Cloning a Staff Position Description
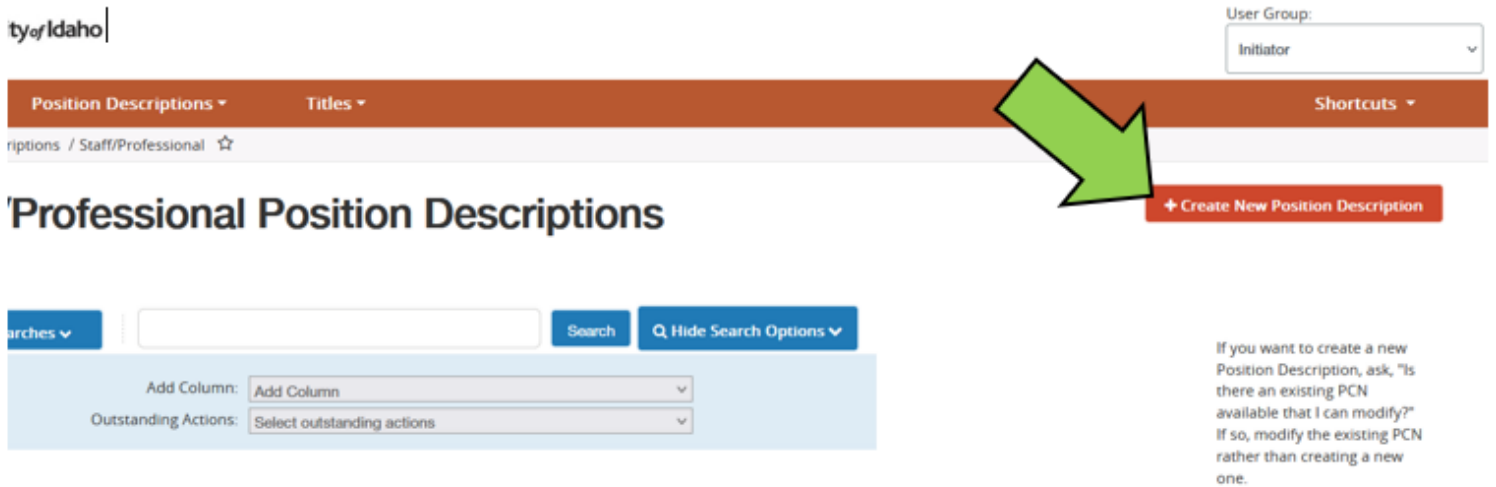
1. As **Initiator,** navigate to the **Position Management** module (orange side)

2. Click on **Position Descriptions** and select **Staff/Professional** for the position type.

3. In the upper-right hand corner of the page, click **Create New Position Description.**

4. On the next page, enter in the **Working Title** as well as the **Organizational Unit** information. These fields may already be filled in depending on the scope of access you have.

Working Title *

Organizational Unit

Division/College (mid-level) *   Select a Division/College (mid-level) ⌄

Department *   Select a Department ⌄

5. Below the title and organization fields, you can then search for the position you want to clone by putting in the **PCN, employee name, title, or job family ID.**

   Make sure to hit the **Search button** to find the PD you want to clone, <u>**not**</u> your Enter key. If you hit Enter, the action will automatically start as a new, blank action not a clone.

   If you are cloning from a job family template, be sure to select the PD labeled TEMPLATE not a PD with someone seated in it.

6. Once you have found the position description/template you wish to clone, click the radio button next to the title field and then click **Start Action**.

If you would like to review the position description before you clone it, click the title. You can then click **Clone this Position Description** on the top right side of the position description to start the action.

7. When cloning a position description, be aware that most of the information will be flooded in. Please be sure to review/update as needed:

- Funding
- Suffix
- Org chart
- Hiring Approval
- Supervisor
- Posting Information
- Provide a suggested PCN if you are cloning the PD to update a filled position OR if you have one to repurpose for a new position. If not, put NEW in that field.

8. In the "What is the purpose of this action?" box, please include a comment stating that you cloned the PD for PCN XXXX or TEMPLATE XXXXXX and need to deactivate the old version of the job description for PCN XXXX. This will archive the old version so that only the new version is active.

If you have any questions about cloning a position, please reach put to employment@uidaho.edu or 885-3611.