

Cloning Position Descriptions from Generic Job Descriptions or Current Position Descriptions

Summary:

As departments/hiring managers update their position descriptions for their department, they can clone a template of a generic job description or clone a current position description from another position number in the department.

Step 1 - The designated person in the department/school will sign into HRIS Self Service and will be brought to the Self Service Home page.

-Click on Recruiting/Job Openings on the menu and then click on the [Create New Job Opening](#) link.

OR

-Click the [Create New Job Opening](#) link under the Recruiting/Job Openings section on the portal page to the right.



(See Page A)

Page A

Step 2 - When the Create New Job Opening link is clicked, the Primary Job Opening Information page appears.

- Enter the following information:

- Department ID
- Position number

-To search for a department id or a position number, click the **Magnifying Glass** button next to the appropriate field.

-When finished, click the **Continue** button.



Enter Primary Job Opening Information

Opening Information	
Job Opening Type:	Standard Requisition
Business Unit:	Northwestern Business Unit
Department:	796500 Ctr for Comparative Medicine
Position Number:	00036874 Supvr Animal Care & Health
Job Code:	100364 Supvr Animal Care & Health
Posting Title:	Supvr Animal Care & Health

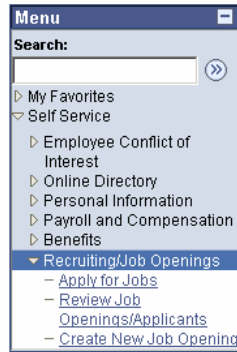
Continue

(See Page B)

Page B

Step 3 - When the Continue button is clicked, the Job Information page appears.

- Click the [Position Description](#) link.



Job Opening

Posting Title: Supvr Animal Care & Health
Job Opening Status: 005 Draft
Job Title: Supvr Animal Care & Health **Job Code:** 100364
Position Number: 00036874 Supvr Animal Care & Health
Business Unit: NWUNV Northwestern Business Unit
Department: 796500 Ctr for Comparative Medicine

[Position Description](#) [Funding Information](#) [Job Information](#) [Authorization](#) [Job Posting](#)

Cancel

Previous Step

Next Step

Opening Information

Job Opening Type: Standard Requisition
Created By: 1045048 Eileen Sandalow
Date Opened: 04/06/2006
***Openings to Fill:** Limited
Position Number: 00036874 Supvr Animal Care & Health
Job Code: 100364 Supvr Animal Care & Health
Company: NWU Northwestern University
Department: 796500 Ctr for Comparative Medicine

(See Page C)

Page C

Step 4 - When the Position Description link is clicked, a new window opens up and the position description appears.

-The following fields default from the Position Data page:

- **Position Number**
- **Department Title**
- **Department ID**
- **Reports To**
- **Job Code**
- **Univ. Job Title**
- **Sal Plan**
- **Salary Grade**

Position Description

Position Number: 00001593	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 444400 MED-Cancer Center	Sal Plan: NEX
Reports To: 00005418 Admin Director Cancer Center	Salary Grade: 9

[View History](#)

(See Page D)

Page D

Step 5a – If the Position Description is NOT editable, go to Step 5b.

To clone a Position Description for a Generic Job, enter the Job Code Number in the Job Code field or click the **Magnifying Glass** button to find the Job Code Number.

Position Description

Position Number: 00001593	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 444400 MED-Cancer Center	Sal Plan: NEX
Reports To: 00005418 Admin Director Cancer Center	Salary Grade: 9

[View History](#)

To Preload the Job Description select from the Generic Job Description or Position Number pick list. Then click the load button.

Job Code: Generic Job Description: Position Number:

Job Summary

Effective Date: 04/16/2007 Sequence 1

Job Summary:

Page E

(See Page E)

Step 5b – If the Position Description is NOT editable, click on the **Edit** link in the top right corner of the Job Summary box.

To clone a Position Description for a Generic Job, enter the Job Code Number in the Job Code field or click the **Magnifying Glass** button to find the Job Code Number.

Position Description

Position Number: 00001593	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 444400 MED-Cancer Center	Sal Plan: NEX
Reports To: 00005418 Admin Director Cancer Center	Salary Grade: 9

[View History](#)

To Preload the Job Description select from the Generic Job Description or Position Number pick list. Then click the load button.

Job Code: Generic Job Description: Position Number: 00002123

Job Summary

Effective Date: 04/16/2007 Sequence 0

Job Summary:

Under general direction, performs responsible work in coordinating administrative functions of programs, workshops, seminars, conferences and other Finance Department activities.

