Quick Guide for Creating a Position Description

1) Go to jobs.ua.edu/hr and sign on. If you do not have a Username and Password, click on Create User Account.

2) From the site, click Begin New Action under the Position Descriptions menu.

3) Select “Start Action” under New Position Description.

4) On the Proposed Classification Title:
   a. Select the appropriate classification title. For new positions we recommend you select the classification title Undecided. Human Resources will assign an appropriate classification upon evaluation. Click on Search.
   b. Click on Select Title and Continue.

5) On the Classification Details screen select Continue To Next Page.

6) If copying an existing position, complete the preferred search criteria and click Search. Otherwise, click on Do Not Choose Position, Continue To Next Page.

7) Review and edit the information on the Position Details tab. The information on this tab will be the foundation for future requisition postings. Required information is denoted by an asterisk and must be completed before you can continue on.

8) Complete appropriate entries on the remaining tabs using the Continue to Next Page button to navigate through the New Position Description forms.
   a. Proposed Job Duties
   b. Testing, Licensing and Background Verification
   c. Fiscal Responsibilities
   d. Supervisory Scope
   e. Physical Demands
   f. Supplemental Documentation
   g. Comments

9) On the Preview Action screen, review the position description summary information provided. If information needs editing, click on Edit and select the tab where edits are needed. If the information does not need editing, you may:
   a. Save Action without Submitting (no action will be taken on the position description unless you submit to the next level).
   b. Submit Action to the next approval level which may be Hiring Manager, Director/Department Head, Dean/AVP or VP. If you are unsure as to who is the next level approver, contact your HR Partner.
   c. If you are the final approver user you may, if all approvals are gathered, Submit Action to Human Resources.

10) Once you have selected the Action Status, click on the Continue Button and then the Confirm Button. If you do not confirm, your request will not be forwarded to the next approval step. Once all approvals have been completed, you have created your new staff position description.