Following are the steps to *View, Modify or Manage* a Position and *Request to Advertise*. Examples of Position modifications could be a Pay Change; Budget Change; Change in job duties; Supervisor change.
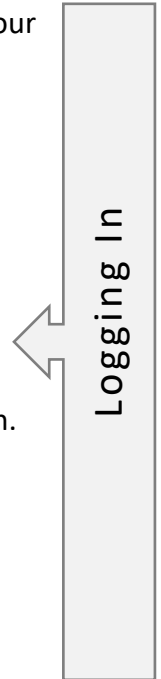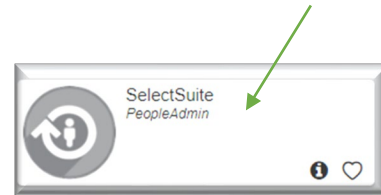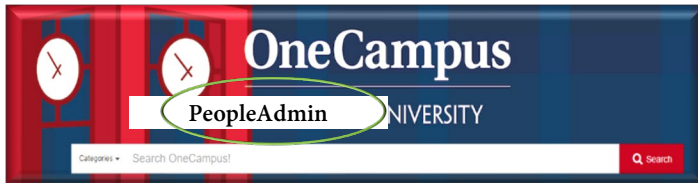

Viewing a Position Description

PeopleAdmin is part of Radford University's single sign-on. This means that it is accessible through your OneCampus Portal.
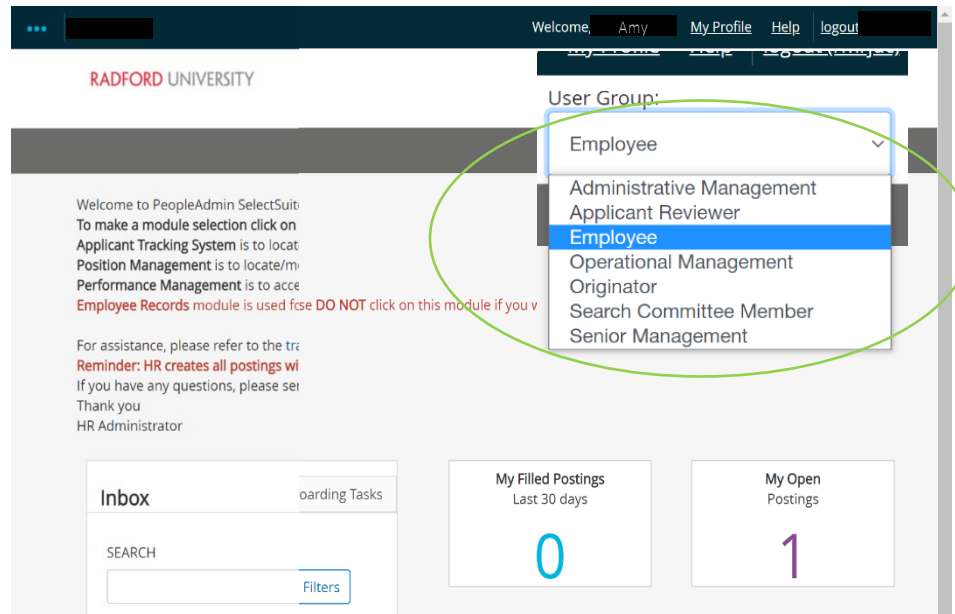
1. Log into your OneCampus Portal, using your Radford credentials
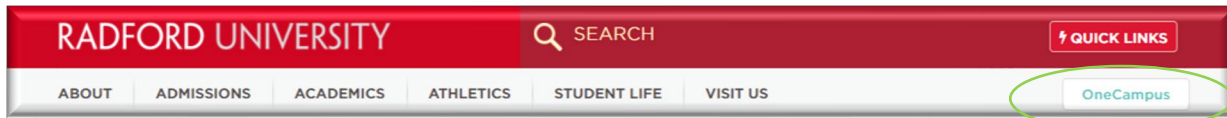
2. On the landing page of your Portal, select or search for PeopleAdmin. Click on the tab to open.


Logging In

3. Once you have logged into SelectSuite, select your User Group according to your role.

4. Navigate to the Position Management Module by clicking on the three blue dots in the upper left-hand section of your screen and selecting **Position Management.**
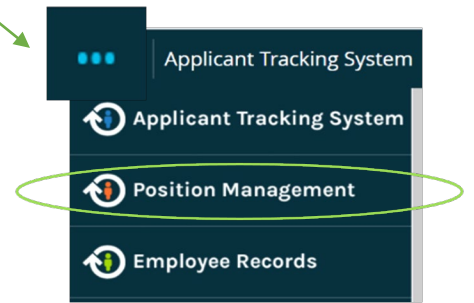
5. From this menu, hover over the Position Descriptions tab and select the **AP** from the drop-down box. If you previously "Modified a Position" and it is pending, you will find it under the "*Requests*" options. For example, AP Position requests.
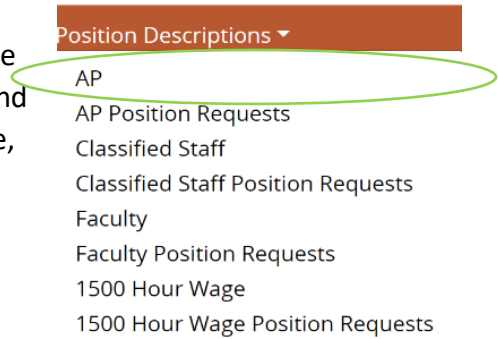
6. Search for the appropriate position description (by position number, name, etc)
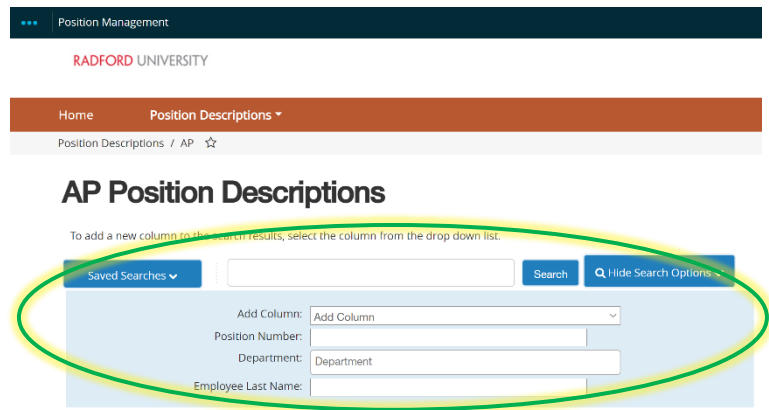
7. Hover over **Actions** drop-down (right side of the screen) select **View** or you may select the **Working Title**

