

Copy an Existing Position Description

Introduction

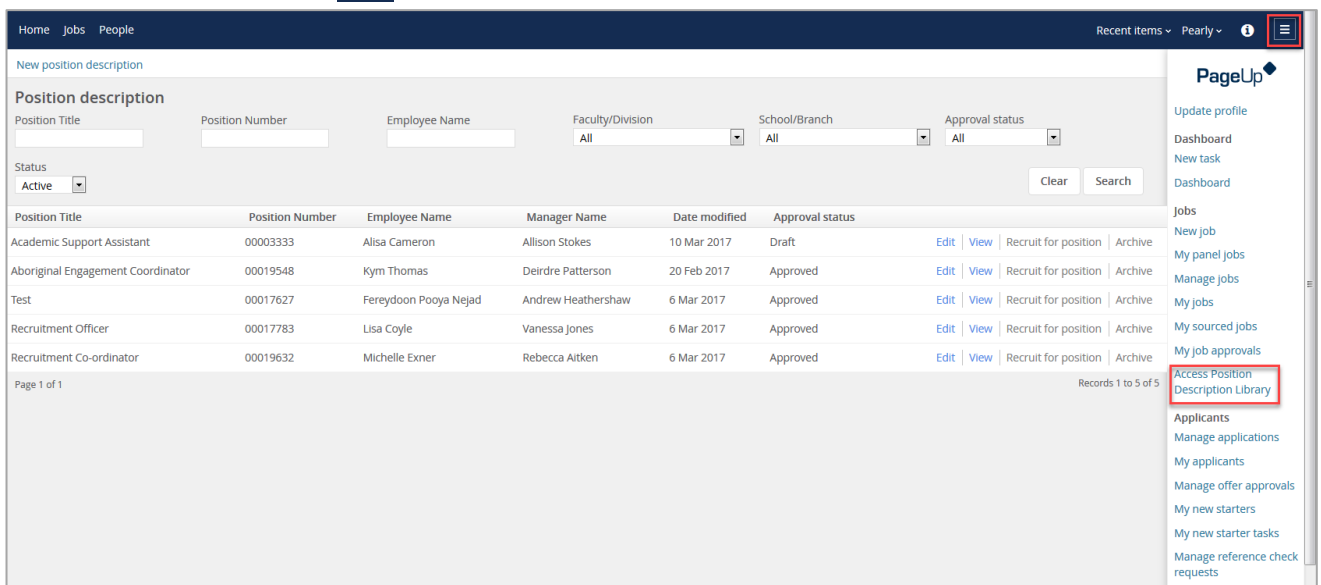
If you need to copy a position description, any amendments should be for the content only. This is an online form accessed through PageUp. You will use this form to submit a position description for approval. Please note: If you need to change the Position Title or Classification click [here](#) for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

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

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.

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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	[redacted]	[redacted]	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

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Page 1 of 1 Records 1 to 1 of 1

3. Click **Copy position description**

Position Description

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

Position Description

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

Peoplesoft Position Title and Number:*

Position Title:*

Classification:*

Faculty/Division:*

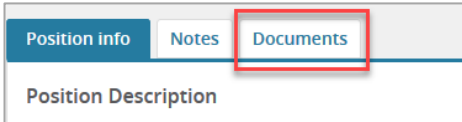
School/Branch:*

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

Does this position require a police check: Yes No

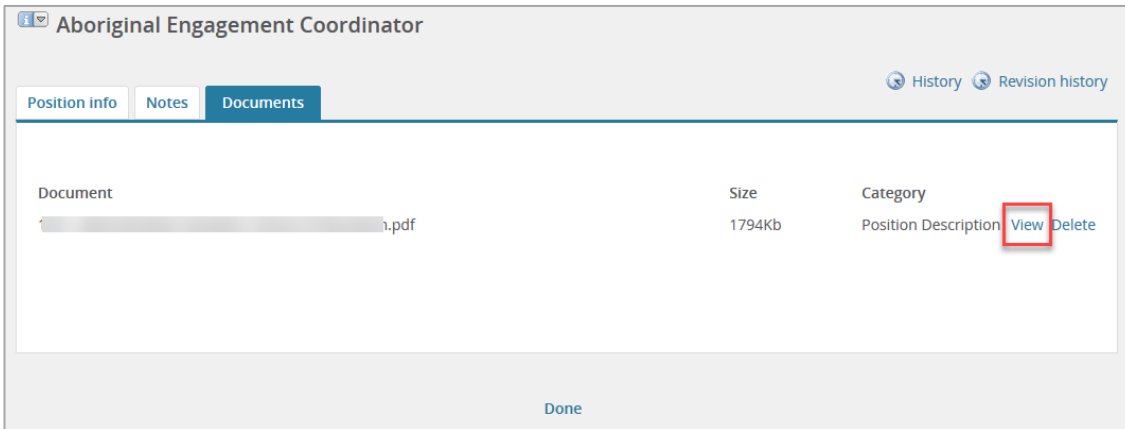
1. Select the Documents tab

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- The previously approved position description will be displayed.

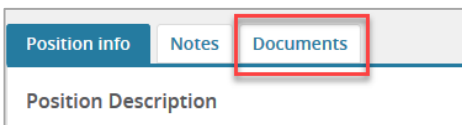
2. Select **View**



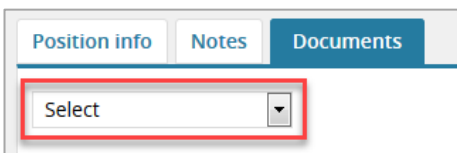
- The Position Description will open in a word document allowing the content to be amended and saved to your local drive.
- Once the amendments have been made, the position description will need to be uploaded to the Position Description Card for approval.

Add the Position Description

1. Select the Documents tab



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

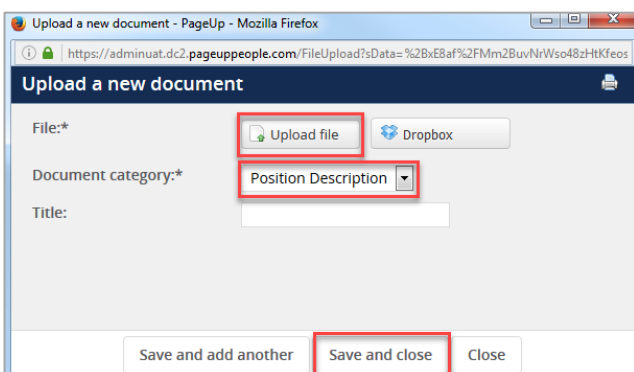


3. **File:** click **upload file** and find the Position Description in your local files.

- Position Descriptions need to be upload in Word format

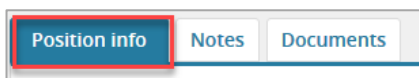
4. **Document Category:** select the appropriate 'document category' from the **drop down menu**.


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**

A screenshot of a web form for 'Workflow process:*. The form has a dropdown menu for 'Workflow process:' with 'PD Approval' selected and a red asterisk to its right. Below this are two sections: '1. PD Evaluation:' with a text field containing 'HR Advisor' and a binoculars icon, and a blue button with a plus sign and the email 'pdevaluation@adelaide.edu.au'; and '2. School/Branch Head:' with an empty text field, a binoculars icon, and a blue button that says 'No user selected'. At the bottom of the form is a 'Next page' link with a right-pointing arrow and a note: 'Please fill in all mandatory fields marked with an asterisk (*).'. At the very bottom of the page are five buttons: 'Save a draft', 'Save' (highlighted with a red box), 'Save & exit', 'Cancel', and '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