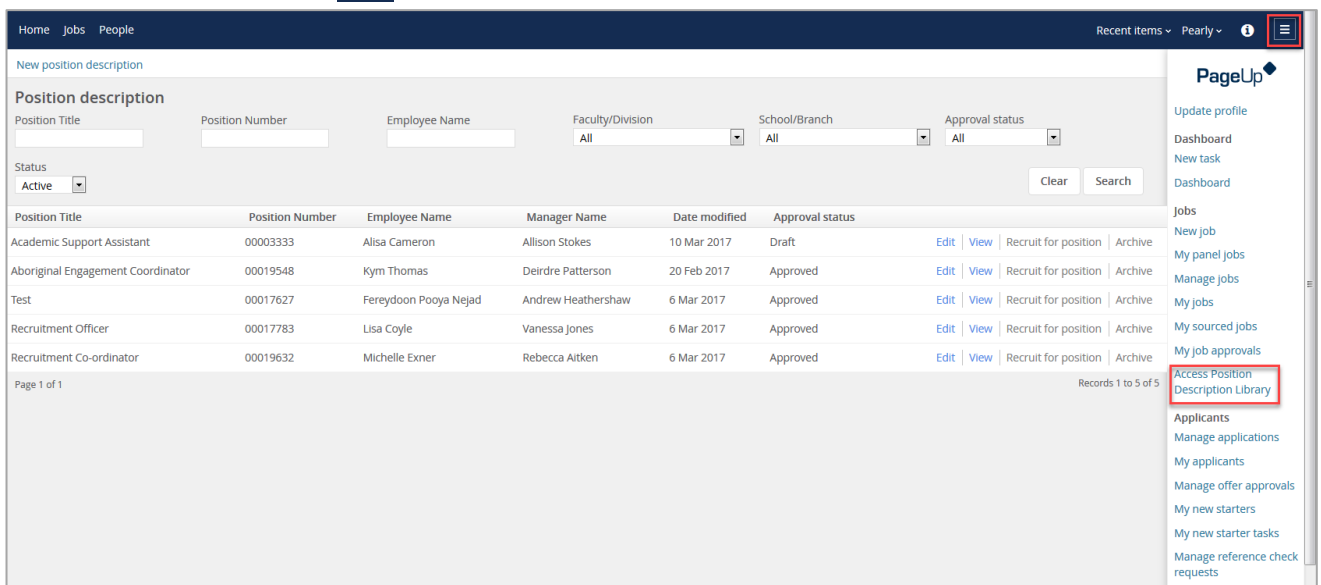# Copy an Existing Position Description

Introduction

If you need to copy a position description, any amendments should be for the content only. This is an online form accessed through PageUp. You will use this form to submit a position description for approval. Please note: If you need to change the Position Title or Classification click here for the Create and Amend Position Numbers guide

Procedure

Login and access the Position Description Library

1. In an Internet Browser, open PageUp http://www.adelaide.edu.au/hr/systems/recruitment/

2. Sign in using your usual University employee ID and password.

3. Select **Main Menu > Access Position Description Library**

   For the Main Menu click ☰

Search for the Position Description to Copy

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.

2. Select **Edit**

Copy a Position Description

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.

2. Select **Edit**

3. Click **Copy position description**

   ➢ The details of the position will be copied into a new Position Description form.

1. Select the Documents tab
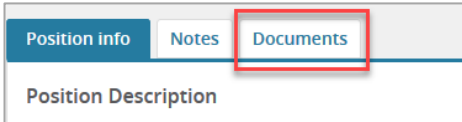
> ➢ The previously approved position description will be displayed.

2. Select **View**
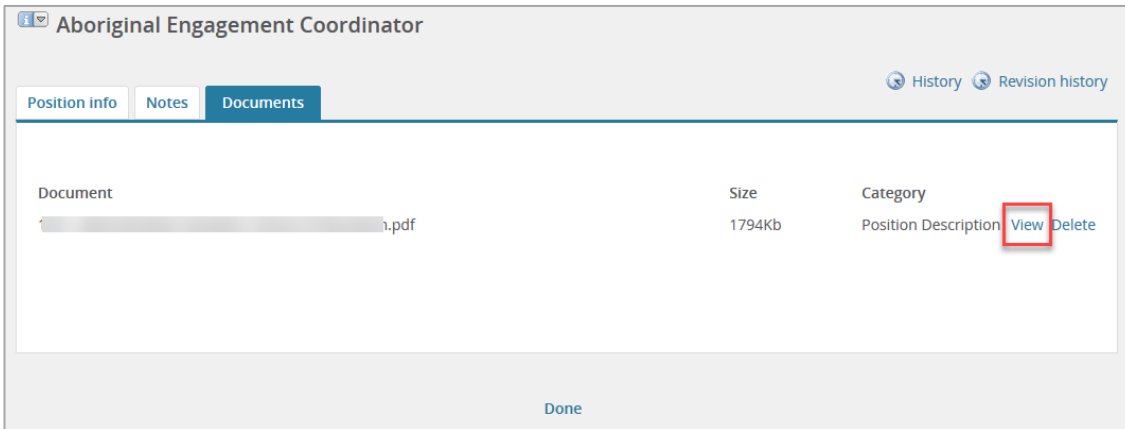
> ➢ The Position Description will open in a word document allowing the content to be amended and saved to your local drive.

> ➢ 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
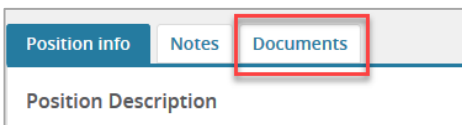
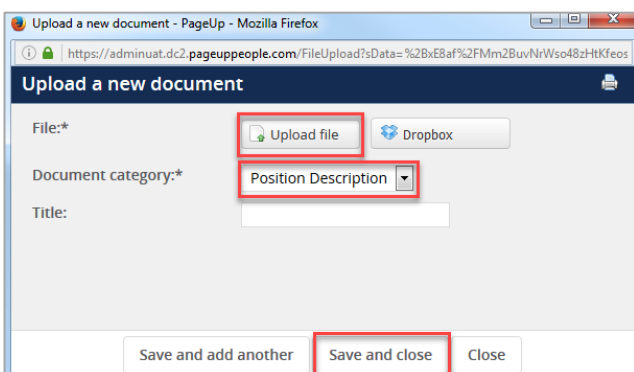2. From the **drop down menu** select 'Document from a File.
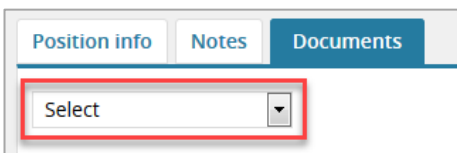
3. **File**: click **upload file** and find the Position Description in your local files.

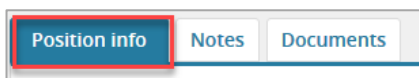> ➢ Position Descriptions need to be upload in Word format

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**

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