How to View and Update a Position Description in PeopleAdmin 7

**How to Login**

1. Log in to PeopleAdmin at: [https://jobs.hrc.pdx.edu/hr](https://jobs.hrc.pdx.edu/hr)
2. Please note that you will be logged out of the system after 60 minutes of activity.
3. Click on the “SSO Authentication” link below the login box and use your ODIN username and password.

How to View a Position Description

1. Confirm that you are in the “Position Management” module (orange). If not, click to select that module from the drop down on the top right corner of the screen.
2. Change your User Type to “Employee” and then select “My Profile”.
3. Select the tab titled “Position Descriptions” and then click on the position description. **Note:** Employees are unable to make changes to their own position descriptions in this system.
How to update a position description, or record that you have reviewed the position description, by entering a “Minor Modification”

Important: Even if no changes are needed to the position description, please record that you performed a review of the position description by entering a “comment” indicating the date the review was performed and that the position description is accurate.

Note: Only employees designated in People Admin as an “Initiator” can update or add a comment to position descriptions in People Admin.

1. Verify that you are in the “Position Management” module and select the “Initiator” user group.
2. Hover over “Position Descriptions” and select the appropriate employee group from the drop-down menu (for this example, “Classified” will be used).
3. Search for and select the position description you wish to update by highlighting and clicking on either the “Position Number” or the “Working Title.”
4. Click the link to your right.
5. Click to begin updating the position description.
6. The initial page asks for information to determine whether this update will have a corresponding recruitment to refill the position; this helps to route the request appropriately.
7. Provide all required data and click “Next” at the bottom of the page to move to the next page. You can track your progress on the left of the screen.

8. Completed pages will have a blue check mark.
9. Incomplete pages will have an orange exclamation point.

10. After completing all mandatory and optional/recommended fields you will be on the “Request Summary” page. You can review the information you entered into the request for accuracy prior to taking action. Click on “Edit” to return to any incomplete page. Once Completed, click on “Save.” You can then return to the “Request Summary.”

11. To take action on the request, hover over and select an option from the drop-down menu. You will have the opportunity to add comments to the request and to add the request to your “Watch List.”

12. A green bar at the top of the page indicates the action was submitted successfully; a red bar indicates that further action is needed.

13. To save this request and submit later, select “Keep Working on This Request.”

For additional assistance please contact your HR Partner, or send an email to askhrc@pdx.edu and your concern will be directed to the appropriate team member.