Human Resources

Search for a Position Description

Introduction

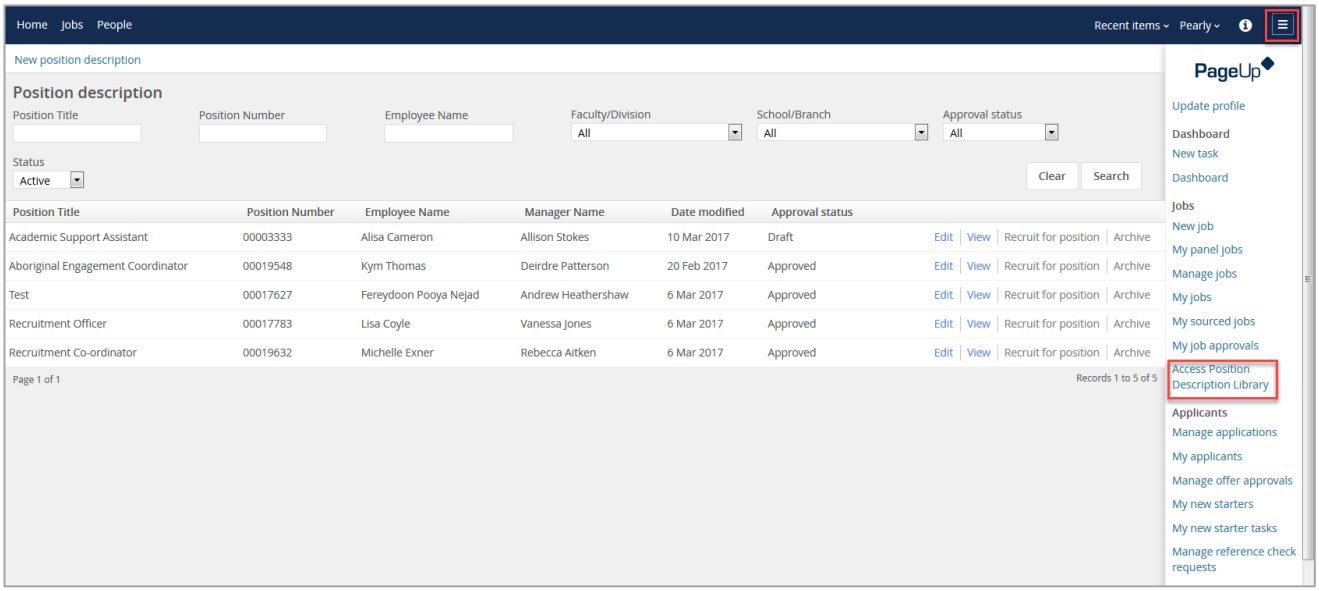
A mandatory part of any recruitment work is to ensure a position has a position number and a position description and that the position details are accurate. The Position Description Library allows Hiring Coordinators to search for approved position descriptions, amend and copy.

Procedure

Login and access the Position Description Library

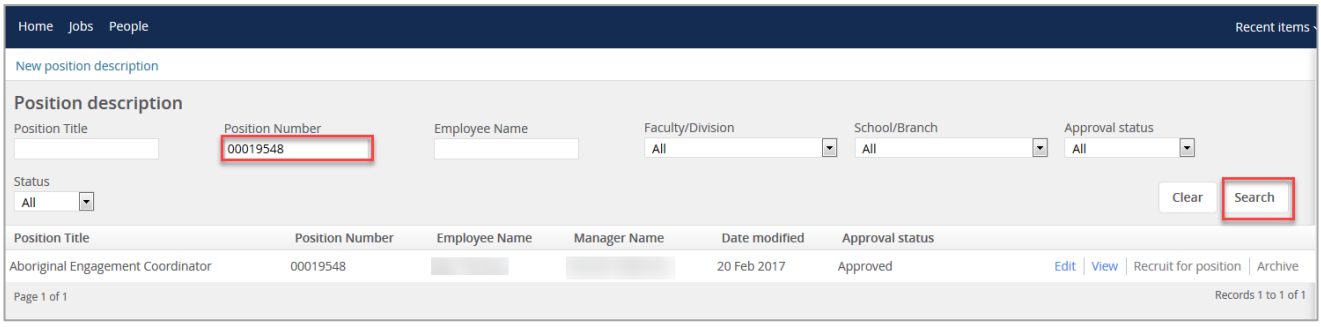
1. In an Internet Browser, open PageUp http://www.adelaide.edu.au/hr/systems/recruitment/
2. Sign in using your usual University employee ID and password.
3. Select **Main Menu > Access Position Description Library**