Page F

(See Page F)

Step 6- When the Magnifying Glass button is clicked, the Lookup Job Code page appears.

-Click the **Lookup** button to view the list of generic job codes.

-Click on the [Job Code](#) link that is to be cloned.

Look Up Job Code

Job Code:

Job Code Description:

[Basic Lookup](#)

Search Results

View All First ◀ 1-31 of 31 ▶ Last

Job Code	Job Code Description
100004	Asst Professor Adjunct
100027	Department Assistant 1
100082	Research Technologist 2
100093	Secretary 1
100113	Research Technologist 1
100124	Program Assistant
100133	Program Asst 2
100140	Administrative Secretary
100208	Mgr Research Data
100221	Program Coordinator
100229	Project Coordinator 1
100234	IT Software Engineer 3
100241	Nurse Specialist

(See Page G)

Page G

Step 7 - When the Job Code link is clicked, the job code selected will populate into the Job Code field.

-Click the **Load** button to clone the generic job description.

-All the data from the generic job description will populate the fields.

Note: When a Job Code # is entered the Position # field becomes grayed out.


(See Page H)

Position Description




Position Number: 00001593	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 444400 MED-Cancer Center	Sal Plan: NEX
Reports To: 00005418 Admin Director Cancer Center	Salary Grade: 9

[View History](#)

To Preload the Job Description select from the Generic Job Description or Position Number pick list. Then click the load button.

Job Code:  **Generic Job Description:** Secretary 1 **Position Number:**

Job Summary

Effective Date:   

Job Summary:

Page H

Step 8 - To clone from a Unique Position Number enter the position number in the Position Number field or click the **Magnifying Glass** button to find the Position Number.


(See Page I)

Position Description




Position Number: 00001593	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 444400 MED-Cancer Center	Sal Plan: NEX
Reports To: 00005418 Admin Director Cancer Center	Salary Grade: 9

[View History](#)

To Preload the Job Description select from the Generic Job Description or Position Number pick list. Then click the load button.

Job Code:  **Generic Job Description:** **Position Number:**

Job Summary

Effective Date:   

Job Summary:

Page I

Step 9 - When the Magnifying Glass button is clicked the Lookup Position Number page appears. You will only see positions that are part of your department or security access.

-To search for a position # enter in one of the following search fields:

- **Position #**
- **Description**
- **Department**
- **Job Code**

-When the information is entered click the **Lookup** button.

-A list of positions will be displayed based on the search criteria.

-Click the [Position Number](#) link that is to be cloned from.

(See Page J)


Look Up Position Number

SetID:

Position Number:

Description:

Department: 

Job Code: 

[Basic Lookup](#)

Search Results

View All First 1-3 of 3 Last

Position Number	Description	Department	Job Code
00001593	Secretary 1	444400	100093
00010876	Secretary 1	444400	100093
00015842	Secretary 1	444400	100093

Page J

Step 10 - When the Position Number link is clicked the position number will populate into the Position Number field.

-Click the **Load** button to clone the position description.

-All the data from the position description will populate the fields.

Note: When a Position # is entered the Job Code field becomes grayed out.

(See Page K)

Position Description

Position Number: 00001593	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 444400 MED-Cancer Center	Sal Plan: NEX
Reports To: 00005418 Admin Director Cancer Center	Salary Grade: 9 View History

To Preload the Job Description select from the Generic Job Description or Position Number pick list. Then click the load button.

Job Code: **Generic Job Description:** **Position Number:**

Job Summary

Effective Date:

Page K

Step 11 - Verify and/or update the following fields:

- **Job Summary**
- **Position Scope**

- Position Responsibilities for faculty and students: If applicable
- Financial Responsibilities: If applicable
- Supervisory Responsibilities: If applicable

-To read an entire section, click the yellow **Read** button.

(See Page L)

To Preload the Job Description select from the Generic Job Description or Position Number pick list. Then click the load button.

Job Code: **Generic Job Description:** **Position Number:** 00002123

Job Summary

Effective Date: 04/07/2006

Job Summary:
Under general direction, performs secretarial and clerical duties using judgement and discretion. Utilize word processing and other software. Receives a minimum of detailed supervision and guidance.