AP Position Descriptions

To add a new column to the search results, select the column from the drop down list.

Working Title	Position Number	Employee Last Name	Employee First Name	Department	Banner Status	Employee ID	(Actions)
Director	FA0123	Daryl	Oak	Art, Dept. of	Active	00012345	
Career Coach	FA8675	Denise	Locust	Biology, Dept of	Active	00054321	
Systems Trainer	FA0309	Cole	Ash	Geology Program	Active	08675309	Actions ∨

Modifying or Managing a Position Description, Request to Advertise

1. Complete Steps 1-7

2. Review the Position Summary and select **Modify Position Description** from the drop down menu (top right side of screen).
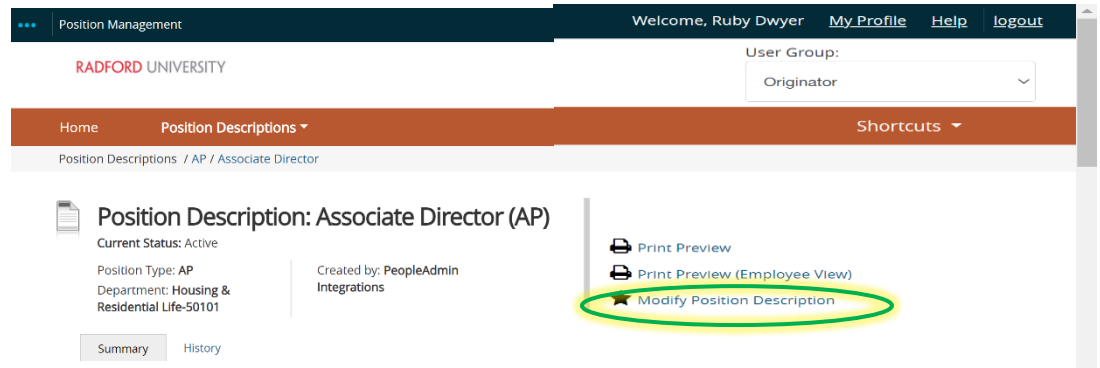
3. A prompt will appear asking you if you are sure you want to continue. The position description will be locked until the action has been completed. Select **Start** to Continue

Start Modify Position Description Position Request on Associate Director?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

Start

4. You will now be able to edit/complete the fields for your position.
   A. On the first tab, Position Justification, choose the reason you are requesting to Modifying the Position Description (see below). Select Save and Continue when finished.

B. Continue filling in the information on each Tab. Required fields are denoted by a *. These fields must be completed.   You can continue to each section by selecting [Save & Continue] or you can select each section in the menu on the left hand side.

Editing Position Request
- Position Justification
- Position Details
- ✔ Funding Information
- Major Responsibilities...
- Employment Conditions
- ✔ Advertisement Details
- ✔ Position Documents
- ✔ Approved Action summary
- Position Request Summary

NOTE* Make sure that you add in your *Applicant Reviewer* names on the **Advertisement Details Tab**. These can be added to or taken away at any point in the posting.
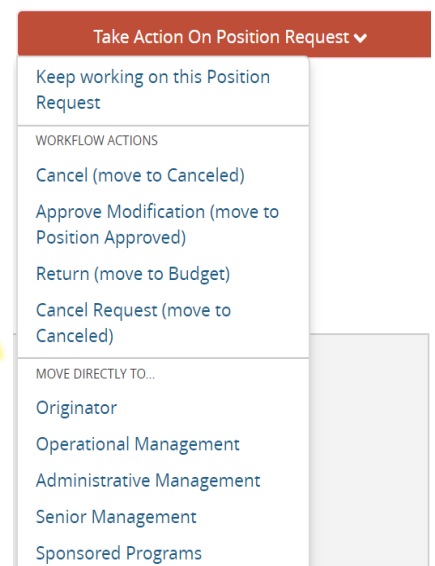
C. When you reach the final tab, Position Request Summary, make sure all of the sections have a ✔ if they have a exclamation point **(!)** this indicates that there is required information missing. This must be resolved before moving onto the next step. You can do this by selecting EDIT next to the section that is missing information.

❗ Position Justification   *Edit*

5. After all of your information has been included, from the Position Request Summary Page, hover over the **Take Action on Position Request** (Top right hand corner) and select the next appropriate next step.

Please see an *EXAMPLE* below:

Take Action On Position Request ⌄
- Keep working on this Position Request

WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Approve Modification (move to Position Approved)
- Return (move to Budget)
- Cancel Request (move to Canceled)

MOVE DIRECTLY TO...
- Originator
- Operational Management
- Administrative Management
- Senior Management
- Sponsored Programs

FROM		TO
Originator	>	Operational Management
Operational Management	>	Administrative Management
Administrative Management	>	Senior Management
Senior Management	>	Budget
Budget	>	Human Resources

End