

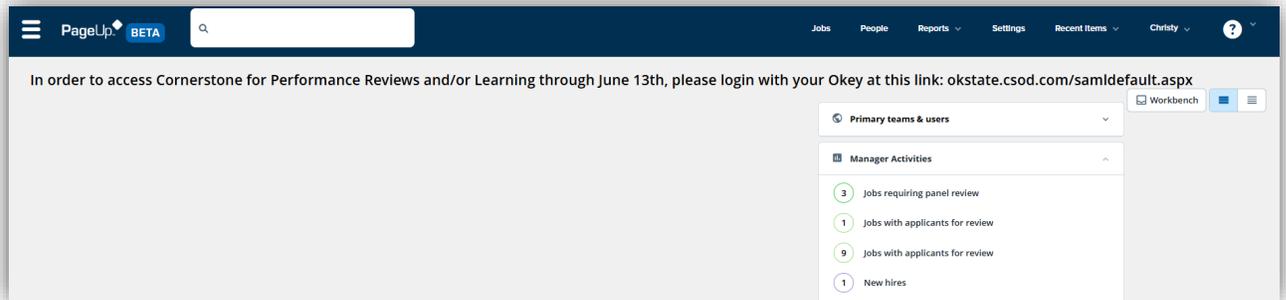


# CREATING A POSITION DESCRIPTION (PD)

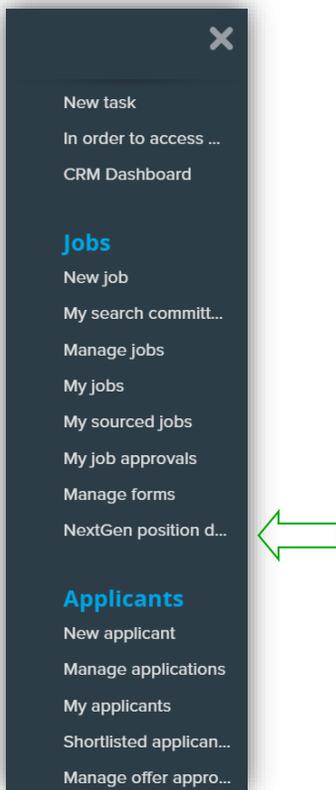
Log in to PageUp portal using single sign on

- URL: [talent.okstate.edu](https://talent.okstate.edu)

Select the pancake menu next to the PageUp logo in top left corner

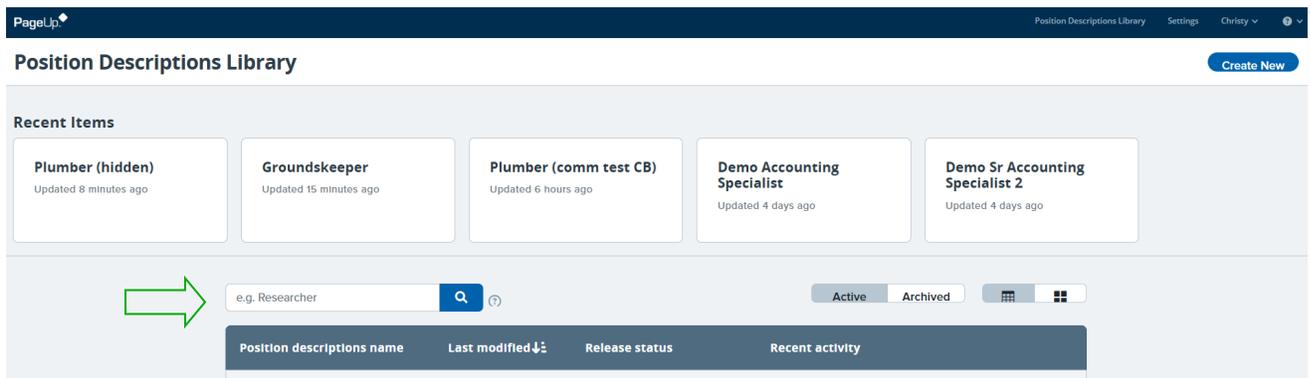


Select NextGen Position Descriptions from the left side menu



The **Position Descriptions Library** will display. Either use the *search function* to find a position description that is already created and has been updated in the last three years or to create a new position description select *create new*.

