

Approve a Position Description – HR Advisors

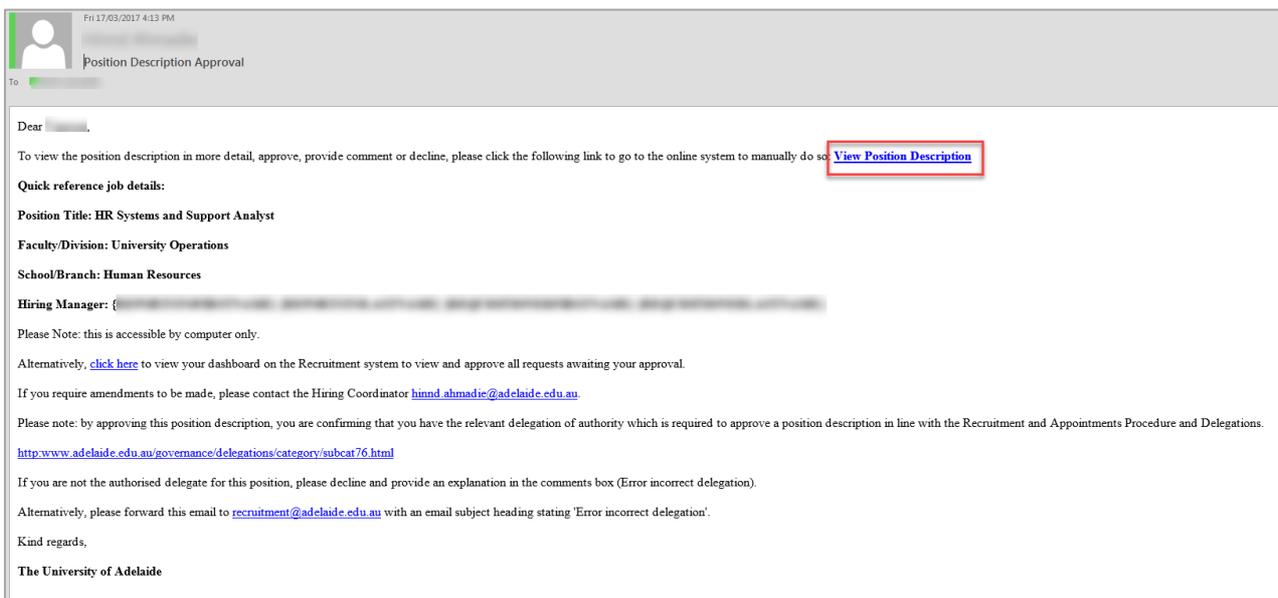
Introduction

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, the position description needs to be reviewed and approved by Human Resources before proceeding to the Branch Head for final approval.

Procedure

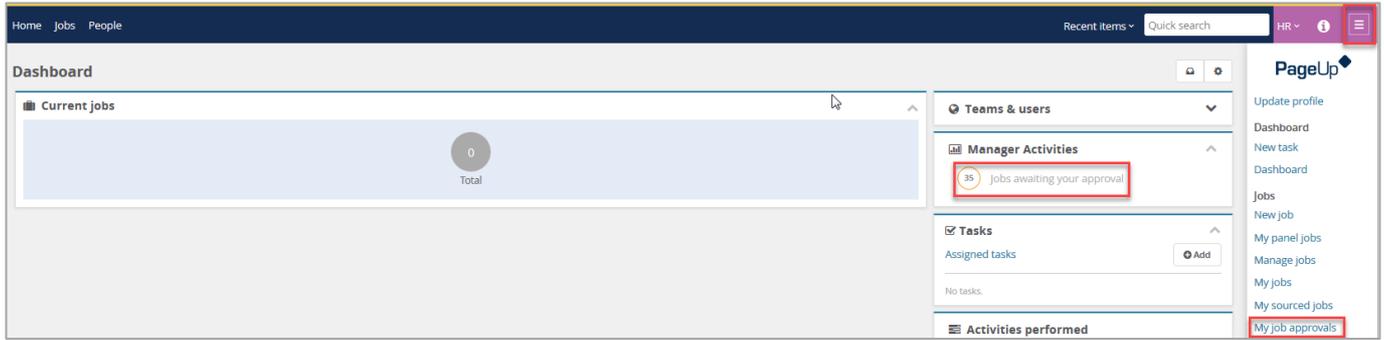
Accessing the Position Description to review

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.
- Select either **Main Menu > My job approvals** or **click Jobs awaiting your approval**.

