

Create a New Position Description

Introduction

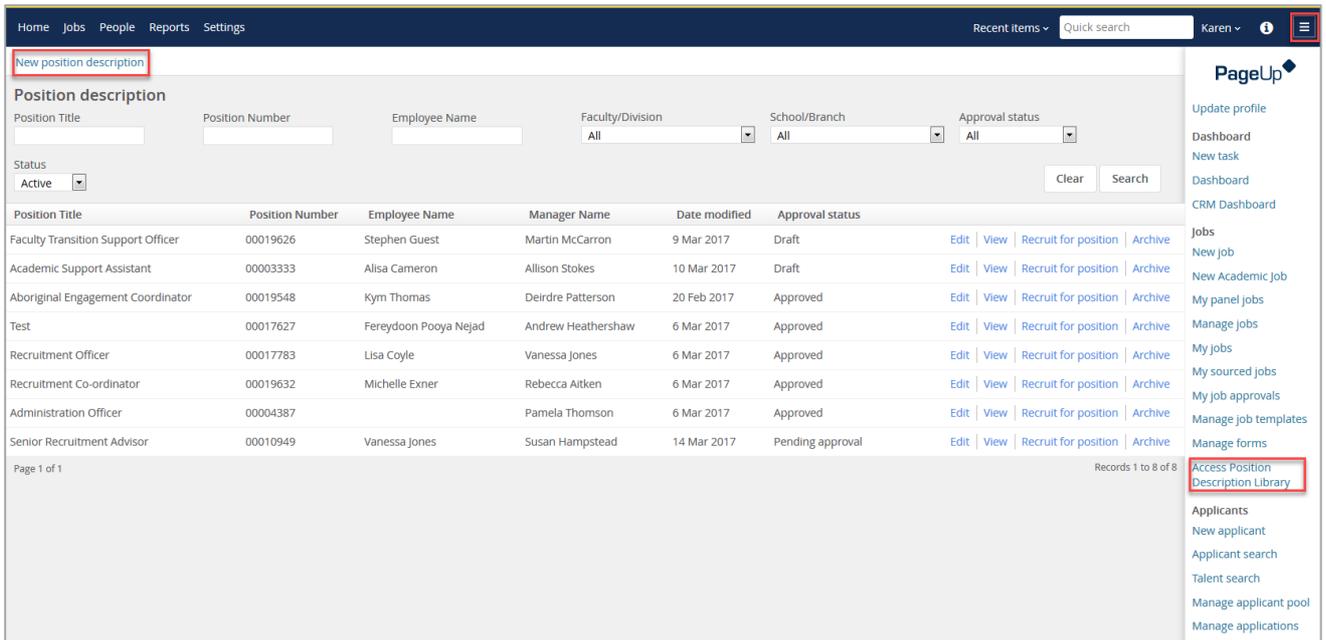
A mandatory part of any recruitment work is to ensure a position has a position description and a position number and that the position details are accurate. You will need to know or have previously created a position number that corresponds with the new Position Description being submitted for approval. You will use this form to submit a position description for approval. Please note: If you need to create a new position number 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 > New Position Description**

For the Main Menu click

Home Jobs People Reports Settings Recent items Quick search Karen

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	
Faculty Transition Support Officer	00019626	Stephen Guest	Martin McCarron	9 Mar 2017	Draft	Edit View Recruit for position Archive
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
Administration Officer	00004387	Pamela Thomson	Pamela Thomson	6 Mar 2017	Approved	Edit View Recruit for position Archive
Senior Recruitment Advisor	00010949	Vanessa Jones	Susan Hampstead	14 Mar 2017	Pending approval	Edit View Recruit for position Archive

Page 1 of 1 Records 1 to 8 of 8

PageUp

- Update profile
- Dashboard
- New task
- Dashboard
- CRM Dashboard
- Jobs
- New job
- New Academic Job
- My panel jobs
- Manage jobs
- My jobs
- My sourced jobs
- My job approvals
- Manage job templates
- Manage forms
- Access Position Description Library
- Applicants
- New applicant
- Applicant search
- Talent search
- Manage applicant pool
- Manage applications

Enter the Position Description Details

1. From the **drop down menu** select 'Yes, this is a new PD'

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

2. Locate the position number.

Create a New Position Description

3. Enter the **Position Number** (including all zeros at the beginning of the number) and click the binoculars 

Peoplesoft Position Title and Number:*

00001234



Enter the Position Details

1. Enter the **Position Title**.
2. **Classification**: select the appropriate 'classification' from the **drop down menu**.
3. **Faculty/Division**: select the appropriate 'Faculty/Division' from the **drop down menu**.
4. **School/Branch**: select the appropriate 'School/Branch' from the **drop down menu**.
5. Select if the position requires a Working with Children check and/or a Police Check.