**More Help:** [Knowledge Portal: Position Descriptions](#)



Click *Create New* in the top right of the screen. Enter a proposed title at the top of the screen and populate the rest of the position description with all required and relevant data. Click Save

once complete. *OSU data has not been imported; you may not see details from your college/division.*

NOTE: To attract candidates, review the *advertising summary* and add a few sentences which describe your department and why anyone would want to join this team and serve in the vacant role. What makes your area unique? What is the culture like? What type of candidate are you searching for?

BACKGROUND CHECK TYPE: Only select screenings which are required for the position, if *no degree* is required then *education* should not be selected. All positions required reliable transportation to and from work however, *MVR* is only selected when driving during work hours are a requirement.

WORKING CONDITIONS: Enter any necessary exceptional working conditions, exposure or hazards related to the job, and any physical requirements necessary to complete the essential functions of the job. Consult with Human Resources and Equal Opportunity as appropriate.

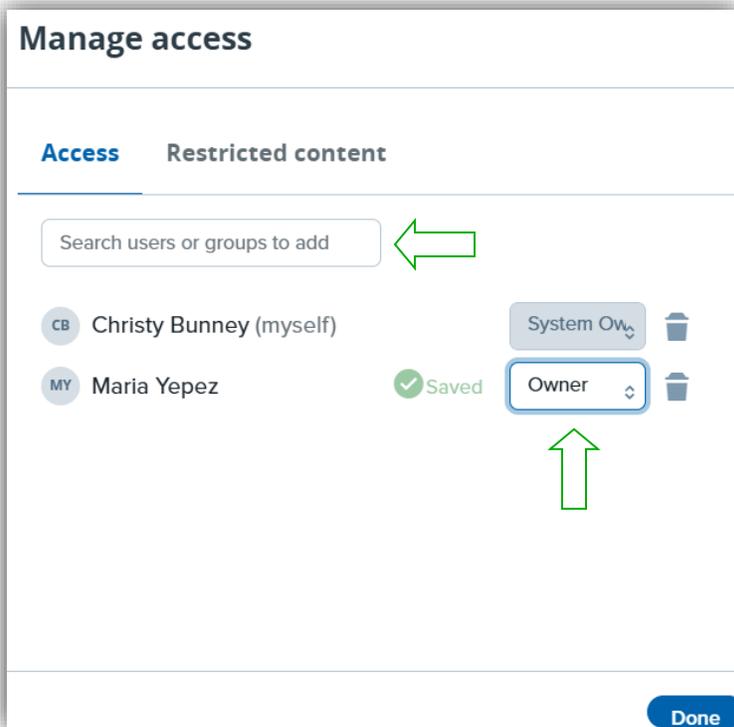
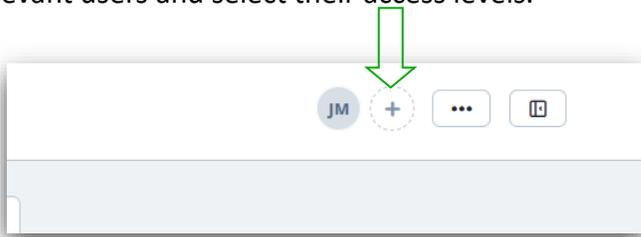
- *Working conditions* could be related to the work schedule, required overtime hours, on-call duty, travel, etc. Some examples include:
  - Required to be on rotating standby for emergencies and/or other events outside of normal working hours, including weekends and holidays.
  - This position required occasional travel (up to 10%) for training, meetings, and site visits.
  - Up to 75% travel, including international assignments, is required. Must possess or be eligible for a valid passport.
  - Due to communication expectations of the position, the incumbent will be required to maintain a cellular device.
- *Exposure to physical danger and /or environmental hazards* would typically involve positions in construction, medical or emergency services, facilities, and scientific research positions. Some examples include:
  - Risk of exposure to bloodborne pathogens or infectious diseases; strict adherence to safety protocols required.
  - May be exposed to loud noise levels from machinery and tools; hearing protection is required in designated areas.
  - Outdoor work in all weather conditions, including rain, snow, and extreme heat or cold.
- *Physical requirements* would typically include any physical ability required in order to perform the essential functions of the job. Some examples include:
  - Requires the ability to lift and carry up to 50 pounds regularly and occasionally heavier loads with assistance.
  - Requires frequent walking, standing, pushing, pulling, and lifting of cleaning equipment and supplies.

