

# Search for a Position Description

## Introduction

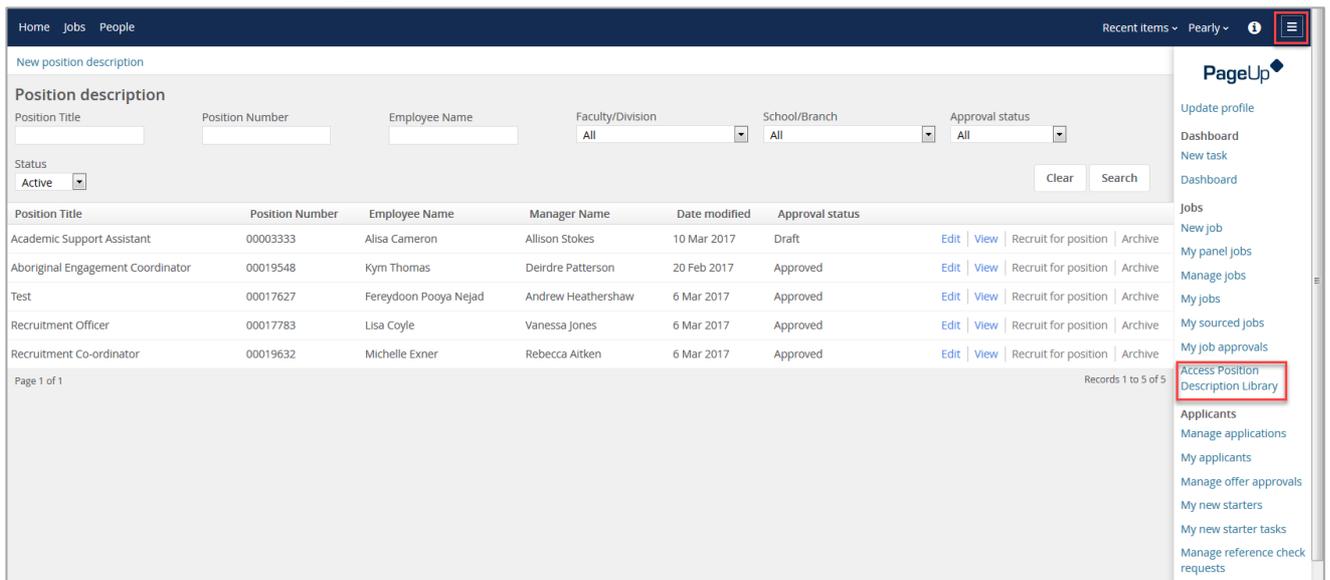
A mandatory part of any recruitment work is to ensure a position has a position number and a position description and that the position details are accurate. The Position Description Library allows Hiring Coordinators to search for approved position descriptions, amend and copy.

## 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

Home Jobs People Recent items Pearly

New position description

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				
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

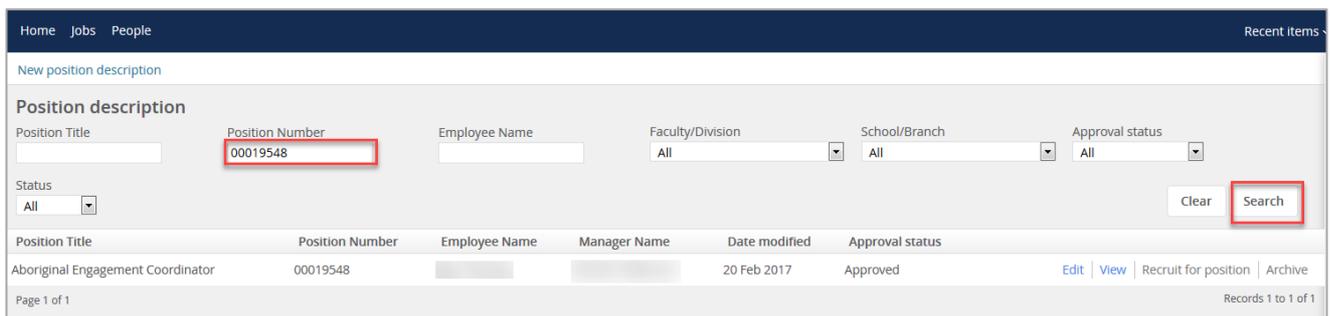
Page 1 of 1 Records 1 to 5 of 5

PageUp

- Update profile
- Dashboard
- New task
- Dashboard
- Jobs
- New job
- My panel jobs
- Manage jobs
- My jobs
- My sourced jobs
- My job approvals
- Access Position Description Library
- Applicants
- Manage applications
- My applicants
- Manage offer approvals
- My new starters
- My new starter tasks
- Manage reference check requests

## 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.



Home Jobs People Recent items

New position description

Position description

Position Title Position Number Employee Name Faculty/Division School/Branch Approval status

Status All

Clear Search

Position Title	Position Number	Employee Name	Manager Name	Date modified	Approval status				
Aboriginal Engagement Coordinator	00019548			20 Feb 2017	Approved	Edit	View	Recruit for position	Archive

Page 1 of 1 Records 1 to 1 of 1

## Search for a Position Description

- 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.

The screenshot shows a web interface for searching position descriptions. At the top, there are navigation links for 'Home', 'Jobs', and 'People', and a 'Recent items' link. Below this is a search form titled 'New position description'. The form includes fields for 'Position Title', 'Position Number', 'Employee Name', 'Faculty/Division', 'School/Branch', and 'Approval status'. A 'Status' dropdown menu is set to 'All'. There are 'Clear' and 'Search' buttons. The 'Search' button is highlighted with a red box. Below the form is a table of search results with columns for Position Title, Position Number, Employee Name, Manager Name, Date modified, and Approval status. The table contains five rows of data. At the bottom left, it says 'Page 1 of 1' and at the bottom right, 'Records 1 to 5 of 5'.

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

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

This screenshot shows the same search form as above, but with the 'Employee Name' field highlighted with a blue border, indicating it is the active field for narrowing the search.

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)