

Printing a Position Description Form

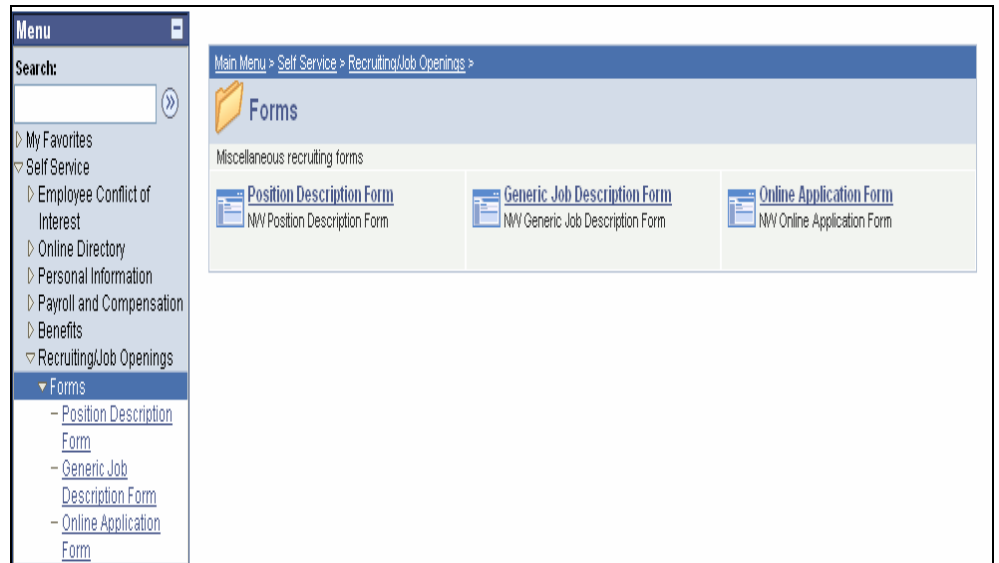
Summary:

- The Position Description is created in Self Service.
- A designated person in the department/school wants a printed copy of the position description.

Step 1 - Sign into Self Service using your NetID and Password. Navigate to the Position Description Form page by following the breadcrumbs listed below:

*Self Service
Recruiting/Job Openings,
Forms,
Position Description Form*

(See Page A)



Page A

Step 2 - When the Position Description Form link is clicked, the Position Description Form page appears.

-If a run control id is already established click the **Search** button and click on the appropriate id.

-To add a run control id, click the [Add a New Value](#) link.

(See Page B)

Position Description Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Page B

Step 3 - When the Add button is clicked, the Add a New Value page appears.

-Add any combination of letters and numbers in the Run Control ID field.

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

(See Page C)

Position Description Form

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

(See Page C)

Step 4 - When the Add button is clicked, the Position Description page appears.

-Type in the position number in the Position Number field or click the **Magnifying Glass** button to search for the position number.

(See Page D)

Position Description

Run Control ID: eae746 [Report Manager](#) [Process Monitor](#) **Run**

Position Description to be Printed

Position Number:

Save **Return to Search** **Previous in List** **Next in List** **Notify** **Add** **Update/Display**

Page D

Step 5 - When the Magnifying Glass button is clicked, the Lookup Position Number page appears.

-Click the down arrow on the Search By field to see the list of search criteria

-Click on one of the search criteria.

Look Up Position Number

Search by: begins with

[lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

SetID	Position Number	Description	Department	Job Code
NWUNV	00001000	Trustee	000100	100002
NWUNV	00001001	President	000196	100001
NWUNV	00001005	Retiree (Exempt)	000002	100125
NWUNV	00001006	Retiree (Non-Exempt)	000002	100184
NWUNV	00001011	Asst Professor Adjunct	403900	100004
NWUNV	00001012	Asst Professor Adjunct	403900	100004
NWUNV	00001013	Adjunct Professor	498000	100005
NWUNV	00001014	Post Doctoral Fellow (Trainee)	273300	100006
NWUNV	00001015	Post Doctoral Fellow (Trainee)	406600	100006
NWUNV	00001016	Visiting Pre-Doctoral Fellow	544000	100016
NWUNV	00001017	Scholarship (Taxable)	277599	100009
NWUNV	00001018	Scholarship (Taxable)	277599	100009
NWUNV	00001019	Scholarship (Taxable)	822299	100009
NWUNV	00001020	Teaching Assistant	302000	100010
NWUNV	00001021	Research Associate	391900	100011
NWUNV	00001022	Research Park Affil	893500	100012

(See Page E)

Page E

Step 6 - When the search criteria is selected, enter in the appropriate information and click the **Lookup** button.

-A list of positions will appear.

-Click the appropriate link.

Look Up Position Number

Search by: begins with

[Advanced Lookup](#)

Search Results

Description	SetID	Position Number	Department	Job Code
Supvr Animal Care & Health	NWUNV	00021100	796500	100364
Supvr Animal Care & Health	NWUNV	00036874	796500	100364
Supvr Animal Care & Health	NWUNV	00038431	796500	100364
Supvr Animal Care & Health	NWUNV	00038695	796500	100364
Supvr Animal Care & Health	NWUNV	00038954	796500	100364
Supvr Animal Care & Health	NWUNV	00039309	796500	100364
Supvr Animal Care & Health	NWUNV	00039310	796500	100364
Supvr Animal Care & Health	NWUNV	00039311	796500	100364

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Page F

Step 7 - When the link is clicked, the Position Description page reappears.

-The selected position number defaults into the Position Number field.

-Click the **Run** button.