- Must be able to occasionally lift and carry office supplies, files, or packages weighing up to 25 pounds.
- Requires clear verbal and written communication skills for interacting with staff, students, and vendors.

After you have saved the Position Description as a Draft, “Draft Version 1” will be displayed at the top.

Go back into the PD to add Collaborators who will need to discuss and review the PD prior to submitting to your HR Consultant ensuring any necessary edits to the data you have entered are completed. This may be the hiring manager, department head, or any person that is involved in developing the PD.

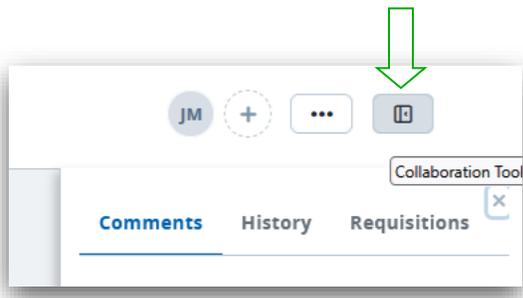
In the top menu, click the “+” sign manage collaborators icon at the top to search/add the relevant users and select their access levels.



Once all collaborators have been added select *done*.

Collaborators will receive an email notification that they have been added as a collaborator and can log in to the system to review the PD and make any necessary changes.

Users may also use the Collaboration Tool icon at the top right to leave comments, review history, etc.

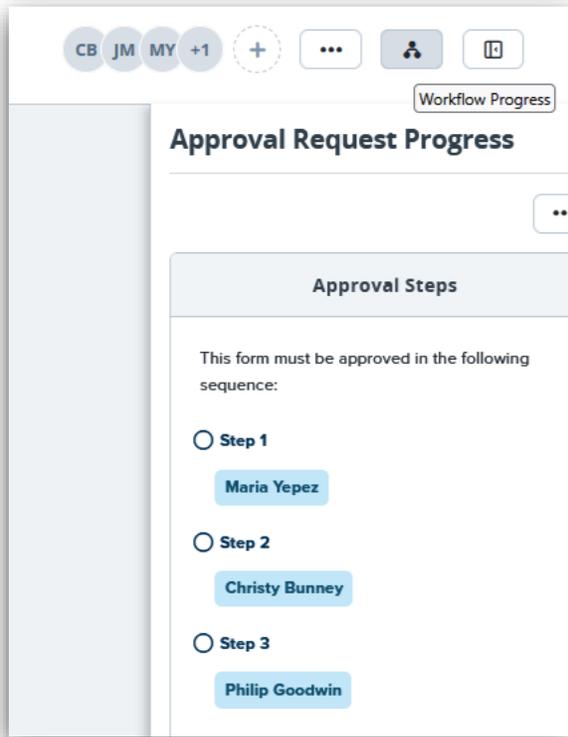


Once the PD is complete and collaborators have had a chance to view and make edits, Save the form one more time.

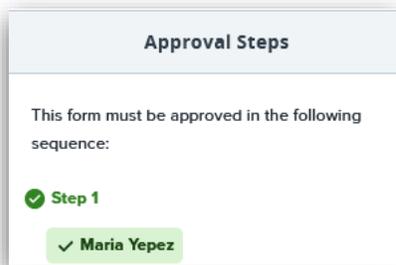
**NOTE: The HR Consultant must be added as a collaborator/owner at this point. The HRC will review the position, consult with Compensation/Classification if necessary, make final edits to the PD, and initiate action for approval.**

Once the PD is routed for approval, you can check the progress by clicking the Workflow Progress icon at the top right. In this example, Maria will approve as the *HR Consultant*, Christy will approve as the *Departmental Approver* and Philip will approve as the *College/Division approver*.





