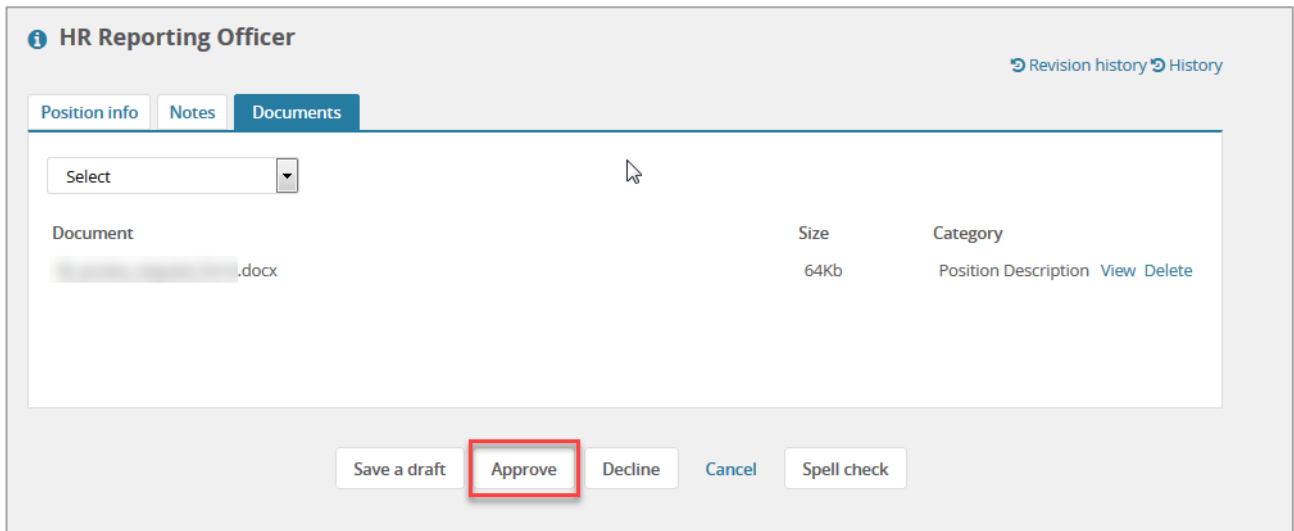
➤ The Position Description will open in a word document

Position info | Notes | **Documents** | [History](#) | [Revision history](#)

Document	Size	Category	
2028 Team Leader Recruitment and Appointments HE07.doc	75Kb	Position Description	View

