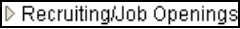




Update an Existing Position Description

This lesson explains how to update an existing Position Description and how to view Position Description History.

Navigate to the Position Description panel:

Step	Action
1.	From the Navigation Path, click the Recruiting/Job Openings link.  *Please note you may also select this link from the Navigation window on the right hand side of the screen.
2.	Click the Position Description link to access the existing position description. 



Step	Action
3.	Enter the position number that you wish to update into the Position Number field.
4.	Click the Search button. 

Position Description


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


Find an Existing Value


SetID:



Position Number:

Description:

Department: 

Job Code: 

[Basic Search](#)  [Save Search Criteria](#)



Step	Action
5.	Notice that the Position Description has been completed with an effective date of March 3, 2006. Effective Date: <input type="text" value="03/03/2006"/> 
6.	To update the Position Description, click the Plus button to add another position description row.  *Please make sure that you click the plus button that is found to the right of the Job Summary section.

Position Description



Position Number: 00002123	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 588000 Kellogg Finance	Sal Plan: NEX
Reports To: 00005844 Department Assistant 2	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:

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

Position Scope

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

35 faculty, 25 Ph.D. students

(Please note: This screen shot does not show entire panel)

Step	Action
7.	Notice that a new Position Description row was inserted with today's date in the Effective Date field. All existing position description information was carried forward. You are now able to update the position description as necessary.
8.	In this example, the position needed to be updated because it no longer has any position responsibilities for faculty and student. Replace this field with N/A for "not applicable."

Position Description

Position Number: 00002123	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 588000 Kellogg Finance	Sal Plan: NEX
Reports To: 00005844 Department Assistant 2	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: 06/06/2006

Job Summary:

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

Position Scope

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

N/A

Step	Action
9.	Click the scroll bar to scroll down the page.
10.	When finished updating the position description, click the Save button to save the updated position description. <input type="button" value="Save"/>

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

Last User ID to Update: SAM555 **Last Update Date/Time Stamp:** 03/03/06 2:07:37PM

Viewing Position Description History:

Step	Action
11.	Click the View History link to view position description history. View History
12.	Notice this is the most recently updated position description. Let's say you are interested in viewing the old position description that was updated on March 3, 2006.

Position Description

Position Number: 00002123	Job Code: 100093
Department Title: Secretary 1	Univ Job Title: Secretary 1
Department: 588000 Kellogg Finance	Sal Plan: NEX
Reports To: 00005844 Department Assistant 2	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:** [Load](#)

Job Summary

Effective Date: 06/06/2006 [31](#)

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

[Read](#)

Position Scope

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

N/A

Step	Action
13.	[Scroll down the page using the scroll bar] Click the Next in List button to view the next recent position description. Next in List

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

[Read](#)

Last User ID to Update: EAE746 **Last Update Date/Time Stamp:** 06/06/06 1:34:47PM

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step	Action
14.	Click the Return link to return to the position description page.
15.	If you would like to return to the Job Opening, click the Return to Job Opening link.

Position Description History

Position Number: 00002123	Job Code: 100093	Return to Job Opening
Department Title: Secretary 1	Univ Job Title: Secretary 1	
Department: 588000 Kellogg Finance	Sal Plan: NEX	Return
Reports To: 00005844 Department Assistant 2	Salary Grade: 9	

- The position description has been successfully updated. Please note that if you need the Job Posting updated as well, you will need to contact your HR Recruiter and notify her/him that the position description was updated. **The Job Posting will not be updated automatically.**