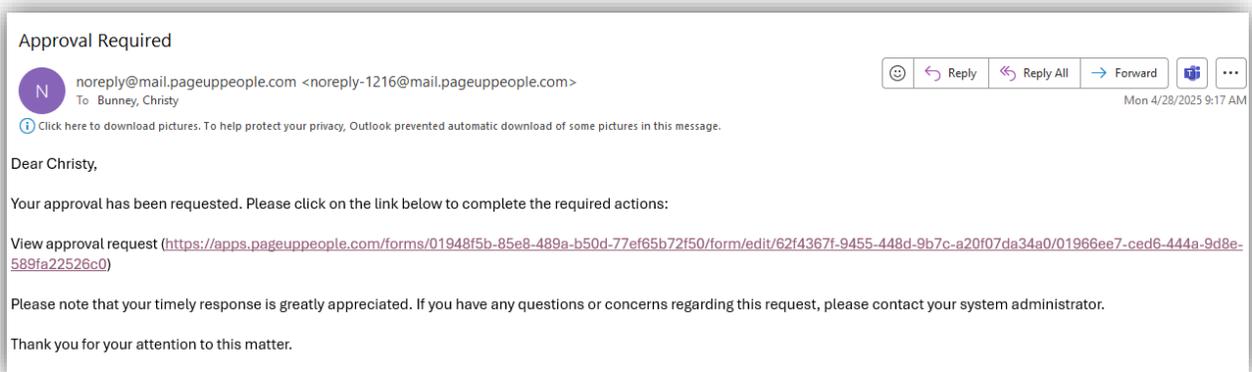
The status will update and change to green as approvers review and approve the PD.



If the position description is rejected by any level within the approval workflow, the PD will be returned to draft status. Revisions can be made, and then a new approval workflow can be initiated.

## **APPROVING OR REJECTING A POSITION DESCRIPTION (PD)**

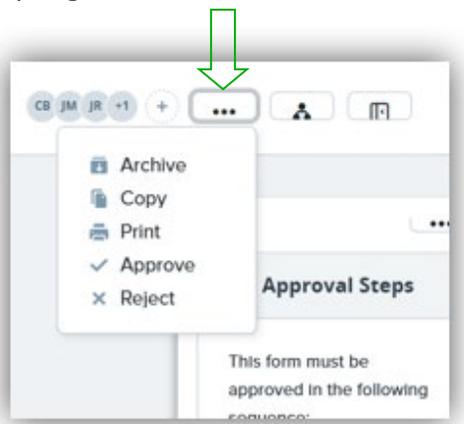
An email will be sent to the approver from [noreply@mail.pageuppeople.com](mailto:noreply@mail.pageuppeople.com); select link in the body of the email. NOTE: Position descriptions are not in a dashboard within PageUp.



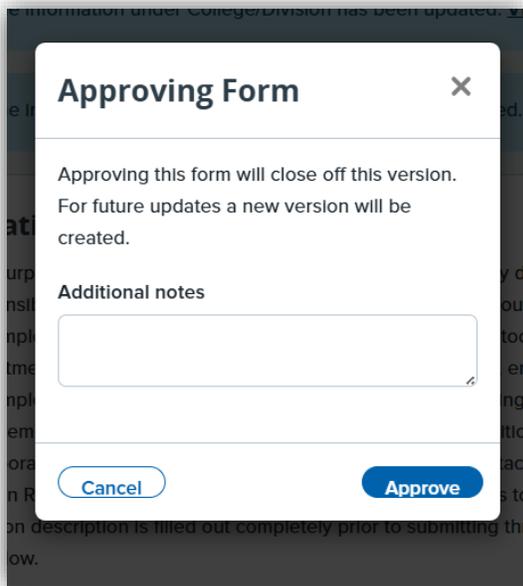
Utilize SingleSignOn to access PageUp after selecting the link

Review position description

To approve or reject a position description, select the ellipses from the action mentioned at the top, right of screen.