Position Scope

Specify the position's responsibilities for faculty and students. (List number of faculty and/or students supported, etc.):

Specify the position's financial responsibilities and/or property/capital responsibilities if applicable. (For example, include size of budget, level of grant activity, amount of revenue, etc.):

Specify the position's supervisory responsibilities if applicable. (List job titles of positions supervised directly and indirectly. Include number of staff supervised, level of authority for hiring and/or disciplining staff, etc.):

Page L

Step 12 - Verify and/or update the following fields under the Description of Principal Accountabilities section:

- **Principal Account**
- **Percent of Time Spent**
- **Essential Function: E or N**

- Add one principle account, percent of time, and essential function per row.
- To add more than one principal account, percent of time, and essential function, click the blue **Plus Sign** button.
- To delete a row, click the blue **Minus Sign** button.
- When finished entering all the principal accounts, percents of time, and essential functions, click the **Calculate** button.
- The total percent of time must equal 100%.
- Note: *Percent signs are not needed when entering the Percent of Time.*
- Note: *Click the **Calculate** button any time the percent of time has changed after the initial calculation.*

Description of Principal Accountabilities (Specify activities and end results) First Last

Principal Account:	Percent of Time Spent:	Essential Function:	<input type="button" value="+"/> <input type="button" value="-"/>
1. Performs varied clerical and secretarial functions requiring a knowledge of office routine and an understanding of the school, department or program activities, and the procedures relative to the operation of the office.	60.00	E <input type="text"/>	<input type="button" value="Read"/>
2. Composes and types letters that relay standard information. Prepares and types reports, proposals, forms and material from notes or rough drafts using word processing software.	10.00	E <input type="text"/>	<input type="button" value="Read"/>
3. Notifies persons of time and place of meetings and makes physical arrangements for meetings.	10.00	E <input type="text"/>	<input type="button" value="Read"/>
4. Files, selects and pulls material from a moderately complex file system. May create and maintain files of standardized documents.	10.00	E <input type="text"/>	<input type="button" value="Read"/>
5. Opens, sorts and routes mail, handling routine requests independently.	10.00	E <input type="text"/>	<input type="button" value="Read"/>

Total Must Equal 100% 100.00

Page M

(See Page M)

Step 13 - Verify and/or update the following fields:

- **Minimum Qualifications**
- **Minimum Competencies**
- **Preferred Qualifications**
- **Preferred Competencies**

-To add more than one competency, click the blue **Plus Sign** button.

-To see the list of competencies click the **Magnifying Glass** button next to the competency code field and click the **Lookup** button.

To delete a competency click the blue **Minus Sign** button.

-To read an entire section, click the yellow **Read** button.

(See Page N)

Note: The qualifications listed below must support the essential functions, and serve as the primary criteria for selecting/rejecting candidates.

Minimum Qualifications: (Education, experience, and any other certification/clearances)

An Associates Degree Read

Minimum Competencies: (Skills, knowledge and abilities) Find First 1 of 1 Last

Competency Code	Description	Description	
COMP	Computer Proficiency	Successfully uses multiple software programs independently. Software may include Microsoft Office, applications such as PowerPoint, Word, Excel, and Access, email, web browsers, and Peoplesoft.	+ -

Preferred Qualifications: (Education and Experience) Find | View All First 1 of 1 Last

An Associates Degree and 2-3 years experience Read

Preferred Competencies: (Skills, knowledge and abilities) Find First 1-3 of 3 Last

Competency Code	Competency	Description	
DATA	Data Entry	Possesses basic data entry skills.	+ -
MUT	Multi-Tasking	Demonstrates ability to work on multiple projects simultaneously.	+ -
MIC	Microsoft Office	Experience with Word, Excel, PowerPoint, and Access.	+ -

Page N

Step 14 - Verify and/or update the following fields:

- **Background Questions:**
Answer Yes or No
- **Working Conditions:** If applicable

-Click the **Save** button when finished.

-Note: The Last User ID to Update and Date/Time Stamp will default in when the page is saved

Job Posting Description: (To be Posted on the Web)

Job Posting Descr:
Job Summary:
This position is responsible for performing a variety of clerical duties in support of the med school.

Background Questions

1. Does this position have access to over \$5,000 in cash, student rooms, controlled substances or minor children? Yes No

2. Does this position require a valid driver's license? Yes No

3. Does this position require a commercial driver's license? Yes No

4. Does this position require access to Northwestern Memorial Hospital? Yes No

Working Conditions

Are there particular working conditions associated with the position that should be noted (i.e., working environment, hours of work, workspace, etc.)?
 Yes No

May need to work over time during high volume weeks Read

Last User ID to Update: NWU **Last Update Date/Time Stamp:** 04/07/06 8:56:15AM

(See Page O)

Page O

Step 15 - To return to the Job Information page, click the **X** in the top right hand corner.

(See Page P)

Page P