   For the Main Menu click

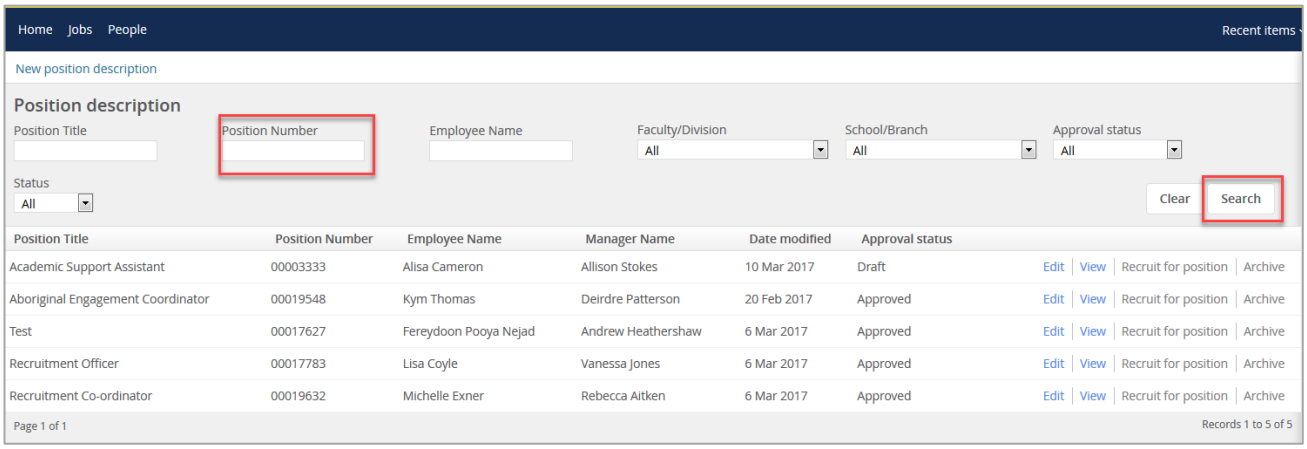


Search for the Position Description

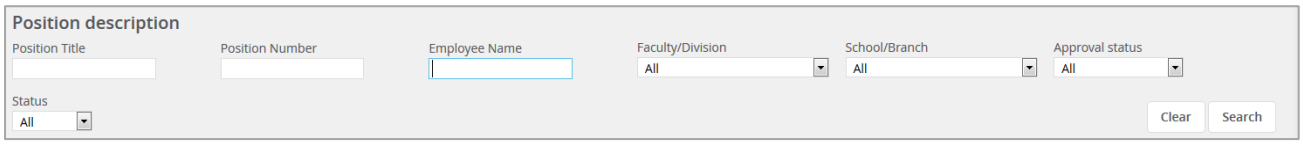
1. Enter the **Position Number** (including all zeros at the beginning of the number) and click **Search**
   - ➢ The position details will be displayed on your dashboard.



2. If you do not know the position number: Leave the Position Number field blank and click **Search.** This will display all positions in the PD Library. Select **View** against the position description you would like to see.



- You can narrow the search parameters by using any of the fields below (eg Position Title, Faculty/Division etc)



Contact Us

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