Approve or Decline the Position Description

1. If everything is correct click **Approve**.

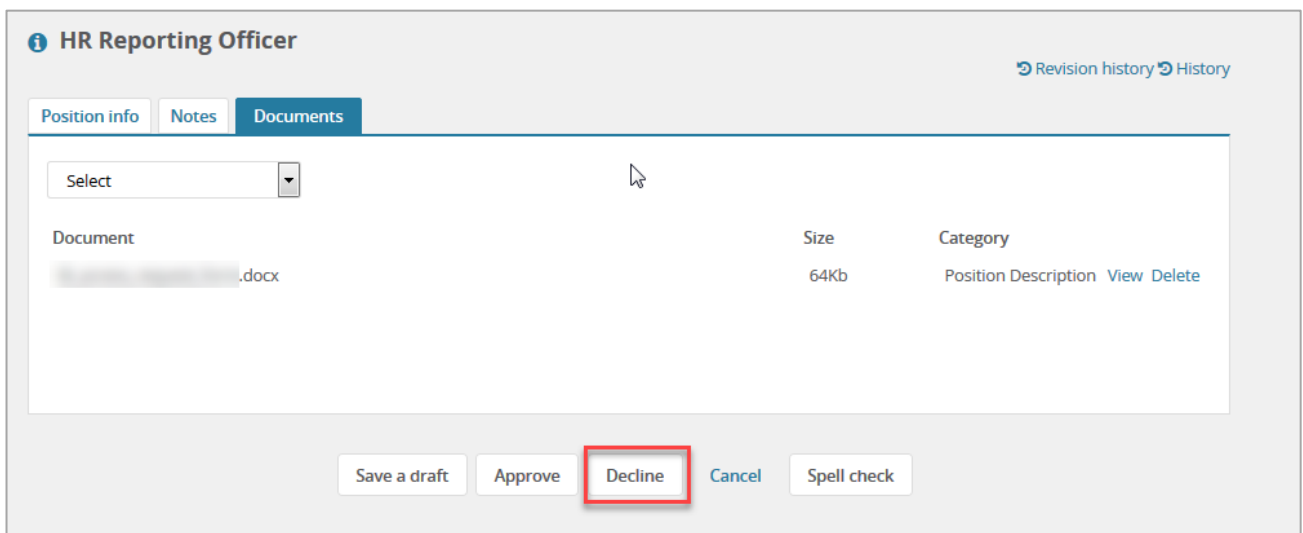


The screenshot shows the 'HR Reporting Officer' interface. At the top, there are tabs for 'Position info', 'Notes', and 'Documents'. Below the tabs is a 'Select' dropdown menu. A table lists documents with columns for 'Document', 'Size', and 'Category'. The 'Approve' button is highlighted with a red box.

Document	Size	Category
.....docx	64Kb	Position Description View Delete

- As the final approver, an email will be automatically sent to the Hiring Coordinator advising that the position description has been approved.

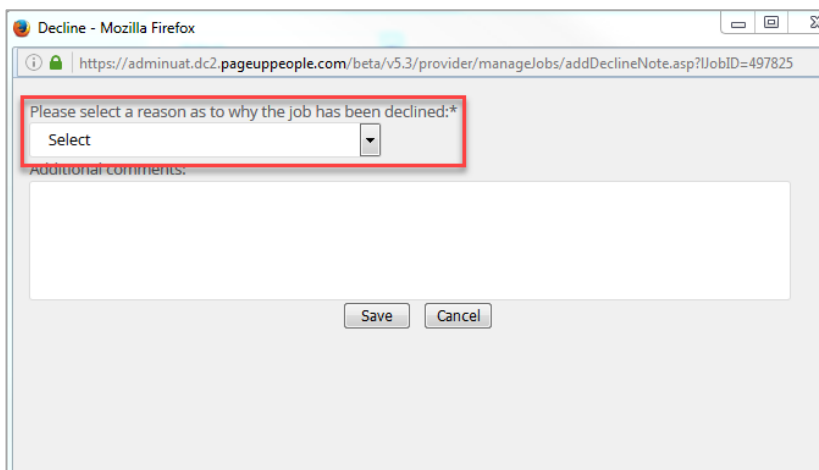
2. If there are incorrect sections, click **Decline**



The screenshot shows the 'HR Reporting Officer' interface. At the top, there are tabs for 'Position info', 'Notes', and 'Documents'. Below the tabs is a 'Select' dropdown menu. A table lists documents with columns for 'Document', 'Size', and 'Category'. The 'Decline' button is highlighted with a red box.

Document	Size	Category
.....docx	64Kb	Position Description View Delete

3. From the **drop down menu** select the reason for declining the position description and add any additional comments.



The screenshot shows a browser window titled 'Decline - Mozilla Firefox'. The address bar shows the URL: <https://adminuat.dc2.pageuppeople.com/beta/v5.3/provider/manageJobs/addDeclineNote.asp?JobID=497825>. The form contains a dropdown menu with the text 'Please select a reason as to why the job has been declined:*' and a 'Select' option. Below the dropdown is a text area for 'Additional comments:'. The 'Save' and 'Cancel' buttons are at the bottom.

4. Click **Save**

- An email will be automatically sent to the Hiring Coordinator advising that the position description has been declined.

Contact Us

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