Position Title:*	<input type="text"/>
Classification:*	Higher Education Officer (Level 7) 
Faculty/Division:*	Faculty of Sciences 
School/Branch:*	School of Physical Sciences 
Does this position require a Working with Children check (prescribed position):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Does this position require a police check:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add the Position Description

1. Select the Documents tab

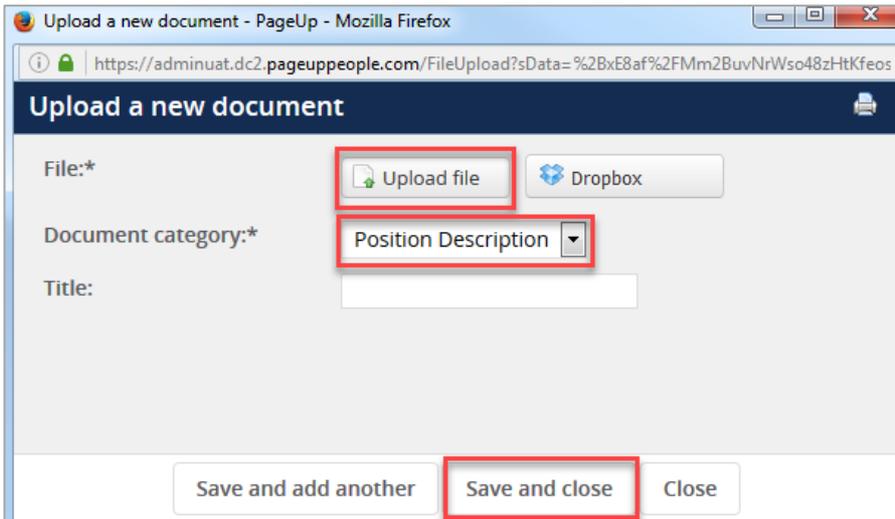
Position info	Notes	Documents
Position Description		

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

Position info	Notes	Documents
Select 		

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**



Upload a new document - PageUp - Mozilla Firefox

https://adminuat.dc2.pageuppeople.com/FileUpload?sData=%2BxE8af%2FMm2BuvNrWso48zHtKfeos

Upload a new document

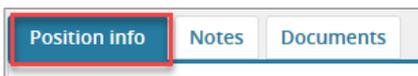
File:*

Document category:*

Title:

Submit for Approval

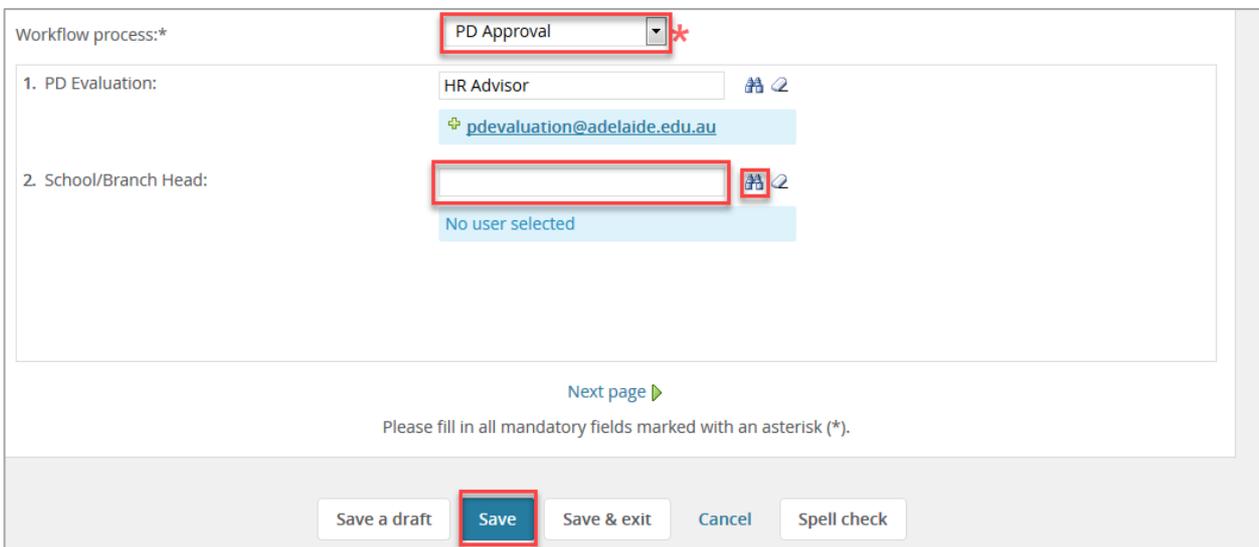
1. Select the **Position info** tab



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:*

1. PD Evaluation:

2. School/Branch Head:

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

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