Approve a Position Description



Home Jobs People Recent items Quick search HR PageUp

Dashboard

Current jobs 0 Total

Teams & users

Manager Activities 35 Jobs awaiting your approval

Tasks Assigned tasks Add No tasks

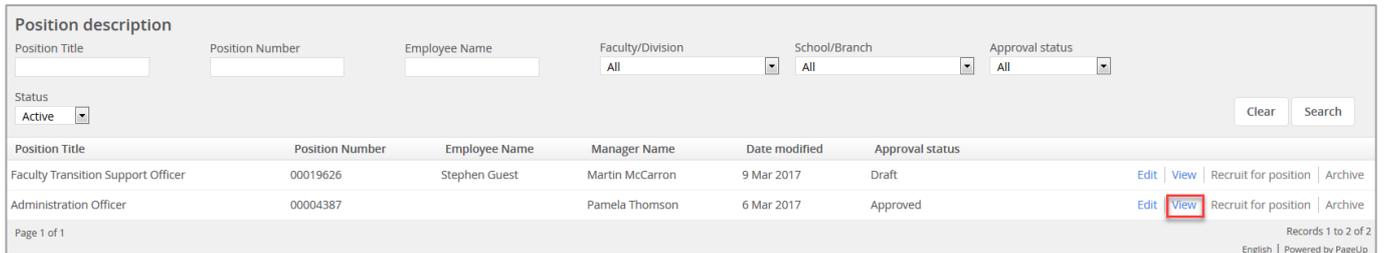
Activities performed

Update profile Dashboard New task Dashboard Jobs New job My panel jobs Manage jobs My jobs My sourced jobs My job approvals