(See Page G)

Page G

Step 8 - When the Run button is clicked, the Process Scheduler Request page appears.

-Enter the following information:

- **Server Name:** PSUNX
- **Run Date:** Will default to the day the form is printed
- **Recurrence:** Leave blank
- **Run Time:** Will default to the time the form is printed
- **Time Zone:** Leave blank
- **Select:** Box should be checked
- **Type:** Web
- **Format:** PDF

-Click the **OK** button.

(See Page H)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NWERC002	NWERC002	SQR Report	Web	PDF	Distribution

Page H

Step 9 - When the OK button is clicked, the Position Description page reappears.

-A Process Instance number will appear under the **Run** button.

-Click the [Process Monitor](#) link.

(See Page I)

Position Description

Run Control ID: eae746 [Report Manager](#) [Process Monitor](#) **Run**

Process Instance: 125138

Position Description to be Printed

Position Number: 00036874

Save Return to Search Previous in List Next in List Notify Add Update/Display

Page I

Step 10 - When the Process Monitor link is clicked, the Process Requests page appears

-Under the Run Status column the process will go through the following statuses:

- Initiated
- Processing
- Posting
- Success

-Click the **Refresh** button until the Run Status shows Success and the Distribution Status shows Posted.

(See Page J)

Process List [Server List](#)

View Process Request For

User ID: HRISLM Type: Last: 10 Days Refresh

Server: PSUNX Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	125138		SQR Report	NWERC002	HRISLM	05/01/2006 3:42:48PM CDT	Success	N/A	Details
<input type="checkbox"/>	125137		SQR Report	NWERC003	HRISLM	05/01/2006 3:29:53PM CDT	Success	Posted	Details
<input type="checkbox"/>	125130		SQR Report	NWERC002	HRISLM	05/01/2006 3:08:59PM CDT	Success	Posted	Details
<input type="checkbox"/>	125128		SQR Report	NWERC002	HRISLM	05/01/2006 3:07:51PM CDT	Success	Posted	Details

[Go back to Position Description Form](#)

Save Notify

[Process List](#) | [Server List](#)

Page J

Step 11 - When the Run Status shows Success and the Distribution Status shows Posted the form is completed.

-Click the [Details](#) link.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters: User ID (HRISLML), Type (dropdown), Last (10 Days), Server (PSUNX), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is present. Below the filters is a table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains four rows of SQR Report processes. Below the table are 'Save' and 'Notify' buttons, and a link to 'Go back to Position Description Form'.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	125138		SQR Report	NWERC002	HRISLML	05/01/2006 3:42:48PM CDT	Success	Posted	Details
<input type="checkbox"/>	125137		SQR Report	NWERC003	HRISLML	05/01/2006 3:29:53PM CDT	Success	Posted	Details
<input type="checkbox"/>	125130		SQR Report	NWERC002	HRISLML	05/01/2006 3:08:59PM CDT	Success	Posted	Details
<input type="checkbox"/>	125128		SQR Report	NWERC002	HRISLML	05/01/2006 3:07:51PM CDT	Success	Posted	Details

Page K

(See Page K)

Step 12 - When the Details link is clicked, the Process Detail page appears.

-Click the [View Log/Trace](#) link.

The screenshot shows the 'Process Detail' page. It has a 'Process' section with fields for Instance (125138), Name (NWERC002), Run Status (Success), Type (SQR Report), and Description (NWERC002). Below this are two columns: 'Run' (Run Control ID: eae746, Location: Server, Server: PSUNX, Recurrence) and 'Update Process' (Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request). At the bottom is a 'Date/Time' section with fields for Request Created On, Run Anytime After, Began Process At, and Ended Process At. To the right of the Date/Time section is an 'Actions' section with links for Parameters, Message Log, Batch Timings, and View Log/Trace. At the very bottom are 'OK' and 'Cancel' buttons.

Page L

(See Page L)

Step 13 - When the ViewLog/Trace link is clicked, the ViewLog/ Trace page appears.

-Click [nwerc002](#) link to view the form.

View Log/Trace

Report

Report ID: 62133 **Process Instance:** 125138 [Message Log](#)
Name: NWERC002 **Process Type:** SQR Report
Run Status: Success

NWERC002

Distribution Details

Distribution Node: hr89prod **Expiration Date:** 05/08/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,609	05/01/2006 3:43:52.000000PM CDT
nwerc002_125138.PDF	1,783	05/01/2006 3:43:52.000000PM CDT
Trace File	39	05/01/2006 3:43:52.000000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	HRISLM

[Return](#)

(See Page M)

Page M

Step 14 - When the nwerc002 link is clicked, the Position Description form appears.

Click the button that looks like a **Printer** at the top of the page to print the form.

NORTHWESTERN UNIVERSITY
Department of Human Resources
Position Description Report Date: 07/03/2005

Position Number: 00036874 **Job Code:** 100364
Department Title: Supvr Animal Care & Health **Univ Job Title:** Supvr Animal Care &
Department: 796500 Ctr for Comparative Medicine **Sal Plan:** EXS
Reports To: 00036373 Mgr Husbandry & Facilities CCM **Salary Grade:** 7

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Position Summary

Supervises and provides direction and guidance to husbandry staff on a daily basis. Assist Faculty Manager in interviewing process, performance reviews as well as disciplinary procedures. Assist in proper record keeping for training, environmental parameters, animal health, motoring, equipment maintenance and quality control. Responsible for the procurement and proper storage of husbandry supplies. may perform care taking duties and responsibilities as necessary. Serves as back up to the Facilities Manager and assists the Facilities Manager with the day-to-day operation of the animal facility.

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