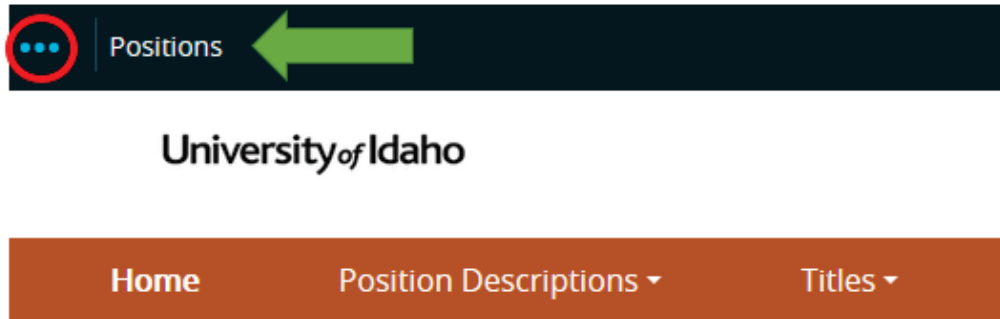
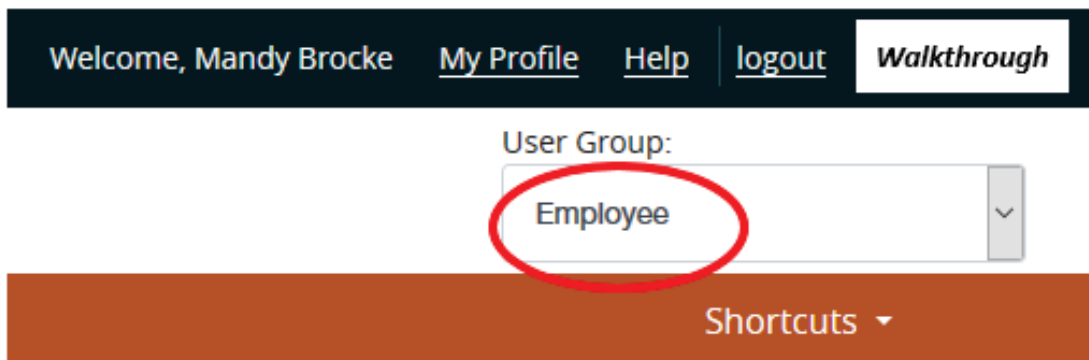


Accessing Job Descriptions in PeopleAdmin

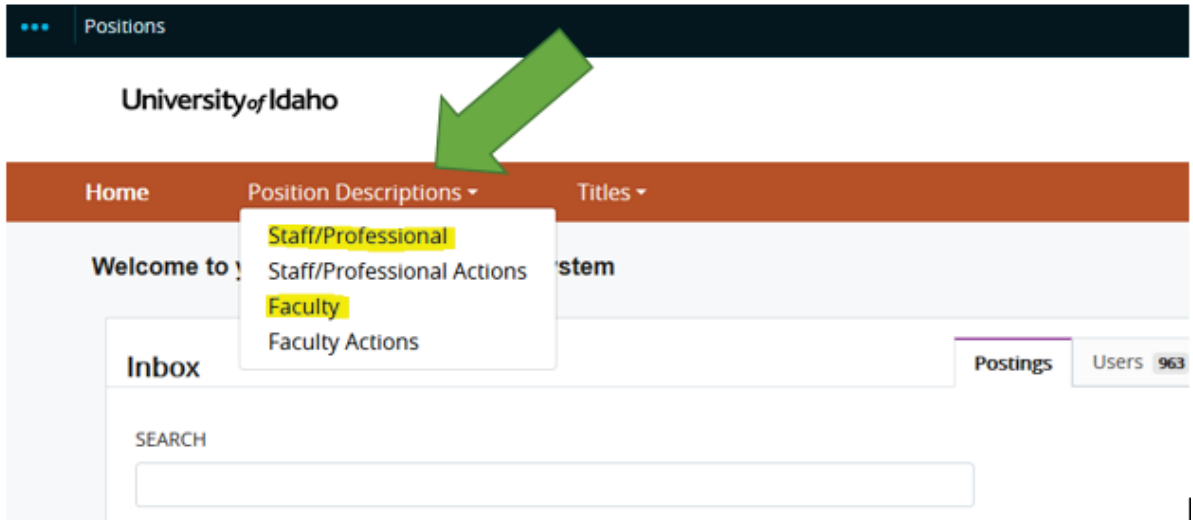
1. After you have logged in to PeopleAdmin, ensure you are in the **Positions** module, on the top left corner of the screen. If it does not say **Positions**, click on the three dots to change modules.



2. Then, make sure your access is set to **Employee** in the user group dropdown on the right side of the screen.



- From the tabs at the top of the homepage, select **Position Descriptions** then **Staff/Professional** or **Faculty** from the drop-down menu. These options will take you into the job description bank for each position type.



- You may search for the job description using the employee last name, position title, or position control number (PCN), then click **Search**. When using a PCN do not include the 00 at the beginning of the job description or the suffix. Once you have located the position description you are looking for, click on the **Position Title**.



Staff/Professional Position Descriptions

Add Column:

Position Number:

Job Number:

Executive Level:

Ad hoc Search × Staff/Professional PD's

Ad hoc Search 1 Save this search? Selected records 1 × Clear selection?

<input type="checkbox"/>	Position Title	Department	Employee First Name	Employee Last Name	Position Control Number
<input type="checkbox"/>	HR Recruitment Resource Specialist	Human Resource Services	Mandy	Brocke	6187

5. Within the position description, you may make a copy of the summary page that opens, or you can click into “Print Preview” on the top right corner of the position description.

 [Print Preview](#)

 [Print Preview \(Employee View\)](#)

 [View Supervisor](#)