- 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

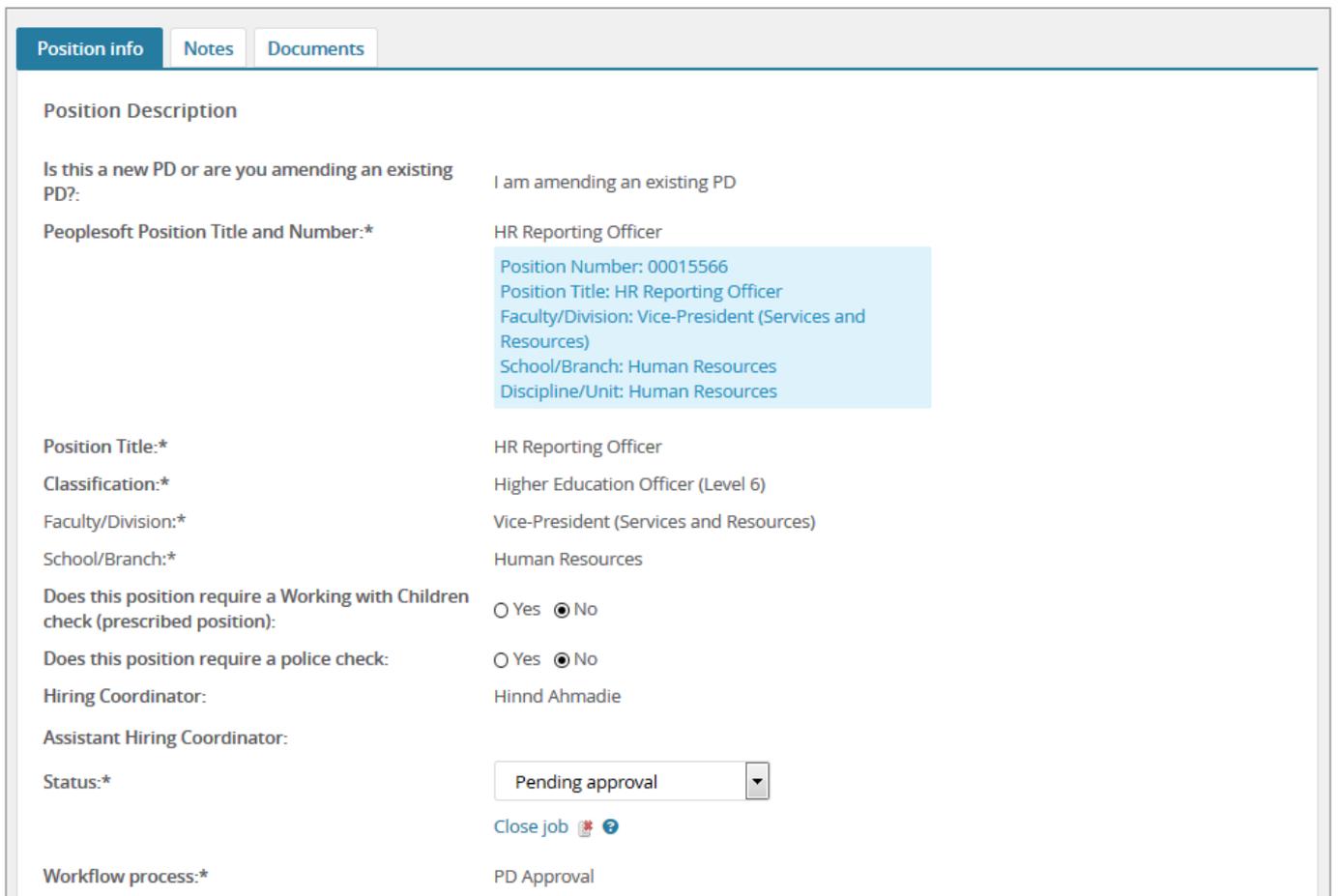
Status Active

Clear Search

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	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?: I am amending an existing PD

Peoplesoft Position Title and Number:* HR Reporting Officer

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:* HR Reporting Officer

Classification:* Higher Education Officer (Level 6)

Faculty/Division:* Vice-President (Services and Resources)

School/Branch:* Human Resources

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

Does this position require a police check: Yes No

Hiring Coordinator: Hinnd Ahmadi

Assistant Hiring Coordinator:

Status:* Pending approval

Close job

Workflow process:* PD Approval

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

- The Position Description will open in a word document

Approve a Position Description

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**.

HR Reporting Officer | Revision history | History

Position info | Notes | **Documents**

Select

Document	Size	Category
[Redacted].docx	64Kb	Position Description View Delete

[Save a draft](#) | **Approve** | [Decline](#) | [Cancel](#) | [Spell check](#)

- An email will be automatically sent to the Branch Head advising that a position description requires their approval.

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

HR Reporting Officer | Revision history | History

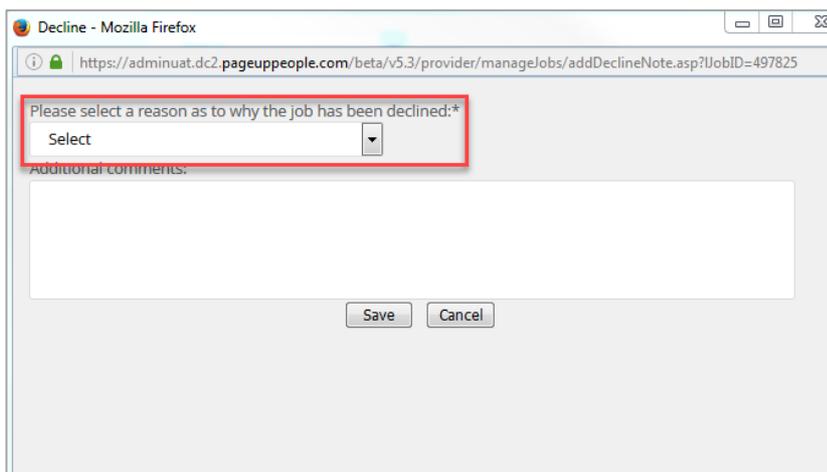
Position info | Notes | **Documents**

Select

Document	Size	Category
[Redacted].docx	64Kb	Position Description View Delete

[Save a draft](#) | [Approve](#) | **Decline** | [Cancel](#) | [Spell check](#)

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



The screenshot shows a web browser window titled "Decline - Mozilla Firefox". The address bar displays the URL: <https://adminuat.dc2.pageuppeople.com/beta/v5.3/provider/manageJobs/addDeclineNote.asp?JobID=497825>. The form contains a label "Please select a reason as to why the job has been declined:*" above a dropdown menu with the text "Select". Below this is a text area labeled "Additional comments:". At the bottom of the form are two buttons: "Save" and "Cancel". A red rectangular box highlights the dropdown menu.

- 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 hrrservicecentre@adelaide.edu.au