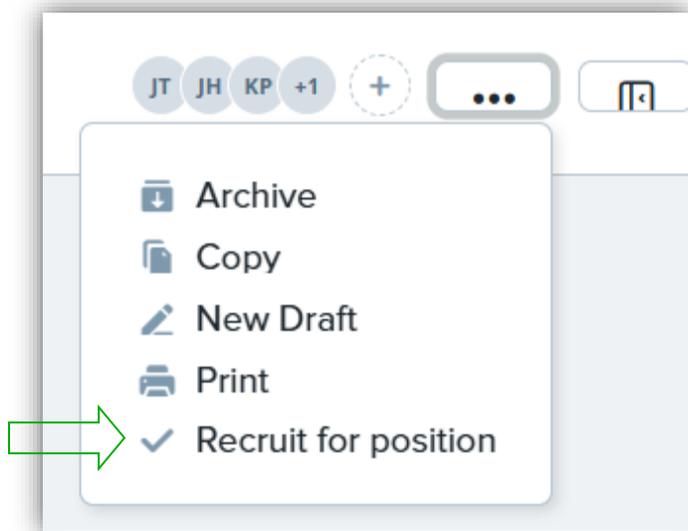
Select *approve* or *reject*; notes may be added for either action.



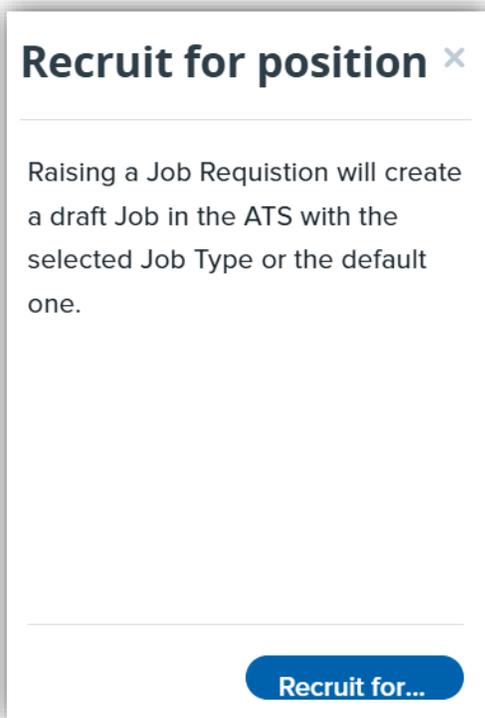
Once *approved* is selected, notification will be highlighted in green at the top of the screen next to the position title. If the position description is rejected by any level within the approval workflow, the PD will be returned to draft status.

NOTE: If you are not ready to recruit for the position, the PD has been created and approved, and the process is complete until you want to post the position.

NOTE: When you are ready to post the position for which the PD has been approved, A *job card* will need to be created. Return to the PD, select the ellipses at the top, right of page and select *Recruit for Position*



A pop up will appear on screen, select the blue *recruit for position* button and refer to the *How to create a Job Card* process document

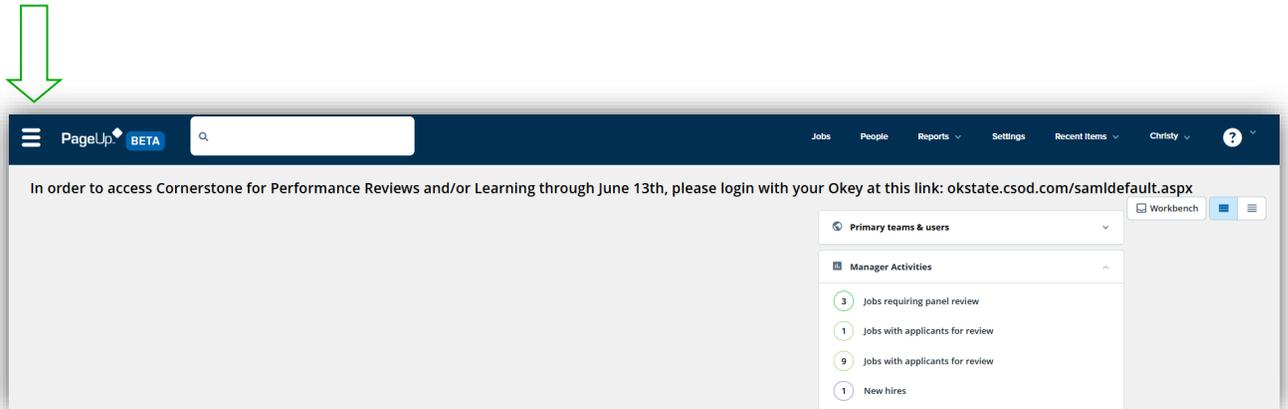


## MODIFYING AN EXISTING POSITION DESCRIPTION (PD)

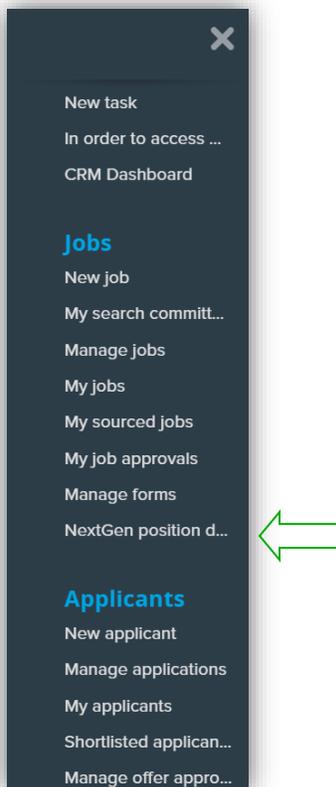
Log in to PageUp portal using single sign on

- URL: <https://osu.dc4.pageuppeople.com/>

Select the pancake menu next to the PageUp logo in top left corner

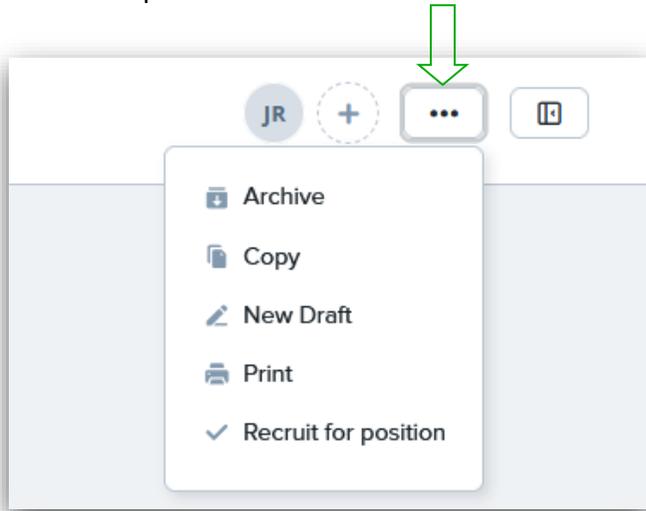


Select NextGen Position Descriptions from the left side menu



The **Position Descriptions Library** will display. Either use the *search function* to find the position you wish to modify.

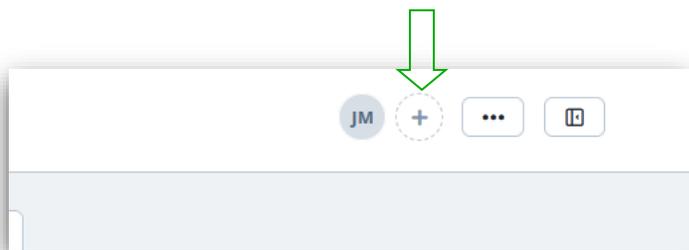
Select the ellipses from the action mentioned at the top, right of screen. Click on New Draft.

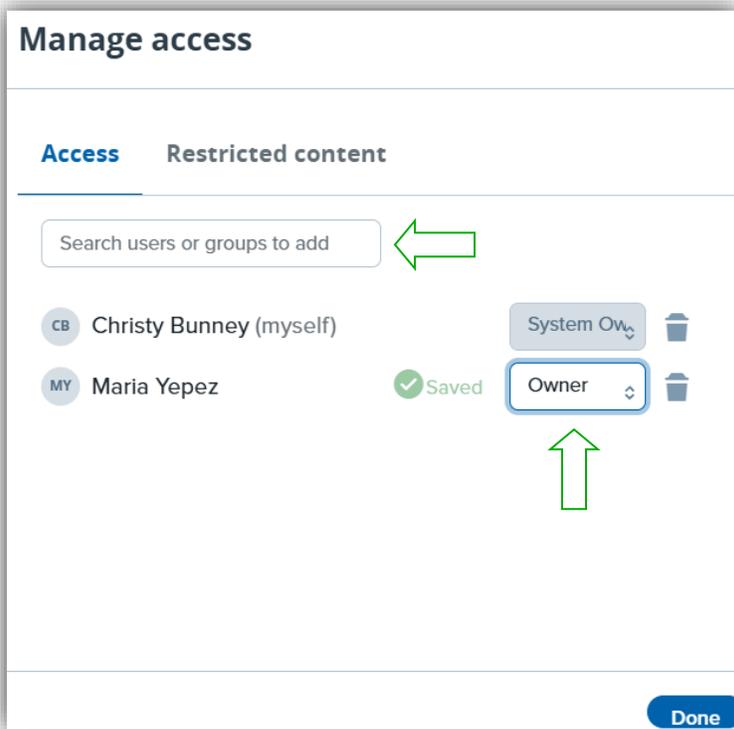


After you have saved the Position Description as a Draft, the draft version will be displayed at the top.

Go back into the PD to add Collaborators who will need to discuss and review the PD prior to submitting to your HR Consultant ensuring any necessary edits to the data you have entered are completed. This may be the hiring manager, department head, or any person that is involved in developing the PD.

In the top menu, click the “+” sign manage collaborators icon at the top to search/add the relevant users and select their access levels.

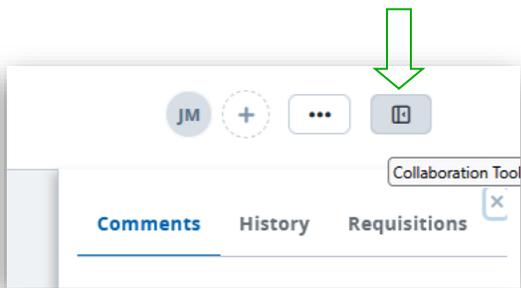




Once all collaborators have been added select *done*.

Collaborators will receive an email notification that they have been added as a collaborator and can log in to the system to review the PD and make any additional modifications.

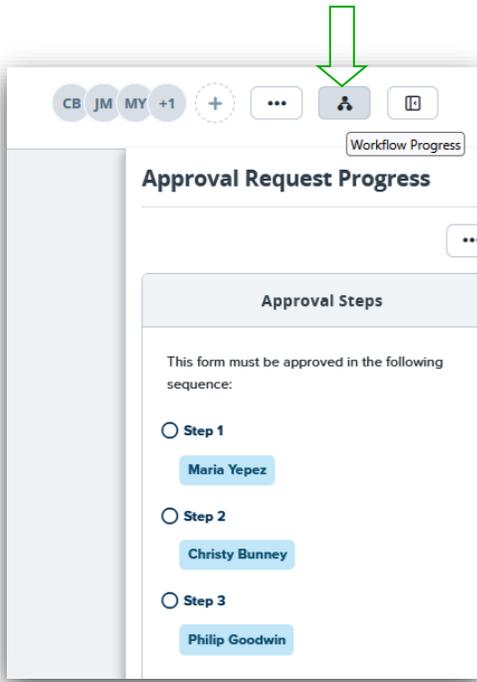
Users may also use the Collaboration Tool icon at the top right to leave comments, review history, etc.



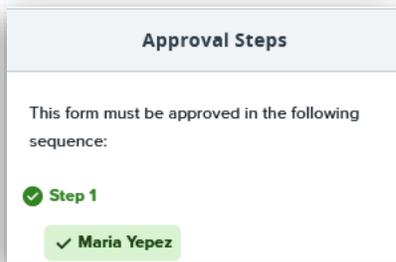
Once the PD modifications are complete and collaborators have had a chance to view and make edits, Save the form one more time.

**NOTE: The HR Consultant must be added as a collaborator/owner at this point. The HRC will review the position, consult with Compensation/Classification if necessary, make final edits to the PD, and initiate action for approval.**

Once the PD is routed for approval, you can check the progress by clicking the Workflow Progress icon at the top right. In this example, Maria will approve as the *HR Consultant*, Christy will approve as the *Departmental Approver* and Philip will approve as the *College/Division approver*.



The status will update and change to green as approvers review and approve the PD.



If the position description is rejected by any level within the approval workflow, the PD will be returned to draft status. Revisions can be made, and then a new approval workflow can be initiated.

When you are ready to post the position for the newly reviewed and approved PD, A *job card* will need to be created. Return to the PD, select the ellipses at the top, right of page and select *Recruit for Position*